**Parish Annual Reporting Requirements Checklist**

**Every online form you submit, a copy of the submission will be sent to the email address provided.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete****✓** |  | **Online Form** | **Method of return** | **Date to be completed by** |
|  | **Parish Contact Details** | Synod Representatives x 2 | **All roles fill out same Parish Office Bearers Contact Details Form****Online \*\*** | **Friday, 4 March 2022** |
|  | Supplementary Synod Representatives x 2 |
|  | Synod Representatives declaration x 4 |
|  | Parish Council Secretary |
|  | Parish Council Treasurer |
|  | Church Warden x 3 |
|  | Parish Nominators x 3 |
|  | Supplementary Parish Nominators x 3 |
|  | Parish Financial Return | **Complete the online form, even if using Xero Financial Report** | **Friday, 8 April 2022**Any questions or concerns, please email – reception@bendigoanglican.org.auOr call the Registry |
|  | Audited Parish Annual Financial Statements for 2021 | **There will be a prompt in the Financial Return online form to upload to the Audited Statements**  |
|  | Statistical Return | **Complete the online form** |

**Parish Office Bearers Contact Details**

<https://anglicandioceseofbendigo.snapforms.com.au/form/parish-officer-bearers-contact-details>

*\*\* All current Office Bearers need to complete Contact Details form so the new Diocesan database can be up to date.\*\**

**Parish Financial Return**

<https://anglicandioceseofbendigo.snapforms.com.au/form/parish-financial-return>

**Parish Statistical Return**

<https://anglicandioceseofbendigo.snapforms.com.au/form/parish-statistical-return>