



## Bank Accounts, Credit Cards and Charge Accounts

### Bank Accounts:

† There are three authorized checking accounts.

- General Fund Checking Account (Ennis State Bank)
- Dedicated Fund Checking Account (Ennis State Bank)
- Children's Day Out Checking Account (Ennis State Bank)
- These are the only checking accounts authorized for use.
- Under no circumstances will anyone open additional checking accounts in the Church's name without prior approval from the Finance Committee.
- Authorized users for these accounts will be authorized by the Finance Committee annually. The names will be published in the Committee's minutes.
  - Once authorized – the Financial Secretary and Treasurer will ensure signature cards are updated expeditiously.
  - Those persons formerly on the signature cards will be notified they are no longer authorized access to or to sign checks against these accounts.

† There is one authorized credit card.

- Visa (Ennis State Bank)
- This is the only credit card authorized for use.
- Under no circumstances will anyone apply for a credit card or open a line of credit in the Church's name without prior approval from the Finance Committee.
- Authorized users for this card will be authorized by the Finance Committee annually. The names will be published in the Committee's minutes.
  - Once authorized – the Financial Secretary and Treasurer will ensure signature cards are updated expeditiously.
  - Those persons formerly on the signature cards will be notified they are no longer authorized access to or to make charges against this account.

† There are seven authorized charge accounts.

- Wal-Mart
- HEB Grocery
- Super-1 Grocery
- Exxon
- Ennis Office Supply



- Office Depot
- Cokesbury
  
- These are the only charge accounts authorized for use.
  
- Under no circumstances will anyone open additional charge accounts in the Church's name without prior approval by from Finance Committee.
  
- Authorized users for these accounts will be authorized by the Finance Committee annually. The names will be published in the Committee's minutes.
  - Once authorized – the financial secretary and treasurer will ensure signature cards are updated expeditiously.
  - Those persons formerly on the signature cards will be notified they are no longer authorized access to or to make charges against these accounts.

### **Terms and Conditions:**

- † Under NO circumstance will any personal items be charged against a Church charge account of credit card.
  
- † All purchases and transactions for these accounts will be documented with a Receipt ! Under no circumstances will a statement will be used to settle these accounts. In the extreme case where a receipt can not be located, the Chairperson of the Finance Committee and Senior Pastor will be notified.
  
- † Maintaining positive control of multiple charge accounts with multiple authorized users creates a situation in which accountability can be lost. When we deal with other people's money we can NOT lose accountability because we are rushed or think keeping track of receipts is "just to hard". (Frequently the right thing to do is also the hard thing to do)
  
- † Any other policy makes it virtually impossible for the Financial Secretary to fulfill her duty to account for all expenditures and apply those expenditures to a specific budget line item without a receipt and detailed explanation about what the funds purchased.
  
- † Charges to any of these accounts require prior approval according to our stated policy.