



THE EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS

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RE: FILING of 2025 PAROCHIAL REPORT & SUPPLEMENTAL FORM

Greetings to all Clergy, Treasurers, Wardens and Vestry Members,

Please read with care the following details regarding the filing of the 2025 Parochial Report and the Supplemental 2025 Financial Data Form:

Parochial Report Filing Information

- Online filing opened January 5, 2026 at: <https://reports.dfms.org>
- **Reports must be filed by March 1, 2026.**
- Late submissions require assistance from Diocesan office staff.
- The 2025 Parochial Report contains integrated instructions of inline help text for each section, eliminating the need for separate instruction workbooks resulting in a streamlined reporting process.
- For video walkthroughs on how to file online, please visit the General Convention website at: <https://generalconvention.org/forms-and-instructions/>
- Although a downloadable PDF form is available, please be aware that parochial reports must be entered and submitted online to be marked as complete.
- Login credentials remain the same each year. If you have forgotten your password, use the 'I forgot my password' link on the login page. You will receive a temporary password sent to the email address associated with your account. To update your login email address, contact Diocesan office staff.
- If you require assistance, email Melanie Stone: mstone@diocesewma.org.

Supplemental 2025 Financial Data Form

- Due to changes beginning in 2024, the Stewardship & Financial section of the Parochial Report no longer captures the very important ***Subtotal for Normal Operating Income (NOI)*** that is used to calculate our common ministry assessments.
- As a result, the necessary data needed to calculate the ***NOI*** must be provided by each congregation by completing the *Supplemental 2025 Financial Data Form* **due no later than March 1, 2026.**
- The completed form should be emailed to Melanie Stone at: mstone@diocesewma.org.
- While a link to download this supplemental form can be found within the online Parochial Report at the end of the Additional Financial Information section, this supplemental form is not automatically filed online when you submit your Parochial Report! Please follow the submission instructions on the form.
- The financial data required on the supplemental form should include all revenues received and applied in 2025 to cover all operating expenses for your congregation as noted on the form.
- Total operating revenues reported should be greater than or equal to total operating expenses to avoid a deficit. Space is provided to add notes on the form to explain any unusual circumstances.

If you have a question regarding what to include on the Supplemental 2025 Financial Data Form, feel free to email me at: kfoster@diocesewma.org. I would be happy to assist you.

Thanking you in advance for your time and attention.

Happy New Year!
Kimberly Foster
Chief Financial Officer