

FEES INVOICE / RECEIPT

To:

Ref:

Parish:

		Published Rates from 1/1/2015		For your completion		
NAME OF OFFICIANT:		Fee payable towards Diocesan Board of Finance £	Fee payable to PCC £	Fee payable towards Diocesan Board of Finance £	Fee payable to PCC £	TOTAL £
SERVICE PROVIDED:						
FOR:						
DATE OF SERVICE:						
BAPTISMS						
Certificate issued at time of baptism (See Note 1)			13.00			
Short certificate of baptism given under section 2, Baptismal Registers Measure 1961			13.00			
MARRIAGES						
Publications of banns of marriage			28.00			
Certificate of banns issued at time of publication			13.00			
Marriage Service (See note 5. For Marriage Certificates - Note 6)		188.00	225.00			
FUNERALS AND BURIALS OF PERSON AGED 16 YEARS OR MORE (See Note 3 (i))						
Service in Church						
Funeral service in church, whether taking place before or after burial or cremation (See note 5)		96.00	82.00			
Burial in churchyard immediately preceding or following service in church		12.00	272.00			
Burial/disposal of cremated remains in churchyard immediately preceding or following service in church		12.00	110.00			
Burial in cemetery or cremation immediately preceding or following on from service in church		26.00				
Burial of body in churchyard on separate occasion (Note 3ii)		38.00	272.00			
Burial of cremated remains in churchyard or other lawful disposal of cremated remains		38.00	110.00			
Burial in cemetery on separate occasion (See Note 3 iii)		50.00	13.00			
No Service in Church						
Funeral service (including burial of body) at graveside in churchyard		96.00	272.00			
Funeral service (including burial/disposal of cremated remains) at graveside in churchyard		96.00	110.00			
Service at crematorium or cemetery		150.00	28.00			
Burial of body in churchyard		38.00	272.00			
Burial of cremated remains in churchyard or other lawful disposal of cremated remains		38.00	110.00			
Certificate issued at time of burial (Note 3iii)			13.00			
MONUMENTS IN CHURCHYARDS						
Small cross of wood		12.00	29.00			
Small vase not exceeding 305mm x 203mm x 203mm (12"x8"x8") or Tablet, plaque or other marker commemorating a person whose remains have been cremated.		12.00	55.00			
Any other monument		12.00	116.00			
Additional inscription on existing monument		12.00	13.00			
Other (specify)						
SEARCHES IN CHURCH REGISTERS						
Searching registers of marriages, baptism or burials (Note 4) per.hr			28.00			
Copy of an entry in a register of marriages, baptism or burials			13.00			
LOCAL FEES/CONTRIBUTIONS	Recipient Initials					
3rd Parties						
Organist						
Choir						
Flowers						
Verger						
Additional Heating						
Any other Donation (specify for whom)						
Travel expenses						
Other (specify)						
OTHER (please detail)						
Totals:				0	0	0

Payment Date

Signature
RecipientSignature
PayeeOn behalf of:
(if applicable)

Form A Notes for Use

Use of Form A is optional . Fees Treasurers may find it useful to issue Form A as an invoice or as a receipt for each service, and to keep a copy for audit trail purposes.

Form A should be used in conjunction with Form B , Detailed Record of Parochial Fees, and Form C, Summary Return of Parochial Fees.

The notes below refer to the notes section of the Table of Parochial Fees from 1 January 2015, published by Archbishops' Council.

NOTES from Table of Parochial Fees from 1 January 2015

1. CERTIFICATES OF BAPTISM

The fee for a certificate issued at the time of baptism is for a certified copy of the entry in the register book of baptisms giving the particulars required in Form No 1 in Schedule 1 to the Parochial Registers and Records measure 1978. The fees payable for a certified copy of the full entry issued at any other time are the fees prescribed for searching registers of baptisms and burials and if applicable, for each additional copy of an entry in such a register.

2. DEFINITIONS etc.

"Burial" includes deposit in a vault or brick grave and the interment or deposit of cremated remains.

"Churchyard" includes the curtilage of a church and a burial ground church whether or not immediately adjoining such church.

(NOTE: This includes any area used for the interment of cremated remains within such a curtilage or burial ground, whether consecrated or not.)

Cemetery' means a burial ground maintained by a burial authority.

Monument' includes headstone, cross, kerb, border, vase, chain, railing, tablet, plaque, marker, flatstone, tombstone or monument or tomb of any other kind.

immediately preceding or following on from service in church' includes the day before and the day after the service in church.

Where" -" appears in the table no fee is payable to the body indicated.

3. FUNERALS & BURIALS

i) No fee is payable in respect of a burial of a still-born infant, or for the funeral or burial of a person dying within sixteen years after birth.

ii) The fee for a burial in a churchyard on a separate occasion applies when burial does not take place on the same day as, or on the day before or the day after, a service in church.

iii) The certificate issued at the time of burial is a certified copy of the entry in the register book of burials kept under the Parochial Registers and Records Measure 1978

4. SEARCHES IN CHURCH REGISTERS

The search fee relates to a particular search where the approximate date of the baptism, marriage or burial is known. The fee for a more general search of church register is negotiable.

5. COSTS AND EXPENSES

In the case of a marriage service or a funeral service in church, any costs and expenses incurred in respect of routine administration (including arranging dates and times and the making of entries in registers) making the church available and lighting it are included in the fee prescribed as payable to the parochial church council.

6. FEE FOR MARRIAGE CERTIFICATE

The following fees are currently payable to the parochial church council under the Registration of Births, Deaths and Marriages (Fees) (Amendment) Order 2014: certified copy of entry in marriage register at time of registration £4.00; subsequently £10.00.