

## Parochial Interregnum Costs - Ministry 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 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.

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

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 send any questions or claims to:  
The Finance team [finance@manchester.anglican.org](mailto:finance@manchester.anglican.org)

Name

Parish

Ministry Costs

Period of claim

Office Use

Supplier Code

Date