

# 2024 DIOCESAN FEES



Parish Name .....

Fees for the month of ..... 2024

This is a 'Nil' Return (only if forms 1 & 2 are both 'nil')\*

We enclose a cheque payable to "Chester DBF"

The total shown will be paid by bank transfer on .....

Please collect fees by DD .....

**By submitting this form, you certify that these are the total fees received for services in the month shown.**

- 1: Please complete one copy of this form every month.
- 2: A 'NIL' return should still be submitted even when no fees have been received.
- 3: Completed forms should either be posted to Church House OR emailed to fees@chester.anglican.org - please do not send multiple copies.
- 4: When paying by:
  - DD: please ensure your forms are emailed to **fees@chester.anglican.org** by 10th of the following month.
  - Bank TFR: please quote a reference to include: parish no., what the payment is for and the month & year the payment covers e.g. 0123 Fees Jan 21
  - Cheque: please make payable to "Chester DBF"

**Chester Diocesan Board of Finance, Finance Department**  
 Church House, 5500 Daresbury Park, Daresbury,  
 Warrington WA4 4GE  
 E: fees@chester.anglican.org

**Do not complete the table below:**

It is automatically populated from forms 1 and 2

<b>Total from form 1</b>	
<b>Form 2s</b>	
<b>Name</b>	
<b>Total of form 2s</b>	
<b>Total of all forms</b>	

**Net totals to be paid**

**Form 1: Serving Clergy & Others** - For all services performed by PiC's or Incumbents, Curates, SSM's, Lay Readers and anyone else uneligible to keep fees (with the exception of those as detailed on Form 2)

	No of services	Fee payable	Amount Due
Marriage service			
<b>FUNERALS &amp; BURIALS (of persons aged 18 years or over)</b>			
<b>SERVICE IN CHURCH</b>			
Funeral service in church, whether taking place before or after burial or cremation			
Burial of body in churchyard immediately preceding/following a service in church			
Burial or other lawful disposal of cremated remains in churchyard immediately preceding/following a service in church			
Burial of body, or burial or other lawful disposal of cremated remains in cemetery (immediately preceding/following a service in church)			
Cremation immediately preceding/following service in church			
Burial of body in churchyard on separate occasion			
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion			
Burial of body, or burial or other lawful disposal of cremated remains in cemetery on separate occasion			
<b>NO SERVICE IN CHURCH</b>			
Funeral service (including burial of body) at graveside in churchyard			
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard			
Funeral service at crematorium or funeral service in cemetery (including burial of body or burial or other lawful disposal of cremated remains)			
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation			
Cremation immediately preceding/following service in premises belonging to funeral director			
Burial of body in churchyard, not following service at graveside (committal only)			
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)			
Burial of body or other lawful disposal of cremated remains in cemetery (committal only)			
<b>MONUMENTS IN CHURCHYARD</b>			
Small cross of wood			
Small vase tablet, plaque or other commemorating marker (not exceeding 305 mm x 203mm x 203mm)			
Any other monument			
Additional inscription on existing monument			
	<b>Total Fees £</b>		
Less PCC Crematorium Service Grants @ £30 per service (from above services only)			
Net fees amount in respect of serving Clergy			

**Form 2a: Services taken by Retired Clergy & those holding Bishops PTO. Please complete a 'Form 2' for each individual.**

Fees remitted in respect of services taken by the Revd .....

	No of services	Full CDBF Fee	to Retired Clergy	to CDBF	Amount Due
Marriage service					
<b>FUNERALS &amp; BURIALS (of persons aged 18 years or over)</b>					
<b>SERVICE IN CHURCH</b>					
Funeral service in church, whether taking place before or after burial or cremation					
Burial of body in churchyard immediately preceding/following a service in church					
Burial or other lawful disposal of cremated remains in churchyard immediately preceding/following a service in church					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery (immediately preceding/following a service in church)					
Cremation immediately preceding/following service in church					
Burial of body in churchyard on separate occasion					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery on separate occasion					
<b>NO SERVICE IN CHURCH</b>					
Funeral service (including burial of body) at graveside in churchyard					
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard					
Funeral service at crematorium or funeral service in cemetery (including burial of body or burial or other lawful disposal of cremated remains)					
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation					
Cremation immediately preceding/following service in premises belonging to funeral director					
Burial of body in churchyard, not following service at graveside (committal only)					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)					
Burial of body or other lawful disposal of cremated remains in cemetery (committal only)					
	<b>Total Fees £</b>				
PCC Crematorium service grants (£30 per service) - this is the amount the figure above is reduced by when crematorium services are booked through the parish and the PCC remits fees to the DBF					
Net fees amount (gross total less PCC grants, above) to be paid by the PCC when remitting the retired/PTO clergy fees					

**Form 2b: Services taken by Retired Clergy & those holding Bishops PTO. Please complete a 'Form 2' for each individual.**

Fees remitted in respect of services taken by the Revd .....

	No of services	Full CDBF Fee	to Retired Clergy	to CDBF	Amount Due
Marriage service					
<b>FUNERALS &amp; BURIALS (of persons aged 18 years or over)</b>					
<b>SERVICE IN CHURCH</b>					
Funeral service in church, whether taking place before or after burial or cremation					
Burial of body in churchyard immediately preceding/following a service in church					
Burial or other lawful disposal of cremated remains in churchyard immediately preceding/following a service in church					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery (immediately preceding/following a service in church)					
Cremation immediately preceding/following service in church					
Burial of body in churchyard on separate occasion					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery on separate occasion					
<b>NO SERVICE IN CHURCH</b>					
Funeral service (including burial of body) at graveside in churchyard					
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard					
Funeral service at crematorium or funeral service in cemetery (including burial of body or burial or other lawful disposal of cremated remains)					
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation					
Cremation immediately preceding/following service in premises belonging to funeral director					
Burial of body in churchyard, not following service at graveside (committal only)					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)					
Burial of body or other lawful disposal of cremated remains in cemetery (committal only)					
	<b>Total Fees £</b>				
PCC Crematorium service grants (£30 per service) - this is the amount the figure above is reduced by when crematorium services are booked through the parish and the PCC remits fees to the DBF					
Net fees amount (gross total less PCC grants, above) to be paid by the PCC when remitting the retired/PTO clergy fees					

**Form 2c: Services taken by Retired Clergy & those holding Bishops PTO. Please complete a 'Form 2' for each individual.**

Fees remitted in respect of services taken by the Revd .....

	No of services	Full CDBF Fee	to Retired Clergy	to CDBF	Amount Due
Marriage service					
<b>FUNERALS &amp; BURIALS (of persons aged 18 years or over)</b>					
<b>SERVICE IN CHURCH</b>					
Funeral service in church, whether taking place before or after burial or cremation					
Burial of body in churchyard immediately preceding/following a service in church					
Burial or other lawful disposal of cremated remains in churchyard immediately preceding/following a service in church					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery (immediately preceding/following a service in church)					
Cremation immediately preceding/following service in church					
Burial of body in churchyard on separate occasion					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery on separate occasion					
<b>NO SERVICE IN CHURCH</b>					
Funeral service (including burial of body) at graveside in churchyard					
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard					
Funeral service at crematorium or funeral service in cemetery (including burial of body or burial or other lawful disposal of cremated remains)					
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation					
Cremation immediately preceding/following service in premises belonging to funeral director					
Burial of body in churchyard, not following service at graveside (committal only)					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)					
Burial of body or other lawful disposal of cremated remains in cemetery (committal only)					
	<b>Total Fees £</b>				
PCC Crematorium service grants (£30 per service) - this is the amount the figure above is reduced by when crematorium services are booked through the parish and the PCC remits fees to the DBF					
Net fees amount (gross total less PCC grants, above) to be paid by the PCC when remitting the retired/PTO clergy fees					

**Form 2d: Services taken by Retired Clergy & those holding Bishops PTO. Please complete a 'Form 2' for each individual.**

Fees remitted in respect of services taken by the Revd .....

	No of services	Full CDBF Fee	to Retired Clergy	to CDBF	Amount Due
Marriage service					
<b>FUNERALS &amp; BURIALS (of persons aged 18 years or over)</b>					
<b>SERVICE IN CHURCH</b>					
Funeral service in church, whether taking place before or after burial or cremation					
Burial of body in churchyard immediately preceding/following a service in church					
Burial or other lawful disposal of cremated remains in churchyard immediately preceding/following a service in church					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery (immediately preceding/following a service in church)					
Cremation immediately preceding/following service in church					
Burial of body in churchyard on separate occasion					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains on separate occasion					
Burial of body, or burial or other lawful disposal of cremated remains in cemetery on separate occasion					
<b>NO SERVICE IN CHURCH</b>					
Funeral service (including burial of body) at graveside in churchyard					
Funeral service (including burial or other lawful disposal of cremated remains) at graveside in churchyard					
Funeral service at crematorium or funeral service in cemetery (including burial of body or burial or other lawful disposal of cremated remains)					
Funeral service in premises belonging to funeral director, whether taking place before or after burial or cremation					
Cremation immediately preceding/following service in premises belonging to funeral director					
Burial of body in churchyard, not following service at graveside (committal only)					
Burial of cremated remains in churchyard or other lawful disposal of cremated remains (committal only)					
Burial of body or other lawful disposal of cremated remains in cemetery (committal only)					
	<b>Total Fees £</b>				
PCC Crematorium service grants (£30 per service) - this is the amount the figure above is reduced by when crematorium services are booked through the parish and the PCC remits fees to the DBF					
Net fees amount (gross total less PCC grants, above) to be paid by the PCC when remitting the retired/PTO clergy fees					