## Diocese of Ohio
### Business Requirements Time Line

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<th>1-Jan</th>
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<th>1-Mar</th>
<th>1-Apr</th>
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- January 1st - Parochial Report forms mailed to parishes
- January 1st - Report on Congregation's Assets, Liabilities and Net Assets mailed to parishes
- January 1st - Reports on Related Entities, Endowment Funds, Foundation Transactions mailed to parishes
- January 1st - Worksheet for Current Year Assessment Estimate mailed to parishes
- January 1st - Letter Requesting Certificates of Insurance mailed to parishes (only if not with Church insurance)
- February 15th - Committee Audit packages mailed to parishes
- February 20th - Worksheet for Current Year Assessment Estimate due
- March 1st - Parochial Reports due (both online and original page 1 with signatures)
- March 1st - Report on Congregation's Assets, Liabilities and Net Assets due
- March 1st - Reports on Related Entities, Endowment Funds, Foundation Transactions due
- March 1st - Certificates of Insurance due
- June 1st - Committee Audits due
- July 15th - CPA and Diocesan Audit Team audits due
- August 1st - Lay Pension Report mailed to parishes
- October 1st - Lay Pension Report due

Please refer to Business Practices for specific requirements on parish audits.

Other reporting requirements:
A copy of deeds, Articles of Incorporation, Certificates of Continuing Existence and Bylaws are due within 30 days of a change. Certificates of Continuing Existence must be updated with the Secretary of State's Office every 5 years.

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