



2018 Treasury Department Policies and Procedures

We appreciate and value your service in the field and with that in mind, in order for us to serve you more effectively and efficiently in the year 2018, the SCC Treasury Department would like to inform you of our deadlines, policies, procedures and other benefits that are available to you, the employee, and how they are processed. We will notify you of any changes via your South Central Conference E-mail account.

Please help us serve you better by adhering to the deadlines, policies and procedures that have been set.

Thank you for your assistance.

South Central Conference Treasury Department

SOUTH CENTRAL CONFERENCE TREASURY DEPARTMENT

Treasury@scc-sda.org
615-226-6500 - Phone
615-226-9837 - Fax

Sonja M. Crayton, Treasurer, Ext 115

scrayton@scc-sda.org

Conference Finances
Financial Forecasting, Budgeting and Reporting
Management of Treasury Department
Moving Allowance/Relocation/Duplicate Housing
Accounts Payable - Authorization
Reporting to:
Executive/Association/Audit/Finance Committees

Robert Chandler, Associate Treasurer, Ext 118

rhandler@scc-sda.org

Bank Reconciliations for Operating Fund
General Ledger Management
Operating Fund & Financial Statements
Plant Fund Manager/Association Fund

- Inventory, Equipment, Church Building Loans, etc.
- Property Management of Conference properties and parsonages

Trust Services
SURF Loans/Savings

Marcia Metansingh, Administrative Assistant, Ext 113

mmetansingh@scc-sda.org

Administrative Assistant to the department
3-Way Scholarships
Accounts Receivable – mail out
Coordinate Employee Moves
American Express – Reconciliation
Process Travel Request Forms (10:00 a.m. – 2:00 p.m.)
Tuition Subsidy

- K-12 Boarding School - 70% tuition and fees
- K-12 Day School & Home school - 35% tuition and fees
- Oakwood University - 70% tuition and fees
- Other Adventist Colleges - 70% tuition and fees
- Off Campus - 35% tuition and fees

Jasmine Best, Accountant, Ext 111

ibest@scc-sda.org

1099 – Misc
Accounts Payable
Auditing support
Building/Evangelism/FHES/Housing (checks)
Risk Manager – Property/CAP/AUTO Insurance/Sexual Harassment/Safety
Spouse Allowance (\$48.00/month -if he/she is not working)
Supplemental Retirement (checks)
Volunteer Ministry/Background Checks
Women's Ministry Support

Alicia Hunt, Payroll Accountant, Ext 117

ahunt@scc-sda.org or payroll@scc-sda.org

Payroll Manager
Accounts Receivable for Schools
Auto Subsidy
Parsonage Exclusion
State Tax Reporting/Reconciliation
W-2/1099 – Misc.
Workers Reports – Due by 12 Noon on the 15th of each month

Kathryn Ryce, Controller, Ext 116

kryce@scc-sda.org

Budget Management
Accounts Receivables
Bank Reconciliation – Supplemental Accounts
Evangelism/Building Appropriations/Special Events
Dudley Foundation
Fall Drive Goals Support
JV Posting
Payroll Support

Keisha Stubbs, Senior Accountant/Auditor, Ext 112

kstubbs@scc-sda.org

Accounts Receivable-Churches/Risk Management-Insurance
Cash Receipts
Church Auditing
Church Remittance
Fall Drive Goals
FHES Accounting, 1099 Misc. - FHES
Investments
Supplemental Retirement Fund & Bank Reconciliation, etc. /1099-R's
Tithe and Mission Statements (Usually emailed monthly)
Women's Ministry Support

***** ALL REQUESTS MUST BE MADE IN WRITING *****

Please allow at least 3 to 5 business days for your request to be processed

Monthly Worker's Reports (Due by 12 Noon on the 15th of each month)

This report is a monthly summation of your regular and special travel for the given month and cuts off on the 15th of every month. When submitting this report, please attach all receipts that relate to your special travel and fill out your report completely. **The mileage rate for 2018** is .42¢ per mile and **the per diem rate** is \$50(single) and \$75(family), respectively. Your report **must** be in our office on or before the 15th by 12 Noon. Please Email your report with the copies of your receipts to payroll@scc-sda.org. Reports received after the 15th will be processed the following month.

NO ADVANCES ARE GIVEN FOR LATE WORKER'S REPORTS.

Accounts Payable

All accounts payable checks and reimbursements outside of payroll are processed on Thursdays by 3pm. **CHECK REQUESTS MUST BE RECEIVED NO LATER THAN 12 NOON ON TUESDAYS.** Requests received after 12 noon on Tuesdays will be available on the following Thursday. Accounts payable checks are not written outside of these parameters. For any accounts payable questions, please feel free to contact Jasmine Best at Ext. 111 or accountspayable@scc-sda.org.

Salary Advances

Though it is not encouraged, employees can make a request for salary advances. Requests must be submitted via the Payroll Request Form, which is located on our conference website.

Employees can receive a maximum of three (3) advances per year. The requested amount can be no more than half of your net pay, and are deducted in the month they are requested.

Salary Advances are only processed between the 10th and the 15th of the month, and will be processed on Thursdays with the regular accounts payable checks. Please allow at least 3-5 business days for processing. Salary advances are deducted in the month they are requested.

Gift/Bonus/Honorariums

ALL gifts, bonuses and honorariums given to an employee in check form is considered taxable income and will be added to your W2 form. Non-employees who receive honorariums must submit a **W-9** form on an annual basis. The form should be submitted along with the check request. Please visit irs.gov to download the most current **W-9** Form.

Express Mail/UPS/FedEx Rates

Overnight mail rate is \$30.00.

Request for Information

It is our duty to provide you with as much information as possible. If you need a copy of any payroll information or other financial reports, ***please submit these requests via e-mail to treasury@scc-sda.org or fax (615-226-9837) for financial reports or payroll@scc-sda.org for payroll related items. Please allow at least 3 - 5 business days for your request to be processed.*** (Examples of payroll information – Verification of Employment Income, Copies of W-2s)

Moving/Relocation Information

If the conference has notified you that you will be relocating to another district, please contact Marcia at Ext: 113 for a moving/relocation packet.

Auto Insurance Subsidy Benefit

(Departmental and Pastors Only)

Auto insurance subsidies are processed based on the receipt of a declaration page showing your policy limits. These limits must be in accordance with the NAD Working Policy in order for the subsidy to be received. You can access this benefit by submitting your auto Declaration Page that will show your policy period. Auto insurance subsidies are processed only through payroll.

NO ADVANCES WILL BE GIVEN FOR AUTO INSURANCE SUBSIDIES.

NAD Requirements for Auto Insurance Subsidy

Those eligible for automobile insurance as listed in paragraph 1 above shall be required to carry insurance with the following minimum limits when such limits are readily available:

- Bodily Injury Liability \$250,000/500,000, \$100,000/\$300,000; or single limit of \$300,000
- Property Damage Liability 50,000
- Medical Payments 5,000
- Comprehensive **100 Deductible
- Collision **500 Deductible
- Uninsured Motorist Statutory

In the event an employee has a claim, the employee will pay the first \$50 of the collision or comprehensive deductible and the remainder of the deductible will be paid by the employing organization. Please provide a copy of the repair estimate from the body shop, which shows the deductible being charged to the bill. If the employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to the employing organization for any amounts previously paid by the employer above the first \$50 of the deductible.

Tuition Subsidy Benefit

Employees who are eligible to receive tuition subsidy are responsible for notifying the school of this benefit at the time of registration. The employee should request that the school send a bill for each semester with the parent's name, child's name, ID number and the billed amount to the conference treasury department for the year in which it occurs. **It is the employee's responsibility to ensure that the school has billed the conference.** The tuition subsidy benefit is as follows:

- K-12 (non-boarding school) – 35%
- K-12 (boarding school) – 70%
- College (Oakwood, SAU, AU, LLU, etc.) – 70%
- Home School – Contact SCC Treasury Department for information.

If you are in need of a tuition subsidy letter to assist with financial clearance for your dependent, **please contact our office at least 3-5 business days prior** to needing the letter. Please make sure that the request is made in a timely manner, as it poses significant accounting problems for the department when it is not timely and could result in possible non-payment.

Oakwood University 3-Way Scholarships

The church is responsible for sending \$200.00, with the Scholarship Application to the conference. The conference will match the \$200.00 and send it to Oakwood University. The University will match it and post the funds directly to the student's account. Thus, the total scholarship equals \$600.00.

This scholarship is granted on a first come first served basis. You can begin sending your info as early as January and the final submission date is October 15. Please note, if we reach our slot limit before October 15, then your check will be returned to you.

Generally, the conference is granted around 45 slots. The number of slots are determined by Oakwood University not by the Conference. So the earlier you send it in the better your chances are in receiving a slot for the student.

IT IS IMPERATIVE that you complete the 3-way Scholarship Application form, which will give the Student's Name, Social Security Number or Student ID #.

Dependents of SCC Employees who are eligible for Tuition Subsidy or employed with any other NAD/GC entity are not eligible to receive the 3-Way scholarship.