



# Annual Stipend Review

This annual review of stipend and financial benefits shall be undertaken by the churchwardens and the treasurer in consultation with the priest / deacon and archdeacon (mindful of any local standards that may be established) before the end of January each year. The completed form shall be forwarded to the archdeacon by 28 February: it is then submitted for approval by the Diocesan Secretary (on behalf of the Bishop).

## 01

### Applicant's details

Name of Priest / Deacon  
Chaplaincy / Congregation  
Archdeaconry  
Title of Appointment

## 02

### Stipend - all sections must be completed

The annual stipend in local currency will be with effect from (DD/MM/YYYY)

Have any allowances been included in the stipend?

**Yes**

**No**

If **Yes** please give full details below

Allowances amount

Annual stipend (sterling equivalent)\*

\*Exchange rate used

This stipend will be paid      Weekly      Monthly      Quarterly

This stipend will be paid in      Local currency      Sterling

Other financial benefits

### Tax

**Tax on stipend and other financial benefits will be paid locally**

**Yes**

**No**

If **No**, please provide explanation below.

**Important: It is the responsibility of the priest to ensure that personal tax liability is understood and met wherever it is due.**

<b>Accommodation</b>	<p><b>Have there been any changes to the accommodation over the last year?</b>    <b>Yes</b>    <b>No</b></p> <p>If <b>Yes</b>, please provide details below.</p>
<b>Expenses</b>	<p><b>Have there been any changes to expenses allowed over the last year?</b>    <b>Yes</b>    <b>No</b></p> <p>If <b>Yes</b>, please provide details below.</p>
<b>Medical cover</b>	<p><b>Registered in National Health Scheme of country of residence?</b>    <b>Yes</b>    <b>No</b></p> <p><b>Registered in Private Health Care Scheme?</b>    <b>Yes</b>    <b>No</b></p> <p>If <b>Yes</b>, what is the name of the scheme?</p> <p><b>Repatriation Insurance?</b>    <b>Yes</b>    <b>No</b></p> <p>If <b>Yes</b>, what is the name of the scheme?</p>

### 03

<b>Signatures</b>	<p>Priest / Deacon signature</p> <p style="text-align: right;">Print name</p> <p style="text-align: right;">Date (DD/MM/YYYY)</p>
	<p>Churchwarden (for the Chaplaincy Council) signature</p> <p style="text-align: right;">Print name</p> <p style="text-align: right;">Date (DD/MM/YYYY)</p>
	<p>Churchwarden (for the Chaplaincy Council) signature</p> <p style="text-align: right;">Print name</p> <p style="text-align: right;">Date (DD/MM/YYYY)</p>
	<p>Archdeacon Signature</p> <p style="text-align: right;">Print name</p> <p style="text-align: right;">Date (DD/MM/YYYY)</p>