



Debit Card Policy

Purpose

This purpose of this document is to provide a clear outline for the use of a debit card for the Rotterdam Community Center (RCC) in line with established best practices, legal and IRS regulations.

Use of debit cards is preferred over credit cards because debit cards (1) provide transaction information in real-time thereby providing an up-to-date fiscal picture and reducing the opportunity for fraud, (2) avoid the potential for late payment fees in the event of staff/leadership changes, and (3) allow for greater flexibility in adjusting transaction maximums, if needed.

Use of debit cards is preferred over petty cash because debit cards provide transaction information in real-time, thereby providing an up-to-date fiscal picture and reducing the opportunity for fraud.

Custodianship

1. A separate checking account from RCC's main account will be maintained for debit card transactions. A balance of up to \$2,000 may be maintained in such account.
2. Balance may be increased with prior approval of the RCC Board for expenditures more than \$2,000, provided such expense is within the approved and available annual budget.
3. All staff and volunteer leaders may only be granted use of an RCC debit card if:
 - a reasonable need has been identified for such person to make RCC-related purchases.
 - the issuance is approved by vote of the RCC Board; and
 - a copy of this policy is signed and on file in the "Budget & Finance" folder of RCC's Google Drive.
4. Lost or stolen cards must be reported immediately to the Director of Operations.

Control, Oversight & Enforcement

1. The (1) Treasurer and/or President are tasked with control of the bank account associated with the debit card(s), including protecting associated usernames and passwords. Two separate individuals must have access and control of the bank account.
2. All statements will be available to the Treasurer and Bookkeeper via the online banking system.
3. The Chair and Treasurer are tasked with enforcement of this policy.
4. All statements, receipts and other records related to debit card use are subject to regular audit by the Audit Committee.

Purchasing

1. Personal items may not be purchased at any time for any reason using an RCCdebit card.
2. There will be no cash withdrawals.
3. The Bookkeeper must acknowledge funding availability verbally or in writing prior to each debit card holder initiating any approved transactions that total over \$400 within one Sunday to Saturday period. Account balances must be respected. Purchases which overdraw the bank account come out of the individual card holder's ministry budget line/fund and should be repaid by the individual debit card holder if fault is found by the RCC Board.

Record Keeping & Balance Payment

All original receipts (or printed receipts from online purchases) must be promptly submitted to the Treasurer by the debit card user with a completed Expenditure Form attached. In cases where a receipt is lost or there are recurring monthly charges, a letter detailing the purpose, date, amount and detail of the item in question, including the cost of item, tax or tip if applicable and name of the store must be submitted to the Bookkeeper.

Attestation

I, _____ have read this Debit Card Policy and I understand and agree to abide by its terms.

Signature

Date