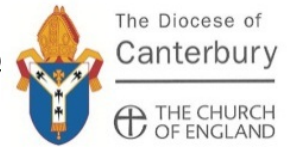


CANTERBURY DIOCESAN BOARD OF FINANCE

Finance Office, Diocesan House, Lady Wootton's Green, Canterbury, Kent, CT1 1NQ

RECORD OF PAROCHIAL FEES



Notes on completing the form:

- Please use the online form wherever possible and complete electronically. This can then either be sent by email or printed and sent.
- Alternatively print off a blank form and complete in **BLACK INK**.
- At present, the form can only be submitted as a manual document or an edited excel or pdf file.
- Clearly complete the month and year, the parish name and the parish code.
- If not known the parish code can be found on the Diocesan online database.
- At month end the numbers of each type of service and the fees should be completed. We suggest you reconcile the calculated amounts to monies received.
- It would be helpful if you would complete the optional "Other fees received by PCC" column. This is for analysis purposes only and should be completed with a gross total for the month (including those monies received and subsequently paid out e.g. organist).
- Complete the total payable to the DBF and tick one of the boxes.
- The form should then be signed, your name noted and dated.
- If the form is being completed as an online form then please complete the name box and the date and attach to an email. Transmission of the email to the DBF will be taken as the form being signed.
- Fees due to the DBF may be sent by cheque (in which case clearly show on the reverse of the cheque your parish code and the month to which the fees apply) or by electronic transmission.
- Page 2 of the form needs to be completed in cases where someone other than the parish stipendiary officiates.
- A form should be completed for each month. If the return is a "NIL" return then you can complete the easy online form that can be found at:
<http://www.canterburydiocese.org/parochialfees/forms/nilreturn.htm>
- This form has been designed with the proposed new fees in mind. Accordingly there are some headings included which are not yet included on the current Table of Parochial Fees.


Example of a completed form follows.

Thank you for your help in completing this return.

example of form using the following data

	incumbent	PCC	organ	flowers	verger	choir
funeral 1	57	45	30		10	25
funeral 1 burial		196				
crem 1	102					
crem1 ashes	36	80				
funeral 2	57	45		20	10	
wedding1	126	136	45		10	50

CANTERBURY DIOCESAN BOARD OF FINANCE
 Finance Office, Diocesan House, Lady Vinton's Green, Canterbury, Kent, CT1 1NQ
RECORD OF PAROCHIAL FEES RECEIVED



The Diocese of
Canterbury
THE CHURCH OF ENGLAND

MONTH/YEAR

PARISH NAME PARISH CODE

NOTES:
 This form should be completed each MONTH, signed and sent to the Finance Dept within 16 days of the month end with cheque(s) or payment by bank transfer for the amount shown.
 Please submit a 'NIL RETURN' if no fees have been received in the month. An automatic online version can be found at <http://www.canterburydiocese.org/parochialfees/forms/nrlreturn.htm>
 The DBF will directly remunerate non-stipendiary officiants. Please supply details overleaf.

Type of Service	Dioc Fee	PCC Fee	Number	Total Fees Received	Fees payable to DBF	Fees payable to PCC	Other fees received by PCC
				£	£	£	£
Baptism certificate	12.00						
Marriage Banns	15.00	7.00					
Certificate of Banns	12.00						
Marriage service in church	126.00	136.00	1	367.00	126.00	136.00	105.00
Marriage certificate	3.50						
Marriage service in church after civil ceremony							
Marriage thanksgiving in church							
Church funeral service	57.00	45.00	2	299.00	114.00	90.00	95.00
Immediate churchyard burial		196.00	1	196.00		196.00	
Immediate cemetery burial/cremation							
Churchyard burial subsequent	36.00	196.00					
Churchyard subsequent burial (ashes)	36.00	80.00	1	116.00	36.00	80.00	
Cemetery burial subsequent	36.00						
Memorial service	57.00	45.00					
Service at graveside only							
Service cemetery/crematorium	102.00		1	102.00	102.00		
Monuments - cross of wood	9.00	12.00					
Monuments - small vase	36.00	45.00					
Monuments - other	54.00	104.00					
Additional inscription	36.00						
Other (give details)							
				1 080.00	378.00	502.00	200.00

Total amount payable to Canterbury DBF

EITHER: I have enclosed cheque(s) payable to the 'Canterbury DBF.' Tick ONE box

OR: Or I have remitted the total shown by bank transfer
 (PLEASE USE YOUR REFERENCE NUMBER to distinguish your payment)
Bank details: Account name 'Canterbury Diocesan Board of Finance No 1', Account number 00160510, Sort Code 30-91-60

OR: This is a NIL return

I certify that these are the total fees received for the month as shown above.

SIGN PRINT NAME

Indicate status - Incumbent / Team Rector / Priest in Charge / Treasurer / Other

DATE

PLEASE COMPLETE NEXT PAGE FOR SERVICES LED BY OTHER THAN INCUMBENT/PO CLERGY

For information or assistance please contact Mrs Clare, Letter 01227 459401 or finance@diocant.org
 PLEASE SEND COMPLETED FORMS BY EMAIL TO: claret@diocant.org OR RETURN BY POST

Record of Parochial Fees received_year_2002_01_01.rtf