

casa

***Powers of
the ABC
Manager***



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- ✓ know the missionary character of colportage
- ✓ have a close relationship with the Field treasurer
- ✓ have a close relationship with the publications director
- ✓ have a good relationship with colporteurs and coworkers



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- ✓ be faithful and loyal to the bylaws of the church
- ✓ be technically prepared to deploy effective management
- ✓ know the accounting, legal and denominational regulations



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- ✓ the manager is the vice-treasurer of the Field and an advisor to the director, not its vice
- ✓ have the budget as a work tool, not as the fulfillment of a denominational requirement
- ✓ have the budget to fund colporteur promotion



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- ✓ govern the department with a vision of self-sustainable “cost centers” (books, magazines, students, “think big” incentive program, store, books and uniforms, etc)
- ✓ guide the operation of canvassing campaigns (internal accounting control), providing free material for leaders
- ✓ be a guardian of the colporteur promotion fund, ensuring the correct direction of entries



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- ✓ **have a thorough, detailed and timely monitoring of the ABC balance**
- ✓ **keep up the legal, tax and labor requirements**
- ✓ **pay on time to all vendors, most notably the Publishing House**
- ✓ **ensure the heritage of the ABC, keeping up-to-date insurance**



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- ✓ **keep up the operating capital and liquidity**
- ✓ **forward to the ABC board: colporteur assistance, analysis of the teams, students, “think big” incentive program, accounts receivable, etc**
- ✓ **keep postdated checks in bank custody**
- ✓ **have a strategy for rapid receipt of returned checks (hire a third-party collection agency)**



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- ✓ **maintain up-to-date fiscal bookkeeping**
- ✓ **provide for the strict control of ABC assets: cash, cash equivalents, accounts receivable and inventory**
- ✓ **be loyal to the colporteur, giving assistance and credit for the subscriptions made for the Brazil Publishing House (BPH)**
- ✓ **train your staff for good service**



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- ✓ forward at the end of the year to the field board of directors for approval: bank accounts, authorized cars, employee scholarships, audit report, operating budget
- ✓ implement the plan for cash payment
- ✓ observe the working policy on the granting of student scholarships
- ✓ support the hiring of assistant workers



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- ✓ **send documents monthly to BPH for payment support of the assistants**
- ✓ **pledge that the minutes of the board of the publications department are made promptly**
- ✓ **study about “personal finances” and train colporteurs in every course and meetings**
- ✓ **control the delivery of warrantee vouchers**



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- ✓ **send promptly the tithes of the colporteurs for the Field**
- ✓ **maintain the insurance policy for the assistance of survivors of credentialed colporteurs, alumni and team of the ABC**
- ✓ **participate in all colporteur meetings and, whenever possible, recruiting programs**
- ✓ **promote denominational literature along with the churches**



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- ✓ develop, along with the director, the department calendar: courses, training, recruiting, ombudsmanship, meetings, holidays of the ABC team and assistants, etc
- ✓ certify that reconciliations of accounts of assets and liabilities are being made monthly



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- ✓ **make adjustments in the balance, if necessary, of the warrantee vouchers sent to the BPH**
- ✓ **check the invoices of the warrantee vouchers**
- ✓ **support corporate purchase**
- ✓ **request permanent monitoring of internal audit**

