

Rural Municipality of West River

Credit Card Policy

Policy # 2024-02

BE IT ENACTED by the Council of the Rural Municipality of West River as follows:

1. Title

1.1. This Policy shall be known as, and may be cited as the " Credit Card Use Policy."

2. Purpose

2.1. The Rural Municipality of West River is committed to operating in a transparent manner. The purpose of this policy is to establish procedures under which authorized Municipal employees/ councillor shall use the credit card in a responsible and accountable manner.

2.2. The credit card shall only be used for the purchase of goods and services for official business for the Municipality in the manner approved by the Chief Administrative Officer (CAO).

3. Definitions

3.1. Credit Card means a card owned by the Municipality of West River issued by a financial institution which enables the cardholder to purchase goods or services on credit from that institution.

3.2. The Chief Administrative Officer/CAO means the administrative head of a municipality appointed by the Council under subsection 86 (2)(c) of the Municipal Government Act.

4. Approval Authority

The Municipal credit card shall only be issued and used by the Chief Administrative Officer, and councillors/employees appointed by resolution of Council at a Regular Council Meeting

5. Authorized Credit Card Limit

The maximum credit card limit shall be \$5000 and may be reviewed by council from time to time based on operational needs of the Municipality.

6. Loyalty or Reward Points

- 6.1. Loyalty Point accrued or earned using the Municipality credit card shall accrue to the Municipality of West River
- 6.2. Redemption of loyalty points accrued under the credit card is limited to authorized purposes
- 6.3. Redemption of loyalty point shall be reported at the first Committee of Council meeting after the points where redeemed
- 6.4. Access to the Municipality loyalty reward account shall be limited to the Chief Administrative Officer (CAO) or any employee appointed by the person

7. Responsibility of Credit Cardholder

An authorized employee/councillor shall:

- 7.1. Not exceed the maximum credit limit set on the credit card
- 7.2. Not increase the maximum credit limit set on the credit card
- 7.3. Be required to enter a Cardholder Declaration (Appendix A) before using the credit card.
- 7.4. Ensure that all credit card purchases are in compliance with this policy and other related policies.
- 7.5. Submit all receipts, invoices detailing the expense and complete and submit the credit card expense form (Appendix B) to the bookkeeper.
- 7.6. Not be used for cash advances, personal use or any other type of unauthorized purchase
- 7.7. In the event the credit card is lost or stolen, the employee/councillor who was in possession shall
 - immediately report the occurrence to the Chief Administrative Officer
 - Immediately refrain from using the credit card upon resolution of council, or resignation or completion of term with the Municipality

8. Non-Compliance

- 8.1. Violation of the policy shall result in revocation of credit card use privileges, and may be subject to disciplinary actions.
- 8.2. An employee/councillor shall be required to reimburse the municipality for all costs associated with unauthorized and improper use through direct payment and/or authorize payroll deduction for reimbursement of costs.

9. Audit/Internal Control

Bookkeeper shall be responsible for:

- 9.1. Reconciliation of receipts and documentation to the monthly statements.
- 9.2. Presentation of the monthly credit card statements to the Chief Administrative Officer.
- 9.3. Maintaining a record of loyalty points that accumulate on the Municipality's credit card account, and the applications of those points.
- 9.4. Referring all non-authorized use of credit card and loyalty points to the Chief Administrative Officer who shall present this to the Committee of council for review, denial, or approval.

Policy # 2024-02

Appendix A - Credit Cardholder Declaration Form

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefits of the Municipality of West River
2. Violation of the Credit Card Use Policy shall result in revocation of user privileges. Employees/Councillors found to have inappropriately used the credit card will be required to reimburse the Municipality for all costs associated with such unauthorized use through a direct payment and/or payroll deduction
3. The Municipality will investigate and may commence, in appropriate cases, either disciplinary actions for employees, and/or Legal action against employee/councillor found to have misused the credit card or who violates the provisions of the Credit Card Use policy

I acknowledge that I have read and understand the content of the Credit Card Use Policy and agree to abide by the Policy.

Credit Card Number: _____

Received by: _____

Date: _____

Policy # 2024-02

Appendix B - Credit Card Expense Form

Card # (last 4 digits)	Cardholder Name

Purchase

Date of Purchase	Vendor Name	Description of Business Purpose	Amount (\$)	Budget Line Item
Total				

Cardholder Signature: _____ Date: _____

Bookkeeper Signature: _____ Date: _____

Please attach all credit card receipts and submit for reconciliation