

**SCHEDULE OF DUE DATES
ON REPORTS**

The Following forms/reports and scheduled dates are provided by the Office of the Comptroller to assist congregations with reporting to the Diocese in a timely manner. Please contact the Comptroller's office with questions or if assistance is needed in completing these forms/reports.

	MAIL OUT	DUE IN
AUDIT PACKET/ REPORTS Please include yearend financial statements with the reports when returning to Diocesan Office.	MAR 1 ST	SEPT 1 ST
PAROCHIAL REPORTS Packets will be mailed out when we receive them from the National Church in early January.		MAR 1 ST
PROGRAM BUDGET REPORTS Reports on previous year's budget will be sent out to assist in budgeting for the following year.	FEB 1 ST	MAR 1 ST
NOTICE OF ASSESSMENT LETTERS Please sign and return to Comptroller's Office acknowledging receipt of this letter.	JUN 1 ST	AUG 1 ST
MISSION BUDGETS FORMS	OCT 1 ST	NOV 15 TH
MISSION AND SMALL PARISH FINANCIAL REPORTS		QUARTERLY
HOUSING ALLOWANCE FORM This form is used for Clergy to set coming year housing allowance.	NOV 15 TH	DEC 15 TH