

# ANNUAL GENERAL MEETING 2012

## CHECKLIST

PLEASE KEEP THIS SHEET WITH THE ANNUAL RETURNS

*Only to be completed and returned to the Diocesan Registry:*

- **Parish Office Holders return;**
- **Parish Nominators return;**
- **Notification of Safe Ministry Representative;**
- **Audited Prescribed Financial Statements (refer to email circular from SDS dated 28 September 2011)**

Please ensure all pages are completed and the Privacy page signed and attach any notations where needed. Note that in response to feedback we have received in recent years we have amended paragraph 4 of the statement to make it clear that your personal information can only be used for purposes relevant to the proper administration of the Diocese.

To be returned as soon as possible and no later than 13 April 2012.

### *Declarations*

Please **DO NOT** return the declarations made by parishioners at the meeting and the declarations made by those elected. These are to be kept on file in the parish.

For further detail as to what is needed for the Annual General Meeting and its returns please refer to the letter from the Deputy Registrar, Mrs Catherine Rich dated 18 January 2012.

Forms to be returned completed and signed to: Diocesan Registry: PO Box Q190, QVB Post Office NSW 1230