



Ada Music Boosters



Credit Card Policy

A credit card provides the Ada Music Boosters and its key officers, as well as, the high school instrumental and vocal directors, the ability to effectively and efficiently make purchases in relation to Board of Directors approved purchases, in response to motion(s) for expenditures arising from a general meeting of the organization or for items, routine in nature, as contained in the annual organizational budget.

Guidelines:

1. A maximum of four (4) cards may be issued (Liberty National Bank requirement). The card holders, therefore, shall be: president, treasurer, high school band director and high school choir director.
2. The minutes of any regular meeting documenting the election of these positions, or, changes in director(s), shall be provided to Liberty National Bank for issuance of Ada Music Booster credit cards.
3. Credit cards will be issued in the name of the individual cardholder, followed by the line...
ADA MUSIC BOOSTERS INC
 - a. Bank policy requires new cardholders to visit the bank to sign a signature card and present identification (which will be photocopied), for verification purposes, before a card is ordered.
4. As of November, 2014, the card has a credit limit of \$8,000. The card limit shall not exceed \$12,000 in the future.
5. The card may only be used for the purchase of goods or services for official business of the Ada Music Boosters; personal use is prohibited.
6. All purchases will be within current annual budgeted amounts. In addition, Article III, Section 2, of the By-laws, adopted April, 2014, shall apply: "The Executive Board shall have a general supervision of the affairs of the organization, with a limit on expenditures of up to \$5,000 without requirement of specific authorization from the organization."
7. The cardholder is responsible for its protection and custody and shall immediately notify Liberty National Bank and/or the Booster treasurer if it is lost or stolen.
8. The cardholder must immediately surrender the card to the Booster treasurer when affiliation with the Ada Music Boosters has ended.
9. A person using the credit card for purchases that cannot be substantiated as a necessary purchase for official business of the organization will be subject to possible legal action to recover misspent funds.

Reporting Requirements:

Credit card statements, along with transaction receipts or supporting documentation, will be reconciled on a monthly basis by the treasurer. A method convenient to the directors, as well as, being technologically current and secure will be utilized. Receipts or supporting documentation must show the vendor name or contact information, amount, date and purpose for which the expense was incurred. This is so transactions may be properly categorized for expense-tracking purposes. Monthly credit card statements will be reviewed by the Booster assistant treasurer for adherence to the reporting requirements.

The audit committee will annually review the integrity of credit card statements for adherence to this policy.