

Diocesan Dates for the Diary

DATE	ACTIVITY	RESPONSIBILITY	
JANUARY			
15 th January	Submit Statistics for Mission return (note 1)	Churchwardens	
31 st January	Trust Statements issued to Treasurers	Diocese	
FEBRUARY – MARCH			
29 days prior to APCM	Electoral Roll revision or renewal (note 2)	Electoral Roll Officer	
31 st March	Parochial Fees submitted for fee credits, including nil returns (note 3)	PCC treasurer	
MARCH – APRIL			
No later than the 30 th April	Annual Parochial Church Meeting (APCM) (note 2)	PCC Chairman	
Within 28 days of the APCM	Submit Trustees Report, signed PCC Accounts and Examiner's Certificate to Diocese (note 4)	PCC Treasurer / Churchwarden	
MAY			
31 st May	Submit Parish Finance Return (note 1)	PCC Treasurer	
31 st May	Submit Parish Information Return (note 5)	Parish Information Officer	
JUNE			
30 th June	MMU Share Assessments published (note 6)	Diocese	
SEPTEMBER			
31 st September	Benefice Share Assessments Published	Diocese	
OCTOBER			
4 Sundays in October	Parish Count of service attendance for Statistics for Mission	Churchwardens	
28 th October	MMU Share Offers submitted to Diocese	Incumbent(s)	
NOVEMBER			
30 th November	Benefice share acknowledgement and split confirmation (Multi parish Benefices only) submitted to Diocese	PCC Treasurer	
DECEMBER			
31 st December	Benefice/MMU Share Direct Debit amendment confirmations	Diocese	
Note 1	See https://parishreturns.churchofengland.org , http://www.chelmsford.anglican.org/onlinereturns email: statistics@chelmsford.anglican.org		
Note 2	See https://www.parishresources.org.uk/pccs/apcms/ renewal years: 2019, 2025		
Note 3	See https://www.chelmsford.anglican.org/parishes/fees email: fees@chelmsford.anglican.org		
Note 4	Scan & email to parishfinance@chelmsford.anglican.org Post to: 53 New Street, Chelmsford, CMI IAT		
Note 5	email database@chelmsford.anglican.org to register, or https://forms.chelmsford-diocese.org to submit changes		
Note 6	See http://www.chelmsford.anglican.org/share		
KEY CONTACTS			
	email	phone	web
DAC	dac@chelmsford.anglican.org	01245 294423	http://www.chelmsford.anglican.org/parishes/dac
Safeguarding	safeguarding@chelmsford.anglican.org	01245 294444	http://www.chelmsford.anglican.org/safeguarding
Property Services	property@chelmsford.anglican.org	01245 294471	http://www.chelmsford.anglican.org/property-services
Print Unit	printunit@chelmsford.anglican.org	01245 294404	http://www.chelmsford.anglican.org/about/print-unit
Book Shop	bookshop@chelmsford.anglican.org	01245 294405	http://www.chelmsford.anglican.org/about/bookshop
Diocesan Office	reception@chelmsford.anglican.org	01245 294400	http://www.chelmsford.anglican.org/about/staff
Area contacts	http://www.chelmsford.anglican.org/directory/roles-contacts		

For more information and to download forms see: <https://www.chelmsford.anglican.org/parish-finance/online-returns>

Updated: November 2019