Annual Canonical and IRS Deadlines
Diocesan and Congregational

January	Executive Council meeting (Canon 10.3)
January	Annual Parish Meetings (adopt budget; vestry and delegate elections)(Canon 26.1)
January 1	Fiscal year begins (Canon 29.1.6; Church Canon I.7.1(j))
First Monday in January:	Diocese forwards to Treasurer of General Convention "assessment" for General Convention Expense Budget (Church Canon I.1.8)
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)
First Vestry meeting after Annual Parish Meetings:	Appoint/elect wardens, treasurer, clerk (Canon 25.5)
February	Deanery meetings (Canon 35.3)
February 1	*Parochial Report due to Diocesan Office (Canon 27.1)**error; see March 1*
February 28	Form 1099 INT and MISC submitted 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	Executive Council meeting (Canon 10.3)
March 1	*Bishop/Secretary send Parochial Reports to Executive Council of Church (Canon 27.1)**error; see May 1*
March 1	Episcopal Church Parochial reports due to Diocesan Center (Church Canon 6.1)
March 1	Bishop sends report to Recorder of Ordinations certifying clergy status (Church Canon I.1.6(b))
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	Executive Council meeting
May 1	Diocese submit Parochial Reports to Executive Council of Church (Church Canon 6.1)
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	Executive Council meeting (Canon 10.3)
September	Finance Committee submits draft budget to Executive Council (Canon 10.6)

September - 20 days before Annual Convention: send draft budget and assessments to congregations (Canon 10.6)

September 1 Congregations submit audit reports to Diocese (Canon 29.1.4; Church Canon I.7.1(g))

September 1 Diocese submits Annual Diocesan Report to 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)*

October 31 Form 941 Employer's Quarterly Payroll Tax Return to IRS for quarter ending September 30 (Manual Business Affairs)

Four (4) months prior to Annual Convention: Executive Council set up election of Nominating Committee (Canon 45.2)

60 days before Annual Convention: Applications for new diocesan entities submitted to Chancellor, Executive Council, and Standing Committee (Canon 20.3)

30 days before Annual Convention: Finance Committee reports to Convention congregations more than three months in arrears on assessment (Canon 16.5)

20 days before Annual Convention: Delegate packet delivered to delegates (canon 2.4)

15 days before Annual Convention: Nominating Committee send report to Secretary (Canon 45.7)

10 days before Annual Convention: Secretary sends Nominating Committee report to clergy and delegates (Canon 45.7)

Pre-Convention Deanery meetings (Canon 35.3)

First day of Convention: Bishop files any recommendation to change status of congregation (Canon 34.1)

November Executive Council meeting (Canon 10.3)

November Annual Convention (Article 3)

Following Annual Convention:

Bishop appoints members of Risk Management Committee (Canon 10.5)
Bishop appoints members of Finance Committee (Canon 10.4)
By 20 days after: Send adopted budget to congregations (Canon10.6)
Appoint Convention Planning Committee
Secretary send Journal to Secretary of House of Deputies "as soon as practicable" (Church Canon I.1.1(c))

December Deanery meetings (Canon 35.3)

December Vestries prepare proposed budget; adopt resolution on clergy residency allotment from salary, record in minutes

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 Diocesan Center (Canon 16.3)

Payroll period deadlines each month

January 1 of the year of General Convention: Elected Deputies and Alternates take office (Article 12)(Church Canon I.1.4(a))