



Policy Number: FIN0003	Ministry: Stewardship
Credit Card Usage	

# Revision History

Revision	Changes	Date
A	Initial Issue Approved by Church Vote	6/2/2013

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## I. Introduction

Ridgeview Baptist Church recognizes the need to incorporate the use of credit cards for purchases to support the various ministries of the church. Credit card usage will in most cases result in less concern from the Internal Revenue Service (IRS) for handling church-ministry expenses, and provide a more efficient means of purchases. However, with the use of credit cards comes possible risk and problems.

## II. Purpose

The purpose of this policy is to provide guidelines for the proper use of credit cards belonging to Ridgeview Baptist Church.

## III. Policies

### 1. Number of Credit Cards

The number of credit cards owned by Ridgeview Baptist Church will be determined by a joint team consisting of the Stewardship Committee and Trustees. The nominal number of cards will be five (5) or six (6). The number of available credit cards will not be increased without approval from the above team.

### 2. Number of Credit Cards Issued

Credit Cards will be issued based on the number and frequency of purchases made by each ministry area. The Stewardship Committee will be responsible for review and issue of the credit cards.

### 3. Availability of Non-issued Credit Cards

Credit cards not issued to individuals in a particular ministry area, will be available for check-out. Credit cards not issued will be maintained in a secure location by the church Secretary. The basic process is described below.

#### A. Credit Card Check-Out

Credit cards will be available for check-out in the church office. Cards may be checked out during regular business hours from the Secretary or during any regular church service from one of the Trustees. A check-out form, Attachment 1, will be used to sign out credit cards.

## IV. General Policy

### 1. Usage

Credit cards will be used for items purchased in the normal course of daily church ministry operations.

### 2. Receipts

A credit card statement will not count as a receipt for IRS record-keeping requirements, therefore, "**Receipts are required for all credit card charges**". A receipt should be provided within the same week of the purchase. The receipt should be attached to an Expenditure Form. For staff members, if a receipt is not provided, the Secretary/Treasurer will report the credit card charge as taxable income to the person.

### 3. Personal Charges

A personal charge on a church credit card creates a serious tax problem with the IRS. In extreme cases, personal purchases on a church account could involve not only civil penalties, but criminal charges being filed against the person. The policy for Ridgeview Baptist Church is that church credit cards will not be used for personal charges.

## V. Responsibilities

All individuals using a credit card must read and understand this policy. A copy will be provided when cards are issued or checked out.

### 1. Individuals Using Credit Cards

- Accepts full personal responsibility for safekeeping of the card assigned
- Absolutely no other person is permitted to use the credit card assigned
- Will ensure that all purchases are fair and reasonable prices
- All purchases become a “receivable” to the card user, and the card user may be responsible for repayment for any charges deemed not allowable
- All detailed receipts will be submitted along with an Expenditure Form, within a week of purchase(s)
- For individuals that have been issued a credit card, at the end of their ministry service, the credit card will be turned in to the Secretary or Trustee for re-assignment. The credit card shall not be passed to the next person filling that ministry role.
- Lost or misplaced credit cards are to be reported to the church office as soon as possible.
- The credit card cannot be used as a financial reference to obtain personal credit cards or loans.

### 2. Secretary

- Along with the trustees maintain the credit cards in a secure location
- Along with the trustees check-out credit cards in accordance with this policy
- Maintain an accurate record of all issued credit cards
- Require proper receipts, forms and documentation for users within a week of purchases
- Notify the credit card company of lost or misplaced credit cards
- Immediately notify the credit card company of an fraud

### 3. Staff

- Credit card expenses associated with an employee reimbursement account will be reimbursed either bi-weekly or monthly, based on payroll schedule
- All documentation, including original receipts will be required. These will be attached to the check stub, by the Secretary when the payment is made.
- Credit card expenses related to travel will require original receipts and an Expense Report (Attachment 2) be submitted to the Secretary within five (5) days after completion of travel.

## VI. Credit Accounts

In the normal course of doing ministry, Ridgeview Baptist Church has established credit accounts with certain local businesses. Purchases may be made at these businesses and charged to Ridgeview, without the use of a credit card. For these types of purchases, the same general rules of this policy apply.

- Will ensure that all purchases are fair and reasonable prices
- All purchases become a “receivable” to the individual making the purchase, and may be responsible for repayment for any charges deemed not allowable
- All detailed receipts will be submitted along with an Expenditure Form, within a week of purchase(s)
- These accounts **will not** be used for personal charges

**VII. Attachment 1 Check-Out Form**

**Credit Card Check-Out Sheet**

Date Out	Card Number	Card Received By	Signed out By	Date Returned	Signed in By

