

TITLE: Authorizations for Disbursements and Charge Card Use	NUMBER: C-2
APPROVED: June 13, 2017	PAGE 1 of 3

**AUTHORIZATIONS FOR DISBURSEMENTS
AND CHARGE CARD USE**

BACKGROUND:

This policy describes who is responsible for the various programs of the Parish and who is authorized to approve the disbursement of Parish funds.

POLICY/PROCEDURE:

1. Authority to approve disbursements, consistent with the approved budget is designated below.

a.	General Fund Expenditures:	Authorization*
	Staff Compensation (see note)	T
	Replacement or Supplemental Staff Assistance	R
	Church Operations	CC
	Parish Programs	CC
	Outreach Program	CC
	Other Work Outside the Parish	T
	Diocesan Convention Expenses	V

Note: Staff compensation includes salaries, stipends, allowances, hospitalization, life insurance, pension payments, and social security. This excludes pay for substitutes or overtime.

b.	Other Funds	Authorization*
	Altar Flowers	CC
	Altar Gifts	CC
	Capital Revolving	V
	Clergy Residence	V
	Endowment (interest only)	V
	Gifts & Memorials	CC
	Habitat	CC
	Haiti School	CC
	Heritage (interest only)	V
	Memorial Garden	CC
	Memorial Garden Endowment (interest only)	V
	Music Memorials	CC
	Sabbatical Leave	V

TITLE: Authorizations for Disbursements and Charge Card Use	NUMBER: C-2
APPROVED: June 13, 2017	PAGE 2 of 3

POLICY/PROCEDURE (cont.):

Other Funds (cont.)

St. Francis Guild	CC
Scholarship (principal & interest)	CC
Work Outside Parish	CC

*Authorization Codes:

T	-	Treasurer on the basis of the latest Vestry-approved budget
R	-	Rector, Priest-in-Charge, or Senior Warden
CC	-	Committee Chair or person designated by that Chair
V	-	Vestry by specific resolution or standing policy statement

2. Charge Card Policy:

The church has three types of cards: general purpose cards, such as MasterCard, which can be used in multiple businesses; store-brand cards that can only be used in the particular store; and store-access cards, such as the SAM's Club card, which allows entrance into the store.

- a. Church charge cards exist for easy payment to vendors to reduce the out of pocket expenditures by clergy, staff and parishioners, to make small purchases under \$500.00. The MasterCard can be used for purchases up to a total of \$5,000.00. Proper documentation and authorization is required as with all other disbursements.
- b. Cards are either held by their users or kept locked in the Church Office with the credit card inventory list. The Church Secretary maintains the inventory list and establishes day-to-day control and security. The Finance Committee annually reviews the inventory list, accounts for all cards and determines if any changes are required. The Finance Committee considers for approval all requests for new cards.

TITLE: Authorizations for Disbursements	NUMBER: C-2
APPROVED: June 13, 2017	PAGE 3 of 3

POLICY /PROCEDURE (cont.)

Charge Card Policy (cont.)

- c. Receipt(s) and proper authorization are required on a timely basis as with all purchases. Documentation is provided to the Treasurer for reconciliation to the various statements. If the user does not follow procedures on a regular basis, the Finance Committee may revoke cards for a particular cardholder. The Treasurer makes such recommendations to the Finance committee. As staff may change from time-to-time, the Treasurer, Church Secretary, the card user and Finance Committee have the responsibility to make sure cards are accounted for and changes to account names are made.
- d. When it is discovered that a card has been stolen or otherwise compromised, the Treasurer will ensure that any incorrect payments are reversed, that a new card (or cards) are issued, and that the old card or cards are destroyed.