These procedures are to be used when completing the Fees Form. Please note the fees form requires completing for assigned fees to be credited to your parish share.

Cell location	
B1	Input the PCC name.
D1	Input the PCC PS number – this will be on your calculated assessment and statements issued by the DBF.
F1	Input the time period cover – either the month or Quarter.
E4 – E23	Input the number of occasions that have occurred in each category. This will automatically calculate the amount due to the DBF in column F.
G4 – G11	Input the number of times you have paid retired clergy who do not normally worship at the church. Leave blank if you have not made any payments. This will automatically calculate the amount due to the PCC in column H.
I4 – I23	This will automatically calculate the net amount to pay to the DBF.
E27	The authorised PCC representative should sign the form. Please note the DBF has made the PCC the agent for collection of the fees. Authority can be given to the treasurer, incumbent or another member of the PCC to make the returns,
A31 – A50	Enter the type of occasion for each instance of retired clergy taking a service. You may end up with 6 "1" in the column if retired clergy have taken 6 weddings in the period. Column H31 – H50 will automatically show the amount paid to the retired clergy.
C31 – C50	Give the date each occasion took place.
E31 – G50	Give the name of the retired clergy person who took the occasion.
H51	Should agree to G24. If it does I51 shows "Totals Agree". If the balances do not agree it will show "Error out of Balance" until corrected.