GROWING DISCIPLES
COMPASSION CONFIDENCE COURAGE

THE CHURCH OF ENGLAND
Diocese of Southwell & Nottingham

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.

If this Return is for more than one parish please state PARISH NAME	Type of Service								STATUTORY FEES ONLY (DO NOT INCLUDE PCC "EXTRAS"			
									A+B+C	A	B	C
	Date dd/mm/yy	Banns X	Marriage X	Funeral /Burial X	Crematorium/ Cemetery X	Monuments X	All other X	Name recorded in parish records	**Total Fees Received** £	Fees payable Towards Diocesan Board of Finance £	Fees to Retired Clergy/ Substitute Ministers £	Fees payable to PCC £
								TOTALS				

*** 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'. 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 ANGELA MORTON IF YOU REQUIRE ASSISTANCE IN COMPLETING THIS FORM
angela.morton@southwell.anglican.org
01636 817215