**PAROCHIAL REPORT CHECKLIST**

**(NOTE: you do not need to return this form, for your reference only)**

**\_\_\_\_ BY MARCH 1, 2018: National Church report must be FILED ONLINE** then “Mark Complete” (lower left-hand button online)

**\_\_\_\_ PRINT all four pages** - handwritten parochial reports will not be accepted - and send with:

\_\_\_\_ **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). 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). P r i n t or type and please be accurate. Our mailing and contact information is updated from this form.

Certification of Delegates and Alternates ( yellow). Please update the Bishop's Office with changes to the delegation during the year. Following receipt of parochial reports, you will be informed if there is a change to the number of delegates to which your parish is entitled for 2018.

Include signature of: \_\_\_ Parish Clerk OR Warden

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

\_\_\_\_ Community Ministry Report (blue – 1 sheet, two-sided). Please complete as thoroughly as possible. Financial information can be estimated.

 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 Report (IMPORTANT!)**

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