

INSTRUCTIONS TO LOCAL TREASURERS

Please make all checks payable to: **Presbyterian Women, Presbytery of St. Augustine**

Please send your checks to the address below. The Treasurer then will send one check to cover all 63 churches to the national office. Please send your **DECEMBER** check in as early as possible but no later than **December 1** so the Treasurer may close the books on time. Thank you for your cooperation.

All remittances sent must include the Remittance Form (all forms are located on the Presbytery Website, www.staugpres.org)

MAIL TO: Wynetta Ussery
2712 Floradale Dr. S.
Jacksonville, FL 32209

FORMS: All the forms you need are available on the Presbytery of St. Augustine website: staugpres.org, under the Committees & Ministries tab. Go to the Presbyterian Womens tab and at the bottom of the page are links to the documents.

MISSION PLEDGES: Church Wide Mission, support of PW at the Presbytery and Synod level. Please mail contributions as early in the year as possible.

CREATIVE MINISTRIES:

Birthday Offering:	spring - by June 15
Thank Offering:	fall – by November 15
Least Coin:	fall/winter - December 1

CELEBRATION OF BELIEVERS: Requests for Honorary Life Memberships, Recognition Gifts, and Memorial Gifts should be cleared through me so that I will have a record of those individuals and they can be properly recognized at the Annual Gathering. Please mail me the application for Honorary Life Membership and the PW Remittance Form and allow at least **six (6) weeks** for the Honorary Life Membership certificate and pin to reach you.

CHRISTIAN COMMUNITY: The Christian Community contributions on the remittance form can be mailed to me at any time. Please give the complete address and let me know if the check needs to be mailed immediately.

I believe that you will find the form clear and will cover most of your contributions. In completing the form, list all items and the amounts you are giving and **write one (1) check for the total amount**. Do **NOT** write a check for each item. If you have any questions, please feel free to contact me.

Thank you for your cooperation on sending in the final quarter of your benevolences by December 1 so I may be able to get the books closed and that all benevolences can be sent so they credit the year you are budgeting them for.

THANK YOU!

Wynetta Ussery
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Jacksonville, FL 32209

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