

Finance Committee

October 21, 2022

Rev. Oct 27, 2023

(DRAFT) Chapter Debit Card Use Guidelines

Recommendation

The Finance Committee recommended Chapter's concurrence during chapter meeting of September 24, 2022, to obtain a debit card for Chapter's use. Debit cards are helpful and can be an asset if processes are documented and followed. We are ready to move forward.

Debit Card Use Guidelines

Debit cards are the only approved financial card for Chapters in The Links, Incorporated. The debit card is a direct link to the chapter's banking account.

Only the Chapter President and Chapter Treasurer are authorized to use the chapter debit card with permission of the Chapter. They oversee its protection and custody and shall immediately notify the financial institution and the Chapter Executive Committee if the card is lost or stolen. If the debit card is lost or stolen, the Chapter President will notify the Chapter as soon as reasonably possible but no later than the next Chapter meeting.

The Chapter President and Chapter Treasurer must surrender the debit card as soon as possible when her term of office has ended or no later than the installation of the new President and Treasurer.

If either the President or Treasurer resigns or is unable to complete her term, she must surrender the debit card immediately.

The following are authorized uses of the Chapter Debit card:

All charges must

- Be within the budgeted line item
- Be an authorized expense
- Have documents /receipts for the expense

Authorized Uses of the Chapter's debit card include:

- Travel costs
 - Airfare
 - Registration
 - Lodging
 - Shuttle, Car service or Taxi
- Deposits for Programs and meeting facilities
- Purchases
 - Office supplies
 - Approved Budget Expenses for chapter programming and operations

Prohibited Use

Cash advances, bank checks, traveler's checks, and electronic cash transfers.



Personal expenses, purchase of alcohol for non-dinner entertainment purposes (except for Chapter sponsored events) or other items inconsistent with the mission and values of The Links, Incorporated and The Links Foundation.

Debit Card Reimbursements

Debit card reimbursements must be credited directly to the bank account. The President and Treasurer cannot receive cash or refunds directly for returns of goods or services.

Debit Card Minimum

In order to use Debit Card, the expense shall be a minimum fixed amount of \$100.

Spending Limits

Spending limits will be governed by the Chapter Budget. The Chapter must approve spending that exceeds the budget allocation.

Unauthorized Charges - Unauthorized debit card purchases without proper documentation are the responsibility of the Chapter Member, including any related late fees or interest.

Use of Debit Card for Facet and/or Committee Expenses

The debit card may be used for authorized expenses of a Facet or Committee. Any unauthorized expenses shall be the responsibility of the Facet, Committee, or Chapter member.

Steps to Create a Debit Card Purchase:

1. Chapter Member requests email from Facet or Committee Chair approving the expense.
2. Chapter Member submits electronic voucher, along with attached documentation, including email approving the expense, invoice, purchase order, contract, etc. to the President and Treasurer.
3. Chapter Member will receive an automated email acknowledging the voucher request.
4. The President will process the request within 3-5 business days. Upon approval, the request will automatically be sent to Treasurer for her approval.
5. The Treasurer will review and complete the transaction. Treasurer may follow-up with the Chapter member for details regarding the transaction. For example, address where items are to be shipped, etc.

Receipts

Electronic receipts supporting debit card usage MUST be attached to chapter voucher with the proper signatures. Sufficient description should be provided on the attachment to aid in coding the charge to the proper ledger account.

Debit Card Reconciliation

Electronic receipts are permissible to be used with the bank statement. The Chapter President or Chapter Vice President for transactions in which she was involved. Must show their review and approval of the Treasurer's charges monthly by a signature and date on the voucher. The Chapter Treasurer should do the same for the voucher of the President's charges.

Quarterly Review of Debit Card Use

The audit committee should review on a quarterly basis and report to the Executive Committee and the Chapter.

Debit Card Bank Statement Reconciliation

Same procedure as Debit Card Reconciliation.

Review of Debit Card Use

Review by the audit committee on a quarterly basis. Report to Executive Committee and the Chapter. At a minimum, this should be included in the annual audit.

Enforcement

Violations of this usage policy will result in disciplinary action, up to and including loss of debit card privileges and where appropriate, criminal prosecution and or removal from elected office as determined by ethics and standards. Any violation must be reported to the Area Director or Area Treasurer.

The debit card holder is to sign the Tacoma (WA) Chapter of The Links, Incorporated "Statement of Responsibility" stating that she has read and understands the policy and procedures governing debit card use. The chapter Secretary will keep the form.

Credit Cards are not approved for use by any Chapters of The Links, Incorporated