

Information checklist

Form Title	Information requested	Sent to	Sent when	Reply by and to	how information is used	Other notes
Statistics for Mission	General Participant and services information	Churchwardens, secretaries Cc clergy Also available on the parish returns website	Annually in September with reminders in Jan	31 st January to Sara Ashton at the Old Deanery if not completed online	Both the diocese and the National office uses the data to track changes in participation.	Questions set by the National church and can be filled in online. https://parishreturns.churchofengland.org/ Login information available from Sara Ashton(sara.ashton@exeter.anglican.org)
Articles of Enquiry	Various	Churchwardens	April	May to your Archdeacon	To help identify areas where help or training might be useful	
Electoral roll	Number on the electoral roll as at the APCM	PCC Secretaries to pass to ER officers. Also available on the website	Autumn the preceding year	1 July To Sara Ashton at the Old Deanery (synod@exeter.anglican.org)	Sent to Church House. Also used to determine number of lay representatives on each deanery synod.	
Annual Parochial Church Meeting (APCM) forms		PCC Secretaries. Also available on the website	Autumn the preceding year	No need to return	These are to enable the required administration of the APCM and do not need to be returned.	
Parochial Officers email	Contact details	Churchwardens or clergy by email	March	Immediately after your APCM	Updating database	
Return of Parish Finance	Details of parish expenditure, income and investments	Treasurer Also available on the website	Annually in December	31 st May to your Deanery Treasurer or Parish Finance Officer (Lizzy Anderson elizabeth.anderson@exeter.anglican.org)(unless otherwise advised) if not completed online	Form set by the national church	Can be completed online using the same website as the Statistics for Mission. https://parishreturns.churchofengland.org/ Login information available from Sara Ashton and/or Lizzy Anderson

Annual Report and Financial Statements	Annual Report and Financial Statements (as required by the Charity Commission)	Treasurer No specific form but advice on preparation of accounts sent by email	Annually in December	31st May to your deanery treasurer or Parish Finance Officer (Lizzy Anderson elizabeth.anderson@exeter.anglican.org)	Part of our oversight role with the Charities Commission as most churches are excepted charities.	All PCCs must submit Annual Report & Financial Statements, including those registered with The Charity Commission
Participant forms	Participant numbers	Treasurer Also available on the website	May	June To your Rural Dean unless otherwise advised	Used for common fund calculation.	
Energy Footprint Tool	kWh and ££ consumption from utility bills	Ideally treasurers, sometimes churchwardens do this too	Jan- July31st	Complete online form for previous calendar year between Jan and July	Data analysis to calculate overall CofE carbon footprint, and determine largest energy consumers	Questions set by the National church and can be filled in online. https://parishreturns.churchofengland.org/