ST ALBANS DIOCESAN BOARD OF FINANCE

Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE 01727 854532

RECORD OF CLERGY AND CASUAL DUTY FEES

PARISH (Please print): …….. **Quarter ended March / June / September / December *(delete as applicable)* 20 ……..**

This form should be completed each period, signed and sent to the DBF Accounts Dept within 14 days of the period end with cheque(s) for the amount shown.

Please continue over page if necessary

Date	Type of Service (✓)						Parishioner's Name	Total Fees received £	Assigned & due to DBF £	Not Assigned £	Fees to Retired Clergy £	Fees to PCC £	Fee for other costs £
	Banns	Marriage	Funeral /Burial	Crematorium /Cemetery	Monuments	Misc.							
							Total						

To be completed by the Assignor

** Status of Assignor: Incumbent / Team Vicar or Rector / Priest in charge / Assistant Curate (*delete as applicable*)

I enclose cheque(s) for total £ payable to the St Albans Diocesan Board of Finance and certify that these are the total fees received for the quarter above.

Signature of Assignor** ……..…… Treasurer ……..…… *(please print)*

Contact for queries, if applicable ……..……

Date …… 20……

Please submit a Nil Return if no fees have been received in the quarter.

For information or assistance please contact Mrs Janet Hurley (01727 818128) jhurley@stalbans.anglican.org

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