

South Caribbean Conference

Treasury Information Sheet

This information sheet is designed to give you timely reminders and pointers to aid you as you manage and oversee your treasury responsibilities.

Key Deadlines



Monthly Treasurer's Reports
10th of day each month



Annual Audit Submission (SCC)
1st week in February of the next year

Important Information

1. Twelve (12) treasurer reports should be submitted each year. In the event that your church may not have collected tithe and offering during a particular month, a report stating no collection should be submitted in its stead to be placed on file.
2. At January 31st every year, a statement of account would be issued to your church, for confirmation of balances from SCC. If your church has a credit balance a letter requesting funds as approved from the church board should be made to the Treasury.
3. Treasurers should submit information for Deed of Covenant to SCC both in Excel and PDF format by January 31st of the following year. Receipts would be processed and issued according to submission.
4. The Auditor and Treasurer should work together to verify all information on the financial statement and bank reconciliation before it is presented to the board.

Checklist for Treasurers

- Count and record funds collected
- Issue and file receipts
- Make bank deposit within 24 hours
- Record all disbursements with documents
- Prepare documents for Auditors (SCC)

Important Notes for Auditors

- Review receipts, vouchers & reports for accuracy.
- Confirm bank reconciliation matches statements.
- Verify expenditures, have board approval.
- Ensure monthly/quarterly deadlines are met.
- Report irregularities immediately.

And whatsoever ye do, do it heartily, as to the Lord, and not unto men; Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.
Colossians 3:23-24

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Treasury & Audit

Staff Directory

Treasury Department

Name	Ext	Email Address
Dr. Yvette Peters -Treasurer	4580	ypeters@southcarib.org
Glenda Thomas - Asst. Treasurer	4581	galleyne-thomas@southcarib.org
Norine Kirk -Admin Professional	4582	nkirk@southcarib.org
Anika Gomez Gittens	4550	agomez-gittens@southcarib.org
Stacy Roseman-Frank	4543	sroseman-frank@southcarib.org
Avon Browne	4542	abrowne@southcarib.org
Christine Garcia	4535	cgarcia@southcarib.org
Khia Orr	4541	korr@southcarib.org
Jeremy Parris		jparris@southcarib.org
Antonio Scott		

Audit Department

Mc Lawrence Duncan - Auditor	4587	mduncan@southcarib.org
Aaron de Leon - Asst Auditor	4586	adeleon@southcarib.org
Marsha Roberts-Smith - Admin	4589	mroberts-smith@southcarib.org

Corporation Department

Lana Small - Asst. Manager	4530	lsmall@southcarib.org
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Contact Us



1 (868) 224-3218



Corner Deane Street & Eastern
Main Road, St. Augustine

Additional Emails



scctreport@yahoo.com - Tithe reports, and other donations
sccttreasury2@yahoo.com - Letters and correspondences

Bank Transfer Details



Bank	Account Number	Account Name	Branch
RBC	1-000-811-103-881-9-2	South Caribbean Conference	St. Augustine



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