

**DIOCESE OF LIVERPOOL**

**PAROCHIAL EXPENSES CLAIM FORM**

For the use of all parochial clergy and accredited lay ministers.

Claim for reimbursement of parochial expenses incurred by \_\_\_\_\_

For the month of \_\_\_\_\_ 2008

Parish No: \_\_\_\_\_ Quarter ending \_\_\_\_\_ 2008

Please read notes overleaf before completing the form £

Use of car/cycle (see note 3) \_\_\_\_\_ miles at \_\_\_\_\_ per mile \_\_\_\_\_  
(inside the Diocese)

(outside the Diocese) \_\_\_\_\_ miles at \_\_\_\_\_ per mile \_\_\_\_\_

Public Transport \_\_\_\_\_

Telephone (see note 4) \_\_\_\_\_

Postage & Stationery \_\_\_\_\_

Books (required for preparation of sermons) \_\_\_\_\_

Office equipment (if not provided by the parish) \_\_\_\_\_

Hospitality \_\_\_\_\_

Cost of conferences, courses & committees (as agreed by the appropriate authority) \_\_\_\_\_

Robes (Replacement & Cleaning) \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Secretarial Assistance (if not provided by parish) \_\_\_\_\_

Sub Total \_\_\_\_\_

Personal items refunded to the PCC (see note 4) \_\_\_\_\_

Total claimed \_\_\_\_\_

Signature \_\_\_\_\_

Treasurer \_\_\_\_\_

Date \_\_\_\_\_

P.T.O.

**PURCHASE AGAINST A PETTY CASH FLOAT PROVIDED BY THE PARISH**

Minor repairs to Church/Church hall: replacements _____	_____
_____	_____
Altar requisites/Service books, cards etc, _____	_____
Bookstall purchases _____	_____
Lay Training _____	_____
Publicity/Subscriptions/all other ordinary parish expenditure _____	_____
_____	_____
Choir/music etc, _____	_____
Mission requisites _____	_____
Synodical Costs _____	_____
Total _____	_____
Amount required from the PCC to reinstate balance _____	_____

Notes on working expenses (to be read in conjunction with the Church Commissioners current 'Parochial Expenses – a guide to their reimbursement').

1. All expenses necessarily incurred in connection with parochial, deanery and diocesan duties should be claimed. Any expenses incurred in connection with other duties, such as chaplaincies, may also be included if no provision is made for them by other authorities. The cost of heating, lighting and cleaning the parsonage and garden upkeep should not be included. In case of doubt, Pauline Rowe or one of the Archdeacons should be consulted.
2. From time to time the likely level of claims under any of the headings shown should be discussed with the PCC.
3. The mileage rate should be that recommended by the diocese, currently at 40p per mile up to 4,250 miles, 25p per mile over 4,250 miles. The rate outside the diocese is 40p. Motorcycles 24p per mile, pedal cycles 20p per mile.
4. If the telephone is in the clergy's name he should claim as shown overleaf. If he is to make reimbursements for personal calls made on the PCC's telephone, he should deduct the cost of these calls from his total expenditure before making his net claim.
5. A copy of this form should be retained by the clergy for use in connection with the annual pink return form to the diocese and any claim he/she may make to the Inland Revenue for relief on any proportion of expenses claimed but not reimbursed.
6. **Clergy/Ministers reluctant to claim reimbursement of expenses should consider the implications for the successors and for the parish. Should there be doubt over the parish's ability to meet the cost of reimbursement, please discuss this with the Archdeacon.**