

CHECKLIST - CHURCHWARDENS

First Quarter (January to March)

- March 15: Churchwardens' Parochial Return due along with financial statements and budget approved by vestry (contact [General Accountant](#))

Second Quarter (April to June)

- May: Synod Billing, if applicable (contact: [Secretary of Synod](#))
- June 30: T3010 return due to CRA for parishes with December year end (contact: [Senior Accountant](#)).

Third Quarter (July to September)

- Nil

Fourth Quarter (October to December)

- December 31: T3010 return due to CRA for parishes with June year end (contact: [Senior Accountant](#)).

Ongoing throughout the year

- License and Lease renewals (contact: [Property Resources Assistant](#)).
- Paying Diocesan assessments monthly (contact [General Accountant](#)).
- Filing CRA & HST remittances as per deadlines mentioned by CRA (contact [General Accountant](#)).

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