

## Diocesan Requests Calendar of Due Dates

	1st Week	2nd Week	3rd Week	4th Week
<b>January</b>				Jan. 31: Sacramental Records Rite of Election Numbers
<b>February</b>				Chrism Mass Oils
<b>March</b>				
<b>April</b>				Safe Environment Audit
<b>May</b>	Parishioner Address Changes			
<b>June</b>			Confirmation Request Form	
<b>July</b>				50th Wedding Anniversary Couples
<b>August</b>	August 1: Workers' Comp. Audit; Budget Resolution; QuickBooks backup; Year End Reports; Finance Council Report; Internal Controls Questionnaire			
<b>September</b>				Kenedy Update Form <i>(The Official Catholic Directory)</i>
<b>October</b>				
<b>November</b>			Annual Mass Counts	
<b>December</b>				