



November 2023

To all Clergy and Treasurers,

Please find attached the Table of Parochial Fees as published by The Archbishops' Council from 1 January 2024 and a revised CDBF Fee Return form detailing the updated fees payable to the DBF.

We draw your attention to the following:

1. We are now approaching the financial year-end and would be grateful if all fees for 2023 are with us as soon as possible, and no later than **12th January 2024**.
2. Please ensure that all returns are submitted using the Chelmsford Diocesan Fee Return form attached to this email, other forms cannot be accepted.
3. No fee is payable in respect of a still-born infant or for the funeral or burial of a person within the first eighteen years of birth. See note B2 (i) on the table of fees.
4. Where possible, the preferred method of payment is via BACS (bank details are on the return forms), however cheques can still be accepted.
5. When paying by BACS please make a clear distinction that you are paying fees by quoting FEES and the parish Church Commissioners number in the reference – for example “**FEES 581234**”.
6. Fee returns must be submitted on a monthly, if not quarterly basis.
7. Please report any **NIL** returns to fees@chelmsford.anglican.org
8. The information listed on the fee return is relevant in the processing of parish fees, therefore we require **ALL** the requested information to be completed.
9. Please note that the electronic fee return form totals automatically.
10. The fees for a Locum taking a normal Sunday service are £40.00 per service.
11. The associated mileage expenses fee for Locums – 45p per mile.

Some useful links are below for ease of reference. If you require assistance or have any queries, please email fees@chelmsford.anglican.org

Further information is available on the Diocese of Chelmsford website
<https://www.chelmsford.anglican.org/support-for-parishes/finance-and-giving/fees>

Church of England Guide to Parochial Fees <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church>

FAQ's
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/life-events>

Many thanks
Finance Team
Chelmsford Diocesan Board of Finance