



To: Clergy Serving Congregations, Senior Wardens, Parish Treasurers,
and Parish Administrators
From: Lynn Bates, Canon to the Ordinary
Subject: Parochial and Other Annual Reports
Date: February 1, 2010

**Parochial Report
(online or paper)
AND 2009 Year-
end Financial
Statement are
due at the
Diocesan Office
by March 1, 2010**

**Parochial report
(online) is due at
the National
Church by
May 1, 2010**

**Congregational
Leader List &
Handbook listing
are due by
March 1, 2010**

**Convention
Delegates and
Alternates
certificate is due
by March 1, 2010**

The Canonical deadline requirements for filing Parochial Reports are: **March 1, 2010**, with the Diocese, and **May 1, 2010**, with the National Church. By following the instructions in the December 7th letter from the Executive Officer of the General Convention, The Rev. Dr. Gregory Straub, you can accomplish both filings at once. If you did not receive the Parochial Report information and/or if you have difficulty filing online, please contact the General Convention office at 800-334-7626, ext. 6187.

For the Diocese no later than March 1, 2010, in addition to filing your Parochial Report on-line or mailing a paper copy, a copy of your parish's 2009 year-end financial statements must also be filed. This should include financial statements for all separate funds not already consolidated in your parish's annual statement of revenues and expenses. In addition to the year end financial statements, the Parochial Report Reconciliation Form (copy included) will need to be submitted. This form is designed to highlight differences between revenue and expenses and to provide an explanation of the differences, if necessary. This information is extremely useful when reviewing your financial information. The Rev. Peter MacLean, co-chair of the diocesan Oversight and Audit Committee, is available to help with any questions about the financial portion of the Parochial Report. Peter can be reached via email, kintyre@myfairpoint.net or by telephone, (802) 655-0170.

For updating the Diocesan Handbook and to be able to provide information throughout the year to various leaders, the attached "**List of Congregational Leaders**" for year 2010 is due in the Diocesan Office by **March 1, 2010**. Please refer to your congregation's current page in the Handbook (found on our website www.dioceseofvermont.org) to check for changes. This form can be submitted either as an attachment to an email (addressed to Adminasst@dioceseofvermont.org) or by mailing the form back to us. Please type or word process your list using the given format.

Also attached is the certificate to report the election of your congregation's delegates and alternate delegates to Diocesan Convention. It is due by **March 1, 2010**. Please be sure that this is signed by the clerk of your vestry, and that the addresses of the persons elected are included. Please keep in mind that throughout the year until Convention your delegates will be receiving mailings regarding Convention. If an address changes, we need to know! We also need to know if one or more of your delegates will be replaced by an alternate. It is important to remember that only the delegates and alternates elected at your Annual Meeting are eligible to represent your congregation at Convention.

If you have any questions, please give me a call. Thank you for your attention to these important and necessary details of our common life.