

INSTRUCTIONS FOR REMITTANCE FORM

1. **MAKE CHECK PAYABLE TO "PRESBYTERY OF WESTERN NORTH CAROLINA".**
2. **ENTER THE TOTAL AMOUNT OF CHECK AND THE NAME AND LOCATION OF THE CHURCH TO BE CREDITED FOR REMITTANCE.**
3. **INDICATE YOUR INSTRUCTIONS FOR DISTRIBUTION OF REMITTANCE AND ENTER THE AMOUNT IN EACH CATEGORY.**
4. **THE FOLLOWING EXPLANATIONS MIGHT BE HELPFUL IN THE USE OF THIS REMITTANCE FORM.**
 - I. **BUDGETED BENEVOLENCE:** The amount budgeted for the program and mission of General Assembly, Synod and the Presbytery of Western North Carolina. This is the primary support of our governing bodies and the annual benevolent commitment of your Congregation is used in support of Budgeted Benevolence.
 - A. **UNIFIED (UNDESIGNATED) BENEVOLENCE GIVING.** Support of the causes in the budgets of the General Assembly, Synod and Presbytery. These funds are distributed to the higher governing bodies on a percentage distribution adopted by our Presbytery. Per Capita is a part of this distribution.
 - B. **DESIGNATED BENEVOLENCE.** In this category the amount of the receipts are credited to the budget cause for which they are designated.
 - II. **NON-BUDGETED BENEVOLENCE:** Funds restricted to a specific use, and which are NOT recorded as a part of the congregation's annual budgeted benevolent commitment.
 - A. **SPECIAL OFFERINGS.** Offerings approved by the Governing Bodies that are used specifically for the named cause. They should be remitted to the Presbytery Office by the 15th of the month following receipt for efficient distribution by the treasurer.
 - B. **OTHER SPECIAL GIFTS.** Funds restricted by the donor for an intended and specified purpose. If you are giving to a cause listed in the "ECO COMMITMENT BOOK" be sure to give the project number.
5. **SIGN YOUR NAME AND GIVE YOUR TELEPHONE NUMBER OR E-MAIL ADDRESS SO THAT YOU CAN BE REACHED SHOULD WE HAVE ANY QUESTIONS.**
6. **MAIL THE CHECK AND REMITTANCE FORM TO:**

**PRESBYTERY TREASURER
PRESBYTERY OF WESTERN NORTH CAROLINA
114 SILVER CREEK ROAD
MORGANTON, NORTH CAROLINA 28655**