

e. RESIDENTIARY CANON

1st April 2023 £32,066

f. ARCHDEACON

1st April 2023 £39,080

g. ASSOCIATE ARCHDEACON

Associate Archdeacons receive an additional allowance of £3,000 bringing their stipend to £32, 959.

OTHER

All fees received for occasional services should be remitted to the Oxford Diocesan Board of Finance with the exception of those clergy who have informed the Bishop of Oxford in writing that they wish to retain fees.

It is expected that the PCC will fully reimburse approved working expenses including car mileage (see point 2 below).

2. RATES FOR REIMBURSEMENT OF MINISTERIAL EXPENSES MILEAGE ALLOWANCE

PCCs are recommended to pay at (and not exceed) the following rates for reimbursement of mileage claims by ministers and others when on Church business. The rates are reviewed by the Oxford Diocesan Board of Finance (ODBF) annually against HMRC rates. The maximum rates shown will not give rise to assessment of Benefits in Kind in respect of reimbursement. If reimbursement is made at rates lower than the maximum, individuals can claim tax relief via their tax returns on the difference. Full details of the scheme can be found at www.hmrc.gov.uk

HMRC maximum rates are as follows, and are flat rates regardless of engine size:

Cars/vans	Up to 10,000 business miles	45p per mile
	Over 10,000 business miles	25p per mile
Motorcycles		24p per mile
Bicycles		20p per mile
Car mileage allowance – public transport rate		30p per mile
Passenger mileage payments (see below)		5p per mile

Provided that payments are made to a person for the use of their own vehicle, motorcycle, etc., they do not exceed an amount equal to the rate times the miles actually travelled on business and they do not exceed the above rates, then the payments will not be taxable nor will NI be payable on them. Under these circumstances Approved Mileage Allowance Payment reimbursements do not need to be reported on forms P9D and P11D.

Passenger mileage payments

The conditions for making tax and NI free payments for passengers, as agreed between the Church Commissioners and HMRC, are:

Additional passenger car mileage payments of up to 5p per mile per passenger are free of tax provided

- The passengers are volunteers or fellow workers of the person claiming the passenger mileage rate
- They are going to the same event e.g. a meeting, which is work-related travel for them all
- The expenses paying body has **agreed** to pay an **additional** work-related travel mileage rate for passengers
- The vehicle used is a car or van

There is still an HMRC requirement on the part of the employer and employee to maintain records of motor mileage re-imbursements made to prove compliance with the rules.

3. GRANTS WITH EFFECT FROM 1ST APRIL 2023

REMOVAL COST

On appointment to a post in the Diocese from another in the Diocese or from another Diocese in mainland Great Britain, reasonable removal costs will be paid. Three independent estimates are to be obtained and the Archdeacon will authorise in advance acceptance of the lowest unless there are special reasons for acceptance of another estimate (and up to a maximum of £4,000 unless there are exceptional circumstances). The remover's invoice should be sent direct to Mrs Nicole Hayes, Payroll Officer at Church House Oxford for payment. Costs likely to be incurred in respect of removals from outside mainland Great Britain will require the authorization of the Diocesan Secretary.

RESETTLEMENT GRANT - £ 2,762

FIRST APPOINTMENT

First appointment grant - £ 2,762 Ordination/Licensing - £ 2,762

BABY GRANT

Children of all stipendiary clergy - £ 200

Clergy fathers-to-be are asked to contact the Payroll Officer for details of the paternity leave process and to ensure that appropriate statutory reimbursement is obtained.

OTHER FINANCIAL SUPPORT

We recognise that sometimes life throws you unexpected challenges, and we do our best to ensure that when this happens it is possible to find a solution. We are also aware that high inflation and significant increases in energy prices will be stretching finances and may be currently increasing the need to access additional support.

Several national charities, such as [Clergy Support Trust](#) and others, exist to assist clergy and their dependents at the time of need. For further information on these charities, you can refer to our [Flourishing in Ministry Booklet](#).

We have been able in 2022 to offer access to hardship funds made available by the national Church and many clergy took that up. Additionally, ODBF administers several trust funds for assisting clergy and their households during financial emergencies and hardship which can be

used for any reasonable purpose. Some evidence will need to be provided to support your claim for hardship.

We would want to encourage you not to hesitate to seek help in cases of need. If this is the case, please be in touch with your archdeacon or associate archdeacon to discuss your situation and explore together with them the options available to you.

RETIREMENT

The Diocese will contribute £200 towards the legal costs of the purchase of a retirement home if this is done at the time of retirement or shortly before. In addition, the Diocese will pay an amount of £3,000 for the retiring person's removal costs to their retirement home within mainland Great Britain.

If you have any questions about the above, please contact **Mrs Nicole Hayes, Payroll Officer** in the first instance. Email nicole.hayes@oxford.anglican.org or Tel: 01865 200204

We are so grateful for all that you do in your ministry and service.

Yours sincerely



Mark Humphriss
Diocesan Secretary