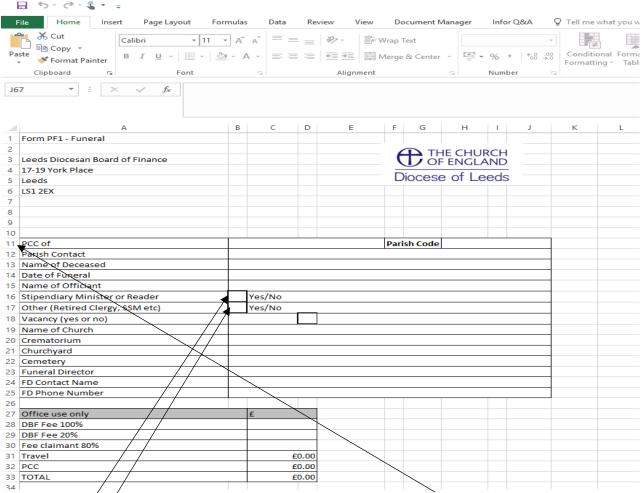
Completing a PF1 – Funerals

First, open the PF1 in Excel format. Shown below,



- You will need to complete the PCC and Parish Code sections on line 11. The Parish code is the four numbers within your Parish Share account number.
- Complete lines 12-15
- If the Officiant is Stipendiary or is a Reader, please type 'YES' in the box on line 16.
- If the Officiant is Retired or SSM then type 'Yes' in the box on line 17.
- Complete lines 18-25

35	Statutory Fees		-	
	Service in Church	Y/N	DBF £	PCC £
37	No fee is payable in respect of a burial of a still-born infant	4	1	1002
38	No fee is payable for the funeral or burial of a person dying within sixteen years after	H	1	
39	Funeral service in church whether before or after burial or cremation	H	1	
40	Burial in churchyard preceeding or following on from service in church	/	1	
	Burial of cremated remains in churchyard preceeding or following service in church	/	1	
	Burial in cemetery or cremation preceeding or following service in church		1	
	Cremation immediately preceeding or following service in church		1	
	Burial of a body in churchyard on separate occasion		1	
	Burial of cremated remains in churchyard on a separate occasion			
	Burial of body in cemetery on separate occasion			
47			+ +	
48	Burial of Cremated Remains in cemetery on separate occasion No Service in Church			
49	Service (including burial of body) at graveside in churchyard		1	
	, , , , , , , , , , , , , , , , , , , ,		+ +	
	Service (burial or interment of ashes) at graveside in churchyard		+	
	Service in crematorium or cemetery		+	
	Burial of body in churchyard		1	
	Burial of cremated remains in churchyard			
	Certificate issued at time of burial			
	Total DBF Fees (A1)		£0.00	
57	Travel Expenses @ 45p per mile Total Miles			£0.00
58	Travel Expenses @ 45p per mile Total Miles			
	Total Expenses (B)			1 - 1
60	Total Expenses (b)			
	Local Fees			
62	Verger			
63	Heating			
	Organist		/	
65	Choir	$\overline{}$		
66	Other (Details): e.g. Flowers	$\overline{}$		
67	Other (Details):			
68	Other (Details):			
69	Total Local Fees (C)			£ -
70				
71	Total Fees retained by DBF (A1)		£0.00	
72	Total Fees payable to PCC (A2+B+C)			£0.00
73	Total Fees		£0.	00
74	Date of payment			

- You will now need to type 'Yes' in the column 'Y/N' on the line(s) that relates to the service taken and click enter on your keyboard to reveal the figures in the 'DBF' & 'PCC' columns
- Please enter the number of miles the Officiant will have travelled to conduct the service in the box under 'Total Miles' on line 58. This will reveal the amount due to the Officiant (rate of 45p per mile) on line 59
- In the Local Fees section, you will need to add any extra expenses relating to the funeral.
- You will then need to save the form on to your computer in order to be able to attach it to an email and send to us at <u>fees@leeds.anglican.org</u>

If you need assistance in saving the document and attaching the document to an email, please feel free to call the Finance Department on 0113 3530 195 and we will go through the process with you.