

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

**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. **Please only use official DBF versions of the form for remitting fees.**

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

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 and whose names must appear in the relevant lists in the current diocesan yearbook), 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 on 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 (in the pale yellow box).**

*If you are unsure whether a member of clergy (retired or otherwise) holds PTO or a Bishop's licence, please contact Maxine Southwick to discuss on 01928 718834 ext. 239.*

The PCC should keep records of all 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 refer to the latest copy of the table of parochial fees for up to date fees charges. Please note fees generally increase annually with effect from 1 January.**

### **Waiving of fees**

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

**DBF Fees: in the Diocese of Chester these 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 **should only be waived 'in a particular case' or in cases of clear financial hardship**. 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. In the past some clergy have been known to waive fees for family members or 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 blue boxes. Forms can then be saved to your computer. If you do not want to print forms off, please attach directly to an email and send to [fees@chester.anglican.org](mailto:fees@chester.anglican.org)**

**Points to remember:**

1	<p><b>COMPLETE ONE COPY OF THE SERVING CLERGY &amp; OTHERS FORM (FORM 1) FOR EACH MONTH</b>, detailing the <b>PARISH NAME &amp; PARISH NUMBER</b> (as detailed in the diocesan yearbook) - this will help us to allocate the money to the correct account.</p> <p>For audit purposes, the DBF should receive a copy of this form every month (including during periods of vacancy) confirming to us that someone in the parish is dealing with fees and they aren't being overlooked.</p> <p>When using the <b>RETIRED CLERGY &amp; THOSE HOLDING BISHOPS PTO FORM (FORM 2)</b>, please also include the <b>NAME OF THE PRESIDING MINISTER</b> (whose name <u>must</u> appear in the current diocesan yearbook under the sections Retired Clergy with PTO or Other Clergy with PTO). This form details the 80% fees due to the clergy and the remaining 20% which is to be paid to the DBF.</p>
2	If you do not receive any fees during a particular month (for services taken by serving or retired clergy), please mark the box 'this is a 'Nil' return'. Forms can then be emailed directly to <a href="mailto:fees@chester.anglican.org">fees@chester.anglican.org</a>
3	Please note that <u>ALL</u> fees, parochial and extra parochial (e.g. those received for crematorium duty), should be included on this return. <b>FEES CANNOT BE RETAINED BY ANYONE except the 80% fees for retired clergy with PTO/other clergy with PTO as detailed in the current diocesan yearbook</b> (and who are <u>not</u> licenced).
4	Save a paper copy or an amended copy to your computer, as the PCC should keep copies for their records.
5a	<p>The PCC can pay their fees by monthly Direct Debit (DD). <i>This is processed separately from the parish share DD and occurs earlier in the month (around the 20<sup>th</sup> of each month).</i> If using this method, a <u>copy of the fees form MUST be emailed on a monthly basis and by the 10<sup>th</sup> of the following month at the latest</u>, in order to be added to the next monthly DD: for example, the January form should be with us by 10<sup>th</sup> February, so we can collect the fees by 20<sup>th</sup> February, and so on.</p> <p><b>OR</b></p>
5b	<p>The PCC can make a direct payment into the DBF's bank account, please ring for further details. When making payment, you <b>must quote a reference to include parish number, fees and the period these cover</b> e.g. 0123 Fees Jan 19. <u>A copy of the fees form should be emailed immediately upon making payment so that the fees can be allocated accordingly to the correct account.</u></p> <p><b>OR</b></p>
5c	<p>The PCC should issue <b>ONE</b> 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) if not already sent by email.</p> <p><b>Please note: The DBF should NOT receive numerous cheques from individuals or funeral directors nor should you send cash through the post.</b></p> <p><b>The new email address for remitting forms is <a href="mailto:fees@chester.anglican.org">fees@chester.anglican.org</a> Please only submit one copy of the form(s) either by email or post – please do not send in via both means. Thank you.</b></p>
7	Forms and payments should be remitted to the DBF on a <b>MONTHLY</b> basis and we thank those of you who do this. <b>The Archdeacons will be notified of parishes whose fees are in arrears.</b>
8	If an error is made regarding an overpayment, we ask that the PCC resubmits 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 received are offset against these. Resubmitting your form with the amended 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 overpayment).
9	Any questions? Please contact Maxine Southwick on 01928 718834 ext. 239