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