* **Comitium/Curia Name**
* **TRIANNUAL** **REPORT TO THE ARLINGTON REGIA**
* **(Provide 10 copies for the front table. You have 10 minutes)**

**[DO NOT READ]** Date of Report: Month Day, YYYY Date of Last Report: Month Day, YYYY

* The \_\_\_\_\_\_\_Comitium/Curia is pleased to present its triannual report to the Arlington Regia. The **Comitium/Curia** was founded **Month YYYY**.

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| **Office** | **Term Start** | **Term End** | **Term #** | **Name** |
| President | MM YYYY | MM YYYY |  |  |
| Vice President | MM YYYY | MM YYYY |  |  |
| Secretary | MM YYYY | MM YYYY |  |  |
| Assistant Secretary | MM YYYY | MM YYYY |  |  |
| Treasurer | MM YYYY | MM YYYY |  |  |
| Assistant Treasurer | MM YYYY | MM YYYY |  |  |

2. We have XX Senior praesidia, which is (an increase/decrease of XX since the last report OR the same as the last report).

3. We have XX junior praesidia and XX Young Adult praesidia, which is is (an increase/decrease of XX since the last report OR the same as the last report).

4. As of **Month YYYY**, we have XX Senior members (an increase/decrease of XX since the last report OR the same as the last report), and XX Junior members is (an increase/decrease of XX since the last report OR the same as the last report). We have XX council officer vacancies and XX praesidium officer vacancies, which is (an increase/decrease of XX since the last report OR the same as the last report). We have XXmembers in the 18 - 40 age group, which is (an increase/decrease of XX since the last report OR the same as the last report). We have a total of XX auxiliary members, which is (an increase/decrease of XX since the last report OR the same as the last report).

5. The average attendance at our Council meetings is XX.x% without vacancies and XX.x% with vacancies.

6. **[DO NOT READ]** We have a monthly board meeting, which includes our Spiritual Director. We review visitations at the meeting. During the reporting period we visited XX praesidia and XX council(s). No praesidia or councils were visited more than once in a year.

7. There are XX Patricians group(s) in the Comitium, which is is (an increase/decrease of XX since the last report OR the same as the last report).

8. Since our last report XX praesidiia conducted an Exploratio Dominicalis and XX praesidia conducted a parish Evangelization Day.

9. XX of our XX praesidia assign door-to-door visitation at least six months of the year.

10. **[DO NOT READ]** All of the attached praesidia are in compliance with the diocesan child/vulnerable adult protection program.

11. There are XX parishes in our area. Of these, XX do not have a Legion presence. (Describe extension plans).

12. Attached praesidia most commonly assign as their weekly work.

13. **[DO NOT READ]** Our Comitium last held a Congress in **Month YYYY** at parish. The topic was “ ”. Approximately XX individuals attended. Our next Congress will be planned for YYYY.

14. With regard to promoting the causes of Frank Duff, Edel Quinn and Alfie Lambe, our Council continues to say the Frank Duff prayer after each meeting and encourages all reporting praesidia and councils to do so as well. We also promote the causes of Edel Quinn and Alfie Lambe by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

15. Our most urgent problem(s) are (List most urgent problems).

* Solution 1/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Solution 2/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Solution n/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16. FOR COMITIA ONLY**

* We have XX Curiae attached:
* The Curia has XX attached praesidia -- XX Senior, XX Junior/Intermediate and XX praesidia under extension. XX of the XX Parishes under their care have a Legion presence.
* Our attached Curiae are visited once a year. They hold monthly board meetings and present reports to the Comitium triannually. All attached Curiae are in compliance with Diocesan child/vulnerable adult protection regulations
* We use a Correspondent system.

**17. (FOR ALL) GOALS**

* Our goals for YYYY are:
* **Objective/Goal 1**: (Accomplished/Not accomplished/In progress)
* **Objective/Goal 2**: (Accomplished/Not accomplished/In progress)
* **Objective/Goal 3**: (Accomplished/Not accomplished/In progress)

**18. KNOWN RESULTS**. (Only include Returns, Conversions, Baptisms, Confirmations and Marriages Validated).

* Returns to the Church – XX; Conversions – XX; Marriage Validations – XX; Baptisms – XX; Confirmations – XX;

**19. TREASURER'S REPORT (READ)**

 Balance from Previous Report (Month Day, YYYY)................................... $X, XXXX.xx

Income during the reporting period

 1) Donations from Attached Units $ X, XXX.xx

 2) Sale of Supplies $ X, XXX.xx

 3) Other Income/Adjustments $ XXX.xx

4) Total Income $ X, XXX.xx

Expenditures during the reporting period

 1) Donations to Regia $ X, XXX.xx

 2) Supplies from Regia $ XXX.xx

 3) Supplies from Other $ XXX.xx

4) Other Expenses/Adjustments $ X, XXX.xx

 5) Total Expenditures $ X, XXX.xx

Net Increase/(Decrease).......................................................................... $X, XXX.xx

 New Balance (Month Day, YYYY)........................................................ $X, XXX.xx

The treasurer's books, for the period of **Month/YYYY** through **Month/YYYY** were most recently audited, on Month Day, YYYY, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The results of the audit have been submitted to the Arlington Regia.**

**[DO NOT READ]**

 Attach a cumulative list of donations per attached unit from the beginning of the year.

 Attach a list of all expenditures over $100 for the reporting period.

**20. HIGHLIGHTS**

* Describe highlight 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Describe highlight 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Describe highlight 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Council Name – Month YYYY – Month YYYY Cumulative Donations:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CURIA/PRAESIDIUM NAME** | **Total T1 YYYY** | **Total T2 YYYY** | **Total T3 YYYY** | **Total FY YYYY** |  |
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| **Total** |  |  |  |  |  |

**Council Name – Month YYYY – Month YYYY Checks/Expenditures > $100:**

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| --- | --- | --- | --- | --- |
| **DATE** | **CHECK #** | **PAYEE** | **AMOUNT** | **MEMO** |
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