

## Information Requests to Parishes 2023 (updated version 25 January)

### What we need to collect:

1. Statistics for Mission
2. Parish Finance Return
3. Energy Footprint Tool
4. Annual Report and Accounts
5. Electoral Roll Certificate (in accordance with Church Representation Rules)

1-3. submitted via the National Church via the Online Parish Returns System

### Timeline:

When?	What?	To/by whom?	How to return data?
19 January	<ul style="list-style-type: none"> <li>Statistics for Mission request sent</li> </ul>	Via email to all churchwardens, treasurers, PCC secretaries and administrators	
25 January	<ul style="list-style-type: none"> <li>Reminder to complete Statistics for Mission</li> </ul>	Via email to all churchwardens, PCC secretaries and administrators	Submit via the online Parish Returns System*
31 January	<b>FINAL DEADLINE FOR 2022 PARISH SHARE PAYMENTS</b>		By cheque or BACS to the DBF
1 <sup>st</sup> week February	<ul style="list-style-type: none"> <li>Annual Return of Parish Finance*/Annual Report and Accounts notice sent</li> </ul>	Via email to all treasurers, churchwardens, PCC secretaries and administrators	Submit via the online Parish Returns System*
1 <sup>st</sup> week March	<ul style="list-style-type: none"> <li>Access to 'APCMs and Parish Returns' resources padlet available. Parishes asked to send Electoral Roll figures immediately after their APCMs</li> </ul>	Via email to all churchwardens, PCC secretaries and administrators	Submit via email to <a href="mailto:statistics@cofesuffolk.org">statistics@cofesuffolk.org</a>
1 <sup>st</sup> week March	<ul style="list-style-type: none"> <li>Information and a guidance document sent to explain how Parishes will return details of Parish Officer Posts following APCMs</li> </ul>	Document mailed to all churchwardens, PCC secretaries and administrators	



Opens March	<ul style="list-style-type: none"><li>Request for Energy Footprint data</li></ul>	Via email to all churchwardens, PCC secretaries and administrators. Further details to be sent when more is known	Submit via the online Parish Returns System*
31 March	<ul style="list-style-type: none"><li><b>Statistics for Mission NEW deadline</b> (NB: the portal will stay say 31 January deadline until it is updated by the national church)</li></ul>		
Last week of April	<ul style="list-style-type: none"><li>Reminder to complete: Return of Parish Finance form / provide Annual Report and Accounts</li></ul>	Via email to all incumbents, churchwardens, treasurers, PCC secretaries and administrators	
Early May	Requests sent for information on changes/additions to Parish Officers after APCMs via Diocesan CMS (Contact Management System)	Sent to churchwardens and administrators electronically, via the CMS	
31 May 2022	<ul style="list-style-type: none"><li><b>Deadline for Annual Report and Accounts and APCMs</b></li></ul>		Either emailed to <a href="mailto:statistics@cofesuffolk.org">statistics@cofesuffolk.org</a> or hard copy to the Diocesan Office, 4 Cutler Street, Ipswich, IP1 1UQ
From early June	<ul style="list-style-type: none"><li>Liaise with those who have not submitted returns</li></ul>	Via the diocesan office	
28 June	<ul style="list-style-type: none"><li><b>Deadline for Return of Parish Finance form*</b></li><li><b>Deadline for CMS Place Audit</b></li></ul>		Submit via the online Parish Returns System* To be updated electronically on the CMS
1 July	<ul style="list-style-type: none"><li><b>Deadline for Electoral Roll certificate</b></li></ul>		Either emailed to <a href="mailto:statistics@cofesuffolk.org">statistics@cofesuffolk.org</a> or hard copy to the Diocesan Office, 4 Cutler Street, Ipswich, IP1 1UQ
31 July	<ul style="list-style-type: none"><li><b>Deadline for Energy Footprint Tool</b></li></ul>		Submit via the online Parish Returns System*

N.B. Reminders will be sent with an offer of support to those from whom responses have not been received.

\*Preference is to submit information via the online system. If you need assistance with forgotten passwords, or new access to the online system, or any other help, please email Alison at [statistics@cofesuffolk.org](mailto:statistics@cofesuffolk.org)

If you need any clarification or assistance, please do contact either Charlotte or Alison on the details below.

With best wishes for 2023.

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