

The Episcopal Diocese of Montana

ANNUAL REPORT CHECKLIST

- 1. New Vestry Members and Officers list due by **February 15**
(Reference: ECUSA General Convention Title I Canon 14/Diocesan Canon 12 Section 6)

- 2. Secretary of State incorporation report due by **April 15**

- 3. Annual Parochial Report (both parts) due by **March 1**
(Reference: ECUSA General Convention Title I Canon 6)

- 4. Annual Audit Report of all church funds due by **September 1**
(Reference: ECUSA General Convention Title I Canon 7)

- 5. Diocesan Convention Delegate List due by **April 1**
(Reference: Diocesan Canon 3 Section 2)

- 6. Assessment Payment – see listing for amounts due by 10th of each month
(Reference: Diocesan Canon 15 Section 3)