



# TREASURERS ORIENTATION

## IMPORTANCE OF PERSONAL FINANCE:

MODELING AND COUNSELING WITH EMPLOYEES

# Two Non-Negotiables

- Maintain and model Strict Personal Integrity in the workplace
- Communicate clearly with employees regarding financial integrity and model good personal financial management

# 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, retired

# The Foundation: Modeling Personal Integrity

## ■ THINGS TO AVOID:

### ■ Conflicts of Interest

- *Profiting from your position – personal gain*
- *Self promotion in the context of your business duties (side business sales or promotion)*
- *Receiving funds/gifts beyond your salary, especially from church entities*

### ■ Self dealing – Always engage other staff members

- *Writing checks to yourself*
- *Pushing/creating policies where you benefit financially – be objective and get wide input*
- *Reimbursing yourself for expenses*
- *Implementing financial policies for yourself, by yourself*
  - Give staff permission to hold you accountable to the same standards like everyone else

### ■ Call out self dealing or conflicts of interest if you see it

- *Even (and especially) if it is a fellow officer!*

# The Foundation: Modeling Personal Integrity

- Model Returning of Tithe
  - *Especially since we are paid by the tithe!*
- We need to model that  $90 > 100!$
- It is vital that we UNDERSTAND biblical tithing principles and to PRACTICE personal tithing
  - *If you are opposed/adverse to tithing, I think you need to reconsider your vocation!*
- Be prepared to explain the process in simple, understandable language that communicates the financial support of church mission and for us to acknowledge God's ownership of all we have.
  - *This is important because our members need to hear the churches persuasive story and be able to experience the blessings of God!*
- Expect it of employees (allow grace and a chance to experience and understand)

# Counseling/Communicating with employees

- We live in an environment that is hyper charged with political correctness
  - *Victim mentality*
  - *Find someone to blame*
  - *Us against them*
  - *All or nothing*
  - *Be 'right' at any cost*
  - *Accusation = Guilt*
- This realities can create a combative, antagonistic environment if fostered in the workplace

# Counseling/Communicating with employees

- When speaking with employees about financial policies and practices, it should be in the context of collaboration and support, not ‘us against them’ or ‘I’m going to minimize what you get’ approach.
- Don’t ‘save money’ by not communicating benefits
- Go out of your way to provide employees with what they have coming
  - *Know the policies and communicate them*
- Inform them of what they have coming if they forget
  - *Monitor policy participation (such as auto insurance reimbursements) through your payroll process and follow up with employees who are missing benefits*

# Counseling/Communicating with employees

- Many employees live paycheck to paycheck
  - *Make yourself available to provide guidance if the employee desires*
  - *Offer professional financial counseling in critical situations*
  - *Don't enable bad financial behavior by offering payroll advances or ill-advised loans*
  - *Require accountability – workers reports*
  - *Empower your payroll department to implement financial policies and to adjust reports when necessary and back them up*
- Find opportunities to provide training and information about personal financial well-being
  - *Clark Howard*
  - *Dave Ramsey*
- Protect employee feelings
  - *Keep their private things private*
  - *Use group opportunities to be of assistance*



# Counseling/Communicating with employees

- Why are these things important to treasurers?
  - *Most of the time, we are responsible for managing the day to day workplace*
  - *We are interpreters and implementers of policy*
  - *We engage with employees probably more than most other departments*
    - Payroll, Insurance, Hiring, Terminations, Retirement, Department Budgets, etc.
  - *We are on the front line of financial and employee policies*
    - We need to know them, communicate them, and implement them

# Final Thoughts

- Money touches almost everything in a conference or union office...your influence is extensive
- Those who manage that money must demonstrate absolute integrity
- Be available to employees in need
- Freely and accurately communicate financial policies and information
- Use EXTREME CAUTION!
  - *Partner with God every day, asking Him to guide your words and actions when dealing with employees*
  - *Your Decisions Affect Peoples Lives!*
  - *Make sure God is your focus and your Guide!*