

Parochial Interregnum Costs

The Diocesan Board of Finance (DBF) will be responsible for reimbursement of appropriate expenses for Parishes in vacancy. These costs should be incurred by the parish then recharged to the Diocese

Expenses, which should be claimed from the DBF Property Team, include:

- Cost of maintaining heating (at 7°C) of the parsonage.
- Council Tax (You must inform your local council the property is empty awaiting a minister of religion).
- Water bill. (You must contact your water supplier and inform them the property is empty).
- Reasonable grounds maintenance. ((Grass cutting and tidying) significant works would be the responsibility of the PCC)

Expenses, which should be claimed from the DBF Finance Team, include:

- Reasonable expenses incurred by the church officials exceptional to the normal workings of the church.
- Limited expenses incurred in connection with the Induction of the new Incumbent (e.g. postage or mileage).
- Travel expenses for clergy outside the benefice covering services in the parish

The DBF does not cover broadband. Should the parish wish to retain a phone number/connection this cost will need to be met from parish resources.

If these charges are to be reclaimed, you are asked to try and keep them as low as possible. If in doubt, please consult either the Property Team or Finance Team in advance.

Fees normally paid directly by the PCC, eg, Organist, Verger remain the responsibility of the PCC should not be included in the claim.

Invoices must be provided in order to be reimbursed from the DBF. Invoices must be in the parish's name and must adhere to the HMRC standard for invoicing. (Please see link below for more details).

[Invoicing and taking payment from customers: Invoices - what they must include - GOV.UK \(www.gov.uk\)](#)

All clergy and readers covering services from other parishes or whom are retired should be offered travelling expenses at the diocesan mileage rate (45p per mile), which can then be included on the expense claim.

Parishes are expected to cover 5 casual duty fees annually for holiday cover. These cannot be recharged to the DBF. For all other casual duty fees Retired clergy must complete the DBF claim process for any payment due.

Please send any questions or claims to:

The Property team property@manchester.anglican.org or

The Finance team finance@manchester.anglican.org

For more information about what to do with an empty property please check the Diocesan website [Manchester Diocese - Parsonages](#)