



**PLEASE SEND COMPLETED FORMS BY EMAIL**  
**TO:**  
**angela.morton@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.\***  **Month/Quarter**

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.**

<i>If this Return is for more than one parish please state PARISH NAME</i>	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	X		Total Fees Received	Fees payable Towards Diocesan Board of Finance	Fees to Retired Clergy/ Substitute Ministers	Fees payable to PCC
£	£	£	£	£	£	£	£	£	£	£			
									-				
									-				
									-				
									-				
									-				
									-				
									-				
									-				
									-				
<b>TOTALS</b>									-	-	-	-	

\* Your parish fees reference number can be found on initial correspondence. Please contact Angela Morton 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'.  
 I have remitted the total shown by bank transfer.

please place a cross in this box for payment by cheque

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   
 Delete as applicable - Churchwarden/Treasurer/Secretary/Other

DATE:

Please contact Angela Morton or Deborah Trevor if you require assistance completing this form  
 angela.morton@southwell.anglican.org or  
 deborah.trevor@southwell.anglican.org  
 01636 817215 or 01636 817217