



## The 2017 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, 2018.**

The two parts of the report can be emailed separately or together any time on or before September 1<sup>st</sup>. The Diocesan Report is a PDF fillable form with blank fields. Once the report is complete, make sure to save a copy for your files and send to Iris DiLeonardo at [idileonardo@episcopalchurch.org](mailto:idileonardo@episcopalchurch.org)

### **Contents of the 2017 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.** Please make as many copies of the reports as you need for your records. If you're submitting handwritten report, the report should be written with black or blue ink, in order to make legible photocopies.

**Send the Original Forms To:** The Rev. Canon 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.