



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

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

RECORD OF PAROCHIAL FEES - EXAMPLES

PARISH/BENEFICE/GROUP FEES REFERENCE No.*

XX-ABCD

Month/Quarter **FROM 1st JANUARY 2026**

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")					
	Date dd/mm/yy	<div>Banns</div>	<div>Marriage</div>	<div>Funeral</div>	<div>Burial</div>	<div>Crematorium/</div>	<div>Cemetery</div>	<div>Monuments</div>	<div>All other</div>	Name recorded in parish records	A+B+C	A	B	C
											Total Fees Received	Fees payable Towards Diocesan Board of Finance	Fees to Retired Clergy/ Substitute Ministers	Fees payable to PCC
											£	£	£	£
										(Marriage Service)	566.00	257.00		309.00
										(as above taken by Retired Clergy)	566.00	86.00	171.00	309.00
										(Funeral - Church Service and Body in Churchyard)	(244+390) 634.00	151.00		483.00
										(as above taken by Retired Clergy or Reader)	(244+390) 634.00	50.00	101.00	483.00
										(Funeral - Church Service and Ashes in Churchyard)	(244+171) 415.00	151.00		264.00
										(as above taken by Retired Clergy or Reader)	(244+171) 415.00	50.00	101.00	264.00
										(Funeral - Church Service and Cemetery)	(244+37) 281.00	169.00		112.00
										(as above taken by Retired Clergy or Reader)	(244+37) 281.00	56.00	113.00	112.00
										(Funeral - Service and Burial at Cemetery)	244.00	207.00		37.00
										(as above taken by Retired Clergy or Reader)	244.00	69.00	138.00	37.00
* 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.														

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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 'SNDBF'.

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 and 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