

## TIMETABLE FOR RETURN OF FORMS / STATISTICS / ACCOUNTS

DATE DUE	ITEM	TO	RESPONSIBILITY
January / February	Statistics for Mission <a href="http://parishreturns.churchofengland.org/">http://parishreturns.churchofengland.org/</a>	National church	Clergy / Churchwardens
March	Terrier & Inventory Update	Diocese	Churchwardens
April, after APCM	Annual Report & Accounts (signed copy)	Diocese	PCC Secretary / Treasurer
May, after APCM	Electoral Roll Certificate	Diocese	Electoral Roll Officer
May, after APCM	PCC Officer Return (via online PIF) includes churchwardens, PCC Secretary, Treasurer, ER Officer, Deanery Synod Rep, etc	Diocese	PCC Secretary
May	Return of Parish Finance <a href="http://parishreturns.churchofengland.org/">http://parishreturns.churchofengland.org/</a> Due 21 days after APCM	National church	PCC Treasurer
December / January	Direct Debit Forms	Diocese	PCC Treasurer

### Important diary dates:

- Please schedule a Diocesan Synod update/report to your PCC after the March, June & November Synods – help your PCC stay informed of diocesan decisions.

### Elections:

- Diocesan Synod elections were last held in 2015, and have a 3 year cycle, next due in 2018.
- Electoral Roll Revisions were last held in 2013, and have a 6 year cycle, next due in 2019.
- General Synod elections were last held in 2015, and have a 5 year cycle, next due in 2020.
- Deanery Synod elections were last held in 2017, and have a 3 year cycle, next due in April 2020.

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