
THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY
(A company limited by guarantee)

**SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

NOTARIAL FEES & EXPENSES ACCOUNT

THE FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

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**SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

NOTARIAL FEES AND EXPENSES	2021	2020
	£	£
Revenue		
Notarial Practising Certificate Fees:		
England & Wales & Overseas	470,777	421,437
Channel Islands	13,450	13,250
Notarial Admission Fees:		
England & Wales admissions	16,875	21,712
Overseas admissions	6,985	6,300
Channel Islands admissions	400	-
Exam Income	1,500	1,800
Notarial Packs	2,762	3,140
Certificates of Exemption	10,820	10,500
	<u>£523,569</u>	<u>£478,139</u>
	2021	2020
	£	£
Administration Expenses (Indirect)		
Registrar's Fees	33,837	31,285
Rent & Rates	36,359	39,372
Light & Heat	1,990	2,939
IT & Equipment	11,520	32,869
Repairs & Maintenance Premises	10,461	9,588
Insurance (Premises & Contents)	3,650	4,173
Cleaning	1,092	3,590
Stationery & Copying	2,111	4,907
Postage	1,010	1,691
Telephone	3,251	3,205
Catering	175	583
Staff Training	-	1,064
Staff Recruitment	-	1,222
Irrecoverable VAT on Management Charge	21,091	27,298
Administration Expenses (direct)		
Salaries (jointly employed staff)	156,347	189,466
Master of the Faculties Honorarium	13,164	12,319
Money Laundering Training	948	2,244
Regulatory Expenses	-	2,297
Code of Practice Expenses	4,064	1,274
Inspections/Entity Regulation	7,548	26,606
Qualifying & Advisory Board members' expenses	1,080	2,771
IT Project	14,081	34,242
Website	9,798	5,562
Legal Services Board Levy	21,276	20,963

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NOTARIAL FEES & EXPENSES (Cont.)

Administration Expenses (Direct)

Opbas Levy	5,000	5,000
Crown Office Fees	-	280
Audit & Accountancy	7,682	6,071
Insurance (Legal & Professional Fees Indemnity)	9,520	10,462
Exam Expenses	1,410	-
Entertaining	-	4,431
Travel	-	3,242
Paypal/Worldpay Commission	12,734	12,562
Staff Recruitment	1,116	-
Printing & Stationery	4,691	7,474
Subscriptions	588	-
Sundries	185	281
	<u>£397,779</u>	<u>£511,333</u>

Surplus/(Shortfall) for the year £125,790 (£33,194)