

UUFB Credit Card & Payment Accounts Policy

UUFB has 2 Visa credit cards through First Security Bank (FSB) and has accounts with PayPal and Venmo. These cards and accounts were set up to facilitate UUFB's payments and to enable donations to be accepted efficiently in a user-friendly process.

UUFB has 2 Visa cards which are linked to UUFB's FSB Checking and Savings accounts. The 2 Visa cards are controlled as follows:

- 1) The first card is in the name of 'Unitarian Universalist' and is controlled by the Office Administrator. It is kept in the church office and has a purchase limit of \$1,000. This card is used for purchasing office equipment and supplies plus some on-line invoice payments.
- 2) The second card is in the name of the person designated by UUFB to purchase kitchen/bathroom and other incidental supplies for the UUFB facility (Suzy Sterling is the current designee as of May 2026). The purchase limit is \$500.

UUFB has a Venmo account which is used primarily for online donations to UUFB and donations to UUFB from fundraising activities. It can also be used to make payments.

UUFB also has a PayPal account. PayPal can be used to facilitate payments from UUFB to individuals and vendors who prefer that payment method. PayPal can also be used for online donations to UUFB.

Both the Venmo and PayPal accounts are controlled by the Office Administrator.

It is the Office Administrator's responsibility to review statements and transactions for the Credit Card, PayPal and Venmo accounts.

- The Office Administrator must review the monthly Visa statements upon receipt. Given that each statement is in order, the payment is made online or by check from the main checking account.
- If an expense exceeds the credit limits on the Credit Cards, it must be processed with the concurrence of UUFB's Treasurer through the Checking Account.
- The Office Administrator reviews the Venmo and PayPal account transactions and ensures they are correctly processed.
- UUFB's Treasurer is responsible for review of Credit Card, Venmo and PayPal transactions to ensure the expenses were approved and payments appropriately deposited.

Transactions, payments and donations that do not easily fit within this framework must be processed with input and guidance from UUFB's Treasurer.

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