



Northern California World Service Area *Debit Card Guideline*

HISTORY:

The need for a bank debit card, linked to the NCWSA checking account, was first broached in 2018. At that time, the Chairperson and Treasurer experienced issues in meeting deposit deadlines set by various hotels using the check-writing process. In order to reserve facilities where Committee Meetings and/or Assembly events are to be held, a monetary deposit is usually required. However, in many instances, adequate advance deposit notice was not given and facility expense balances were also required to be remitted immediately upon the conclusion of events.

PURPOSE:

The purpose of the debit/credit card is to provide greater flexibility to make necessary payments which realistically cannot be made using the check-writing process. In addition, various recurring business expenses such as QuickBooks accounting software, equipment storage units, etc. require a debit/credit card on file against which to bill monthly charges.

AUTHORITY:

In March 2018, the Executive Committee approved the use of a debit card by only two officers, the Chair and the Treasurer. Each of these officers shall have his/her own debit card and are authorized to use said cards under the circumstances noted above. The Chair and Treasurer may also use the debit cards for supplies specific to their Area position.

PREREQUISITES, REQUIREMENTS, SKILLS OR TALENTS NEEDED:

Not applicable.

DUTIES:

The duty of the debit card holders shall include collecting complete documentation of each charge, either by paper or electronic receipts. When the Chairperson uses his/her debit card, he/she shall submit documentation of all charges to the Treasurer by the end of the month the debit card was used. The Treasurer shall post all card charges monthly and ensure each expenditure is supported by adequate supporting documentation.

RESPONSIBILITIES:

It shall be the responsibility of the Treasurer to:

- review the monthly debit card charges,
- post or assign such posting of charges in the general ledger to the Financial Assistant for Accounting Processes,
- submit the monthly debit card charges with supporting documentation to the Audit Committee for periodic review, and
- provide a copy of the monthly log and documentation to the Executive Committee Chair once it has been completed.



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TIMELINE:

Collect the documentation throughout the month. Once the month has closed, print the checking account monthly bank statements and verify the charges, complete the debit card log for that month using a QuickBooks report, create the .pdf file of the debit card log documentation, and email both to the recipients noted above.

AMOUNT OF TIME REQUIRED PER MONTH, YEAR, OR TERM REQUIRED:

Approximately 2 hours per month to collect documentation, complete the debit card log and email to the recipients noted above.

Collect documentation	1.00 hour
Print monthly bank statements and verify charges	0.25 hour
Complete debit card log electronically	0.25 hour
Save log and documentation to file electronically	0.25 hour
Email log with documentation to recipients	0.10 hour

EXPENSES:

Traditionally, there are no expenses related to the authorized use of bank debit cards linked to checking accounts.

RESOURCES

- NCWSA Bylaws
- B-04 Treasurer Guideline
- B-04.1 Financial Assistant Guideline

FORMS USED

Debit Card Log

OTHER INFORMATION

None.