

Hosanna Lutheran Church
Charge Account Policy
Adopted by the Congregation Council, June 14, 2009

This policy applies to any accounts in the name of Hosanna Lutheran Church (charge cards, store accounts, etc.).

A request to open an account in the name of Hosanna Lutheran Church must be approved by the Pastor, the Finance Council Member or the Financial Treasurer of Hosanna. The request must be made in writing and the person must explain their need for the account and the line of credit needed. After being signed by the requester and the approver, the approved request is forwarded to the Office Manager who facilitates the opening of the account. The Office Manager shall maintain a list of Hosanna charge accounts and a list of people approved to charge on each account. Anyone wanting to be added as a person authorized to charge on an existing account must also follow the above process.

When an emergency exists, any Hosanna member is authorized to do what is necessary to address the situation. The required documentation and approval should follow within a reasonable time period.

The list of persons authorized to charge to a Hosanna account shall be limited to those who purchase items on a regular basis. Anyone charging items on a Hosanna account must provide a detailed receipt for all purchases along with a payment request to the Office Manager in a timely manner so as to avoid finance charges. All others may pay for items being purchased and be reimbursed under Hosanna's existing reimbursement policy.

Annually, the Office Manager will review the list of Hosanna charge accounts and the persons authorized to charge on each account. The office manager will remove any person from the list who has died or has moved their membership from Hosanna. If the Office Manager has a question about the status of an existing person on the list, they shall contact that person to confirm their need to continue to be listed on the account. Also, it is the Office Managers responsibility to contact the store or charge card issuer and advise them of people added and deleted from the list of authorized signer.

In no case will an authorized signer charge personal items to an Hosanna Lutheran Church account. To do so, will result in being considered for removal from the list of authorized signer.

This policy shall be audited for compliance on an annual basis by the Audit Committee.