



Section Financial	Policy No. 16-12	Page 1 of 3
Policy Title County Credit, Debit and Fuel Cards	Date: February 27, 2018	Resolution No. 60/18

Purpose:

To establish a policy and procedures for the acquisition and use of credit cards and debit cards in the name of the Kneehill County for Authorized Holders.

Objective:

To set out reasonable and responsible parameters for the use of Kneehill County credit, debit and fuel cards and to ensure users are aware of the privileges and duty of care associated with such use.

Policy Statement:

The Council recognizes the importance of providing controls to ensure all financial transactions are properly accounted for and administered in a timely manner to reduce liability exposure to Kneehill County and Authorized Holders of County credit cards and debit cards.

Definitions:

Authorized Holder means any person who holds the position of Reeve, Chief Administrative Officer (CAO), or any Director and includes any other person authorized by the CAO or, Directors, or Senior Manager of Transportation and Facilities for the use of cards.

Card means a credit card, debit card or fuel card.

County means Kneehill County, a municipal corporation in the Province of Alberta.

Credit Card means any card issued by a financial institution, bank or corporation to the County for any Authorized Holder, authorizing the holder to buy goods or services on credit on behalf of the County.

Debit Card means any card issued by a financial institution or bank to the County for any Authorized Holder, authorizing the holder to buy goods or services by electronic withdrawal of funds on deposit in a bank on behalf of the County.

Goods and Services means any goods or services which would normally be required by the Authorized Holder as part of normal County operations as approved within the annual County Budget, but does not include cash withdrawals.

Procedures:

1. The total corporate Council approved limit is \$40,000. The following positions will be eligible as Authorized Holders of a County card for payment or charge of legitimately budgeted items with the following limits:

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<u>Card Type</u>	<u>Department</u>	<u>Position</u>	<u>Limit</u>
Credit/Debit Card	Legislative Administration	Reeve	\$2,500.00
		CAO	\$10,000.00
	Operations	Director of Municipal Services	\$8,000.00
		Director of Corporate Services	\$5,500.00
		Executive Assistant	\$5,500.00
		Senior Manager of Transportation and Facilities	\$6,000.00
Manager of Parks & Agricultural Services	\$2,500.00		
Fuel Cards	Administration	CAO, Director of Municipal Services, Senior Manager of Transportation and Facilities, Director of Corporate Services	Per Corporate Agreement

2. The charge or purchase of personal expenses, alcoholic beverages or any item or event not related to County duties or employment is not allowed.
3. Authorized Holders will be responsible to:
 - a. safeguard any card issued to them by the County from use by unauthorized individuals;
 - b. abide by the terms and conditions of this policy and procedures and any agreement required by a financial institution, bank or corporation for a card;
 - c. turn credit slips and debit slips, along with an appropriate vendor invoice, complete with GST number, into the Accounts Payable Clerk after the expense is incurred if it was local or upon return from a workshop, conference or convention.
 - d. review and sign any agreements required by the County or a financial institution, bank or corporation for the card;
 - e. provide any personal information as required by a financial institution, bank or corporation, within the limits of any Provincial or Federal law which may apply, for the card;
 - f. forfeit the card upon:
 - i) suspension or termination of employment with the County
 - ii) failure to adhere to the terms and conditions of use of a County card.

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4. The CAO, or designate, will cause an investigation upon any allegation of inappropriate expenditure or charge. Use of the card is considered a privilege and all Authorized Holders will respect the fact the card provides access to public funds. The Council, CAO, or designate, may take any of the following actions in the event any expenditure is found to be inappropriate:

- g. issue a warning and seek reimbursement;
- h. suspend or terminate employment;
- i. proceed with legal action in a court of jurisdiction;
- j. recall the card.



Al Hoggan
CAO



Jerry Wittstock
Reeve

Approved: March 30, 2006 138/06
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