Parish Documents Checklist 2024

Parish name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document** **Deadline**

□ Apportionment Acceptance 2024 31 October 2023

*Email to the Rev. John Gee* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ Lay Employee Salary Amounts for 2024 (if applicable) 30 November 2023

*Email to the Rev. John Gee* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ Parish Statistics 2023 30 April 2024

*Fill out online form – no need to send – information collected automatically*

□ Attendance Worksheet 2023 30 April 2024

*Download, fill in, save and email Excel spreadsheet to* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ Parish Officers 2024 30 April 2024

*Fill out online form – no need to send – information collected automatically*

□ AGM package (including budget for 2024) 30 April 2024

*Email to the Rev. John Gee* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ Financial Statements (including Income Statement and Balance Sheet) for 2023

*Email to the Rev. John Gee* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca) 30 June 2024

□ Accounts Examiner Opinion Letter for 2023 30 June 2024

*Email to the Rev. John Gee* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ Financial Statistics for 2023 30 June 2024

*Download, fill in, save and email Excel spreadsheet to* [*treasurer@edmonton.anglican.ca*](mailto:treasurer@edmonton.anglican.ca)

□ T3010 Registered Charity Information Return 30 June 2024

*Submit to Canada Revenue Agency electronically or by mail*