

# **FIFE ROAD CO-OPERATIVE HOMES, INC.**

## **CREDIT CARD POLICY**

### **1. INTRODUCTION**

- a) There are times when the Co-operative requires a major credit card such as Visa or Mastercard.
- b) This card will be used in circumstances where there is an emergency maintenance call during off hours, when members attend a conference that requires an hotel or other circumstances where a credit card is required.

### **2. USAGE**

- a) There will be two credit cards issued on the account. The card for the second staff will remain at the co-op for usage relating to emergency purchases or services..
- b) One card will be issued in the Property Managers name and the second one will be issued in the second staff person's name
- c) The members usage of the card can be restricted where the usage is known in advance, or at least the purpose of the event is known, and blanket approval may be given.
- d) In the event that the card is required for online purchases, prior approval will be required and receipts will be signed by a signing officer. When the purchase is complete, the receipt must be printed off and certified to be a match to the purchase order.
- e) In other events, such as emergency call-ins, staff or the emergency contact will get a receipt for the amount paid, what it was for, and what unit was attended. This will be compared to the invoice when it arrives in the office. Again, this must be signed and corroborated by a signing officer, not the emergency contact if they are in a duplicate role.

### **3. CONTROLS**

- a) In addition to the controls (signatures for confirmation) listed above. There are several other controls that must be utilized.
- b) There must be a receipt for every purchase made on the credit

- card. Any signing officer will review the receipt and provide a signature that the purchase was made. This should be done prior to the payment made on the credit card.
- c) When the statement is received, the Financial Administrator will compile purchase orders, receipts and credit card statement and provide to the authorized signing officer to approve the payment to the credit card.
  - d) The treasurer should be assigned as the person responsible for matching purchases, invoices etc. to the credit card statement before payment is made to the credit card. This person will ensure that each receipt has been signed by a signing officer. When this is completed, the board member will sign each item.
  - e) The credit card balance must be paid in full each month by cheque or electronic payment. The treasurer will ensure that the steps required to approve each step of the process is completed.
  - f) The accounting related to these receipts must meet the expectations of HST for reimbursement, as credit card statements will not be sufficient.

#### **4. AMOUNT OF CREDIT CARD**

- a. The maximum of the credit card is to be \$10,000.
- b. The amount of the card is not to be increased without a motion by the board of directors.

#### **5. SECURITY OF THE CREDIT CARDS**

- a. These credit cards must be kept secured at all times.
- b. In the event of a lost or stolen credit card, the credit card company must be notified as soon as it is established missing and then notify the treasurer that the proper steps have been taken to protect the co-op from illegal charges