

## Important Updates on Parochial Reports, Online Attendance, & Annual Meetings

February 8, 2021

Dear friends serving as parish clergy, wardens, treasurers, and administrators:

Since mid-December, the Bishop's Office has released several communications relaying important updates related to parish administration. We distributed these through our *Grace Happens* e-newsletter and posted them on our [diocesan website](#). In case you missed any of these communications, I'd like to highlight some of them for you now.



### Updated Parochial Reports for 2020

The 2020 Parochial Report has been updated to reflect the changes and challenges that parishes have faced due to the coronavirus pandemic. See [Completing Your Pandemic-Year Parochial Reports](#) for more information.

### Attention treasurers!

According to the General Convention Office of the Episcopal Church, if your parish's PPP loan was converted to a grant (i.e., forgiven) in 2020, you must include the forgiven amount in the "other operating income" on your 2020 Parochial Report. For details, see "QuickTip #1: Recording PPP Loan Forgiveness" on our [Parochial Report QuickTips](#) page.

Note that the deadline for filing your Parochial Report is **March 1**.

### Counting Online Attendance in 2021

The General Convention Office has issued guidance for how to record online attendance in 2021. This includes:

- recording online participants separate from in-person attendance, and
- counting only online views that occur within 24 hours of the service.

For more information, see [Counting Online Attendance & Donors in 2021](#).

### Online Annual Meetings

If your parish's 2021 annual meeting is still to come, and is expected to be an online event, see [Holding an Annual Parish Meeting, Pandemic-Style](#) for guidance on its planning and facilitation.

Also, following your Annual Meeting, remember to complete a Parish Annual Meeting Report Form and submit it to the diocesan office. This form is available on our website, under Resources > Documents & Forms, or access it here: [PDF](#) / [Word](#).

Finally, if you do not receive our Grace Happens e-newsletters, I encourage you and your parish colleagues to [subscribe now](#), so as not to miss future news and updates.

Grace and peace,

Kim +

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