

APCM action timeline, APCM latest by 31st May

Timeline & Deadline	-60+ days before	-42+ to -29 days before		-28 to -15 days before	-14+ days (at least 2 sun before)	-7+ days before	Day 0 Latest: 31/5
Election of churchwarden (CW)					Notice of meeting to elect CW (C1)	Received written nominations for CW (C2)	Annual Meeting with Parishioners
Meeting APCM notice					Display notice of APCM date [M1]		A P C M
Annual Report & auditors	Hold PCC meeting to: <ul style="list-style-type: none"> adopt AR & audited FS before APCM recommend appt of Ind Examiner or Auditor 					Publish signed Financial Statements	
Electoral roll revision <i>(or new every 6 yrs, next 2025)</i>	<i>(Display notice of preparation of electoral roll for at least 14 days)</i>	Display notice of revision of electoral roll for at least 14 days before revision [E1: Form 2]	Applns for enrolment on the church electoral roll [Form 1]	Complete revision of electoral roll	Publish revised/ <i>new</i> roll for at least 14 days		
Election of lay PCC officers [& to deanery synod]					Be nominated at or before meeting		

Timeline & Deadline	Day 0 1/1 – 31/5	After	
Election of churchwarden (CW)	Meeting with Parishioners	<ul style="list-style-type: none"> Display results of CWs' elections for 14 days (Archdeacons' Area offices are responsible for collecting this data in order for them to be sworn in) 	
Audited Financial Statements & Annual Report	A	<ul style="list-style-type: none"> Send approved accounts to ODBF Finance team 28 days after APCM If a registered charity, file annual return and accounts with Charity Commission 	finance@oxford.anglican.org
Electoral roll revision <i>(or new every 6 yrs, next 2025)</i>	P	<ul style="list-style-type: none"> Complete Electoral roll certificate [E3] and display in church for at least 14 days Report information to Diocese Office via the National Database parish return by 1st July 	Online: http://parishreturns.churchofengland.org/
Election of lay PCC members <i>Election of lay Deanery Synod</i>	C	<ul style="list-style-type: none"> Display notice of election results for 14 days Inform Diocesan Electoral Roll Officer of any changes to PCC lay representatives <i>Inform secretary of deanery synod of any changes to lay representatives</i> 	dero@oxford.anglican.org
<i>At any point for other PCC officer changes:</i>	M	<ul style="list-style-type: none"> <i>Inform Diocesan Electoral Roll Officer of changes to PCC Secretary</i> <i>Inform Finance Church House Oxford of changes to PCC Treasurer</i> 	dero@oxford.anglican.org finance@oxford.anglican.org