

TREASURERS ORIENTATION

IMPORTANCE OF PERSONAL FINANCE:

MODELING AND COUNSELING WITH EMPLOYEES

THE FOUNDATION: MODELING PERSONAL INTEGRITY

- Treasurers/Treasury employees must demonstrate personal 'hyper-integrity'
 - Paperclips and Pencils Principle
 - 'Be just as accountable for your use of paperclips and pencils as you are for the financial resources you manage.'
- As far as possible we must 'Do the right thing, and look like we are doing the right thing.'
Don Livesay, President Lake Union Conference
- Conflicts of Interest – Do not use your position or influence for personal gain or notoriety
- Be careful regarding the taking of church money beyond your salary – honorariums, gratuities

TOUCHING PEOPLES FINANCES

- There are several points at which you will significantly touch individual employees finances:
 - Normal payroll
 - Having a 'detail' orientation is vital – don't be sloppy handling payroll
 - Be timely
 - If errors are made, correct them quickly, not at your convenience
 - Tax season
 - Get forms right
 - Stay current with the reporting laws
 - Don't wait till the last minute
 - Personal employee loans
 - Follow the policy
 - Be consistent – selective application will get you in trouble
 - Personal payroll advances
 - Stay informed (personnel will not always come to the treasurer to ask)
 - Be sensitive
 - Learn when to say no

TOUCHING PEOPLES FINANCES

- Touch Points Continued...
 - Tithe faithfulness
 - Active approach
 - Passive approach
 - Make sure you are faithful!
 - Payroll garnishments
 - Keep confidential
 - Talk one on one with employee about what to expect
 - Follow the law – no more, no less
 - Life Insurance payments
 - Be proactive – don't wait for the survivor to come to you
 - Ascertain the needs of the survivor and do your best to meet them with the policy payment, even in advance if possible

TOUCHING PEOPLES FINANCES

- Touch Points Continued...
 - Separation from employment
 - Retirement
 - Make sure employee is fully informed about timing, amounts, thresholds, etc
 - Termination
 - Involuntary
 - Execute termination agreement with legal counsel
 - Pre-plan your discussion and stick to the facts ... don't 'run your mouth' (easier said than done)
 - Voluntary

TOUCHING PEOPLES FINANCES

- Your decisions affect peoples lives
- Use Extreme Caution!
 - Partner with God DAILY to guide your words and actions when dealing with employees and their finances