

2025 Parish Contact Form

Please print clearly!

Parish:

Mailing Address: City: St: NC Zip:

Street Address: City: St: NC Zip:

Telephone: Fax:

Parish E-mail: Parish Website:

Senior Warden:

Mailing Address: City: St: NC Zip:

Contact Phone: (Cell, Home, Work)

Work-Emergency ONLY!

E-mail:

Junior Warden:

Mailing Address: City: St: NC Zip:

Contact Phone: (Cell, Home, Work)

E-mail:

Administrative Contact:

Full Time: Part Time: Volunteer:

Home Address: City: St: NC Zip

Contact Phone:

E-mail:

Treasurer:

Home Address: City: St: NC Zip:

Home Phone: Cell Phone:

E-mail:

Lay Deanery Representative:

Mailing Address: City: St: NC Zip:

Cell Phone: E-mail:

Mailing Address: City: St: NC Zip:

Cell Phone: E-mail:

Clerk of the Vestry:

Home Address: City: St: NC Zip:

Home Phone: Cell Phone E-mail:

Music Leader / Organist:

Full Time: Part Time: Volunteer:

Mailing Address: City: St: NC Zip:

Contact Phone: Email:

Children Formation Leader:

Full Time: Part Time: Volunteer:

Home Address: City: St: NC Zip:

Contact Phone:

E-mail:

Youth Formation Leader:

Full Time: Part Time: Volunteer:

Home Address: City: St: NC Zip:

Contact Phone:

E-mail:

Adult Formation Leader:

Full Time: Part Time: Volunteer:

Home Address: City: St: NC Zip:

Contact Phone:

E-mail:



Episcopal Diocese of East Carolina 2025

Audit Criteria Request Form

This is an electronically fillable form. Click in the gray boxes to enter your information then tab to move to the next box. Completed form can be saved and emailed to lsmith@diocese-easycarolina.org or mailed to address on the following page. It may also be printed and filled in by hand.

Name of Parish:

Address: _____, _____ City, State, Zip _____

Audit Year: _____ This form is due by February 28, 2025.

Type of Audit this parish submitted for the last 2 fiscal years:

2022 2023:

- checkbox In-House Audit Date of Last Audit Submitted: _____
checkbox Audit by Diocesan Contract Auditor Date of last Certified Audit: _____
checkbox Certified Public Accountant Audit
checkbox No Audit was submitted

Were there any findings or deficiencies filed with the last audit submitted?

- No checkbox Yes

(If yes, attach statement of how the deficiencies have been addressed)

For Parishes with operating revenue less than \$250,000 2 Year In-House Third Year Diocesan Contract Auditor

- checkbox We submitted our audit last year and are requesting an in-house audit for 2024 (Fill out the Names and qualifications of your auditors on the following page)
checkbox we submitted our audit last year and are requesting a Diocesan Contract Auditor
checkbox we did not submit our audit last year and are requesting a Diocesan Contract Auditor

For Parishes with operating revenue between \$250,001-\$999,999 Diocesan Contract Auditor Each Year

We used a Diocesan Contract Auditor last year and we are requesting a Diocesan Contract Auditor for 2024.

For Parishes with operating revenue over \$1,000,000 or more: DIOCESAN CONTRACT AUDITOR ON YEARS 1-4... CPA AUDIT EVERY 5 YEARS. EXECUTIVE COUNCIL WOULD DECIDE PROTOCOL IF CPA NOT OBTAINABLE.

- checkbox we submitted a copy of an audit by an Independent Certified Auditor within the last 5 years and are requesting a Diocesan Contract Auditor for 2024
checkbox we will have an Independent Certified Audit for 2024

Episcopal Diocese of East Carolina

2025 Audit Request Form

If you are requesting an In-House Audit list below the names and qualifications of proposed In-House Audit Committee Members. (*minimum of 3 committee members*)

Audit Committee members should be independent of the decision making and financial record keeping functions of the congregation. (No current vestry members, treasurers, or priests). The members of the committee should include at least one financial expert.

Name	Qualifications

Form Completed by _____ Title _____

Date _____ Contact Phone _____

Email completed form to:
ismith@diocese-eastcarolina.org or mail to:

Diocese of East Carolina
Finance Department
PO Box 1336
Kinston, NC 28503

Episcopal Diocese of East Carolina
2025 Calendar of Due Dates for all Canonically Required Reports

Report	Due Date	Where Forms are Available
Parish Contacts Form	January 31, 2025	Online, by email, or by mail
Parish Audit Request Forms	Must be Received by Diocesan Office February 28, 2025	Online, by email, or by mail
Parochial Reports**	March 1, 2025 Either completed online or mailed to the Diocesan Office	Online, by email or mail
Property Reports	May 16, 2025	By mail
Parish Audits	September 1, 2025	Online, by email, or by mail

****Please Note**** Parish contact forms can be filed online at https://www.diocese-eastcarolina.org/uploads/images/2025-parish-contact-form-fillable-pdf_32.pdf . If you have any questions concerning this link contact Evelyn King at evelyn@diocese-eastcarolina.org.

For help with audits, Parochial Reports or Property Reports contact LaTonya Smith at lsmith@diocese-eastcarolina.org or Litisha Dawson at ldawson@diocese-eastcarolina.org.

For help with Parish Contact Forms contact Litisha Dawson at ldawson@diocese-eastcarolina.org or call 252-522-0885 for help with any of these forms. We look forward to helping you throughout the upcoming year and hope the above information is useful.

Name of Parish.....
Address.....
P.O. Box..... City..... Zip.....

There were no property changes during 2024.....

There were property changes during 2024 and we request a new copy of our property report to fill out.....

Signed.....
Please print name.....
Position.....
Date.....
Phone number.....

Name of Parish.....
Address.....
P.O. Box..... City..... Zip.....

There were no property changes during 2024.....

There were property changes during 2024 and we request a new copy of our property report to fill out.....

Signed.....
Please print name.....
Position.....
Date.....
Phone number.....

Name of Parish.....
Address.....
P.O. Box..... City..... Zip.....

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P.O. Box..... City..... Zip.....

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