

Guidance notes for completing Funeral Fees form PF1

Once only

1. Download the form to your computer
2. Select your Benefice from the drop-down list (these are in alphabetical order). Click on the empty box, this will reveal a grey triangle to the right, click on this, it will reveal a drop-down menu, click on the relevant benefice
3. Once you have selected your Benefice you will have a list of parishes available to select from the second drop down list.
4. Save the form to your computer.

For each funeral

5. Open the PF1 sheet, and SAVE AS a new file – perhaps using the date or name of the deceased as a file name. How you name the file is not critical, make it meaningful to you.
6. Click in the parish box and select your parish from the drop-down menu
7. Minister category also contains a drop-down menu. Please ensure that you click the correct category as PTO eligible for fees is the only one in which a PTO clergy member can claim the fees from the DBF. If they are eligible then the travel expenses will not be paid to the PCC.
8. Please select your funeral director from the drop-down list, once again these are alphabetical. Where there is more than one funeral director in the diocese with the same name (e.g. Co-op FD) we have included the town and the postcode in the drop-down list to help you select the correct one. The email and Phone number will auto populate with the contact information we hold for that funeral director.
9. If for whatever reason your Funeral director is not listed click on the FDLIST tab and fill in the top row for your Funeral Director. Please ensure you fill in their email and phone number IGNORE the code column as this is for internal use only.
10. The boxes marked 'office use' are for the diocesan office staff. These autofill with the totals we need to ensure correct payments. Once you have completed the for the PCC under Diocese to pay indicates the amount you should be paid.
11. On page two select the relevant service. Again, there is a drop-down menu, hover over the correct box in the column headed 'y', it will reveal a drop-down menu, select 'Y'. This will populate the costs. This will complete the sub totals for A1 and A2.
12. Enter the figure for estimated miles to be travelled in taking the service. This will auto complete B.
13. In section C enter the agreed fees for each category this will automatically format correctly.
14. You will see that the form will automatically have added all the totals together. This information will also have completed the front page so you can see how much the PCC will be receiving and, if PTO eligible for fees is selected, how much the PTO can claim.
15. If a red warning notice occurs, then you have omitted a mandatory field or entered an incorrect amount.
16. Once completed, save the form and e mail to fees@cofesuffolk.org, your treasurer and the funeral director.

If you have any problems using the form please contact alice.russell@cofesuffolk.org

If you have any queries about the fee system please contact zoe.mobley@cofesuffolk.org