



## COUNTDOWN TO THE ANNUAL PAROCHIAL CHURCH MEETING

TO DO	WHEN	ACTUAL DATE(S)	WHO IS RESPONSIBLE
Preparation of financial statements for the year ending 31 December	January		PCC (Treasurer)
Preparation of Annual Report of the proceedings of the PCC and activities of the parish	January		PCC (Secretary/Incumbent)
Preparation of a new Electoral Roll	Every sixth year after 2013		Electoral Roll Officer
Revision of Electoral Roll	Every year other than those above		Electoral Roll Officer
Display notice of preparation of new Electoral Roll	For 14 days beginning at least 2 months before the APCM		Incumbent
Announcement of preparation of new Electoral Roll	At every service on the 2 Sundays included in the above period		Incumbent/minister taking the services
Initial consideration of the Draft Annual Report and Financial Statements by the PCC	Prior to Auditing/ Independent examination, ideally at least 6 weeks before the APCM		PCC
Draft Annual Report and financial statements sent to Auditor/Examiner	Negotiate with Auditor/ Examiner, but ideally at least 6 weeks before the APCM		PCC (Treasurer/Churchwardens)
Notice of Revision of Electoral Roll displayed	For 14 days before the beginning of the Revision		Incumbent
New Electoral Roll prepared	Not more than 28 days or less than 15 days before the APCM		Electoral Roll Officer/PCC

TO DO	WHEN	ACTUAL DATE(S)	WHO IS RESPONSIBLE
Revision of Electoral Roll complete	Not more than 28 days or less than 15 days before the APCM		Electoral Roll Officer/PCC
New Electoral Roll displayed	For 14 days before the APCM		Electoral Roll Officer
Revised Electoral Roll displayed	For 14 days before the APCM		Electoral Roll Officer
Notice of Annual Meeting displayed	For a period including at least 2 Sundays before the APCM		Incumbent
Adoption of Annual Report	PCC meeting prior to APCM – held at least 9 days before the meeting		PCC
Approval of audited/ examined financial statements by PCC	PCC meeting prior to APCM – held at least 9 days before the meeting		PCC
Approved and audited/ examined financial statements and Annual Report displayed	For at least 7 days prior to the meeting, including at least one Sunday		Treasurer/Churchwardens
Report on the Deanery Synod proceedings	At the meeting (ideally available in advance)		Deanery Synod members
Report on the fabric, goods and ornaments of the Church (es)	At the meeting (ideally available in advance)		Churchwardens
Report on the changes to the Electoral Roll (or the numbers on a newly prepared roll)	At the meeting (ideally available in advance)		Electoral Roll Officer
Nominations for churchwardens	Before the meeting, written		Secretary/candidates
Nominations for Deanery Synod members	Before the meeting, written. Or at the meeting, verbal		Secretary/candidates
Nominations for PCC members	Before the meeting, written. Or at the meeting, verbal		Secretary/candidates
Appointment of sidespeople	At the meeting (advanced preparation?)		Churchwardens/Incumbent
Appointment of Auditor/ Examiner	At the meeting (advanced preparation?)		Treasurer/Churchwardens
<b>APCMS ARE HELD</b>	<b>BEFORE 30 APRIL</b>		