

USE OF CHURCH DEBIT CARDS

Policy-

- A debit card can be issued to a person running a ministry, for ministry expenditure, at the discretion of the Senior Leader and Finance Manager. The card can only be used to access funds from a nominated, Designated Funds account.
- The person must sign the policy form for debit cards and adhere to the policies.
- All expenditure must fall within the requirements of current TBC Financial policy. The cards are not to be used for any item of personal expenditure.
- The card must only be used by the authorised card-holder. The card-holder must not allow others to use the card by sharing the debit card number or other details with them.
- Each month, within 1 week of receipt of the debit card statement, the card-holder is to account for all expenditure on the bank statement. A narration is required for each item together with clear detail of what the expenditure is for. The debit card statement is to be signed off by the card-holder below a statement confirming that “All items are valid Ministry related expenditure and authorised for payment”.
- A GST tax invoice should be obtained in support of all debit card expenditure. A tax invoice is essential for any charge greater than \$50, but should be obtained as good practice in all situations. The invoices must be forwarded to the church office together with the signed off debit card statement on which the charge appears.
- The debit card is to be returned to the Church when it is no longer required for the nominated Ministry expenses, or at any time on request of the Finance Manager and/or Senior Leader.

I confirm that I have read and understood the terms of the policy set out above and that I will use the corporate debit card that I have been issued in accordance with those terms.

(name of cardholder)

(date)