PAROCHIAL REPORT CHECKLIST

National Church report (4 pages):

___Cover Sheet complete with signatures of:

___Clerk of the Vestry

____ Treasurer/Financial

____ Rector/Vicar/Priest-in-Charge

____ Page two completed (Membership, Attendance and Services)

___Page three completed (Stewardship and Financial Information), do not enter cents, **please round-off.** Online filing will not accept cents.

____ Page four completed (Priest(s) Serving this Congregation)

Diocesan Supplements:

____ Supplemental Sheets completed:

___ Church Officials (goldenrod - 1 sheet two-sided). Print or type and please be accurate. Our mailing and contact information is updated from this form.

___ Certification of Delegates and Alternates (yellow). Again, please be accurate and remember to update the Bishop's Office with changes to the delegation during the year. Following receipt of parochial reports, letters will be mailed in the spring confirming the number of delegates your parish is entitled to for 2014.
Include signature of:
____ Parish Clerk OR
____ Warden

___ Clergy Information (green -1 sheet two-sided). Please complete one set for each salaried clergyperson.

____ Congregation Ministry Report (blue)

____ Congregation Endowments and Investments Report (pink 1 sheet two-sided)

____ Parochial Audit (lavender)

____ Safe Church Audit Form (ivory - 2 sheets two-sided)

_____ **Enclosed copy of Annual Parish Report**

_____ **RETAIN COPIES OF ALL PAGES OF THE PAROCHIAL REPORT FOR THE CHURCH OFFICE FILE.**