

E-mail from the District UMC Office  
Monday, August 3, 2015

**Subject: Charge Conference Reporting begins**

**Monday, August 3, 2015** pastors and administrators can begin entering their 2015 Charge Conference reports in the EVC System.

- **Missed the training on July 23?** Here's the EVC Video Website  
Link: <http://new.livestream.com/vaumc/evc>
- **What do I do first?** First go to the Charge Conference Dashboard, change the year to last year (2014) and print off last year's CC reports. You can update your 2015 information using these forms and then you can enter them in the 2015 year. In 2015 it gives you last year's information so all you have to do is update the information.
- Remember **there is an order to completing the 2015 forms:**
  - 1. complete the Charge Conference Date;
  - 2. complete the Nominations form (the Nominations form puts the data in many of the other CC forms)

**Church EIN (Employer Identification Number) Verification required:**

Please locate your Church EIN BEFORE beginning the EIN Verification process. The process will take about 1 minute and begins by clicking the "Church EIN Verification" button located above.

The District Office does not have a list of your EVC Administrators so please pass this information along to them.

Note-FYI: The **letter to your PPRC Chair concerning 2016 salaries** has not been sent out as of yet. We are waiting for the memo from the Conference Treasurer's Office concerning cost of living, etc. To date we have **not received conference apportionments.**