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 \*\*** | **1st week of March** |
|  | 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** | **Mid April**  Any questions or concerns, please email – [reception@bendigoanglican.org.au](mailto:reception@bendigoanglican.org.au)  Or call the Registry on  03-5443 4711 |
|  | Audited Parish Annual Financial Statements for 2024 | | **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**

[Parish Office Bearers Contact Details Form](https://anglicandioceseofbendigo.snapforms.com.au/form/parish-office-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**

[Parish Financial Return Form](https://anglicandioceseofbendigo.snapforms.com.au/form/parish-financial-return)

**Parish Statistical Return**

[Parish Statistical Return Form](https://anglicandioceseofbendigo.snapforms.com.au/form/parish-statistical-return)