

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

- Financial Review Certificate with recommendations
- Copy of final 2022 Treasurer's report including balance sheet (If not included in the Annual Report)
- Copy of Annual Report for 2022
- 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: [sphilo@eastmich.org](mailto:sphilo@eastmich.org)

Fax: 989-752-6120

Mail: Diocese of Eastern Michigan

Attn: Sara Philo

124 N. Fayette St.

Saginaw, MI 48602

If any questions arise please call Sara at 989-752-6020.