



To: Treasurers of Congregations  
Re: Long Leave Contributions

The related form refers fin-long-leave-contrib-form.

Please complete this form. Then:

1. Submit one copy to General Assembly Office – with proof of payment to the long-leave-fund.
2. Keep a duplicate of all records for your files.

This return and payment to be made and received by **31 January** of the current year

### **Pulpit Supply**

The Long Leave Reserve Fund is available to reimbursement of pulpit supply expenses when your minister is on long leave. Please address your claims to the general assembly office.

Reimbursement is made according to “The Decisions Affecting Ministers” found under the General Assembly papers at <http://www.upcsa.org.za/upcsa-home-docs.html>

Yours, in the service of the Lord, and of His Church,

**John Vieira**

**Chief Financial Officer**