

Email: [fees@carlisle-diocese.org.uk](mailto:fees@carlisle-diocese.org.uk)

11 December 2020

Dear Treasurers

**Parochial Fees 2021**

Please find enclosed with this letter (by e-mail) two copies of the 2021 Parochial Fees form (one in excel, one pdf), along with a copy of the fees table set by the Church of England for 2021.

You may recall from last year that for 2020, when the national church set these fees, it took the decision that the whole fee for services at crematorium etc would be payable to the Diocese, the PCC no longer retaining £30 per service. Because of the short notice of this change, the Carlisle Diocese chose to defer the implication of this change until January 2021. This change is therefore now reflected in the forms attached, which are again in line with the national statutory fee structure.

Please use the enclosed forms to report your 2021 fees for weddings, funerals etc, and send them to us at Church House - ideally on a monthly basis, but at least once a quarter where there are quiet periods with few or no such fees received. The format is the same as previous years.

We start 2021 still working from home and Church House is closed due to the coronavirus pandemic. However – staff are still popping in to deal with post and bank cheques.

Please do send us a form, even if no services have taken place (a 'nil return'). Alternatively, you can send a quick e-mail to [fees@carlisle-diocese.org.uk](mailto:fees@carlisle-diocese.org.uk) to confirm a nil return for a month or quarter. If you use this option, please make sure your e-mail includes your parish name and parish 'F' reference number, the month(s) being reported, and the fact that it is a 'Nil Return'.

The fees form may be photocopied and used for each month in 2021, or further copies will soon be available for download from our website <https://www.carlisle-diocese.org.uk/finance2/fees/> (in excel or pdf format). Alternatively, you can e-mail me at [fees@carlisle-diocese.org.uk](mailto:fees@carlisle-diocese.org.uk) and we will e-mail a set back to you.

**When completing the form please remember to enter your Parish Name and Parish Reference Number (which starts with a F) in the top right-hand of the forms.**

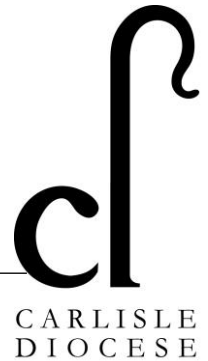
It is important the forms (including nil returns) are returned regularly as they are used for reporting and external audit purposes.

Fees forms for previous years are also available on the Diocesan website if you realise you have missed a return for a period in a previous year. There is also a 2 page 'Guide to Parochial Fees' on the Diocesan website.

Continued.....

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**DIOCESAN  
BOARD OF  
FINANCE**



**Payment**

Cheques should be made payable to **Carlisle DBF Ltd** and returned to Church House with your completed form. Please take care to ensure that the payment being sent agrees to the form(s) enclosed.

If you are sending payment by internet banking, please complete the form and either post it to the Carlisle DBF at Church House, or send a copy or scan by e-mail to [fees@carlisedioocese.org.uk](mailto:fees@carlisedioocese.org.uk) (Please do not send photos of the form as these are often hard to read or print).

If paying by internet banking, please remember to use your **Parish Reference number**.

Also, please indicate on the form whether you are paying by cheque or internet banking as this will help us to locate the payment (we get well over a thousand a year, so you will appreciate that clear information can make task this much less time-consuming!)

**Fees Audit**

We will soon be carrying out an audit of fees and forms received over the last few years. Where there are gaps (ie we have received neither a form or a nil return), we will be in touch to request details for those missing months. This is important as our auditors include a review of this in the work they carry out. Thanks for your help in getting these gaps filled!

Thank you for all of the hard work you do to process, report and pay these fees over. As with many things, the pandemic has made this just that little bit harder for us all. 2021 could bring an increase in weddings so it is important to keep on top of the forms and payments. Every penny of these fees is used to fund local ministry across the Diocese.

Yours sincerely

**Ric Jaques  
Head of Finance**

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