

Tuesday, January 05, 2010

To: All Parishes and Missions
From: Roger Stone
Subject: Annual Report Information

In this letter you will find information that needs to be returned to the diocesan office or the Secretary of State.

A checklist is attached to help you keep track of the various items.

If you have questions about any of these requirements, please call me at 406-442-2230 ext 103, toll free 800-247-1391 or e-mail: mtda@qwestoffice.net.

Parochial Reports

Please submit the report online by **March 1. Remember to click on the tab “Mark report complete” to finalize the report.**

If you are not able to submit the report online, please send it to me by **March 1**. The reports are required to be filed online and I will file it for you.

Accurate information in the Parochial Report is very important to us in the budgeting process which normally begins in April.

Vestry Officers List (Interactive)

Please complete the vestry officers list and return to us by **February 15**.

Convention Delegates List (Interactive)

Convention delegates should be elected at the annual meeting. **Please remind them that the 2010 diocesan convention will be held at the Holiday Inn Bozeman, September 24-26.**

Please return the list of delegates to me by **August 1**.

Secretary of State Annual Report

Annual reports for incorporated parishes must be filed with the Secretary of State by **April 15** in response to the SoS card or letter. This keeps the corporation active and in good standing. Please go to www.sos.state.mt.us and click on ‘Business Services’ for any forms you may need.

###