



Annual Canonical and IRS Deadlines Diocesan and Congregational

January 1	Fiscal year begins (Canon 29.1.6; Church Canon I.7.1(j))
January	(First Monday) Diocese forwards to Treasurer of General Convention assessment ⁷ for General Convention Expense Budget (Church Canon I.1.8)
January	Executive Council meeting (Canon 10.4)
January	Annual Parish Meetings (adopt budget; vestry and delegate elections) (Canon 26.1); First Vestry meeting after Annual Parish Meetings: Appoint/elect wardens, treasurer, clerk (Canon 25.5)
January 31	W-2 provided to all employees (Manual Business Affairs)
January 31	Form 941 Employer's Quarterly Payroll Tax Return due to IRS for quarter ending December 31 (Manual Business Affairs)
January 31	Form 1098 Mortgage Interest Copy to recipients for mortgages held by churches or diocese (Manual Business Affairs)
January 31	Form 1099 INT and MISC to recipients (Manual Business Affairs)
January 31	Distribute Substantiation of Contribution statements to donors of gifts over \$250 (Manual Business Affairs)
February	Deanery meetings (Canon 35.3)
February 28	Form 1099 INT and MISC and Form 1096 sent to IRS (Manual Business Affairs)
February 28	Form W-2 and W-3 Employees' Wage and Tax Statement submitted to Social Security Administration (Manual Business Affairs)
March 1	Congregations send Parochial Report to Diocesan Office (Canon 27.1; Church Canon 6.1)
March 1	Bishop sends report to Recorder of Ordinations certifying clergy status (Church Canon I.1.6(b))
March	Executive Council meeting (Canon 10.4)
April	Deanery meetings (Canon 35.3)
April 30	Form 941 Employer's Quarterly Payroll Tax Return to IRS for quarter ending March 31 (Manual Business Affairs)
May 1	Diocese submit Parochial Reports to Executive Council of Church (Church Canon 6.1)
May	Executive Council meeting (Canon 10.4)
May	Four (6) months prior to Annual Convention: Executive Council set up election of Nominating Committee (Canon 45.2)

- July 31 Form 941 Employer's Quarterly Payroll Tax Return to IRS for quarter ending June 30 (Manual Business Affairs)
- August Deanery meetings (Canon 35.3)
- September 1 Congregations submit audit reports to Diocese (Canon 29.1.4; Church Canon I.7.1(g)). The Finance Committee shall report to the Convention the names of congregations which have not filed required audit reports as of thirty (30) days preceding the Convention.
- September 1 Diocese submits audit reports to DFMS (Canon 29.1.4; Church Canon I.7.1(g)).
- September 1 Diocese submits Annual Diocesan Report to TEC Executive Council (Church Canon I.6.4)
- September 1 Diocesan schools submit annual report to Secretary of Convention (Canon 37.4) (*not applicable because no diocesan schools*)
- September Finance Committee submits draft budget to Executive Council (Canon 10.6)
- September Executive Council meeting (Canon 10.4)
- September ASAP, but no less than 20 days before Annual Convention: send proposed budget and assessments to congregations (Canon 10.6)
- September 60 days before Annual Convention: Applications for new diocesan entities submitted to Chancellor, Executive Council, and Standing Committee (Canon 20.3)
- September 60 days before Annual Convention: New Canons and changes to existing canons sent to Secretary of Convention; 45 days before Annual Convention, Secretary sends same to Chair of Committee on Constitution and Canons; Chair reports on same on first day of Annual Convention. (Article 18)
- September 60 days before Annual Convention: Resolutions sent to Secretary of Convention; 20 days before Annual Convention, Secretary sends same to members of Annual Convention. (Rule 11)
- October Pre-Convention Deanery meetings (Canon 35.3)
- October Annual reports of all Diocesan accounts shall be made to Convention, which reports shall be referred to and reported on by the Finance Committee. (Canon 29.2)
- October 30 days before Annual Convention: Finance Committee reports to Convention congregations more than three months in arrears on assessment (Canon 16.5)
- October 30 days before Annual Convention: Nominating Committee sends report to Secretary of Diocese. (Canon 45.8)
- October 30 days before Annual Convention: Secretary of the Diocese sends the Nominating Committee Report to the Clergy and Lay Delegates. (Canon 45.8)
- October Executive Council submits report at each Annual Convention. (Canon 10.7)
- October Corporation submits report at each Annual Convention. (Canon 17.5)
- October 20 days before Annual Convention: Delegate packet (includes agenda, nominations, resolutions, proposals, proposed budget, reports, and other pertinent material) sends to delegates (canon 2.4)
- October 31 Form 941 Employer's Quarterly Payroll Tax Return to IRS for quarter ending September 30 (Manual Business Affairs)
- November Annual Convention (Article 3)

- November First day of Convention: Bishop files any recommendation to change status of congregation (Canon 34.1)
- November Following Annual Convention: Bishop appoints members of Risk Management Committee (Canon 17.6), Bishop, et al appoints members to Executive Council Workgroups (Canon 10.5.2)
- December 1 Diocese submits DFMS Asking Commitment
- December Within 20 days after Annual Convention: Send adopted budget to congregations (Canon 10.6), Appoint Convention Planning Committee,
- December Executive Council meeting (Canon 10.4)
- December Deanery meetings (Canon 35.3)
- December Vestries prepares proposed budget; adopts clergy “housing” resolution and records in minutes.
- December Diocese and congregations report changes in clergy compensation to Church Pension Group at this time and at any other times that changes may occur. (Canon 36.2)
- December Clergy reports changes in clergy status, such as, dates of birth, ordination or reception, marriage, births of children, deaths, and changes in cures or salaries to the Church Pension Group at this times and at any other time that changes may occur. (Canon 36.3)

Miscellaneous deadlines:

- “Immediately upon publication”: Diocesan Secretary sends two copies of Diocesan Convention Journal to Secretary of the House of Deputies (Church Canon I.6.5(a))
- 20th of each month: Congregations pay assessments to Diocese. (Canon 16.3)
- Payroll period deadlines each month.
- Each workgroup of the Executive Council shall provide a written report at each meeting of the Executive Council of its activities since the last Executive Council meeting. (Canon 10.5.2)
- Each organization recognized or established by the Executive Council shall provide a written report (through its workgroup) at each meeting of the Executive Council of its activities since the last Executive Council meeting. (Canon 10.5.3)