

Statistical Report Introduction

Every year the PCA Administrative Committee mails the Stat Packet to your church so that you can fill out the statistical report for your church. The packet includes an Instruction Sheet which explains in detail what needs to be reported on each line in your statistical report.

There are two ways to file the report:

- **Online:** You can enter the stats online at www.pcaac.org/stats. The Stat Packet includes your ORG ID and PASSWORD to login and report your church's statistics for the past year.
- **By mail:** the packet contains a hard copy of the form. You can fill out the form and mail it back to the office of the PCA Administrative Committee.

The statistical report has four sections:

- **Section I Church Data**
to enter the name and address of your church.
- **Section II Membership Statistics**
Most of the numbers in this section are based on membership data that the church is required to maintain (lines 1 to 20). The last four lines (21 to 24) are attendance estimates.
- **Section III Christian School**
This section can be skipped as none of the churches in our presbytery operate a Christian School.
- **Section IV Financial Statistics**
The figures in this section are based on the year-end financial data of your church.
 - Please note that you need to report in U.S. dollars. You can find the CAD to USD conversion rate online. For example, OANDA shows a conversion rate of 0.73036 on December 31, 2025. So you need to multiply your CAD figures by this conversion rate to get the USD numbers that you need to report.
 - The financial figures that you need to report may require some manipulation as your church's financial reports and budget most likely use different categories than the statistical report. You need to sort out how your budget maps onto the statistical report. That is, the figure that you need to report on a certain line in the statistical report can be the sum of a number of line items in your church's budget. For example, line 20 of the Financial Statistics is for "Contributions used by the congregation in mercy ministries". Quite possibly mercy ministries may be reported on multiple lines in your church's budget. If so, then you need to calculate the sum total for all line items that show expenses for mercy ministries.

It is recommended to document the mapping of your church's financial report onto the statistical report as this mapping is likely to be the same year after year.

Tip: if you use a spreadsheet to calculate the statistical figures from the data in the financial report of your church, then the spreadsheet can implicitly "document" the mapping from your financial report onto the statistical report. For future years, you can take a copy of this spreadsheet and update it with the new data of the financial report of your church.

Please refer to the Instruction Sheet for detailed information about what needs to be reported on each line in the report.