

Episcopal Diocese of Southern Virginia Important Dates for Parish Administration

January	Journal Information Form and Salary Survey Form emailed to churches
March 1	Parochial Report to be filed online
March 1	Journal Information Form and Salary Survey Form due to Diocesan Office
June 30	Certificate of Lay Delegates and Alternates due to Diocesan Office
June 30	Safe Church Audit due to Diocesan Office
September 1	Financial Audit Due to Diocesan Office
October	Pledge Letters sent to churches
Oct-Nov	Annual Enrollment period for medical and dental insurance (Dates will vary year to year)
December 1	Pledge Form due to Diocesan Office
December	Parochial Report letter emailed to churches
December	Imputed Income figures available from Diocesan Office