

Information and reports requested by the Diocesan Office

Conversations with churchwardens in 2019 led to a number of requests for new support and resources, including a list of the requests and requirements for reports and information which the Diocese makes. This sheet sets out the requests made by the Diocesan Office, and also sets out some of the other parochial

Reports requested by the Diocesan Office:

- Statistics for Mission – annual request for statistics on membership etc.
- Parish Officers update (following the annual meetings)
- Electoral Roll number (following the annual meetings)
- PCC's Financial Statements for the preceding year (following the annual meetings)
- Return of Parish Finance – annual request for statistics on parish finance
- Archdeacons' Articles of Enquiry – annual set of questions about life in the parish and opportunity to speak to and raise points with the Archdeacons.
- Parochial Fees received (Requested by the Diocesan Finance Team)

Other parochial administration

This is a list of key administrative tasks which take place in parishes each year.

- The PCC's Financial Statements on the preceding year should be produced, independently examined and approved by the PCC before the annual meetings.
- Annual Meetings need to be held by 31 May. Notice of the revision of the Electoral Roll (or, every sixth year, the preparation of a new roll) need to be displayed up to two months before the meetings, and various reports are required, some of which must be approved by the PCC. For more information, see the document "Guide to Annual Meetings"
- Meetings will be held in each deanery to set parish shares.
- Every fifth year, an architect must be engaged to carry out the Quinquennial Inspection of church buildings.

*PCCs which are registered charities will also need to submit their Annual Report and Accounts to the Charity Commission, as well as keeping the records of their APCM up to date.