

Completing a PF1 – Funerals

First, open the PF1 in Excel format. Shown below,

Form PF1 - Funeral		Parish Code	
Leeds Diocesan Board of Finance			
17-19 York Place			
Leeds			
LS1 2EX			
PCC of		Parish Code	
Parish Contact			
Name of Deceased			
Date of Funeral			
Name of Officiant			
Stipendiary Minister or Reader		Yes/No	
Other (Retired Clergy, SSM etc)		Yes/No	
Vacancy (yes or no)		<input type="checkbox"/>	
Name of Church			
Crematorium			
Churchyard			
Cemetery			
Funeral Director			
FD Contact Name			
FD Phone Number			
Office use only		£	
DBF Fee 100%			
DBF Fee 20%			
Fee claimant 80%			
Travel		£0.00	
PCC		£0.00	
TOTAL		£0.00	

- You will need to complete the PCC and Parish Code sections on line 11. **The Parish code is the four numbers within your Parish Share account number.**
- Complete lines 12-15
- If the Officiant is Stipendiary or is a Reader, please type 'YES' in the box on line 16.
- If the Officiant is Retired or SSM then type 'Yes' in the box on line 17.
- Complete lines 18-25

35 Statutory Fees			
36 Service in Church			
	Y/N	DBF £	PCC £
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48 No Service in Church			
49			
50			
51			
52			
53			
54			
55		£0.00	
56			£0.00
57			
		Total Miles	
58			
59			£ -
60			
61 Local Fees			
62			
63			
64			
65			
66		e.g. Flowers	
67			
68			
69			£ -
70			
71		£0.00	
72			£0.00
73		£0.00	
74			

- You will now need to type 'Yes' in the column 'Y/N' on the line(s) that relates to the service taken and click enter on your keyboard to reveal the figures in the 'DBF' & 'PCC' columns
- Please enter the number of miles the Officiant will have travelled to conduct the service in the box under 'Total Miles' on line 58. This will reveal the amount due to the Officiant (rate of 45p per mile) on line 59
- In the Local Fees section, you will need to add any extra expenses relating to the funeral.
- You will then need to save the form on to your computer in order to be able to attach it to an email and send to us at fees@leeds.anglican.org

If you need assistance in saving the document and attaching the document to an email, please feel free to call the Finance Department on 0113 3530 195 and we will go through the process with you.