

# The Diocese of Canterbury

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Dear Treasurer,

I am sorry for the delays that have occurred in processing the Parochial Fees replacement grants. Within the next week you will receive from me a schedule setting out the data for your PCC as recorded at Church House for 2010, 2011 and 2012 which I am asking you to confirm. The statement will also confirm the grant we expect to pay.

I have, unfortunately, found that in some cases the data has not been correctly returned or recorded. Perhaps, in advance of my letter, you would like to make your own review of the Church records for marriages, funerals and cremations and/or liaise with your clergy.

In summary, therefore, the process will be:

1. I will let you have a note of the data as recoded at Church House
2. You will need to verify that data and let me know it is correct or what adjustments should be made
3. My team will calculate the grant to be paid
4. Assuming that your parish share payments and parochial fees monthly returns (including NIL returns) are up to date we will action an immediate bank transfer of 25% of the grant.

Once again my apologies

Yours sincerely

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Canterbury Diocese

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**This email was sent to Treasurers and cc'd to Parish Clergy**