**Record keeping for funeral fees**

**Example of e mail sent out when a funeral is booked.**

**NB some funeral directors are now asking for an invoice from the parish before making direct banking payments for the funeral. Providing them with a confirmatory e mail showing the amount of fees may speed up internet payments to parishes.**

**Funeral Details**

**Parish/Church ……………………………………………………………………………………………..**

**Name of deceased ……………………………………………………Date of death ……………….**

**Funeral Director …………………………………………………..**

**Date of funeral …………………….. Church…………………/Crem**

**Next of Kin ………………………………… e mail………………………………..**

**Officiant ……………………………………… Retired clergy? yes/no**

 **Organist ……………………………………………………………………………..**

**Verger ……………………………………………………………………………..**

**Permission to include in prayer list YES/NO**

**Funeral collection/donations …………………………………/…………………………..**

**Fee £…………..**

**Travel expenses, included in the above fee £………..**

**Music/Hymn choices for organist (to follow, it not known)**

**E mail to**

* **Officiant**
* **Treasurer**
* **Verger**
* **Organist**
* **Pewsheet for prayers**

When fees returns are due to be sent to the Diocesan Board of Finance, the treasurer checks with clergy to ensure that the number of funerals, weddings, etc is correct.