

## **MONTHLY RETURN OF DIOCESAN FEES: IMPORTANT NOTES - please read carefully**

The monthly fees returns' forms for both serving and retired clergy (and others) are now combined in one usable pdf document. The PCC should complete one copy of the returns document each month, including during periods of vacancy. 'Nil' returns forms should be submitted in months when no occasional offices have been held. Please see note 2 overleaf.

The form is split into the following:

- **Summary sheet** - showing the total net amount payable to the DBF in respect of all fees for services taken by serving clergy and others, retired clergy and those holding PTO.
- **FORM 1: Serving Clergy & Others sheet:** used to detail fees for services performed by serving Priests-in-Charge/Incumbents, Curates, SSMs, clergy holding the Bishop's Licence and Lay Readers. It should also be used to detail fees that are not permitted to be retained by retired clergy/clergy with Bishop's PTO. Please insert the number of services taken in the month in the corresponding column. The amount remitted column will automatically calculate the total amount this represents (i.e. number of services x the fee payable).
- **FORM 2: Retired Clergy & those holding Bishops PTO sheets (there are 4 of these):** used for detailing fees paid to clergy holding the Bishop's permission to officiate in Chester Diocese (retired or otherwise and who do not hold a Bishop's licence), when a serving clergy member is unable to perform a service. Fees for these services should be split as per the headed columns with part of the fee given to the retired/BPTO priest conducting the service (amount as in column 4) and the remainder paid to the DBF (amount as in column 5). Please **complete one sheet for each retired/BPTO priest** engaged during the month, detailing their name at the top of the form. Please insert into column 2 the number of services taken in the month. Column 6 will automatically calculate the total amount this represents (i.e. number of services x the fee shown in column 5).

The form 1 and form 2 sheets will also deduct from the gross total amounts due to the DBF any amounts due back to the PCC in respect of the DBF's current voluntary grants to PCC's in respect of Crematorium only funeral services. This will then provide a net amount which will transfer to the summary sheet - meaning we have reduced the amount to be paid/collected from the PCC at source.

### **PLEASE DO NOT INCLUDE FEES PAID TO RETIRED CLERGY ON THE SERVING CLERGY SHEET.**

The PCC should keep careful records of services conducted. Given the scrutiny which we are under from the Charity Commission and others, it is essential that accurate records are kept, and fees remitted accordingly.

***Fees for all services should ideally be held and recorded by the PCC (Treasurer) for onward transmission to the DBF (please see notes 5a, 5b and 5c). This means for weddings and funerals, the PCC should receive ONE cheque/payment, which they should then split accordingly.***

**You should refer to the current table of parochial fees for clarification of fees rates due to the DBF and/or PCC for all services.**

## Waiving of fees

***Fees should only waived be in cases of clear financial hardship.*** In the past some clergy have been known to waive fees for those who are long-standing members of the congregation. This practice is not encouraged, and certainly **not** as far as the DBF fee is concerned.

However, under the new fees measure, it makes very clear who has power to waive fees in exceptional circumstances:

**DBF Fees: these should not be waived without first seeking the permission of an Archdeacon.**

**PCC Fees:** this is the incumbent/priest-in-charge of the benefice concerned, after consultation with the churchwardens. Fees cannot be waived generally and may only be waived "in a particular case". That means that the incumbent/priest-in-charge must be able to point to something about the particular case that would justify waiving the fee.

**No parochial fees are payable in relation to the death of a person who has not reached the age of 18.**

***Forms should be downloaded and saved to your computer before being closed down and then reopened and completed using Adobe Acrobat (as opposed to your internet browser). Please remember to save a copy of the completed document for your own records. Please attach the return directly to an email and send to [fees@chester.anglican.org](mailto:fees@chester.anglican.org)***

### Points to remember:

1	<p><b>COMPLETE ONE COPY OF THE FEES DOCUMENT FOR EACH MONTH</b>, detailing the <b>PARISH NAME &amp; PARISH NUMBER</b> (as detailed in the diocesan yearbook) - this will help us to allocate the money to the correct account.</p> <p>For Audit purposes, the DBF should receive a copy of this form every month, including during periods of vacancy and when there have been no services during the month. This confirms to us that someone in the parish is dealing with fees and they aren't being overlooked.</p> <p>(When using the <b>RETIRED CLERGY &amp; THOSE HOLDING BISHOPS PTO PAGES (FORM 2)</b>, please also include the <b>NAME OF THE PRESIDING MINISTER</b>, who should not be licenced and <b>MUST</b> hold the Bishops Permission to Officiate (PTO) in the Diocese of Chester. These sheets detail the portion of the fee due to the PTO minister and the remainder which is payable to the DBF.)</p>
2	<p>If you do not receive any fees during a particular month, please mark the box 'this is a 'Nil' return'.</p>
3	<p><u>ALL</u> fees, parochial and extra parochial (e.g. those received when on crematorium duty), should be included on this return. <b>FEES CANNOT BE RETAINED BY ANYONE except those holding PTO in Chester Diocese (Retired or otherwise) who are <u>not</u> licensed.</b></p> <p><b><u>Please note: Clergy holding PTO in another diocese, but not in Chester, ARE NOT permitted to retain any part of the DBF's statutory fee.</u></b></p>
4	<p>Please save a copy of your monthly return to your computer as the PCC will need to keep it for their records.</p>

5	<p>Payments can be made using the following options:</p>
5a	<p><b>CHEQUE</b> - The PCC should issue <b>ONE</b> cheque made payable to "CHESTER DIOCESAN BOARD OF FINANCE" or "CHESTER DBF" per month. <b>The DBF should NOT receive numerous cheques from individuals or funeral directors.</b></p>
5b	<p><b>BANK TRANSFER</b> - The PCC can make direct payments into the DBF's bank account, please ring for further details. If using this method, when making payment, you <b>must quote a reference to include the parish number, fees and the period this covers e.g. 0123 Fees Jan 22.</b> Upon making payment, in order to assist the finance team in allocating the funds accordingly to the correct account, a copy of the fees form should be emailed immediately to <a href="mailto:fees@chester.anglican.org">fees@chester.anglican.org</a></p>
5c	<p><b>DIRECT DEBIT</b> - The PCC can opt to pay their fees by monthly direct debit (DD), which is collected on or around the 20<sup>th</sup> of each month. If using this method, a <u>copy of the fees form should be emailed on a monthly basis to <a href="mailto:fees@chester.anglican.org">fees@chester.anglican.org</a></u> and needs to <b>arrive by the 10<sup>th</sup> of the following month at the latest</b> in order to be added to the next monthly DD to be collected: for example January fees would normally be collected around the 20<sup>th</sup> of February, and so on.</p>
7	<p>Forms and payments should be remitted to the DBF on a <b>MONTHLY</b> basis and we thank those of you who do this. <b>The Archdeacons will be notified of parishes whose fees are in arrears.</b></p>
8	<p>If an error is made regarding an overpayment, we ask that the PCC resubmit the fees forms for that month showing the actual amount of fees due to the DBF. Forms are used to create invoices on our system to reflect the amounts as received by the parish, and the payments we receive are offset against these. Resubmitting your form with the correct amount will highlight to us any overpayment, carrying forward a balance on your account that we expect to be corrected by the following months' returns forms and net payment (amount per returns forms less overpayment).</p>
9	<p>Any questions?</p> <p>Please contact Maxine Southwick directly: telephone 01928 718834 ext. 239 or 07701 325223, or by email at <a href="mailto:maxine.southwick@chester.anglican.org">maxine.southwick@chester.anglican.org</a></p>

Chester Diocesan Board of Finance    Church House    5500 Daresbury Park    Daresbury  
 Warrington    WA4 4GE