DETAILED RECORD OF CLERGY AND CASUAL DUTY FEES - for use by Incumbents/Team Rectors & Vicars/Stipendiary priests in charge

PARISH (Please print): …… **BENEFICE** ……**Month/Quarter (delete as applicable) ended date**…… 20 ….

Date	Type of Service/Fee	Parishioner's Name	Receipt Ref.	Total Clergy Fees Received £	Incumbent's Fees			
					Assigned & due to DBF £	Not Assigned £	Fees Retained by Retired Clergy Person £	Name
		Total			*			

Copies of this form, as appropriate, for:
1 ODBF with Form C
2 Incumbent for tax purposes
3 PCC Fees Treasurer (if applicable)

* Total of this column must agree with the total on Form C. Analysis of total Fees assigned to DBF must be included on Summary Return of Parochial Fees (Form C).

To be signed by the Incumbent, PCC Treasurer, or Fees Treasurer.
I certify that these are the total fees received by the above Parish / Benefice for the period shown at the top of this form.

Fees received when taking a service during an Interregnum should be passed to the Sequestrators of the Parish. Fees received when taking a service for another incumbent should be paid to that incumbent. Fees received on behalf of the Registrar should be paid to the Registrar.

Signed……

Name (Please print)……

Incumbent / PCC Treasurer / Fees Treasurer / (delete as applicable)

For information or assistance please contact the Stipends Administrator at Diocesan Church House, North Hinksey, Oxford, OX2 ONB (Tel. 01865 208204)