



<b>Title: Corporate Credit Card</b>	<b>Date Approved: June 8, 2021</b>
<b>Policy #: FS 4-2021</b>	<b>Council Resolution #: 138-21</b>
<b>Department: Financial Services</b>	<b>Revision:</b>
<b>Rescinds:</b>	<b>Procedure #: FS 2-2021</b>

**Preamble:**

This policy lists protocol for effective guidance and management control of the Town of Carberry Corporate Credit Card. The Town of Carberry feels it is necessary to have a clearly-stated policy regarding the management of the Corporate Credit Card in order to maintain accountability to the public.

**General Standards and Regulations:**

The Town of Carberry will be referred to as the “Town” throughout this document. The Town authorizes administration to manage one BMO MasterCard corporate credit card with a total limit of \$60,000. The CAO and/or Assistant CAO are responsible for ensuring that this policy is adhered to and procedures are enforced in order to maintain minimum risk of the corporate credit card being used for fraudulent purposes.

**Policy:**

1. Approval authority shall only be issued to an employee on approval by the Chief Administrative Officer or designate in accordance with this policy.
  
2. The allowable purchase limits shall be within the individual’s purchasing authorities as outlined in Appendix “A” and/or as authorized by the Chief Administrative Officer and as approved in the Town’s budget.
  
3. Responsibility of Credit Cardholders:
  - (a) The employee shall ensure that all credit card purchases are in compliance with the Town’s budget.
  - (b) The employee issued the credit card shall sign the card out and in by signature, date, and time they have the card in their possession and have signed authorization by the CAO or designate. See Appendix “B”
  - (b) The employee issued the credit card is responsible for its protection and custody.
  - (c) The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.
  - (d) The above said receipts and documentation must be submitted to the Finance Department in a timely manner to reconcile against the monthly credit card statement.

- (e) A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Town's purchasing ordinance.
- (f) Lost or stolen credit card shall be immediately reported to the Chief Administrative Officer.

4. Non-Compliance:

- (a) Violation of the policy may result in revocation of a credit card use privileges.
- (b) An employee found guilty of unauthorized use of the Town's credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- (c) An employee shall be required to reimburse the Town for all costs associated with improper use through direct payment and/or payroll deduction.

5. Internal Controls:

- (a) The Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of the credit card to personnel and generally for overseeing compliance with this policy.
- (b) Assistant CAO or Financial Officer shall be responsible for:
  - (1) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
  - (2) Accounting and payment of expenses.
  - (3) Reconciliation of receipts and documentation to the monthly statements.
  - (4) Presentation of the monthly credit cards statements to the Finance Committee.

6. Payment of Credit Card Billings:

- (a) On a monthly basis the Town's credit card statements and supporting documentation and receipts must be reviewed to ensure:
  - (1) All Town's policies and procedures are met
  - (2) Purchases are reasonable and justifiable and
  - (3) Are adequately supported by original receipts and explanations of expenditures.
- (b) Credit card statements must be checked and coded monthly by the Assistant CAO or Financial Officer.
- (c) All original receipts and credit card charge slips must accompany the statement for entering into Accounts Payable.
- (d) All entering into the Accounts Payable program must be completed by the Administrative Assistant.
- (e) Payment of the BMO MasterCard shall be submitted through direct withdrawal from the Town's general operating chequing account.

**Adopted by Resolution of Council # 138-21 at Carberry, Manitoba, this 8<sup>th</sup> day of June, 2021.**

## Appendix "A"

### Town of Carberry Credit Card Spending Limits

<b>Position</b>	<b>Credit Card Spending Limit</b>
Chief Administrative Officer	\$5,000.00
Assistant Chief Administrative Officer	\$1,000.00
Public Work Foreman	\$5,000.00
Manager Parks, Facilities and Sanitation	\$1,000.00
Manager of Leisure Services	\$1,000.00

