



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](mailto: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](mailto: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](mailto: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*