

A quick guide to Parochial Fees

Treasurers Training 2018

Agatha Hodges



Content of session

1. What are Parochial Fees
2. PCC and DBF fee
3. How to submit DBF fee
4. How to account for fees
5. Questions



What are Parochial Fees?

Parochial fees are the required (legally payable) fees for weddings, baptisms and funerals.

[illegible]

Fee payable to Parochial Church Council

Parochial fees do not include payment for "extras", which must be optional. For example:

- Heating
- The services of a vergers
- The services of an organist, choir or bell-ringers
- Sheet or recorded music that has to be specially purchased
- The provision of recorded or taped music
- The taking of films, video or sound recordings (where permitted)
- Flowers
- Special furnishings



Fee payable to Diocesan Board of Finance

Minister in receipt of a stipend

- 100% to DBF

Part time minister in receipt of a stipend

- 50% to minister
- 50% to DBF

Any minister (ordained or Reader) who is not in receipt of a stipend

- 80% to minister
- 20% to DBF



Parochial Fee Form 2018

Quarter Ended: Please select...

PCC:

(Note: A Return is required for each PCC which is part of any form of plurality (Dean, united benefice, cluster etc.))

Statutory Fee	No of Stipendiary Minister Services	100% Statutory Fees to DBF	No of Retired Stipendiary Minister Services	20% Statutory Fees to DBF	No of Self Supporting Minister Services	20% Statutory Fees to DBF	No of Part Time Stipendiary Clergy Services	50% Statutory Fees to DBF
MARRIAGES								
Marriage Service								
FUNERALS								
Service in Church								
Burial of body in churchyard immediately								
Burial of cremated remains in churchyard immediately								
Burial of body/cremated remains in cemetery immediately								
Cremation immediately								
Burial of body in churchyard separately								
Burial of cremated remains in churchyard separately								
Burial in cemetery on separate occasion								
No Service in Church								
Service at graveside including burial of body								
Service at graveside including burial of cremated remains								
Service at crematorium or cemetery								
Burial of body in churchyard								
Burial of cremated remains in churchyard								
MONUMENTS IN CHURCHYARDS								
Grave - wood cross								
Small vase								
Any other monument								
Additional description on existing monument								
	£ 0.00		£ 0.00		£ 0.00		£ 0.00	
TOTAL £								0.00

Parochial Fee Form 2018

Quarter Ended:

PCC:

I certify that this Return is a complete and accurate summary.

Signed:

Date:

Email address (for use in case of queries):

TOTAL to pay to Diocese £

Please select one of the following:

☐ I am paying by bank transfer

☐ I enclose cheque payable to "The Truro Diocesan Board of Finance Ltd"

☐ Please collect payment by Direct Debit from the following account

Account name:

Sort Code:

Account number:

Notes

1. If completing the form electronically you only need to include information in the relevant purple boxes, the rest will be calculated automatically.
2. If completing the form manually you will need to include information in the relevant purple boxes as well as including the amounts in the relevant columns for the percentage to be paid across to the DBF.
3. Even if there are no fees to declare, please complete the form as a 'Nil Return'.
4. Once completed please return this form by post to Church House, Woodhead Court, Threestonstone TR4 9NF or email it to finance@truro-diocese.org within 28 days of the end of each calendar quarter.
5. If you should have any queries, please call Angela Hodges on 01872 359643 or email her at finance@truro-diocese.org.

How to account for Parochial Fees

- Recommended that fees are paid to the PCC
- As the PCC is acting as the intermediary, the following elements should not be included in the year end financial statements:
 - Fees passed in full to bell ringers, organists, vergers, choir, etc.
 - Fees passed on to the Diocesan Board of Finance
 - Part fees passed on to retired clergy
- 'Extra' charges retained by the PCC should be posted as PCC income



Service Fees

Only retired stipendiary clergy are entitled to a fee, when ministering outside their usual place of worship. The fees payable are

- £30 for a service with a sermon
- £15 for a second service or one without a sermon
- Fees earned in any one week, remain a maximum of £60.00.

These fees should be met from the PCC's funds.



Any questions?



Contact us

Church House, Woodlands Court,
Truro Business Park, Threemilestone,
Truro, TR4 9NH
Telephone 01872 274 351
Email finance@truro.anglican.org
Website www.truro.anglican.org

