



SHILOH BAPTIST CHURCH OF CHESTER PA
703 CENTRAL AVENUE ■ CHESTER, PA 19013

Voucher Request Policy

Shiloh Baptist Church of Chester PA (SBC) instituted a new Voucher Request Policy to facilitate the payment of certain pre-approved budgeted church expenses and ministry/committee expenses. All ministries and committees operating under the umbrella of SBC are required to utilize this voucher policy. All special programs, expenditures for upkeep and repairs by the Board of Trustees, Church office and supplies, cleaning supplies and budgeted musical expenses by any contracted personnel are required to follow these procedures too.

An SBC voucher request will require two signatures before being submitted for payment. The first signature must be the President or Chairperson of that ministry or committee event. The second signature must be that of the Deacon assigned to that respective ministry or event.

- All vouchers submitted must be filled out completely and have proper, legible signatures, noting clearly the purpose for which the check reimbursement is requested. Failure to do so could possibly delay the processing of the voucher.

The ministries and committees of SBC have the approval to spend up to the amount of the designated funds or budgeted amounts in their ministry, using the following procedures.

- All expenditures made from a designated fund or budgeted ministry account must be pre-approved by the respective President or committee chair of that ministry prior to being remitted to their assigned Deacon and Trustee.
- Requests for purchases or payments that are not a budgeted category line item must be presented to the Board of Directors for approval, prior to the purchase or consideration for payment. This is to ensure that funds are available and the timing for payment is appropriate. The Finance Committee will establish procedures to ensure a timely response to the request made.

The Financial Secretary will remit payment for all vouchers approved by the Chairman of the Board of Trustees, with a check or use of the Church's credit card.

- Checks will be distributed on the second and fourth Tuesday of each month, and credit card (to an Officer only) on demand.
- The Finance Committee will need all voucher requests submitted to the Chairman of the Board of Trustees (Vice-Chairman in their absence) at least two (2) weeks before the date the funds are actually needed.
- The only exceptions to the two-week policy would be emergency supplies and/or repairs to the church facilities or equipment.

- The voucher will then be reviewed by the Chairman of the Trustee Board (Vice-Chairman in their absence).
- Once the voucher is confirmed that the ministry does have the sufficient funds on record.
- The Financial Secretary will write the check or issue the Church's credit card to correspond with the amount requested on the voucher, and forward the payment or card to the chairperson of the appropriate ministry/committee event.

Individuals in a particular ministry/committee receiving a check or credit card for a voucher must:

- Submit all receipts equal to the amount of voucher to the Trustee Office within one (1) week of the receipt of the payment.
- Any unused funds are to be turned in to the Trustee Office within one (1) week of the receipt of the payment.
- Please retain a copy of the voucher and receipt(s) for your records.
If a receipt(s) is not turned in, that amount will be deducted from the respective ministries' account balance. If they have a zero balance, then they would carry a negative balance and no Ministry event can be conducted until the debt owed has been satisfied.

If an individual of a particular ministry/committee makes an authorized purchase(s) before receiving funds from the Financial Secretary and/or asks for reimbursement, they must submit a copy of the approved voucher with all receipts attached in order to confirm the purchase. A check will only be disbursed when all appropriate receipts are provided.

Each ministry/committee treasurer will be held responsible for each budgeted affair to prevent expenditures from exceeding what they have on deposit.

All members of the are encouraged to observe the financial procedures and policies set forth and to support the officers and committee members who are responsible for implementing these procedures to under gird and support the mission and ministry of Shiloh Baptist Church of Chester PA.



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Debit Card Usage Policy

Purpose: The Finance Committee has arranged to provide debit cards for use by selected church staff and designated ministry chairpersons, that frequently incur expenses while conducting church business or in running church programs.

Rules Regarding Debit Card Usage: Following are the rules developed by the Finance Committee governing use of church issued debit cards.

- The debit card must be signed out from the Financial Secretary or, in the absence of the Financial Secretary, the Chairman of the Board of Trustees and returned to the Financial Secretary, within one (1) business day after it is use. A properly signed voucher requisition form must be completed and approved prior to the issuance of the debit card.
- **Under no circumstances** is the debit card to be used for cash withdrawals.
- The holder of the card is authorized to use the debit card only for expenditures to be charged to church-approved budget accounts.
- The holder of the card must not loan the card to any other individual, including family members.
- The holder of the card is authorized to use the card only for expenditures to be charged to budget accounts for which the card holder has specific approval to make expenditures to that budget account. The holder of the card will receive a list of budget accounts for which expenditures may be made using the debit card.
- Those who are not authorized to gain possession of the debit card and incur reimbursable expenses will receive reimbursement by submitting a completed Expense Voucher and appropriate receipts to the Board of Trustees for review and approval.
- The holder of the card is responsible for confirming with the Financial Secretary in determining that the bank account balance is sufficient to cover the expenditure, and that the expenditure is within the church-approved budget for the current year. If the Financial Secretary is not available, please contact the Chairman of the Board of Trustees or a member of the Finance Committee for this information.
- Sales receipts for card expenditures must be signed by the person using the card. The sales receipt must also contain the redacted debit card number and sufficient information to adequately describe the nature of the expenditure, the date of the expenditure, and identification of the business establishment at which the card was used.
- The card holder must submit the sales receipt, the card holder's copy of the debit card transaction no later than two (2) business days after the card transaction.
- The Board of Trustees will enter the expenditure into the church financial records for inclusion in the monthly and quarterly financial reports.

- The Board of Trustees will maintain a log of the receipts and reconcile the log with the bank statements. Any discrepancies will be reported to the Finance Committee.
- The Finance Committee will review transactions for conformity to these rules. Any irregularity in card usage will be brought to the attention of the holder of the debit card during the date of the transaction for explanation.
- If the debit card should be lost or stolen it must be reported IMMEDIATELY to the Financial Secretary or a member of the Finance Committee.
- Failure to follow these rules may result in loss in privileges of using the debit card in the future.

Clarification: These rules are intended to allow designated individuals responsible for ministry events and/or programs that incur frequent or substantial expenditures to conduct said event and/or program activities without the hardship of having to use personal funds for later reimbursement. The rules will also protect the church from liabilities that may occur from misuse of the card. If there are any questions regarding this procedure please consult the Financial Secretary or a member of the Finance Committee.

This Procedure will be re-evaluated periodically by the Finance Committee and modified as appropriate.



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Debit Card Purchase Approval Form

I am requesting approval for the following purchase(s):

Name of Person Requesting Approval	Date of Request

Amount of Requested Amount	Ministry/Expense Account

Proposed Merchant/Payee Name

Street Address	City, State, Zip

Description of Requested Purchase and Intended Purpose: (You may attach a detailed description obtained from intended online vendor, catalog, etc.)

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By signing below, I _____,
am acknowledging my approval of the purchase requested, in the amount detailed above.

Authorized Signature of Approval	Title	Date