

**PLEASE SEND COMPLETED FORMS BY EMAIL**  
TO:  
**cthorton@southwell.anglican.org**  
(OR RETURN BY POST)

**SOUTHWELL & NOTTINGHAM DIOCESAN BOARD OF FINANCE, Finance Office, Jubilee House, Westgate, Southwell, Notts, NG25 0JH.**

## RECORD OF PAROCHIAL FEES

**PARISH/BENEFICE/GROUP FEES REFERENCE No.\***

XX-ABCD

**Month/Quarter FROM 1st JANUARY 2016**

This form should be completed each period, signed and sent to the Finance Dept within 15 days of the period 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 period.**

### EXAMPLES

| If this Return is for more than one parish please state PARISH NAME | Date dd/mm/yy | Type of Service |          |                 |                       |           |           |  | Name recorded in parish records | STATUTORY FEES ONLY (DO NOT INCLUDE PCC "EXTRAS") |  |                     |  |
|---|---------------|-----------------|----------|-----------------|-----------------------|-----------|-----------|--|---------------------------------|---|--|---------------------|--|
|   |               | Banns           | Marriage | Funeral /Burial | Crematorium/ Cemetery | Monuments | All other | A+B+C  |                                 | A   | B  | C                   |  |
|   |               | X               | X        | X               | X                     | X         | X         | Total Fees Received                                |                                 | Fees payable Towards Diocesan Board of Finance    | Fees to Retired Clergy/ Substitute Ministers | Fees payable to PCC |  |
|   |               |                 |          |                 |                       |           |           | £  | £                               | £   | £  |                     |  |
|   |               |                 |          |                 |                       |           |           | (Wedding)  | 415.00                          | 189.00  |  | 226.00              |  |
|   |               |                 |          |                 |                       |           |           | (as above taken by Retired Clergy or Reader)       | 415.00                          | 63.00   | 126.00                                       | 226.00              |  |
|   |               |                 |          |                 |                       |           |           | (Funeral - Church Service and Body in Churchyard)  | (178+286) 464.00                | 108.00  |  | 356.00              |  |
|   |               |                 |          |                 |                       |           |           | (as above taken by Retired Clergy or Reader)       | (178+286) 464.00                | 36.00   | 72.00  | 356.00              |  |
|   |               |                 |          |                 |                       |           |           | (Funeral - Church Service and Ashes in Churchyard) | (178+123) 301.00                | 108.00  |  | 193.00              |  |
|   |               |                 |          |                 |                       |           |           | (as above taken by Retired Clergy or Reader)       | (178+123) 301.00                | 36.00   | 72.00  | 193.00              |  |
|   |               |                 |          |                 |                       |           |           | (Funeral - Church Service and Cemetery)            | (178+25) 203.00                 | 121.00  |  | 82.00               |  |
|   |               |                 |          |                 |                       |           |           | (as above taken by Retired Clergy or Reader)       | (178+25) 203.00                 | 40.00   | 81.00  | 82.00               |  |
|   |               |                 |          |                 |                       |           |           | (Funeral - Service and Burial at Cemetery)         | 178.00                          | 151.00  |  | 27.00               |  |
|   |               |                 |          |                 |                       |           |           | (as above taken by Retired Clergy or Reader)       | 178.00                          | 50.00   | 101.00                                       | 27.00               |  |
| <b>TOTALS</b>   |               |                 |          |                 |                       |           |           |  |                                 | 758.00  | 452.00                                       | 1,768.00            |  |

\* Your parish fees reference number can be found on initial correspondence. Please contact Caz Thornton for a reference number if your return is for a benefice or group.

*Please continue over page if necessary*

**Amount payable to Southwell & Nottingham DBF (TOTAL OF ALL SHEETS COMPLETED)**

I have enclosed cheque(s) payable to the 'Southwell & Nottingham DBF'.

please place a cross in this box for payment by cheque

  


I have remitted the total shown by bank transfer.

please place a cross in this box for payment by bank transfer

**Bank details: Account number 02919360, Sort Code 30-96-18, Account name "Southwell & Nottingham DBF" (PLEASE QUOTE REF. No.)**

Indicate in this box with "X" if you are sending a NIL RETURN

cross for NIL RETURN

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

PRINT Name

DATE:

Delete as applicable - Churchwarden/Treasurer/Secretary/Other

**PLEASE CONTACT ANDREA PRITCHARD IF YOU REQUIRE ASSISTANCE IN COMPLETING THIS FORM**  
apritchard@southwell.anglican.org  
or 01636 817217