



THE DIOCESAN SYNOD OF FREDERICTON

115 CHURCH STREET, FREDERICTON NB E3B 4C8

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2011 Annual Statistical Returns and 2012 Officers and Contacts

Submission of Returns

Canon Five s. 7:

The Rector or incumbent of each parish shall forward annually to the Secretary of the Synod in a form and on a date prescribed by regulation:

- (a) an annual report,*
- (b) an annual statistical return,*
- (c) a report of the election or appointment of wardens, lay members of the Synod, the Vestry Clerk and the Parish Treasurer.*

Please note that a copy of your Parish Annual Report **MUST** be submitted. This is in addition to the request to the Parish Treasurer for submission of a copy of the Parish Financial Statement. See [Regulation 5-2 Parish Forms \(Annual Returns\)](#) for more detailed information.

Please assure that 2011 statistics and financial return and the 2012 officer and contact information is entered/submitted **as soon as possible and by 15 March 2012**.

DIMS

Parish statistical information should be submitted by way of the [Diocesan Information Management System](#) (DIMS) accessible from the Diocesan Web Site (Resources → Clergy Ministry Resources) link. Please remember that when logged in and working on DIMS you are connected to the main diocesan database, not a copy. Entries reflect the one record maintained. If you have misplaced, forgotten or need the parish username and password, contact Maureen at the [Synod Office](#). Always keep your username and password secure.

When entering statistical information via DIMS, please remember to "create a new year" (2011 after choosing the "Parish Statistics" button in the Parish Maintain section.)

Parish Maintain (left side link) → Parish Statistics (button) → Create a New Year (button)

A similar process applies to the entry of financial information.

Current Parish Officer and Contact information can (and should) be entered as it changes, updated any time throughout the year in order to keep parish records and diocesan lists up to date. Baptisms can be entered anytime. Incumbents and parish officers are asked to assure that parish officer information is entered by the 15 March deadline at the very latest.

Financial Information

Incumbents should consult with treasurers to arrange for the submission of the annual financial return. Please be reminded that a **Parish Financial Audit is required** by [Canon Six](#) s. 2 (1) (d).

Working Forms

The following "working forms" are to assist in preparing the information for entry and, if necessary, as a way to make a submission by paper copy. There is no need to submit returns both ways ... DIMS entry is the secure submission ... the forms are for convenience and only needed for mailing should the DIMS entry be impossible.

- 1) [2011 Parish Statistical Return](#)
[Parish Statistics Definition Key](#)
- 2) [2012 Parish Officers and Contacts](#)
- 3) [2011 Baptism Record](#)
- 4) [2011 Parish Financial Return](#) (for Parish Treasurers)
[Parish Financial Return Key](#)
- 5) [The Parish Financial Audit](#)

Geoffrey Hall (The Ven.)
Secretary of Synod
13 December 2011