

MOVING INTO 2012

- **Please include a completed Mission-Ecclesiastical Remittance Form with EVERY REMITTANCE and send to 1915 Fifth Avenue, Troy, NY 12180. If you do not use this form, we may not be able to correctly post your payment in a timely manner.** Additional copies of the form are [available on the Presbytery website](#). Contact us if you need assistance.
- If your church participates in the Peacemaking Offering, remember that 25% of the offering is to be retained by your church for use in local Peacemaking efforts. **Please remember to keep the local church portion and remit only the GA and Presbytery portion.**
- Payments for the Board of Pensions and Presbyterian Women should be sent directly to them and not to the Presbytery. Payments for non-Presbyterian missions that are not included in the Presbytery's mission budget should be sent directly to the mission.
- The 2012 Ecclesiastical Per Capita for each church is attached. Please remember that **Per Capita payments are due quarterly on January 15, April 15, July 15, and October 15**. Timely payments make it possible for the Presbytery to meet its financial commitments to employees and vendors.
- A 2012 Mission Giving Pledge Form is included in this mailing. Please submit this form to the Presbytery Office by the due date of **January 20, 2012** – or earlier if at all possible!
- CRTC is offering a workshop for those who deal with finances entitled: **Coin and Kingdom - Would Jesus Toss Us Out Today?** This course will be offered on Saturday, March 3, 2012 from 9-3. The Course fee is \$75 before February 3rd and \$85 after that date. Registration deadline is February 15th, 2012. For more information and to register, go to the CRTC website: <http://www.capitalrtc.org/main/index.php?m=1&p=5&t=1&c=182> or contact them: 462-2470.
- Albany Presbytery will schedule one or more Treasurer's Workshops in 2012, but only if you express an interest in attending. Please contact us at the [Presbytery Office by email](#) so that we can gauge interest: Weekday or Saturday? Day or Evening? Winter, Spring or Summer?
- Websites that may be of interest:
 - <http://www.albanypresbytery.org/index.html> – Scroll the left-hand, light-blue column for Church Treasurers, Church Resources and more
 - www.pensions.org – the Board of Pensions
 - www.stayexempt.org – Tax basics created by the IRS specifically for 501(c)(3) organizations
- If you have any questions about any of this information, please email [Bill Ramage](#), Financial Manager or call @ (518) 273-4991.