

**Items Financial Reviewer will need to submit to Diocesan Office**

- Financial Review Certificate with recommendations
- Copy of final 2016 Treasurer's report including balance sheet (If not included in the Annual Report)
- Copy of Annual Report for 2016
- Copy of checklist reviewer filled out (with financial reviewers comments)

**Items Financial Reviewers will need to submit to the Church**

- Financial Review Certificate with recommendations (for approval by their vestry)
- Copy of checklist reviewer filled out (with financial reviewers comments)

**Items Churches will need to submit to Diocesan Office**

- Copy of the vestry's approval of the financial review

Ways to submit needed items to the Diocesan Office:

Email: [Mollyg@eastmich.org](mailto:Mollyg@eastmich.org)

Fax: 989-752-6120

Mail: Diocese of Eastern Michigan

Attn: Molly Girard

924 N. Niagara St.

Saginaw, MI 48602

If questions, call Molly at 989-752-6020