

**DIOCESE OF SODOR AND MAN**

BENEFICE OF.....

NAME OF INCUMBENT.....

**RETURN BEFORE**

**31 May 2018 to:**

Lisa Johnson  
21 Brighton Terrace  
Douglas  
Isle of Man  
IM1 4AP

**PAROCHIAL WORKING EXPENSES  
FOR THE YEAR ENDED 31 MARCH 2018**

£ (nearest)

My total parochial working expenses properly chargeable to the PCC ..... R

Less any part of this amount that was borne voluntarily by me ..... S \_\_\_\_\_

Claimed from the PCC .....(R Less S) T

Provided or reimbursed by PCC and Others  
(The contents of this box will have to be disclosed  
to the Treasury, Income Tax Division)..... Q \_\_\_\_\_

Net amount claimed but unreimbursed (if any) ..... (T less Q) U  
=====

Signed .....

Date.....

**NOTES**

a) The total parochial working expenses to be declared in box R should include, where applicable, postage; stationery; telephone; cost of any secretarial assistance; provision or depreciation of office equipment; maintenance of robes; hospitality; provision of locum tenens; public transport; car running (either as a mileage allowance or the proportion applicable to parochial use of the car for the costs of petrol, oil, repairs, tax, insurance and depreciation). Other items that might, under certain conditions, be included are books, repair/replacement of carpets, chairs etc in the official part of the house and 'in-service' training.

b) Although some clergymen choose not to ask for reimbursement of some part of their parochial expenses, the Board of Finance does not recommend this as a way of making a voluntary "contribution" to parish funds. It is preferable to seek full reimbursement of expense and then to donate an equivalent sum to the PCC, possibly under deed of covenant.