



## The 2016 Diocesan Report to Executive Council

### General Instructions for Filing

**Complete the Diocesan Report forms and Send all pages to the Executive Office of the General Convention at the Episcopal Church Center on (or before)**

**September 1, 2017.** The two parts of the report can be mailed separately or together any time on or before September 1<sup>st</sup>. It is also possible to email an electronic PDF version of the Diocesan Report. You can type into this PDF file and send it by clicking the "Submit by Email" button on the form.

### **Contents of the 2016 Report of Dioceses to the Executive Council:**

- **Part 1: Report of New and Closed Congregations.** No additional instructions are included, but please make sure to include all new and closed congregations, and note the date (MM/DD/YY) and reasons for closing (low membership, inadequate funds, merged with another parish, the parish or mission closed after a large portion of the congregation left the church, etc.).
- **Part 2: Report of Operating Income with a copy of the Audited Financial Statement.** Instructions and general guidelines are included. Please note if the financial statement is not ready by September 1<sup>st</sup>, you should send the completed Part 2 form and indicate on Page 1 when you will send the financial statement.

**Retain copies of the reports for your records.** In order to make legible photocopies, the reports should be typed or written with black ink. Please make as many copies of both of the reports as you need for your records.

**Send the Original Forms To:** The Rev. Can. Dr. Michael Barlowe  
Executive Office of the General Convention  
Episcopal Church Center  
815 Second Avenue  
New York, NY 10017

**Fill out the Cover Sheets (first page) of both reports, Parts 1 and 2 of the Diocesan Report.** Provide the information identifying the diocese. The address, city, state, and ZIP code are on the first or cover sheets of both sections of the report.

A section requesting an email address and web site information for the diocese is included on the **cover page of Part 1**. On the **cover page of Part 2**, please include the Diocese's \*Federal Tax Identification Number and indicate whether the annual financial statement for the current report year is attached. If not, please indicate when you expect to receive it.