



Treasury Strategic Plan for 2018-2020

Reach the world!

East Zimbabwe Conference, P.O. Box W19, 4 Thorn Road, Waterfalls, Harare, Tel: +263 772 124 941-4

EAST ZIMBABWE CONFERENCE

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2018-2020 TREASURY DEPARTMENT STRATEGY

VISION

Higher, Faster, Stronger by 2020

MISSION

In harmony with the working policy and actions of the executive committees, the department will receive, safeguard and disburse organizational funds, as well as issue timely reports to officers and the executive committee.

1.

CORE VALUES

- ***Integrity***
We believe in being honest, upright and trustworthy.
- ***Unity***
We believe in integration, oneness and love.
- ***Accountability***
We believe in being responsible, reliable and answerable in all our actions.
- ***Teamwork***
We believe in combined effort, effectiveness, communication and collaboration.
- ***Efficiency***
We believe in agility, promptness, economy, timeous execution of duties.
- ***Innovation***
We believe in creativity, relevance, continuous learning and change.
- ***Communication***
We believe in telling others our concerns and challenges and listening to others concerns and challenges
- ***Emotional Intelligence***

We believe in mental wellness for high performance.

STRATEGIC OBJECTIVES

a. Staff Welfare and Development

- i. Have each team member complete a professional course or level by 2020.
- ii. Conduct professional development seminars annually.
- iii. Conduct periodic performance appraisal for the team.

b. Corporate Governance

- i. Be compliant with all relevant statutory requirements and church policies.
- ii. Formulate and implement clearly defined treasury internal control policies and procedures for EZC, EZC churches and EZC institutions.
- iii. Establish functional finance committees for EZC, EZC churches and institutions.

c. Financial Performance

- i. *Grow revenue by at least 40% annually.*
 1. Promote use of ecocash and ensure all churches have ecocash merchant codes.
 2. Automation of local church receipt books 2020. Treasury seminars including stewardship directors.
 3. Dealing with unidentified deposits i.e. ecocash, receipt manually and post via the statement to avoid duplication.
 4. 100% collection of trust funds from all churches, every month **(by the 5th of the following month)**.
 5. All scheduled payments to be processed on Tuesdays. Hence requests should be in by the previous Mondays.
 6. Receipting hours set to be closed at 3pm (on Mon – Thurs) and 12pm on Fridays.

7. Promote the use of ecocash by churches, by the end of December 2018. Also have the churches create their own merchant biller codes.
8. Local church treasurers to be trained on and to start recording ecocash transactions separately, by the end of December 2018.
9. Training on insurance to be done for all by end of January 2019. N.B. A questionnaire is suggested to be put before the training to the treasures for what they would want to be looked into during the seminar.
10. Create a multi-currency recording system for the remitted tithe and offering.
11. Quarterly audits to be done to ensure up to date submissions of remittances.
12. **Airtime allowance for calling to follow up on the treasurers and unidentified deposits.**
13. Clearly defined policies and procedures.
14. Come up with a book/document stating the defined policies and procedures as a department. Include the organogram.
15. Redesigning our work space and flow by December 2018.

ii. Grow reserves to at least three months cover by 2020.

iii. Achieve clean audit reports annually for the conference and its entities.

d. Integrated reporting

- i. Send timely treasury reports to ADCOM and EXCOM and ZEUC as per policy.

e. Risk Management

- i. *Develop and implement organizational wide risk management framework/system.*

- ii. *Insure conference infrastructure, assets, full time staff and casual staff, youth clubs, church societies and programs/congresses.*
- iii. *Ensure all contractors are issued with approved contracts at all times before commencement of work.*
- iv. *Ensure that all church properties have title deeds or approved occupational leases.*
- v. *Ensure all our institutions use road worth transports services*
- vi. *Identify appropriate facilities for church programs.*

f. Infrastructural Development

- i. *Project Management and Accounting for all projects*

g. CIT Systems

- i. *Develop communication and information technology systems that deliver effective and efficient information timeously.*
- ii. *Create a state of the art media centre that is self-supporting by 2020.*
- iii. *Automate EZC payroll and church Trust by 2020.*
- iv. *Automate all urban churches accounting systems by 2020.*

LEADERSHIP CHARTER

We the EZC Treasury Team of East Zimbabwe Conference of the Seventh-day Adventist Church do hereby **take ownership and full commitment, individually and collectively**, to the implementation of this strategic document with probity.

This strategic document sets out our mandate for the next three years up to the 2020 East Zimbabwe Conference Constituency meeting. By God's grace, **we undertake to align all our plans, actions and decisions to this strategic document at all times.**

Agreed and signed by:

Name	Signature
Charlene P. Masuka	
Charlotte Rukonhi	
Christopher Kateura	
Elizabeth Magocha	
Ineffable Nzuma	
Kholwani Moyo	
Kudzai Marasha	
Maureen Khahari	
Peter Musandida	
Praise Rudo Rubingo	
Precious T. Mapuzva	
Primrose Gwatinyanya	
Ronald Mashingaidze	
Ruvimbo Magosha	
Tadiwanashe E. Razemba	
Tafadzwa Watadza	
Vimbai Sinchuke	
Wilson Chanakira	