

Subject: RE: FEES FOR PAYROLL CONVERSION FOR CHURCHES

From: CCC Treasurer's Office <treasurer@cccda.org>

Date: 6/5/2013 6:13 PM

To: Pastors Area 1 <area1pastors@mail.cccda.org>, Pastors Area 2 <area2pastors@mail.cccda.org>, Pastors Area 3 <area3pastors@mail.cccda.org>, Pastors Area 4 <area4pastors@mail.cccda.org>, Pastors Area 5 <area5pastors@mail.cccda.org>, Pastors Area 6 <area6pastors@mail.cccda.org>, Pastors Area 7 <area7pastors@mail.cccda.org>, Pastors Area 8 <area8pastors@mail.cccda.org>, ccctreasurers@mail.cccda.org

CC: Linda Barron <lbarron@cccda.org>, Keith Scott <kscott@cccda.org>

Dear Pastors and Church Treasurers,

The time is fast approaching to have all **payments to employees and independent contractors** processed at the conference office. **The due date is July 1.** This change will help limit our exposure to fines and penalties by the State and/or Federal governments for non-compliance.

WE WILL NOT BE ABLE TO PROCESS PAYROLL CHECKS FOR LOCALLY FUNDED CHURCH EMPLOYEES IN THE MONTH OF JULY UNLESS WE HAVE ALL THE NECESSARY PAPERWORK SUBMITTED TO THE CONFERENCE BY JUNE 11.

Please provide all information requested in mailings and emails sent by the Human Resources Department. **We need to get all church employees information by June 11**, in order to begin this payroll conversion on July 1.

If any employee qualifies for **Health Insurance**, the church will have the following additional expenses (*health insurance is provided to full-time regular employees who currently work at least 38 hours per week, on 01/01/14 the hourly requirement changes to 30 hours per week*):

- An initial **health insurance reserve** of **\$174** per employee for actual expenses **due July 1**.
- A **health insurance deposit** of **\$700** will be billed to the schools and can be paid in installments between **July 1 and December 31, 2013**.
- A **monthly premium** of **\$450 per unit** covered by health insurance due by **July 11** (employee = 1 unit, qualified spouse = 1 unit, and all qualified children = 1 unit).

The fees charged by the new payroll company used in this process, which are specifically based on the number of individuals paid, will be shared with all schools and churches who have locally funded employees and independent contractors. **The fee for all churches will be \$7.50 per month per individual paid** (employees and/or independent contractors).

Please read the attached policy voted by the Executive Committee regarding the ACH process that will be used for all payroll related costs, including the fees mentioned above. We will be contacting you to obtain the necessary information to process these ACH withdrawals.

Please direct any questions to [Linda Barron](#) in the Human Resources Department and [Keith Scott](#) in the Accounting Department.

Blessings,
Mayra R Thompson
Treasurer
Central California Conference of Seventh-day Adventists
Phone (559) 347-3195

— Attachments: —

130520 Memo to Churches Schools & Preschools.pdf

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