

**Episcopal Diocese of East Carolina  
2025 Calendar of Due Dates for all Canonically Required Reports**

Report	Due Date	Where Forms are Available
Parish Contacts Form	January 31, 2025	Online, by email, or by mail
Parish Audit Request Forms	Must be Received by Diocesan Office February 28, 2025	Online, by email, or by mail
Parochial Reports**	March 1, 2025 Either completed online or mailed to the Diocesan Office	Online, by email or mail
Property Reports	May 16, 2025	By mail
Parish Audits	September 1, 2025	Online, by email, or by mail

**\*\*Please Note\*\*** Parish contact forms can be filed online at [https://www.diocese-eastcarolina.org/uploads/images/2025-parish-contact-form-fillable-pdf\\_32.pdf](https://www.diocese-eastcarolina.org/uploads/images/2025-parish-contact-form-fillable-pdf_32.pdf) . If you have any questions concerning this link contact Evelyn King at [evelyn@diocese-eastcarolina.org](mailto:evelyn@diocese-eastcarolina.org).

For help with audits, Parochial Reports or Property Reports contact LaTonya Smith at [lsmith@diocese-eastcarolina.org](mailto:lsmith@diocese-eastcarolina.org) or Litisha Dawson at [ldawson@diocese-eastcarolina.org](mailto:ldawson@diocese-eastcarolina.org).

For help with Parish Contact Forms contact Litisha Dawson at [ldawson@diocese-eastcarolina.org](mailto:ldawson@diocese-eastcarolina.org) or call 252-522-0885 for help with any of these forms. We look forward to helping you throughout the upcoming year and hope the above information is useful.