

## **APCM – Summary of What to do When**

Here is a simple timeline of actions required before and after the APCM.

### **Before the APCM**

Please note that for point 4 (below) to take place, the independently examined or audited PCC Accounts must have been approved by a PCC meeting prior to being displayed.

Where the regulations refer to “displayed at church door”, please use your discretion to put the notices where they will be best seen.

1. Annual revision of Electoral Roll - in years when new Roll not prepared.
  - a. Notice displayed at church door of intention to revise Roll - 14 days before revision begins.
  - b. Revision completed - Not less than 15 days and not more than 28 days before the APCM.
  - c. Revised Roll displayed at church door for checking by church members - For continuous period of not less than 14 days before the APCM.
2. Notice of APCM displayed at church door - For period including 2 Sundays before the APCM
3. Notice of Parishioners’ Meeting to elect Churchwardens displayed at church door - For period including 2 Sundays before the meeting
4. Audited PCC Accounts for previous year ending 31 December published in such form as the PCC decides and signed copy available for inspection on request - For continuous period of at least 7 days before APCM
5. Written nominations for candidates for Churchwardens - Before the Parishioners’ Meeting
6. Nominations for elections of lay members of the PCC (and Deanery Synod every 3 years) - In writing before the APCM or orally at the meeting
- 7. Parishioners’ Meeting and APCM held - Must be held no later than 31 May.**

### **After the APCM**

The following returns need to be made:

1. The Electoral Roll Officer returns the electoral roll number to the Diocesan Office.
2. The PCC Secretary completes the on-line parochial information form (PIF) which notifies the Diocesan Office of any changes to parish officers. The link will be sent out by the Diocesan Office.
3. The PCC Treasurer returns two copies of the approved Report and Accounts to the Deanery Treasurer.
4. If it is a year when elections to deanery synods have taken place (next due in 2023) then the PCC Secretary returns the form of those elected to the Diocesan Office.

### **Annual Returns of National Mission and Finance Statistics**

Please note these are a National requirement and are not the same as the annual Count

and category assessment which is carried out within the diocese for the purpose of calculating Fairer Share.

By the end of **January** each year (although deadline this year has been extended to 4 April), please ensure that the designated person (usually a churchwarden) has completed the National Mission Statistics for your church(es) for the preceding year here <https://parishreturns.churchofengland.org/>. If you have any difficulty, please contact [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org) 01722 411922.

By 18 **June** each year, the PCC Treasurer or another appointed person ensures that the National Finance Statistics for the preceding year for your church(es) are completed here <https://parishreturns.churchofengland.org/>. If you have any difficulty, please contact [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org) 01722 411922.