



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	Safe Church Audit due to Diocesan Office
September 1	Financial Audit Due to Diocesan Office
October 1	Certificate of Lay Delegates and Alternates 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