



Fairview Baptist Church Expense/Credit Card Policy

I. Introduction

Fairview Baptist Church recognizes that from time to time the Pastors, Staff, and employees (“Personnel”) of the church may be required to incur expenses to conduct church business and to further the mission of the church. In addition to an expense reimbursement process we recognize that use of a credit card will in most cases result in less concern from the Internal Revenue Service (IRS) for handling church-ministry expenses, and provide a more efficient means of documenting purchases.

As mutual stewards of the financial blessings God has given Fairview Baptist Church we believe it is reasonable and sound to establish guidelines that provide structure and mutual protection. In the spirit of cooperation we ask Pastors and staff to:

- Exercise discretion and reasonable and sound judgment with respect to expenses;
- Act as good stewards and spend church money carefully and judiciously; and
- Report expenses, supported by required documentation, as they were actually spent.

II. Policies

1. Expense Report:

For reimbursable expenses paid by Personnel, a Fairview Baptist Church Expense Reimbursement Form must be completed and submitted at least monthly or within two weeks of the completion of incurring expenses.

The following information is to be included:

- Individual’s name
- Method of Expenditure
- Reimbursement Options
- Date and Description of each expense
 - Travel related expenses are to include the date, destination and purpose of the trip.
- Fairview Baptist Church Accounting code against which the expense is to be applied.



2. Church Credit Card:

The number of credit cards owned by Fairview Baptist Church will be determined by the Stewardship Committee and Treasurer. The nominal number of cards will be one (1) per pastor and secretary. The number of available credit cards will not be increased without approval.

Credit Card Limits

The Stewardship Committee will be responsible for issuance of credit cards and the assignment of credit limits per credit card.

- Limits will be based on the number and frequency of purchases made by each designated employee.
 - Credit limits will be reviewed periodically or upon request submitted to Stewardship.
- In instances where the assigned limit is insufficient for an immediate need the cardholder should contact the Treasurer or Assistant Treasurer, or Chair of Stewardship, or Chairman of Deacons to request an increase.
 - Affected cards will revert back to the previously assigned credit limit after the need has been met.

Usage

Credit cards will be used for items purchased in the normal course of church ministry operations, for travel related expenses, or in situations that require emergency payment for goods and services.

Credit cards are not to be used to circumvent the normal billing process, bill payment process, established budget limits or for cash advances.

Receipts

A credit card statement will not count as a receipt for IRS record-keeping requirements, therefore, **“Receipts are required for all credit card charges”**.

- An original receipt is required, per expenditure, and is to be provided prior to statement reconciliation each month.
- The original, a legible copy or a legible image of the original receipt is to accompany the monthly statement when it is submitted to the Fairview Baptist Church contracted Accounting service for payment.



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- The preferred method for submission of receipts is for each user to upload receipts as they are received in lieu of individually scanning and submitting them in mass at the end of each month.
- Each user has been assigned a folder and each folder is sub-divided by Year and Month.
- Expenditures for which no receipt is provided may be reported as taxable income for the individual card holder at the discretion of the Treasurer and Stewardship Committee.

Expense Account Coding

- Each individual card holder is responsible for providing the proper Fairview Baptist Church Accounting Code for submitted expenditures.
- Accounting codes are identified in the annual budget as approved by the church or as provided by the Stewardship Committee or the Treasurer.

Personal Charges

Fairview Baptist Church does not permit the use of a church credit card for personal use except in an emergency situation and after prior approval by the Treasurer, Chairman of Deacons or Chair of Stewardship.

Reward Program Benefits

Reward benefits, if provided by the lending institution at no additional cost to the church, accrue for the use of Fairview Baptist Church and not the individual card holder.

Accrued benefits will be governed by the terms and conditions of the lending institutions program and their use will be determined by the Treasurer and Stewardship Committee in consideration of the best interests of Fairview Baptist Church.

Responsibilities

All individuals accepting a church issued credit card must read, understand and sign a copy of this policy prior to a card being issued.

Individuals Accepting Credit Cards

- Accepts full personal responsibility for safekeeping of the card assigned
- Agrees no other person is permitted to use the credit card assigned
- Ensures that all purchases are fair and reasonably priced



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- Cooperates in the reconciliation of all outstanding charges associated with their assigned card.
- Understands all purchases become a “receivable” to the card user, and the card user may be responsible for repayment for any charges deemed not allowable
- Understands that an original detailed receipt is required to be submitted and identified with the appropriate Accounting Code at statement reconciliation each month.
- Understands that the issued credit card is the property of Fairview Baptist Church and that at the end of their ministry service, the credit card will be turned in to the Treasurer or Stewardship Committee.
- Agrees to report as soon as possible to the Treasurer or Stewardship lost or misplaced credit cards.
- Understands that the credit card cannot be used as a financial reference to obtain personal credit cards or loans.

III. Travel

Guidelines:

- It is our expectation that Personnel will make sound judgements regarding travel choices.
 - Coach versus First Class flight choices
 - Spousal Travel is not a covered expense
 - Frequent flyer miles are for church travel use
- Lodging should be based on the reasonable cost of hotel accommodations with safety and proximity to the attended event considered.
- Transportation choices should be the most economical appropriate under the circumstances (i.e. courtesy cars, shuttles, buses, ride services, taxis, rental) with due consideration to safety and schedule.
- Meals and Incidentals:
 - Personnel traveling outside of Wake County on behalf of Fairview Baptist Church will generally be reimbursed for meals and incidentals on a maximum per diem basis guided by <https://www.gsa.gov/travel/plan-book/per-diem-rates> for the city/state they are traveling in.
 - Receipts and documentation of the purpose of travel are required.



IV. Ministry Expenses

Ministry Supplies:

- Supplies purchased in support of Fairview Baptist Church ministries are fully covered.
 - Receipts required.
 - Documented with appropriate Accounting codes and identification of purpose.

Missions:

- Expenses incurred during the course of a church sponsored mission are covered under the terms and conditions of the mission trip as established by the Fairview Baptist Church Missions Committee.

Meals:

- Meals incurred during the course of counseling when the purpose of the meeting is not primarily a meal.
 - Reoccurring meals with the same individual(s), including non-employees, should be limited.
- Meals for employees when the purpose is a scheduled staff meeting
 - Reoccurring staff meals should be limited.
- Meals brought on-site for a meeting if the meeting is greater than 4-hours and is scheduled during a normal meal time.
- Meals for out-of-town guests that conduct business with the Church (e.g. Missionaries, guest speakers).

V. Capital Expenditures

In no instance is the use of the Fairview Baptist Church reimbursement process or credit card benefit to be used to circumvent the established Capital Expenditure and Budget process. This is to protect both the church and Personnel from any appearance of impropriety.