



January 2012

**Martin Bishop
Financial Secretary**

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Dear Treasurer,

Online submission of the Annual Financial Return

We have been working with our IT developers to make available a website where you can submit the Annual Statistics for Mission Form online via a website interface: "ParishInfo.org" This is a dedicated website set up to collect diocesan information from parishes. This has been successfully piloted by Oxford Diocese, and we would now like to make this available to parishes in this diocese also.

Although we will be pleased to continue to receive the Annual Returns either on paper or by email for 2011 at least, we would like to encourage Treasurers to consider an alternative method using this new service.

- Using this new facility will give you an alternative, postage-free way to send in your return.
- The information entered through the parish info website can be automatically downloaded to the diocesan database, so that it can be shared more easily with the Archdeacons and other diocesan officers. From there the information can be passed electronically to colleagues at the National Church (who devised the returns). We hope to be able to build up a clearer and more up to date view of the state of the diocese's finances at individual parish level, in a way that our limited resources and paper-driven systems have not previously allowed us to do.
- You may also be interested to know that we plan at a later stage, to make some of the information keyed in available to you and fellow Treasurers in your deanery via the same parish info website.

For those of you who are more comfortable with sending in the information on paper, you can download paper copies of the return from the diocesan website at:

<http://www.stalbans.anglican.org/Resources/Help-for-Parish-Officers/PCC-Treasurers/Finance-Forms>

In addition to the Annual Return, please make sure that your independently examined/audited accounts are submitted within four weeks after the date of your APCM, and in any case no later than Friday 25th May. This can be submitted to us in the post or by email attachment, whichever is the more convenient for you.

“Getting started”

Go to the following website by clicking on this link or “cutting and pasting” the text into your web browser:

<https://www.parishinfo.org/secure/?diocese=32>

This will take you to the dedicated login page for St Albans Diocese. From this page, please click on the link “Create new account” to activate your account name (email address) and password.

In order to use this facility you will have to submit the same email address as that previously given to the diocese for other communications.

Your password will not be stored in a format readable by anyone else, although there is a facility for you to reset your password should you forget it.

I do hope that you will be able to use this new facility and that it will, as it develops, be a useful source of information to you also. If you have any technical difficulties with the online process then please email: jimgrady@abeecomputing.co.uk or myself: mbishop@stalbans.anglican.org

Other services are planned, using this particular “web interface” so we hope as many of you as possible are able to register with the parish info site.

ParishInfo.org
The Diocesan Information Website for Parishes

Returning Users:

E-mail

Password

Please enter your username and password to proceed.

New Users:
[Create new account](#)

Please note that in order to create a new account your e-mail address must already be on the Diocesan Database.

[Account Creation Guide \(demonstration\) \(requires Flash\)](#)

Or:
[Reset password](#)
[Contact Us](#)
[Help](#)