

Crestview Baptist Church

Charge Policy

Policy pertains to Credit accounts and Credit Card

Crestview Baptist Church recognizes the need to incorporate the use of credit accounts, credit cards for purchases to support the various ministries of the church in accordance with applicable IRS regulations. Use of charge accounts, credit cards bring possible risks and problems unless proper procedures are followed.

The purpose of this policy is to provide guidelines for the proper use of credit accounts and credit cards belonging to Crestview Baptist Church. Credit accounts may be used without use of a credit card when authorized by a staff member or the Treasurer. A credit card may be checked out through the church office during regular business hours from a staff member or the Treasurer. If possible, one of the credit accounts or credit cards issued to the church should be used. When possible, a church credit card should be used when paying a contractor as it simplifies the 1099 process. Automatic payments should not be put on the credit card unless authorized by the Treasurer.

A check-out form will be used to document credit card usage. When a card is checked out, the user will be given an "Expenditure Form" to be filled in and returned with the card within the prescribed timeline. Credit cards should be returned with proper documentation within 7 days. Credit card expenses related to travel should be documented and submitted within 5 days after completion of travel.

All receipts should include "what, where, when, and why" the purchase was made. If a receipt is not provided, the Treasurer will report the charge as taxable income to the person making the charge unless the charge is repaid.

A personal charge on a church credit account creates a serious tax problem with the IRS. The policy for Crestview Baptist Church is that these accounts will never be used for personal charges.

All individuals using the church's credit accounts should read and understand this policy and assume the following responsibilities:

- Accept full personal responsibility for safekeeping of any card checked out to the individual.
- Absolutely no other person is permitted to use any card.
- Will ensure that all purchases are fair and reasonable prices.
- Card user may be responsible for repayment for any charges deemed not allowable.
- 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.
- Please notify the church office if the credit card information is on file with a company on their website for future payments.

The church office will maintain the credit cards in a secure location and maintain an accurate record of all cards and will provide the required "Expenditure Form" upon check-out. The office will notify the credit card company or bank of any lost or misplaced cards and immediately notify these entities of any fraud.