**Returns requested from Parishes**

| **When?** | **Who?** | **Name of return & description** | **Reason for request** | **Frequency/**  **deadline** | **Requested by and return to** |
| --- | --- | --- | --- | --- | --- |
| **January** | **Treasurer** | **Occasional office fees return**    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 | **Quarterly**  To be received by Finance **one** week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December) | Diocesan Finance Department    Complete [**Fees Return form**](https://www.blackburn.anglican.org/parochial-fees-2022)(on the Parochial Fees 2022 page on the website) and email to  **dbfaccounts@blackburn.anglican.org**or post to Clayton House, Walker Park, Blackburn BB1 2QE  DBF portion of any fees must be paid over to DBF. |
| **January** | **Churchwarden** | **Statistics for Mission**    Attendance figures for the national church | National statistics for the Church of England (and diocesan teams) | **Annually**    To be completed by **31st January** | On-line using the Church of England  [**Parish Returns website**](http://parishreturns.churchofengland.org/)NB church representative(s) need to register on the system.    The Diocesan finance team will send reminders |
| **March** | **Treasurer** | **Return of Parish Finance**    National statistics on giving and expenditure | National statistics for use by the Church of England (and diocesan teams) | **Annually**    To be completed by **31st May** | On-line using the Church of England  [**Parish Returns website**](http://parishreturns.churchofengland.org/)NB church representative(s) need to register on the system.  (Note: accounts **do not** have to be received at APCM before these are input)  The Diocesan finance team will send reminders |
| **April** | **Treasurer** | **Occasional office fees return**    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 | **Quarterly**  To be received by Finance **one** week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December) | Diocesan Finance Department    Complete  [**Fees Return form**](https://www.blackburn.anglican.org/parochial-fees-2022)and email to **dbfaccounts@blackburn.anglican.org**or post to Clayton House, Walker Park, Blackburn BB1 2QE  DBF portion of any fees must be paid over to DBF. |
| **April** | **PCC Secretary** | **Contact details of Deanery Synod representatives** | Effective communications from Area Dean and Deanery Synod Secretary    Other elections | **After the APCM in an election year**or if change of representative | Please send e-mail to  **Karen.ashcroft@Blackburn.Anglican.Org**  or phone 01254 503070 |
| **April** | **PCC Secretary** | **Contact details of parish office holders**    Who is PCC Treasurer, Secretary, Safeguarding etc | Effective communications from Bishops, Archdeacons and diocesan teams | **Annually/ ongoing**    After the APCM and after change of officer | Diocesan Central Services Department    Please send e-mail to  **Karen.Ashcroft@Blackburn.Anglican.Org**  or phone 01254 503070 |
| **May** | **PCC Secretary** | **Electoral Roll**    number on electoral roll at the Annual Parochial Church Meeting (APCM) | Legal    [Church Representation Rules](http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx) | **Annually**    After the APCM and be received by **31st May** | Diocesan Central Services Department    Form to be e-mailed to **karen.ashcroft@Blackburn.Anglican.Org** |
| **May** | **Churchwarden** | **Churchwarden Declaration**    Declaration to the Archdeacon that you are prepared to stand for office | **Legal**    [Church Representation Rules](http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx) | **Annually**    After the APCM and to be received by **31st May or Archdeacon’s deanery visitation** | Archdeacons (or their PAs)  On-line survey (follow link)  or paper return to:  Clayton House  Walker Business Park  BLACKBURN, BB1 2QE |
| **May** | **Churchwarden** | **Articles of Enquiry**    Questions from Archdeacons | Legal    Informs Bishops Leadership Team's strategy to support parishes | **Annually**    To be received by **31st May** | 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** | **Year end accounts**    A copy of the parish accounts for the previous financial year | Legal (Charity Commission) requirement | **Annually**    To be sent when available **(by end May) Not necessary to wait for APCM** | Diocesan Finance Department    Preferably scanned and e-mailed to **dbfaccounts@blackburn.anglican.org**or post to Clayton House, Walker Park, Blackburn BB1 2QE |
| **July** | **Treasurer** | **Occasional office fees return**    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 | **Quarterly**  To be received by Finance **one** week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December) | Diocesan Finance Department    Complete  [**Fees Return form**](https://www.blackburn.anglican.org/parochial-fees-2022)and email to **dbfaccounts@blackburn.anglican.org**or post to Clayton House, Walker Park, Blackburn BB1 2QE.  DBF portion of any fees must be paid over to DBF. |
| **October** | **Treasurer** | **Occasional office fees return**    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 | **Quarterly**  To be received by Finance **one** week after the end of the quarter (quarters end 31 March, 30 June, 30 September, 31 December) | Diocesan Finance Department    Complete [[**Fees Return form**](https://www.blackburn.anglican.org/parochial-fees-2022)](https://www.blackburn.anglican.org/storage/general-files/shares/Resources/Parish%20finances/Parochial%20Fees/Copy_of_2017_Fees_Form.xlsx)and email to **dbfaccounts@blackburn.anglican.org**or post to Clayton House, Walker Park, Blackburn BB1 2QE  DBF portion of any fees must be paid over to DBF. |
| **November** | **Churchwarden** | **Regular Weekly Attendance (RWA)**    weekly church attendance in October | Calculation of the following year's parish share by the diocesan team | **Annually**    To be received by **30th November** | Diocesan Finance Department    Form to be e-mailed to  **dbfaccounts@blackburn.anglican.org** |
| **Other reports required from time to time** | | | | | |
| **Every time a post changes** | **PCC Secretary?** | **Data Protection Form**    for all who have details held on Contact Management System | **Legal** | **As soon as practicable**after appointment to post | Diocesan Central Services Department    Please scan and send the [**Laity appointment**](https://www.blackburn.anglican.org/storage/general-files/shares/Resources/parish%20administration%20and%20governance/201702_Data_protection_form_Laity.docx)form(s) to  **Karen.Ashcroft@Blackburn.Anglican.Org**or post to Clayton House, Walker Park, Blackburn BB1 2QE |
| **Every 5 years** | **Churchwarden** | **Quinquennial Inspection**    5-year church buildings condition report | **Legal** - 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** | By email with electronic copy of Inspection to DAC Secretary  **DACsecretary@Blackburn.Anglican.Org**    or paper copy to Diocesan Offices, Clayton House, Walker Park, BLACKBURN, BB1 2QE |