

These procedures are to be used when completing the Fees Form. Please note the fees form requires completing for the fees to be recorded against your parish and be offset from your parish share request in due course.

Cell location	
B1	Input the PCC name.
D1	Input the PCC PS number – this will be on your calculated Parish Request and statements issued by the DBF.
F1	Input the time period cover – either the month or Quarter.
E4 – E27	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 – G21	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 – I27	This will automatically calculate the net amount to pay to the DBF.
E29	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	Input “X” to indicate that you will made a payment to the DBF by bank transfer to the Blackburn DBF Stipends account. Please quote as bank reference your PS number and “DBF fees”.
A32	Input “X” if you are enclosing a payment by cheque and input the amount in cell G32.
A36 – A55	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 H35 – H54 will automatically show the amount paid to the retired clergy.
C36 – C55	Give the date each occasion took place.
E36 – G55	Give the name of the retired clergy person who took the occasion.
H56	Should agree to G28. If it does I56 shows “Totals Agree”. If the balances do not agree it will show “Error out of Balance” until corrected.
Save and submit	Please email the completed DBF fees form to <a href="mailto:dbfaccounts@blackburn,.anglican.org">dbfaccounts@blackburn,.anglican.org</a> or post to Blackburn DBF, Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE