

MONTHLY RETURN OF DIOCESAN FEES: IMPORTANT NOTES - please read carefully

General Information

WE REQUIRE ONE COPY OF THE SERVING CLERGY & OTHERS FORM (FORM 1) EVERY MONTH including during periods of vacancy. The parish should only complete retired clergy forms when calling upon them to perform occasional duties.

The **Serving Clergy & Others Form (form 1)** is used to detail fees for services performed by serving Priests in Charge/Incumbents, Curates, NSMs/SSMs, clergy holding the Bishop's Licence and Lay Readers. It should also be used to detail fees that are not permitted to be retained by retired clergy/clergy with Bishop's PTO. Please insert the number of services taken in the month in the corresponding column. The amount remitted column will automatically calculate the total amount this represents (i.e. number of services x the fee payable). **'Nil' returns forms should be remitted in months where there are no fees taken. Please see note 2 overleaf.**

The **Retired Clergy & those holding Bishops PTO Form (form 2)** is used for detailing fees paid to retired clergy or those holding Bishop's permission to officiate (who do not hold a Bishop's licence), when a serving clergy member is unable to perform a service. Fees for these services should be split - 80% given to the retired/BPTO priest conducting the service (amount as in column 4) and 20% paid to the DBF (amount as in column 5). Please **complete one form for each retired/BPTO priest** engaged during the month, detailing their name at the top of the form. Please insert into column 2 the number of services taken in the month. Column 6 will automatically calculate the total amount this represents (i.e. number of services x the fee shown in column 5). Please manually insert the total of all form 2 returns being submitted on to the corresponding monthly form 1 return.

PLEASE DO NOT INCLUDE FEES PAID TO RETIRED CLERGY ON THE SERVING CLERGY AND OTHERS FORM.

The PCC should keep careful records of services conducted. Given the scrutiny which we are under from the Charity Commission and others, it is essential that accurate records are kept, and fees remitted accordingly.

Fees should ideally be held and recorded by the PCC (Treasurer) for onward transmission to the DBF (please see notes 5a, 5b and 5c). This means for weddings and funerals, the PCC should receive ONE cheque, which they should then split accordingly.

Please be aware that some of the fees that once belonged to the DBF now belong to the parish and you should refer to the latest copy of the table of parochial fees for clarification of these.

Waiving of fees

Under the new fees measure, it makes very clear who has power to waive fees:

DBF Fees: as these legally belong to the DBF, fees should not be waived without first seeking the permission of an Archdeacon.

PCC Fees: this is the incumbent/priest in charge of the benefice concerned, after consultation with the churchwardens. Fees cannot be waived generally and may only be waived "in a particular case". That means that the incumbent/priest in charge must be able to point to something about the particular case that would justify waiving the fee.

Fees should only waived be in cases of clear financial hardship. In the past some clergy have been known to waive fees for those who are long-standing members of the congregation. This practice is not encouraged, and certainly **not** as far as the DBF fee is concerned.

No parochial fees are payable in relation to the death of a person who has not reached the age of 16.

Forms can be completed using your computer by typing into the blank pale yellow boxes. Forms should then be saved to your computer. If you do not want to print forms off, please attach directly to an email and send to maxine.southwick@chester.anglican.org

Points to remember:

1	<p>COMPLETE ONE COPY OF THE SERVING CLERGY & OTHERS FORM (FORM 1) FOR EACH MONTH. Please select your PARISH NAME from the dropdown box, this will then automatically insert the parish fees account number as per our system - this will help us to allocate your money correctly.</p> <p>For Audit purposes, the DBF should receive a copy of this form every month, including during periods of vacancy. This confirms to us that someone in the parish is dealing with fees and they aren't being overlooked.</p> <p>(When using the RETIRED CLERGY & THOSE HOLDING BISHOPS PTO FORM (FORM 2), please also include the NAME OF THE PRESIDING MINISTER. This form details the 80% fee due to the clergy and the remaining 20% which is to be paid to the DBF.)</p>
2	<p>If you do not receive any fees during a particular month, please mark the box 'this is a 'Nil' return'. Forms can then be emailed directly to maxine.southwick@chester.anglican.org</p>
3	<p>Please note that <u>ALL</u> fees, parochial and extra parochial (e.g. those received when on crematorium duty), should be included on this return. FEES CANNOT BE RETAINED BY ANYONE except the 80% fees for Retired Clergy and those holding Bishops permission to officiate (who are <u>not</u> licensed).</p>
4	<p>Save an amended copy to your computer.</p>
5a	<p>The PCC should issue ONE cheque made payable to "CHESTER DIOCESAN BOARD OF FINANCE" or "CHESTER DBF" per month and this should be accompanied by one copy of the form(s).</p> <p>Please note: The DBF should NOT receive numerous cheques from individuals or funeral directors. Please do not send cash through the post.</p>
	<p>OR</p>
5b	<p>The PCC can make a direct payment into the DBF's bank account, please ring for further details. If using this method, when making payment you must quote a reference to include parish number, fees and the period this covers e.g. 0123 Fees Jan 16. In order for us to allocate funds accordingly and to the correct account, a copy of the <u>fees form should be emailed immediately</u> upon making payment.</p>
	<p>OR</p>
5c	<p>The PCC can opt to pay their fees by requesting that these be added to their monthly parish share direct debit. If using this method, then a <u>copy of the fees form MUST be emailed on a monthly basis</u> and needs to be in by the 15th of the following month in order to be added to the next monthly Direct Debit to be collected: for example January fees would normally be collected at the end of February, and so on.</p> <p>The email address for remitting forms is maxine.southwick@chester.anglican.org Please only submit one copy of the forms either by email or post – please do not send in via both means. Thank you.</p>
6	<p>A copy of the form (paper or electronic) should be kept by the PCC for their records.</p>
7	<p>Forms and payments should be remitted to the DBF on a MONTHLY basis and we thank those of you who do this. The Archdeacons will be notified of parishes whose fees are in arrears.</p>
8	<p>If an error is made regarding an overpayment, we ask that the PCC resubmit the fees forms for that month showing the actual amount of fees due to the DBF. Forms are used to create invoices on our system to reflect the amounts as received by the parish, and the payments we receive are offset against these. Resubmitting your form with the correct amount will highlight to us any overpayment, carrying forward a balance on your account that we expect to be corrected by the following months' returns forms and net payment (amount per returns forms less the overpaid amount).</p>
9	<p>Any questions? Please contact Maxine Southwick on 01928 718834 ext. 239</p>