

### Returns requested from Parishes

When?	Who?	Name of return & description	Reason for request	Frequency/ deadline	Requested by and return to
January	Treasurer	<b>Occasional office fees return</b>  Details of Board of Finance fees received by parish for weddings and funerals	Correct allocation of parish share receipt to fees in Board of Finance accounts	<b>Quarterly</b>  To be received by Finance <u>one</u> week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December)	Diocesan Finance Department  Complete <b>Fees Return form</b> and email to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE DBF portion of any fees must be paid over to DBF.
January	Churchwarden	<b>Statistics for Mission</b>  Attendance figures for the national church	National statistics for the Church of England (and diocesan teams)	<b>Annually</b>  To be completed by <u>31st January</u>	On-line using the Church of England <b>Parish Returns website</b> NB church representative(s) need to register on the system.  The Diocesan finance team will send reminders
April	Treasurer	<b>Occasional office fees return</b>  Details of Board of Finance fees received by parish for weddings and funerals	Correct allocation of parish share receipt to fees in Board of Finance accounts	<b>Quarterly</b>  To be received by Finance <u>one</u> week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December)	Diocesan Finance Department  Complete <b>Fees Return form</b> and email to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE DBF portion of any fees must be paid over to DBF.
April	PCC Secretary	<b>Contact details of Deanery Synod representatives</b>	Effective communications from Area Dean and Deanery Synod Secretary  Other elections	<b>After the APCM in an election year</b> or if change of representative	Please send e-mail to <a href="mailto:Karen.ashcroft@Blackburn.Anglican.Org">Karen.ashcroft@Blackburn.Anglican.Org</a> or phone 01254 503070

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May/June	PCC Secretary	<b>Contact details of parish office holders</b>  Who is PCC Treasurer, Secretary, Safeguarding etc	Effective communications from Bishops, Archdeacons and diocesan teams	<b>Annually/ ongoing</b>  After the APCM and after change of officer	Diocesan Central Services Department  Please send e-mail to <b>Karen.Ashcroft@Blackburn.Anglican.Org</b> or phone 01254 503070
May	PCC Secretary	<b>Electoral Roll</b>  number on electoral roll at the Annual Parochial Church Meeting (APCM)	Legal  Church Representation Rules	<b>Annually</b>  After the APCM and be received by <b>31st May</b>	Diocesan Central Services Department  Form to be e-mailed to <b>karen.ashcroft@Blackburn.Anglican.Org</b>
May/June	Churchwarden	<b>Churchwarden Declaration</b>  Declaration to the Archdeacon that you are prepared to stand for office	Legal  Church Representation Rules	<b>Annually</b>  After the APCM and to be received before Archdeacon's Visitation in June.	Archdeacons (or their PAs)  Email declaration or submit paper return to: Archdeacon's office Clayton House Walker Business Park BLACKBURN, BB1 2QE
May	Churchwarden	<b>Articles of Enquiry</b>  Questions from Archdeacons	Legal  Informs Bishops Leadership Team's strategy to support parishes	<b>Annually</b>  To be received by <b>31st May or as indicated</b>	Archdeacons (or their PAs) On-line survey via Parish Returns website or paper return to: Clayton House Walker Business Park BLACKBURN, BB1 2QE
May	Treasurer	<b>Return of Parish Finance</b>  National statistics on giving and expenditure	National statistics for use by the Church of England (and diocesan teams)	<b>Annually</b>  To be completed by <b>31st May</b>	On-line using the Church of England <b>Parish Returns website</b> NB church representative(s) need to register on the system. (Note: accounts <b>do not</b> have to be received at APCM before these are input) The Diocesan finance team will send reminders

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May	Treasurer	<b>Year end accounts</b>  A copy of the parish accounts for the previous financial year	Legal (Charity Commission) requirement	<b>Annually</b>  To be sent when available <b>(by end May) Not necessary to wait for APCM</b>	Diocesan Finance Department  Preferably scanned and e-mailed to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE
July	Treasurer	<b>Occasional office fees return</b>  Details of Board of Finance fees received by parish for weddings and funerals	Correct allocation of parish share receipt to fees in Board of Finance accounts	<b>Quarterly</b>  To be received by Finance <b>one</b> week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December)	Diocesan Finance Department  Complete <b>Fees Return form</b> and email to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE. DBF portion of any fees must be paid over to DBF.
October	Treasurer	<b>Occasional office fees return</b>  Details of Board of Finance fees received by parish and for weddings and funerals	Correct allocation of parish share receipt to fees in Board of Finance accounts	<b>Quarterly</b>  To be received by Finance <b>one</b> week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December)	Diocesan Finance Department  Complete <b>Fees Return form</b> and email to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE. DBF portion of any fees must be paid over to DBF.
November	Churchwarden	<b>Regular Weekly Attendance (RWA)</b>  weekly church attendance in October	Calculation of the following year's parish share by the diocesan team	<b>Annually</b>  To be received by <b>30th November</b>	Diocesan Finance Department  Form to be e-mailed to <a href="mailto:dbfaccounts@blackburn.anglican.org">dbfaccounts@blackburn.anglican.org</a>

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Other reports required from time to time					
Every time a post changes	PCC Secretary?	<b>Data Protection Form</b>  for all who have details held on Contact Management System	<b>Legal</b>	As soon as practicable after appointment to post	Diocesan Central Services Department  Please scan and send the <a href="#">Laity appointment</a> form(s) to <a href="mailto:Karen.Ashcroft@Blackburn.Anglican.Org">Karen.Ashcroft@Blackburn.Anglican.Org</a> or post to Clayton House, Walker Park, Blackburn BB1 2QE
Every 5 years	Churchwarden	<b>Quinquennial Inspection</b>  5-year church buildings condition report	<b>Legal</b> - the PCC is responsible for the care of its buildings.  Inspection of Churches Measure 1955 as amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (CCEJM).	Every five years	Submitted by architects electronically to the DAC Secretary for inspection – queries to <a href="mailto:dacsecretary@Blackburn.Anglican.Org">dacsecretary@Blackburn.Anglican.Org</a>