United Methodist Church of Macedonia

Credit Card and Reimbursement Spending Policy

The purpose of this policy is to ensure that staff members and approved congregants have the flexibility to individually make purchases using the United Methodist Church of Macedonia funds, while at the same time, provide accountability and protection against loss due to fraud.

1. The Church Treasurer establishes an account with a major credit card company, such as VISA, or other business that offers credit arrangements. Only the Treasurer is named as the Master Account holder.

   Purchases are made under one primary account assigned to the Treasurer, which assures UMCM maximizes rebates and avoids multiple membership fees.

   The choice of bank card(s) or other credit account is under the discretion of the Treasurer and may change as the Treasurer endeavors to maximize the value of benefits and minimize card fees.

   If church funds are being used to pay for purchases and arrangements are not made with the Treasurer to pay by a church issued check, then church credit cards should be used. Please note that this policy exists to maximize credit card rewards for the church.

   If there are circumstances when using a church credit card or church check is not possible, or if there are financial benefits to the church by using another form of payment, then the circumstances need to be communicated to the Treasurer in a timely manner. Certain staff members are assigned an individual credit card and, based on need; the following credit limits are set for each card holder:

Staff Member	**Monthly Credit Limit**
Primary Pastor	$10,000
Congregational Care Pastor (or Associate Pastor)	$500
Treasurer	$10,000
Administrative Assistant (or Secretary)	$300
Director of Christian Education	$500
Choir Director	$500

2. Only the Treasurer is permitted to request and add names to an account. Credit cards issued to Individuals must be returned to the Treasurer when the need for the card no longer exists.

3. UMCM is a tax-exempt organization, therefore prior to completing any purchase, individuals must arrange an exemption. If needed, a tax exemption form is available on the Church's website, or a copy may be obtained from the Treasurer for any business not already recognizing UMCM's tax exemption. This stipulation applies regardless of the method of payment.

4. Purchase receipts must be given to the Treasurer to ensure proper accounting records. Purchase receipts, when not self-explanatory, should have a note explaining the reason for the purchase. Purchase receipts for each charge are ideally provided within three (3) business days after making the purchase, but no later than five (5) business days before the credit card statement balance is due. Failure to submit receipts in a timely manner requires the cardholder to relinquish their credit card to the Pastor for a period of one month or for whatever period the Pastor decides is appropriate.

5. If a card user is routinely charged taxes due to the lack of tax-exempt arrangements, then Item 4 forfeiture rule also applies.

6. In the event purchases are repeatedly made using personal cash or credit, unless previously arranged, reimbursement will exclude taxes and lost rebates.

7. If a planned purchase exceeds their monthly credit limit, or if other staff members or approved congregants want to buy something without first using their own money, arrangements can be made with the Treasurer.

8. Because the Treasurer knows the present status of the budget, please check with the Treasurer to be sure there are sufficient funds available before making any large purchase and/or when concerned your approved budget may be lacking.

9. Assigning an individual credit card is a privilege which can be revoked any time without notice.

10. The Treasurer can choose to use a church check to pay an invoice or make a reimbursement. Any request for reimbursement must be accompanied by an invoice for the items or services provided. See item 4 above.

11. Any expenditure over $500, other than in an emergency, should follow the “UMCM Budget Policy and Spending Authorization Procedure” attached to this document.