



Messiah Lutheran Church

Evangelical Lutheran Church in America

Credit Card Policy

Purpose

This purpose of this document is to provide a clear outline for the operating of a general charge account for the Evangelical Lutheran Church of the Messiah in line with established best practices, legal and IRS regulations as well as recommendations from the *Evangelical Lutheran Church in America Financial Guide*.

Custodianship

1. All staff and lay leaders may only be granted use of a church credit card by vote of the Congregation Council and after signing a copy of this policy. All signed copies will be scanned and kept in the "Budget & Finance" folder of Messiah's Google Drive.
2. Lost or stolen cards must be reported immediately.

Control, Oversight & Enforcement

1. The Treasurer and Budget & Finance Committee Chair are tasked with control of the charge account, including protecting associated usernames and passwords.
2. All statements will be delivered to the Treasurer and Budget & Finance Committee Chair.
3. The President and Budget & Finance Committee are tasked with enforcement of this policy.
4. All statements, receipts and other records related to credit card use are subject to regular audit by the Audit Committee.
5. The credit limit for the general charge account is set to \$1,500 and may only be changed by a vote of the Congregation Council to change this policy.

Purchasing

1. Personal items may not be charged at any time for any reason to a church card.
2. There will be no cash withdrawals.
3. Purchases of under \$100.00 from the Annual Budget or Designated Funds may be made with verbal approval of the Pastor, the President or the Committee/ Organization Chair responsible for the relevant budget line/ fund. Written approval is not required.
4. Purchases of over \$100.00 from the Annual Budget or Designated Funds may only be made with written approval of the President AND the Committee/ Organization Chair responsible for the relevant budget line/ fund.
5. Purchases of any amount not from the Annual Budget or Designated Funds may only be made with written approval of the President on behalf of the Congregation Council AND must be in line with Messiah's *Non-Budgeted Purchasing Policy*.
6. Credit limits must be respected. Over-limit charges come out of the individual card holder's ministry budget line/ fund and should be repaid by the individual card holder if fault is found by the Congregation Council.

Record Keeping & Balance Payment

1. All original receipts (or printed receipts from online purchases) must be promptly submitted to the Treasurer by the card user with a completed *Expenditure Form* attached. In cases where a receipt is lost or there are recurring monthly charges, a letter detailing the purpose, date, amount and detail of the item in question, including the cost of item, tax or tip if applicable and name of the store must be submitted to the Treasurer.
2. The balance of the charge account is to be paid at least monthly by the Treasurer and properly recorded in the monthly Treasurer's Report.

Attestation

I, _____, have read this Credit Card Policy and I understand and agree to abide by its terms.

SIGNATURE

DATE