**To Clergy and Churchwardens**

It is important, and very helpful to me, if you could ensure all documentation arrives with me **prior to the Visitation**. Although the deadline for paperwork is the 31st May, it would be wonderful if I have the papers before this date, as there is a lot of collating to be done.

**Please return Visitation paperwork by post to me:**

**Mrs Kate Martin, Cuthbert House, Stonebridge, DURHAM, DH1 3RY**

**or via email to:**

Kate.Martin@durham.anglican.org

**Please note Churchwardens’ Declarations and Certificates of Election**

**must have a physical signature, otherwise they will not be legal and will have to be returned.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Accounts to 31 December 2022 and Return of Parish Finances**

**Must be sent to the Diocesan Office either by post or by email.**

**I will accept hard copies of the Accounts with the Visitation papers, but they should go to:**

**Finance Department, Cuthbert House,**

**Stonebridge, DURHAM, DH1 3RY**

**ACCOUNTS & RPFs SHOULD BE EMAILED TO:**

**parish.returns@durham.anglican.org**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If using a large (C4) envelope please make sure you use

a LARGE stamp; for any other size envelope

please weigh and put appropriate

postage on your mailing, this will save me a trip to the sorting office.

**Stamps without a bar code are now obsolete!**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thanking you in anticipation and looking forward to meeting you all**

**Kate Martin**

Personal & Private Secretary to the Archdeacon of Durham