

Episcopal Church of St. John the Baptist, Aptos, CA
Credit Card Use Policy
Updated by the Vestry on Jan. 18, 2022

Purchases on church credit cards are solely for the benefit of the parish or to assist the employee in performing their duties as an employee of the parish. Cards should only be used by the employee whose name appears on the card (cardholder). **Employees should never loan their parish credit card to someone else to make a purchase on their behalf.**

Receipts corresponding to the purchases on each monthly statement should be turned in to the rector or treasurer by no later than 5 days after the statement closing date for reconciliation. Each receipt should be labeled with a purpose or explanation of the purchase and, if known, the applicable budget account number. Any purchases without receipts will be considered unauthorized purchases until the receipt or satisfactory documentation is produced.

Unauthorized purchases on the card will be considered an advance on the employee's compensation and the employee will be subject to disciplinary action, including unpaid administrative leave.

Upon termination or resignation of an employee with a church card, the employee must surrender the card to the parish and the parish should immediately cancel the card. The former employee must produce all current receipts in accordance with the stated reconciliation policy.

Parish Office & Administrative Credit Card

This card is issued to the church's office manager and should only be used for purchases in categories authorized by the vestry in the annual operating budget of the parish. The office manager is authorized to purchase office supplies and manage software subscriptions for the church that fall within their respective budget category limits. For non-recurring expenditures related to office and administrative matters, the office manager shall obtain approval from the rector, senior warden, or treasurer before making purchases.

The rector or treasurer will oversee the office manager's use of the credit card and review and approve all charges on the statement before submitting it to the bookkeeper.

Rector's Credit Card

This card is issued to the parish's rector. The rector is authorized to make purchases in any line item of the parish's operating budget, as long as the purchases fall within the budget category limits for that line item.

For expenses not within the vestry-approved operating budget, the rector may use his or her discretion for charges necessary to keep the parish running. Any non-budgeted or over budget expenses should be reported immediately to the treasurer and vestry.

For non-recurring expenditures related to building and grounds, the rector shall consult with the Vestry Administration Team before making purchases. For building and grounds emergencies (if there is damage being caused to persons or property), the rector is authorized to pay the appropriate repair persons immediately and then notify the Admin Team.

The treasurer or assistant treasurer will review all purchases on the rector's card to ensure they conform to the established financial policies of the parish.

Helpful Shop Credit Card

This card is issued to the manager of the Helpful Shop and should only be used for purchases related to the operation of the Helpful Shop. Purchases should fall into categories authorized by the vestry in the annual Helpful Shop budget and not exceed the budget category limit without further vestry approval.

The rector or treasurer will oversee the Helpful Shop manager's use of the credit card and review and approve all charges on the statement before submitting to the bookkeeper.

Aptos Community Youth Program (ACYP) Credit Card

This card is issued to the director of the Aptos Community Youth Program (ACYP) and should only be used for purchases related to the operation of the ACYP. Purchases should fall into categories authorized by the vestry in the annual ACYP budget and not exceed the budget category limit without further vestry approval.

The rector or treasurer will oversee the ACYP director's use of the credit card and review and approve all charges on the statement before submitting to the bookkeeper.