

## Annual Check-List - for dates leading up to the APCM of a small parish

The sequence below indicates the order in which particular steps must be taken to ensure that your parish has all its paperwork in order to enable the PCC and its officers to make an orderly and timely approach to (1) the Easter Vestry and (2) the APCM. The dates for these (which need not be on the same day) should be chosen first. Insert these dates in the first two boxes.

<b>Date Selected for the Easter Vestry (not later than 30<sup>th</sup> April)</b>	
<b>Date Selected for the APCM (not later than 30<sup>th</sup> April)</b>	
<b>Statistics for Mission (deadline for submission is 31 January)</b>	
Completion of the return	
Submission to Diocesan House	
<b>Annual Report (ideal target date for completion and approval - 31 January)</b>	
Preparation of the first draft	
Input from other PCC members	
Production of the final draft	
Approval by the PCC and signature by Priest and Churchwardens	
Submission to the Independent Examiner	
<b>Accounts and Statement of Assets and Liabilities (ideal target date also - 31 January)</b>	
Preparation of the first draft	
Input from others	
Production of the final draft	
Approval by the PCC and signature by Priest and Churchwardens	
Submission to the Independent Examiner	
<b>Easter Vestry (Election of Churchwardens) – chosen date as above</b>	
Deadline for posting notice of meeting (day before the 2 <sup>nd</sup> Sunday before)	
<b>Revision of the Electoral Roll</b>	
Earliest date for revision of Electoral Roll (28 days before the APCM)	
Latest date for revision of Electoral Roll (15 days before the APCM)	
<b>Start Date</b> selected for revision of Electoral Roll (to go in the notice)	
<b>End Date</b> selected for revision of Electoral Roll (to go in the notice)	
Latest date for posting that notice (14 days before the Start Date)	
Revised Roll to be posted ‘forthwith’ (say 1 day) after the End Date*	
<b>Annual Parochial Church Meeting – chosen date as above</b>	
Latest date for posting notice of APCM (day before the 2 <sup>nd</sup> Sunday before)	
Completion of independent examination of accounts **	
Deadline for posting Report and Accounts (7 days before the APCM)	
Deadline for APCM Returns to Diocesan House (28 days after the APCM)	

\* The revised Electoral Roll and the Certificate must be posted for at least 14 days.

\*\* Cannot be later than the date on the line below and should ideally be 7 days before that to allow time for printing and distribution.