**To Clergy and Churchwardens**

It is important, and very helpful to me, if you could ensure all documentation arrives with me **prior to the Visitation**. Although the deadline for paperwork is the 31st May, it would be wonderful if I could have the papers before this date, as there is a lot of collating to be done.

**Please return Visitation paperwork by post to:**

**Mrs Linda Richardson, St Nicholas Vicarage,**

**Hedworth Lane, BOLDON COLLIERY, NE35 9JA,**

**or via email to:**

[Linda.Richardson@durham.anglican.org](mailto:Linda.Richardson@durham.anglican.org)

**Please note Churchwardens’ Declarations and Certificates of Election**

**must have a physical signature, otherwise they will not be legal and will have to be returned.**

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**Parish Accounts to 31 December 2022 and Return of Parish Finances**

**Must be sent to the Diocesan Office either by post or by email.**

**POST TO:**

**Finance Department, Cuthbert House,**

**Stonebridge, DURHAM, DH1 3RY**

**EMAIL TO:**

[**parish.returns@durham.anglican.org**](mailto:parish.returns@durham.anglican.org)

**Please don’t send Accounts to this office, as we can access them through a shared drive with the Diocesan Office, but it would be good to know that you’ve forwarded them on**

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If using a large (C4) envelope please make sure you use

a LARGE stamp; for any other size envelope

please weigh and put appropriate

postage on your mailing, this will save me a trip to the sorting office.

**Stamps without a bar code are now obsolete!**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thanking you in anticipation and looking forward to meeting you all**

**Linda Richardson**

Personal & Private Secretary to the Archdeacon of Sunderland