



# Memo

**Date:** January 9, 2023

**To:** Pastors, parish business managers and parish bookkeepers

**From:** Brenda Leslie, director of financial services, Ian Trutt, paralegal;  
Office of Finance

**Re:** Annual incorporation filing assistance

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Many parishes are now receiving notices from the Georgia Secretary of State's Office indicating that the "2023 annual registration season is here." The notices include instructions about getting the annual registration document completed before Saturday, April 1.

Please know the Office of Finance and the chancery will file all parish incorporation documents on behalf of the parishes by the filing date, as we did in 2022, and we will pay the small annual registration fee.

At the beginning of each year, there are a number of marketing organizations that offer to assist corporations, for a fee, to do this annual registration. We do not recommend paying such outside organizations to do these filings, as the work is minimal and we are more than willing to do it on every parish's behalf.

If you have any objections or questions concerning this registration process, please contact either of us (Ian Trutt, [ITrutt@archatl.com](mailto:ITrutt@archatl.com), Brenda Leslie, [BLeslie@archatl.com](mailto:BLeslie@archatl.com)), or Brad Wilson ([BWilson@archatl.com](mailto:BWilson@archatl.com)).

Thank you.