

**First Unitarian Church of Alton  
Board Policy on Bank Accounts**

**Purpose:** Ensure financial accountability and transparency by identifying authorized signatories.

**Board Action taken:** Approved 5/21/14.

*Document presented 6/2/14 to name FY14/15 signatories effective 7/1/14 to 6/30/15.*

Document presented 8/13/15 to name FY15/16 signatories as below effective 7/1/15 to 6/30/16; policy changes approved at 9/10/15 Board meeting.

**General Guidelines**

1. The number of bank accounts will be kept to a minimum required to effectively and efficiently manage the business of the Church and its groups.
2. Church bank accounts are established in the name of the Church and not in the name of individuals.
3. Signers may not be related.
4. A signer must be an active Church member.\*
5. Anyone signing a manual check will inform the Office Administrator to ensure accurate recordkeeping.
6. Signers may not issue a check in their name or in the name of an individual related to her/him.
7. Checks are generally not made out to "cash" and, if that is necessary, the signer will inform either the President, Past President or President-Elect of the reason for that action.
8. Two authorized signatures are required on checks exceeding \$2,000.
9. Records of authorized check signers will be maintained as part of the Church Policies & Procedures documentation.

**The following bank accounts and signatories are approved as of this date:**

Capital Fund at USBank – Former President and Former Treasurer (as of this date, the individuals in those positions are Sabrina Trupia and Michele Bryant-Barbeau; this 9/10/15 policy update also retains Jerry Johnson as a signatory on this account). \*\*

Savings Account at USBank – President of the Board, President-Elect, Past President, Treasurer and Office Manager (as of this date, the individuals in those positions are Debby Lovell, Dee Evans, Sabrina Trupia, Lisa Strangeman, and Becky Green respectively). Transactions on this account may be done either manually or electronically.

Checking Account at USBank -- President of the Board, President-Elect, Past President, Treasurer and Office Manager (as of this date, the individuals in those positions are Debby Lovell, Dee Evans, Sabrina Trupia, and Becky Green respectively). This authorization also includes possession and use of a debit card by the Office Administrator and Treasurer with a \$500 ATM limit and a total \$2,000 daily limit.

USBank money market account #1-523-0319-1562 -- President of the Board, President-Elect, Past President, Treasurer, Chair of the Endowment Committee and Office Manager (as of this date, the individuals in those positions are Debby Lovell, Dee Evans, Sabrina Trupia, Kelly Crone-Willis and Becky Green respectively). Transactions on this account may be done either manually or electronically.

In addition to the above approvals, the Board directs the Secretary to coordinate with USBank officials to add new individuals as signatories after each election of officers, completing the process by July 1 of each year to ensure continuity of check preparation and processing. A motion may be required to actually change names based on the election, but in the initial implementation of this policy the Secretary will coordinate with the Bank to determine whether a simple certification of names for each account will be sufficient.

Note: The Endowment Fund is covered by a separate policy.

\* The Office Administrator is an exception to the rule that signers must be church members.

\*\* In order to expedite the few disbursements expected during FY15-16, the Board chose to retain both Michele Bryant-Barbeau and Jerry Johnson as signatories on the Capital Fund. In the future the Board may revert to Former President and Former Treasurer.