



MD OF PINCHER CREEK NO. 9

FINANCIAL POLICY

C-FIN-537

TITLE: FINANCIAL CREDIT CARDS

Revised by Council
Approved by Council

Date: *May 9, 2023*
Date: August 25, 2015

PURPOSE OF POLICY

The purpose of this policy is to ensure municipal credit cards are used for appropriate municipal expenditures and adequate controls are established for day-to-day use.

POLICY STATEMENT

1. The Municipal District of Pincher Creek No. 9 (MD) may issue municipal credit cards to authorized Employees as a means to pay for expenditures incurred on behalf of the MD.

DEFINITIONS

2. For the purpose of this policy, the following definitions shall apply:
 - a. “Authorizing Supervisor” shall mean the cardholders immediate supervisor, Director of Finance or the Chief Administrative Officer.
 - b. “Cardholder” shall mean the employee whose name appears on the municipal credit card.
 - c. “Municipal Credit Card” shall mean a credit card, issued by a recognized financial institution, for the payment of appropriate municipal expenditures.
 - d. “Recurring Payment” shall mean giving a merchant the authority to automatically charge an MD credit card for a product or services at regular intervals until cancelled.
 - e. “Signing authorities” shall mean those individuals appointed at the organizational meeting to have signing authority for the MD.

GENERAL GUIDELINES

3. The Authorizing Supervisor is the primary monitor to ensure the cardholder complies. Finance shall review the monthly credit card transactions and statements. Any non-compliance shall be reported immediately to the Chief Administrative Officer or designate.
 4. While attending a function or purchasing an item where various cardholders are present, the most senior employee must use their municipal credit card.
 5. The Chief Administrative Officer, or designate, may demand the return of any company credit card when they feel it to be in the MD’s best interest to do so. Credit cards are to be surrendered immediately upon request.
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AUTHORIZED USERS

6. Each Municipal Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card.
7. The Reeve, Chief Administrative Officer and Directors are authorized to have a Municipal Credit Card.
8. In line with the MD's financial institution's controls and policies, the signing authorities may issue credit cards to Employees or Councillors when it is considered to be in the municipality's best interest. It is expected that the following positions will require a credit card: Public Works Manager, Agricultural Services Manager, Purchaser, IT Specialist and Executive Assistant.
9. The Chief Administrative Officer or the Director of Finance's credit cards may be used by municipal staff on a temporary basis and shall be returned to the appropriate cardholder immediately following the specified use.
10. The maximum number of cards issued between the Council and Administration shall be twelve.

CREDIT CARD ACCOUNTS

11. Separate credit card providers or accounts will be used for Council and Administration. The combined maximum credit allowed for all Council credit cards shall not be greater than twelve thousand five hundred dollars (\$12,500) and the combined maximum credit allowed for all Administration credit cards shall not be greater than fifty thousand dollars (\$50,000).

ELIGIBLE EXPENSES

12. Municipal credit cards are only to be used for legitimate MD purchases when a cheque is not a reasonable option. When used, itemized receipts for purchases must be submitted to Accounts Payable for processing. In the event that a cardholder does not have an itemized receipt, the cardholder must make every effort to obtain the receipt or receive approval from the Chief Administrative Officer, or designate. Failure to do so, or any personal use may result in disciplinary action, up to and including termination of employment.
13. The Chief Administrative Officer and Director of Finance are the only authorized credit card holders who may purchase prepaid gift cards.
14. Recurring payments are authorized and set up on the Chief Administrative Officer and Director of Finance's credit card.

APPROVAL AND SIGNING AUTHORITY

- 15. The credit card holder's authorizing supervisor shall approve all cardholder transactions by signature on the itemized receipt.
- 16. Any transaction over \$5,000 requires the appropriate signing authority signatures.



Rick Lemire
Reeve



Roland Milligan
Chief Administrative Officer