



POLICY

Policy No.: 1703-01

Policy Title: Use of Municipal Credit Card

Department: Finance & Corporate Services

Council Approval: M# 6979-13 Date: August 20, 2013

Reviewed: July 16, 2013

Revised:

Supersedes Policy/Bylaw: n/a

Policy Statement

The Municipality may issue Municipal Credit Cards to its Elected Officials, Chief Administrative Officer and Directors as a means for them to pay for expenditures incurred on behalf of the Municipality of Crowsnest Pass when petty cash and cheque are not a payment option.

1. Reason for Policy

- 1.1 To set parameters, identify accountability and establish a protocol for budgetary transactions made on behalf of the Municipality of Crowsnest Pass by approved credit card holders using Municipal issued credit cards
- 1.2 The policy objectives for the credit card system are to:
 - 1.2.1 simplify travel arrangements
 - 1.2.2 facilitate record keeping
 - 1.2.3 eliminate those traveling on Municipal business from having to carry large sums of cash
 - 1.2.4 provide a means of payment when a purchase order or invoicing protocol cannot be facilitated -including but not limited to registration fees, out of country purchases, internet purchases and one time vendors

2. Related Information

- 2.1 Policy Municipal Purchasing – provides level of authorization and guidance for the purchasing of supplies and services.
- 2.2 Policy Municipal Employee Code of Conduct.
- 2.3 Policy Council Remuneration for Municipal Day Meetings In Excess of Six hours.
- 2.4 Policy Council Attendance at Information Sessions

3. Responsibilities

3.1 Municipal Council to:

- 3.1.1 Approve by resolution this policy and any amendments.**
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.**

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.**
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.**

3.3 Directors to:

- 3.3.1 Ensure implementation of this policy and procedure.**
- 3.3.2 Ensure that this policy and procedure is reviewed.**
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.**

4. End of Policy



PROCEDURE

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1. Allocation of Municipal Credit Cards

- 1.1 A Municipal Credit Card may only be issued to an Elected Official and staff member when it will aid the effective and efficient exercise of their official functions and duties.
- 1.2 Cards may be issued on a temporary basis and recovered afterwards.
- 1.3 Each Municipal Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Appendix A).
- 1.4 No more than one Municipal Credit Card shall be issued per cardholder.
- 1.5 Credit Card Limits are set as:
 - 1.5.1 Mayor \$5,000
 - 1.5.2 Councillor \$2,000
 - 1.5.3 Chief Administrative Officer (CAO) \$5,000
 - 1.5.4 Director \$5,000
 - 1.5.4 Other as deemed appropriate by the CAO \$2,000
- 1.6 Any person eligible to be issued a Municipal Credit Card may decline and instead complete a Procurement Expense Form (Personal Reimbursement) and submit all supporting documentation of transactions made on behalf of the Municipality to the Finance Department for direct reimbursement.

2. Acceptable Use of Municipal Credit Cards:

- 2.1 simplify travel arrangements
- 2.2 facilitate record keeping
- 2.3 eliminate those traveling on Municipal business from having to carry large sums of cash
- 2.4 provide a means of payment when a purchase order or invoicing protocol cannot be facilitated -including but not limited to registration fees, out of country purchases, internet purchases and one time vendor

3. Card Holder Responsibilities

3.1 The Card Holder Shall:

- 3.1.1 In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. invoice detailing GST) or shall in lieu provide a statutory declaration (Appendix B) confirming the description of the goods and services and that that goods and services were received.
- 3.1.2 Complete the Procurement Expense Form (Appendix C), attach all supporting documentation and submit to the Finance Department (Accounts Payable) for processing of the monthly credit card statement received from the Financial Institution. Signature and printed name of the cardholder is to appear on each supporting document.
- 3.1.3 Immediately Notify the Financial Institution and the Director of Finance & Corporate Services if :
 - 3.1.3.1 The card is lost or stolen.
 - 3.1.3.2 Any unauthorized transaction is detected or suspected.
- 3.1.4 Notify the Director of Finance & Corporate Services of any change in name or contact details.
- 3.1.5 Take adequate measures to ensure the security of the card.
- 3.1.6 Return the card to the Director of Finance & Corporate Services if the cardholder's relationship is terminated with the Employer.
- 3.1.7 Be aware that the Chief Administrative Officer will determine if there is no longer need for the cardholder to retain his or her Municipal Credit Card.
- 3.1.7 Notify the Director of Finance & Corporate Services if his or her Municipal Credit Card is cancelled by the Financial Institution.
- 3.1.8 Be personally liable for any unauthorized transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

3.2 The Card Holder Shall Not:

- 3.2.1 Exceed the maximum credit limit set on his or her Municipal Credit Card.
- 3.2.2 Obtain cash advances through the Municipal Credit Card.
- 3.2.3 Use the card for any proscribed purchases.
- 3.2.4 Authorize their own expenditure(s).
- 3.2.5 Claim double allowances (i.e. request reimbursement for an expense already paid by the card or personal reimbursement).

4. Finance & Corporate Services

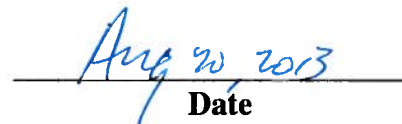
- 4.1 The Finance Department (Accounts Payable) will review the monthly statement for inaccuracies (and report these to the Director of Finance & Corporate Services for action).
- 4.2 The Director of Finance & Corporate Services will sign each monthly statement to verify that transactions that have been made are accounted for.
- 4.3 The monthly statement for the Director of Finance & Corporate Services and Elected Officials will be signed off by the Chief Administrative Officer.
- 4.4 The Municipal Credit Card issued to the Director of Finance & Corporate Services is to be utilized for registering and booking workshops, conferences and other Municipal related activities for all staff and elected officials.
- 4.5 Municipal Credit Cards issued to the Chief Administrative Officer and to Directors may be utilized for Municipal purchasing transactions that cannot be secured with a Municipal Purchase Order or accommodated by forwarding a Municipal Cheque, Money Order or Direct Transfer of Funds.

5. End of Procedure

Approval



Chief Administrative Officer



Date



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APPENDIX A

CREDIT CARD ISSUE FORM

Cardholder Name (print)

Position (print)

I understand and agree that the Municipal Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions.

USE

1. The Municipal Credit Card ('the Card') is the property of the Municipality of Crowsnest Pass and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than myself other than allowed by the Use of Credit Card Policy.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorized use of the Card to the Financial Institution and the Director of Finance & Systems.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

MONTHLY RECONCILIATION AND SUPPORTING DOCUMENTATION

1. I will:
 - a) In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. invoice detailing GST) or shall in lieu provide a statutory declaration confirming that that goods and services were received-signature and printed name of the card holder is to appear on each supporting document

- b) Provide all supporting documentation to the Finance Department (Accounts Payable) as charges occur for matching to the monthly statement from the Financial Institution.

CHANGE IN CARDHOLDER DETAILS

1. I will immediately advise the Director of Finance of any change in my name or contact details.

UPON RESIGNATION OR TRANSFER

1. I will immediately return my Card to the Director of Finance & Systems if I resign or retire, or if my services as an employee or elected official of the Municipality are otherwise terminated, or if I am instructed to do so by the Chief Administrative Officer.

LOST OR STOLEN CARDS

1. I will immediately report the loss or theft of my Card to the Financial Institution and the Director of Finance & Systems.

DECLARATION

1. I confirm that I have access to only one Card.
2. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

Cardholder Signature

Signature of Authorized Card Issuer



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APPENDIX B

STATUTORY DECLARATION FORM

CANADA)
Province of Alberta) In the matter of _____
To Wit:) _____

I, _____ Of _____

in the Province of Alberta, Canada

do solemnly declare that:

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at _____
in the Province of Alberta
this ___ day of _____, 20__

(A Commissioner, etc. (or as the case may be)

(Signature of Declarant)

(Print name of commissioner)

Expiry date of commission



CROWSNEST PASS
Naturally Rewarding

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APPENDIX C
Credit Card Procurement Expense Claim Form

Name: _____ **Signature:** _____

Date Submitted to Finance: _____ **Approved By:** _____

Receipt attached	Date	Vendor	Amount	GST	Total	Account Code <small>(see back of form for details)</small> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Office Use Only</div>

Receipt attached	Date	Vendor	Amount	GST	Total	Account Code (see back of form for details) <div data-bbox="1214 128 1471 184" style="border: 1px solid black; padding: 2px;">Office Use Only</div>