

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2019-48

"BEING A BYLAW TO ADOPT A CREDIT CARD POLICY"

WHEREAS Municipal Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to adopt a policy with respect to the use of corporate credit cards;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Edwardsburgh/Cardinal enacts as follows:


1. That the Corporate Credit Card Policy, as described in Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.
2. That By-laws 2013-62, 2017-43 and 2018-07 are hereby repealed.
3. That this by-law shall come into force and effect upon passing.

Read a first and second time in open Council this 26th day of August, 2019.

Read a third and final time, passed, signed and sealed in open Council this 26th day of August, 2019.



Mayor



Deputy Clerk

Schedule "A"
By-law 2019-48
Corporate Credit Card Policy

Objective:

The following policy applies to all operations and employees of the Township. The use of the credit card must be in compliance with all other policies of the Township. The objective is to maintain financial and operational management controls while streamlining and simplifying the purchasing process and to give the end user a tool to purchase lower value items with minimal procedural obstacles, subject to the provisions of this policy.

Overview:

Credit cards will be issued to Township Managers as listed below who, in the course of their regular duties, are responsible for making purchases on behalf of the Township. The purpose of the cards is to purchase goods or services not covered under some other form of purchase agreement where Vendor credit has already been established.

Spending Limits shall be as follows:

Chief Administrative Officer/Clerk:	\$5000
Treasurer	\$5000
General Manager, Port of Johnstown	\$5000
Director of Operations	\$3500
Recreation, Parks, Facilities Manager	\$3500
Fire Chief	\$3500
Chief Building Official	\$2000
CEO/Librarian	\$2000

The Mayor shall also have a credit card with a spending limit of \$2000, and shall be subject to this policy.

General Guidelines:

- The card will only be used with companies that are Visa merchants, provided the purchase falls within the spending limit of the cardholder.
- The liability for charges on the credit card rests with the cardholder's department.
- The Township is not liable for unauthorized use of the card after notification to Visa of the loss, theft or cancellation of the card.
- The Township will pay the sales taxes on all invoices but will continue to receive the HST rebates or input tax credits in the normal manner.

Cardholder's Responsibilities:

- The recipient of the card is required to sign an "Acknowledgement of Responsibilities and Obligations" form which acknowledges the card was received and will only be used for authorized purchases.
- Use of the card must be authorized by the individual whose name appears on the card.
- The back of the card must be signed by the cardholder as soon as it is received.
- The card must be kept in a secure location when not in use.
- The card must not be left in a vehicle.
- If lost or stolen, the cardholder must report to Visa and the Chief Administrative Officer immediately.
- The cardholder must return the card to the Chief Administrative Officer:
 - upon request
 - upon termination or resignation of employment, or
 - when the card is no longer required.
- The cardholder must maintain and include necessary details on the receipt, and forward all receipts to the Accounts Payable Clerk on a weekly basis.

- The card shall not to be used for personal use purchases or to obtain cash advances. If it is determined that the card has been used for personal reasons, the employee is required to immediately reimburse the Township. The Chief Administrative Officer may cancel the credit card if used for personal reasons or any other inappropriate use.

Treasury Responsibilities:

- Accounts payable will process credit card account payments in a timely manner in order to avoid interest charges.
- Maintain an up to date register of cardholders.
- Ensure compliance with Township procurement and related policies.
- Provide assistance for credit card account disputes.

Chief Administrative Officer Responsibilities:

- Ensure issuance of credit cards in accordance with this policy.
- Communicate the credit card policy and internal procedures to all cardholders.
- Cancellation and/or recall of credit cards.
- Review and approve monthly credit card statements for each Township Manager & Treasurer, excluding the General Manager, Port of Johnstown.

Mayor and Council Responsibilities:

- The Mayor shall review and approve the monthly credit card statement of the CAO.

**Employee Acknowledgment of Responsibilities and Obligations for the
Use of the Township Credit Card**

1. I understand that the card is approved for corporate purchases only, and I agree not to charge any personal purchases.
2. I agree to immediately notify the Royal Bank if the card is lost or stolen. I further agree to confirm the telephone call by mail or facsimile with copy of such notification to the Chief Administrative Officer.
3. I agree to surrender the card immediately upon termination of employment with the Township of Edwardsburgh/Cardinal whether for retirement, resignation or termination.
4. I understand that the card is issued in my name under the Corporation of the Township of Edwardsburgh/Cardinal. I will undertake to protect the card and card account number from unauthorized use and realize that it is for my use only and not to be divulged to any other person (except a merchant with whom I am transacting business on behalf of the Township of Edwardsburgh/Cardinal)
5. All charges will be billed to the Township of Edwardsburgh/Cardinal and paid by the Township of Edwardsburgh/Cardinal. The Royal Bank cannot accept any monies from me directly; therefore any personal charges billed to the Township of Edwardsburgh/Cardinal will be considered misappropriation of public funds.
6. I understand that the card is the property of the Royal Bank of Canada assigned to me on behalf of the Township of Edwardsburgh/Cardinal and I agree to comply with internal control procedures designed to protect corporate assets.
7. I understand that the card may be revoked by the Chief Administrative Officer for failure to adhere to established policies and procedures
8. I understand that the Township will receive a monthly statement and that I will verify all purchases, provide the receipts and forward to the Accounts Payable Clerk. The receipts must be submitted on a weekly basis.
9. I understand that the card is not provided to all employees and assignment of a card is based on the need to purchase goods and services for the Township of Edwardsburgh/Cardinal. The card is not an entitlement; nor is it reflective of title or position in any way.
10. I have received a copy of the Policy, have been afforded the opportunity to seek clarification and fully understand the Credit Card User Guidelines.

I, _____ hereby acknowledge receipt of the Credit
(Print Name)

Card issued by the Royal Bank of Canada, Card Number _____
(Print Card Number)

(Cardholder Signature)

(Date)

Chief Administrative Officer

(Date)