

Email: fees@carlisediocese.org.uk

15th December 2023

Dear Treasurers

Parochial Fees 2024

Please find enclosed with this letter (by e-mail) two copies of the 2024 Parochial Fees form (one in excel, one pdf), along with a copy of the fees tables set by the Church of England for 2023.

Please use the enclosed forms to report your 2024 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.

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@carlisediocese.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 2024, or further copies will be available for download from our website <https://www.carlisediocese.org.uk/finance2/fees/> (in excel or pdf format). Alternatively, you can e-mail us at fees@carlisediocese.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.

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@carlisediocese.org.uk (Please do not send photos of the form as these are often hard to read or print).

Continued.....

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Head of Finance: Ric Jaques BSc ACA
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**DIOCESAN
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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 another 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. We do appreciate that it is another thing that needs to be done in an already busy schedule. Thank you! 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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