

CHURCH RATE LETTER GENERATOR

A step-by-step guide for those administering parish rates in the City of London

WHAT IS THIS?

This tool generates the formal letters sent to businesses in your parish requesting their voluntary Church Rate contribution. It automatically loads the correct ratepayer data for your parish and produces a ready-to-send PDF letter for each business — all in a single download.

BEFORE YOU START

1. PCC MOTION

Your PCC must first pass the following motion to authorise access to the City of London's ratepayer data on your behalf:

"This PCC authorises Christopher Marland, Honorary Treasurer of The Parochial Church Council Of The Ecclesiastical Parish Of Great St Bartholomew, to act on our behalf to use the City of London's Commercial Rates list to extract data for the parish for use in requesting a Voluntary Church Rate from them."

Once passed, complete [this letter template](#), add your church logo to the header, and send it to treasurer@greatstbarts.com. It will then be filed with the City of London's rates administrator.

2. SET UP GOOGLE SIGN-IN

The app uses Google to confirm your identity. If your email is already a Gmail address (e.g. name@gmail.com), you are all set. If not, you need to link your existing email to Google — a one-time step that takes about two minutes:

1. Go to accounts.google.com and click Create account then "For my personal use".
2. When asked for an email, choose "Use your existing email address".
3. Enter your current work or parish email and click Next.
4. Enter the verification code sent to that address.
5. Create a password and finish the process.

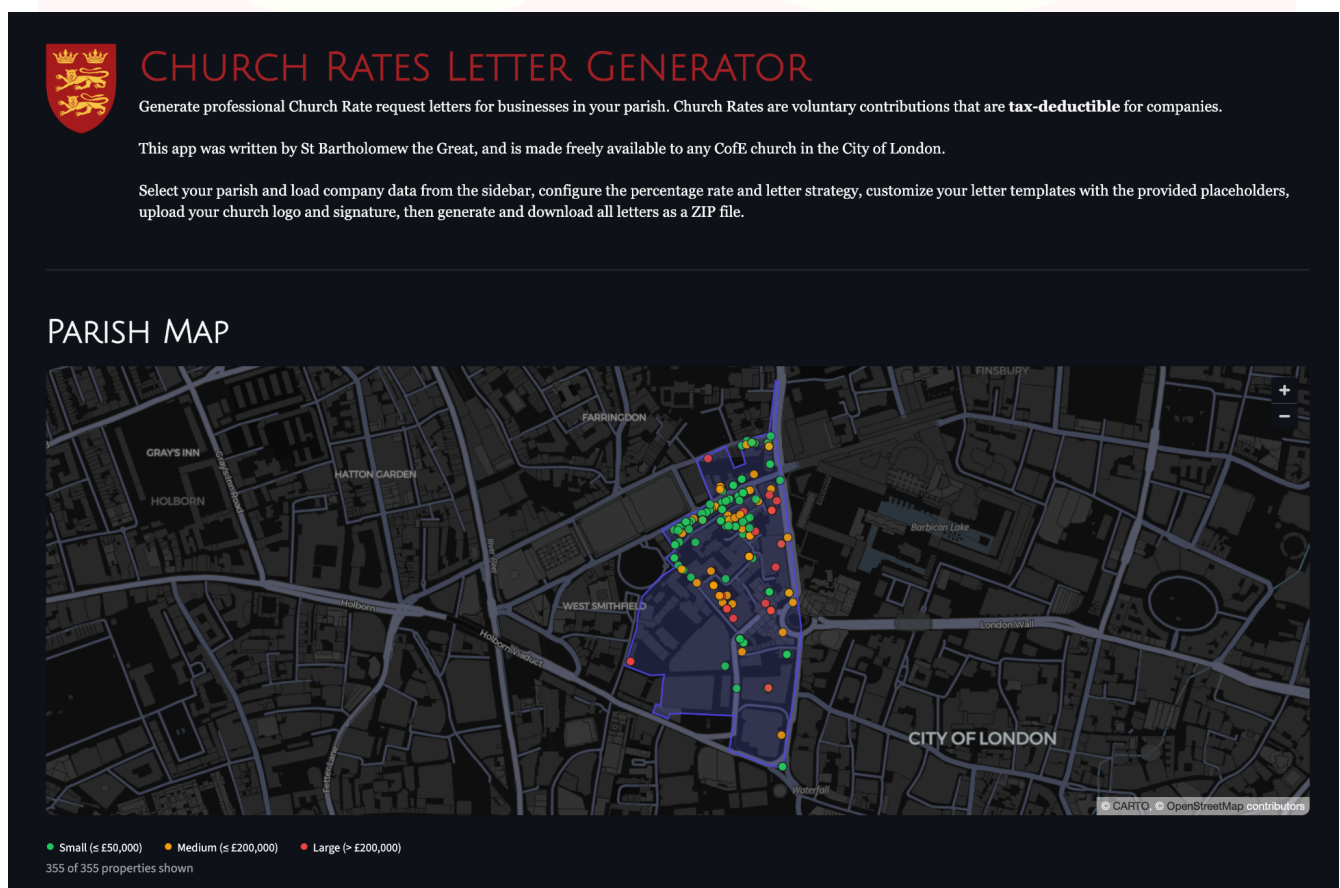
Once done, let us know which email you registered so he can grant you access.

SIGNING IN

Open the link provided and sign in with your Google-linked email address. The app will load your parish's ratepayer list automatically — no further setup required.

USING THE APP

Work through the sections on screen from top to bottom, then click Generate at the bottom.



The screenshot shows the 'CHURCH RATES LETTER GENERATOR' app interface. At the top left is a red shield logo with a gold lion. The title 'CHURCH RATES LETTER GENERATOR' is in large red letters. Below it, text explains that the app generates professional Church Rate request letters for businesses in a parish, noting that Church Rates are voluntary and tax-deductible. It also states the app was written by St Bartholomew the Great and is freely available to any CofE church in the City of London. Instructions below tell users to select a parish, load company data, configure the percentage rate and letter strategy, customize templates, upload a church logo and signature, and then generate and download letters as a ZIP file.

The main section is titled 'PARISH MAP' and displays a map of the City of London. A blue-outlined polygon highlights a specific parish area in the center. Within this area, numerous colored dots represent properties, categorized by size: green for small (≤ £50,000), yellow for medium (≤ £200,000), and red for large (> £200,000). Map labels include GRAY'S INN, HOLBORN, HATTON GARDEN, FARRINGDON, WEST SMITHFIELD, BARBICAN, and CITY OF LONDON. A legend at the bottom left shows the color coding and states '355 of 355 properties shown'. Map data is attributed to CARTO and OpenStreetMap contributors.

STEP 1: RATE CONFIGURATION

Set the percentage rate for this year's Church Rate. You can also choose whether businesses with multiple properties in the parish receive one combined letter (showing the total amount) or a separate letter for each property.

LETTER CONFIGURATION

Percentage of Rateable Value (%)

0.400

Letter grouping

- ☐ One letter per property
- ☒ Merge multi-property ratepayers

PROJECTED INCOME

Based on 355 properties with a total rateable value of £59,759,248 at 0.400% — maximum yield £239,036.99. Assumes an even distribution of rateable value across all payers.

% Paying	Projected Income	% Paying	Projected Income
10%	£23,903.70	60%	£143,422.20
20%	£47,807.40	70%	£167,325.89
30%	£71,711.10	80%	£191,229.59
40%	£95,614.80	90%	£215,133.29
50%	£119,518.50	100%	£239,036.99

STEP 2: RATE & CHURCH DETAILS

Fill in the details that appear on every letter: bank account for payments, payment deadline, clergy and officer names, church address, charity number, and PCC name. Upload signature images here — these appear on the formal demand notice.

RATE & CHURCH DETAILS

These values fill the corresponding placeholders in your letter template (e.g. {YEAR}, {BANK_NAME}, {CLERGY_NAME}, etc.).

Year	Payment Deadline	Charity Number
2026	2026/06/22	1163024

BANK DETAILS

Bank Account Name	Sort Code	Account Number
The Priory Church of St Bartholomew The Great	40-07-24	61159437

CHURCH DETAILS

PCC Name	Church Address
The Parochial Church Council Of The Ecclesiastical Parish Of Great St Bartholomew	Church House, Cloth Fair, London, EC1A 7JQ

Church Description

With nine centuries etched in stone and shadow, St Bartholomew the Great is a place where time lives, echoing its stories. Our musicians are masters of their craft. Their renowned music is sanctuary in itself creating space within us for the transcendent to enter. Our rapid growth and the transformation under the Culture Mile Initiative brings means building new momentum: Launching an educational programme and expanding our calendar of music and cultural events, opening more of our spaces to open more minds and more hearts. Meanwhile, St Bartholomew The Less is Britain's only church with a

INCUMBENT & OFFICER

Clergy Name	Clergy Title	Officer Name	Officer Role
Marcus Walker	Rector	Christopher Marland	Treasurer

SIGNATURES

Both signatures are required — they will be inserted into the formal demand letter at the {INCUMBENT_SIGNATURE} and {OFFICER_SIGNATURE} placeholders in your Word template.

Incumbent's signature *

Upload 200MB per file • PNG, JPG

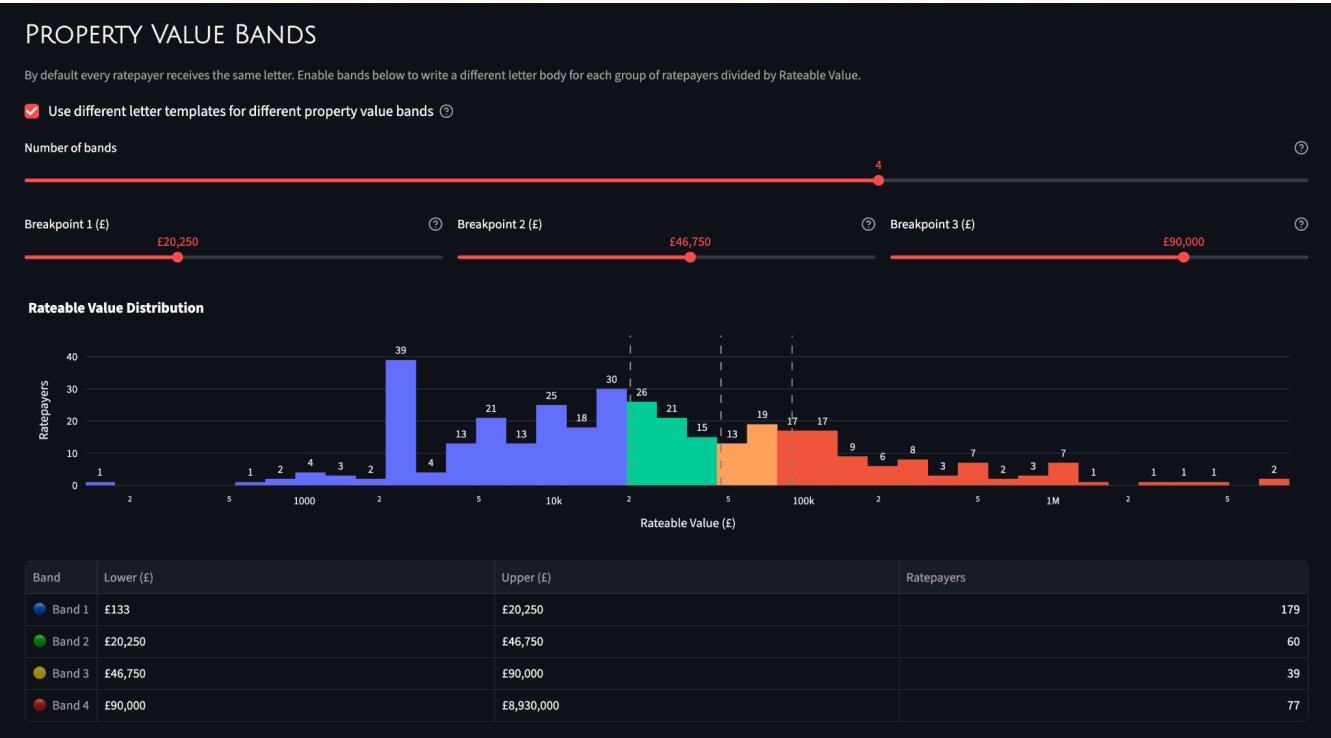
Treasurer's signature *

Upload 200MB per file • PNG, JPG

STEP 3: FRIENDLY LETTER (OPTIONAL)

You can add a personal covering letter as the first page of each PDF. Write your message in the text box — the business name, address, and amount due are filled in automatically for each recipient.

If you would like different wording for smaller versus larger businesses, tick "Use different letter templates for different property value bands", set your thresholds, and write a separate message for each group.



LETTER BODY

BAND 1 — £133 TO £20,250 (179 RATEPAYERS)

Band 1 letter body

Dear Small Smithfield Business Leader,

What if **[COMPANY_NAME]** could help support one of Smithfield's most historic and active community spaces – at little or no cost?

Any contribution made through our Annual Voluntary Church Rate qualifies as a charitable donation and is fully deductible for Corporation Tax purposes. For many companies, this means supporting St Bartholomew the Great comes at little net cost to their business.

As London's oldest parish church, we attract tens of thousands of visitors each year. We host a regular programme of cultural events including musical performances, debates, design and art exhibitions – nearly all are free to attend.

The visitors our events bring help support Smithfield's cafés, restaurants, bars and hotels and enrich the cultural experience of those who work in the area.

BAND 2 — £20,250 TO £46,750 (60 RATEPAYERS)

Band 2 letter body

Dear Medium Smithfield Business Leader,

What if **[COMPANY_NAME]** could help support one of Smithfield's most historic and active community spaces – at little or no cost?

STEP 4: PREVIEW

Select any business from the list to see exactly how its letter will look before generating the full set. Use this to check the layout and wording.

[Preview](#) [Generate & Download](#)

PREVIEW LETTERS

Select a company to preview:

(UK) LTD

PREVIEW FOR (UK) LTD

Band 2 (£20,250 – £46,750) — RV £34,000

[Friendly Letter](#) [Rate Demand Notice](#)

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This year, contributions to the Voluntary Church Rate will support our 900th Anniversary Fund to preserve the historic fabric of the church and widen public access further. We hope you will join the many other local businesses helping keep Smithfield open, vibrant and welcoming.

Enclosed is a short brochure explaining our 900th Anniversary Appeal and the projects it supports. For any more information, please contact me at pamela.dow@greatstbarts.com.

With thanks and best wishes,

STEP 5: GENERATE & DOWNLOAD

Click Generate All Letters. The app will produce a PDF for every business in your parish — this usually takes about a minute. When complete, a download link appears. Click it to save a ZIP file containing all the letters.

[Preview](#) [Generate & Download](#)

GENERATE LETTERS

Consolidation active: 42 ratepayer(s) with multiple properties will receive a consolidated letter; 169 ratepayer(s) will receive individual letters.

[Generate All Letters \(friendly + demand\)](#)

Done — 211 PDFs generated.

Letters generated — download the ZIP below the tabs.

[Download All Letters \(ZIP\)](#)

Written and maintained by
The Parochial Church Council Of The Ecclesiastical Parish Of Great St Bartholomew

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WHAT'S IN THE DOWNLOADED FILE?

- One PDF per business (or one per ratepayer if you chose to combine multiple properties).
- An index spreadsheet listing every business, its address, rateable value, and the amount requested.



COMMON QUESTIONS

ARE MY DETAILS SAVED BETWEEN SESSIONS?

Yes — your church details and settings can be saved by clicking “Save Settings” in the sidebar.

SETTINGS

Saves all form values and uploaded signature/logo images for this church. They will be restored automatically next session.

Save Settings

WHAT IF A BUSINESS NAME OR ADDRESS LOOKS WRONG?

The data comes directly from the City of London's official ratings list. Any corrections must be requested through the City of London; they cannot be changed within this app.

WHAT IF I CAN'T SEE ANY BUSINESSES AFTER SIGNING IN?

Check that you signed in with the same email address you gave to Christopher Marland. If the problem persists, contact him directly at treasurer@greatstbarts.com.

IS MY DATA SECURE?

Yes. Access to the app is restricted to named individuals only, and every sign-in is verified by Google.

No data leaves the secure system except in the letter ZIP file that you download.