

Parish Documents Checklist 2026

Parish name: _____

Document	Deadline
☐ Apportionment Acceptance 2026 <i>Email to the Rev. John Gee treasurer@edmonton.anglican.ca</i>	31 October 2025
☐ Lay Employee Salary Amounts for 2024 (if applicable) <i>Email to the Rev. John Gee treasurer@edmonton.anglican.ca</i>	30 November 2025
☐ Parish Statistics 2025 <i>Fill out online form https://synodoffice.breezechms.com/form/e7aa0980 – no need to send – information collected automatically</i>	30 April 2026
☐ Attendance Worksheet 2025 <i>Download, fill in, save and email Excel spreadsheet to treasurer@edmonton.anglican.ca</i>	30 April 2026
☐ Parish Officers 2026 <i>Fill out online form https://synodoffice.breezechms.com/form/21a7293 – no need to send – information collected automatically</i>	30 April 2026
☐ AGM package (including budget for 2026) <i>Email to the Rev. John Gee treasurer@edmonton.anglican.ca</i>	30 April 2026
☐ Financial Statements (including Income Statement and Balance Sheet) for 2025 <i>Email to the Rev. John Gee treasurer@edmonton.anglican.ca</i>	30 June 2026
☐ Accounts Examiner Opinion Letter for 2025 <i>Email to the Rev. John Gee treasurer@edmonton.anglican.ca</i>	30 June 2026
☐ Financial Statistics for 2025 <i>Download, fill in, save and email Excel spreadsheet to treasurer@edmonton.anglican.ca</i>	30 June 2026
☐ T3010 Registered Charity Information Return for 2025 <i>Submit to Canada Revenue Agency electronically or by mail</i>	30 June 2026