



SEVENTH-DAY  
ADVENTIST  
CHURCH

*Southern California Conference*

December 27, 2017

**Office of the Treasurer**

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Dear Pastor, Treasurer, Principal and others,

I pray this letter finds you in good health and that all ministries in your church are thriving with God's grace and strength with the efforts of His people.

Find enclosed the Direct Debit or ACH Debit form to enroll and facilitate electronic payments for business with the office on behalf of each individual church, school, or entity that makes the Southern California Conference. It provides enrollment in the four types of accounts each entity may have.

**REQUIRED:**

**Payroll:** Salary, payroll taxes, and benefits (i.e. Healthcare, Retirement, etc.) associated with each employee that is locally hired and funded. It is required each organization be enrolled in Direct Debit or ACH Debit to fund the locally hired employees by action of the Budget & Finance and Executive Committees in October of 2016.

**OPTIONAL:**

**Remittance – Tithes & Offering:** Donations received at the church

**Property Tax:** Assessments for fees, dues or services assigned by county assessors

**General A/R:** This is for all other business (i.e. Insurance, Teacher Billing, other miscellaneous items)

This allows for each entity to be responsible and accountable for the expenses generated by each location in the Southern California Conference and protect the utilization of funds as agreed by the united body.

We are glad to serve each church, school and other entities that make up the Southern California Conference as together in Christ we can accomplish more than separate. Many blessings to each of you and the ministries you lead.

Sincerely,

Orville Ortiz  
Treasurer/CFO

