

United Methodist Church of Chugiak
PO Box 670909, Chugiak, AK 99567

Purpose: To establish a procedure for managing our Paypal account.

Roles and Responsibilities:

1. The church has a Paypal account to enable online giving from all sources.
2. The Paypal account access should be limited to the Financial Secretary and the Alternate Finance Secretary due to the sensitivity of information. These shall be the only people with the Paypal account password and the e-mails regarding the account.
3. The Paypal@umcchugiak.org email account receives notification of all activities on the Paypal account. Access to this account allows access to the Paypal account.
4. The Finance Secretary will ensure the Paypal account balance is kept below \$100 to limit risk and will email the Treasurer when monies are transferred to the general fund.
5. The passwords for each account must be changed twice a year and coordinated between the designated individuals. If the Financial Secretary or the Alternate move away or change positions the password must be changed within 24 hours.
6. The Finance Committee will explain the Paypal donation process to the congregation annually.

Routing

1. Finance Committee
2. Administrative Council

Approved by Church Council December 3, 2009
Authored by: Finance Committee