

**Adventist Retirement Plan
Delinquency Protocol**

The following protocol is used for communicating with organizations delinquent in transmitting contributions to the Plan on a timely basis. Each month a delinquency report is generated on or around the 10th of the month relative to prior month(s). Letters will be issued on or around the 15th of the month.

10th Delinquency Report for previous month

15th Status Review by ARP administration

- Email Letter of Concern to delinquent organizations with a copy to the parent organization according to the schedule below for late file or funds
- Email Request for Assistance to delinquent organization's parent organization with a copy to the individuals listed below for missing file or funds
- Email Notification to Executive Committee/Board to delinquent organization's executive committee/board for missing file/funds and/or no response to our attempts at communication.

	Academies	Conferences	Colleges/Universities	Unions
Letters of Concern				
To	Business Manager	Conference Treasurer	VP of Finance	Union Treasurer
XC	Principal	Conference President	College/University President	Union President
XC	Conference Treasurer	Union Treasurer	Union Treasurer	NAD Treasurer
XC	Conference President	Union President	Union President	NAD President
XC	Conference Superintendent of Education			
Request for Assistance				
To	Conference President	Union President	Union President	NAD President
XC	Conference Treasurer	Union Treasurer	Union Treasurer	NAD Treasurer (ARP Board Chair)
XC	Academy Principal	Conference President	College/University President	Union President
XC	Business Manager	Conference Treasurer	VP of Finance	Union Treasurer
XC	ARP Board Chair (NAD Treasurer)	ARP Board Chair (NAD Treasurer)	ARP Board Chair (NAD Treasurer)	
XC	Union Treasurer			
XC	Union Director of Education			

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