Annual Parochial Church Meeting and Election of Churchwardens 2021

Time before the APCM	*Action*
Hold a PCC meeting prior to APCM	Agree reports and accounts for submission to APCM Recommend appointment of Independent Examiner or Auditor
Not more than 42 and not less than 29 days before APCM (the notice must be displayed for at least 14 days before commencement of revision)	Exhibit notice of proposed revision of Electoral Roll
Must start not more than 28 and end not less than 15 days before APCM	Revision of Electoral Roll
When revision has finished and for at least 14 days before APCM	Publish revised Electoral Roll
Early enough to allow at least 2 Sundays before day of APCM	Display notice of APCM
Early enough to allow at least 2 Sundays before day of meeting	Display notice of annual meeting of parishioners if to be held at the same time as the APCM
At least 7 days before APCM	Publish signed financial statements
Prior to start of annual meeting of parishioners	Receive written nominations for churchwardens
Not later than 31 May 2021	**ANNUAL PAROCHIAL CHURCH MEETING AND ANNUAL MEETING OF PARISHIONERS TO ELECT CHURCHWARDENS**

Time after the APCM	*Action*
As soon as practicable after the meetings	Display results of churchwardens' elections for 14 days and send notification of these to Alison.barker@cofesuffolk.org or by post to the Diocesan Office (4 Cutler Street, Ipswich, Suffolk, IP1 1UQ) Display notice of PCC election results for 14 days
Within 28 days of APCM	Upload one page Finance Return to the diocesan portal (or send a copy to statistics@cofesuffolk.org) **AND** send a copy of the annual report and accounts to statistics@cofesuffolk. Both can be posted instead to the Diocesan Office: 4 Cutler Street, Ipswich, Suffolk, IP1 1UQ
Not later than 1 July 2021	Email copy of Church Electoral Roll Certificate to Diocesan Secretary at statistics@cofesuffolk.org (or send by post to 4 Cutler Street, Ipswich, Suffolk, IP1 1UQ)