

INSTRUCTIONS TO LOCAL TREASURERS

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

Please send your checks to the address below and not to the Presbytery office. The Treasurer then will send one check to cover all 36 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. **Checks received after December 15, will be counted for the next year remittances.**

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

MAIL TO: Sharyn Kraemer
726 Winifred Drive N.
Orange Park, Fl 32073

Email: ralphshar@aol.com
Phone: (325) 513-9522

FORMS: Forms are updated annually and 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: PW Mission Pledge (aka Annual Pledge), 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 1
Thank Offering:	fall – by November 1
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 so 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 **three (3) weeks** for the Honorary Life Membership certificate and pin to reach you. *If you choose to order the HLM certificate and pin through your own treasurer the recipient will not be announced or recognized at the gathering.*

I believe that you will find the form user friendly and will cover most of your contributions. Please include the address of any new contribution you add to the back of the form, as I may not have a current address for that organization. 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 (*any checks received after December 25 will be deposited in January) 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! BLESSINGS upon BLESSINGS!

Rev.1/03/2024