

FIFE ROAD CO-OPERATIVE HOMES, INC.

CREDIT CARD POLICY 2026

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 a maximum of four credit cards issued on the account. Each card will remain in the Co-op office for usage relating to emergency purchases or services.
- b) One card will be issued in the Property Managers name, one card will be issued in the second staff person's name, one card will be issued in the Emergency Maintenance contact's name and the fourth may be issued in the Maintenance person's name.
- c) The members usage of the card will be restricted to 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 major online purchases, prior approval will be required and receipts will be signed by a signing officer, preferably the Treasurer. 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 calls, the cardholder will get a receipt for the amount paid, stating 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, preferably the Treasurer, 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. There must be a receipt for every purchase made on the credit card.
- b) When the statement is received, the manager or bookkeeper will compile purchases, receipts and credit card statement and provide to the Treasurer or signing officer in the event the treasurer is unavailable to approve the payment to the credit card (if any of the purchases are made by the emergency contact if they are a signing officer they are not permitted to approve that statement).
- c) 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 Treasurer will sign each item. In the event the treasurer is not available, another signing officer may be assigned to verify the purchases to approve payment to prevent interest charges on the card.
- d) 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.
- e) 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.
- c. Each credit card will have it's own individual limit as detailed in the Credit Card Procedures.

5. SECURITY OF THE CREDIT CARDS

- a. These credit cards must be kept secured at all times.
- b. Each card should be retained in the Co-op office when not needed. The emergency maintenance person card will be in the locked key box, until needed. The office staff credit cards will be stored in the

safe. The card holders will be responsible for the safe storage of the card when outside of the co-op office and responsible for immediate contact to the credit card company should the card be compromised.

- c. 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.

FIFE ROAD CO-OPERATIVE HOMES, INC. CREDIT CARD PROCEDURES

6. 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.

7. USAGE

- a) There will be a maximum of four credit cards issued on the account. Each card will remain in the Co-op office when not in use for usage relating to emergency purchases or services.
- b) One card will be issued in the Property Managers name, one card will be issued in the second staff person's name, one card will be issued in the Emergency Maintenance contact's name and the fourth will be issued in the Maintenance person's name.

8. CARD CREDIT LIMITS

- a) The maximum limit on the Co-op credit card will be \$10,000.
- b) The card issued in the Property Manager's name will have the full limit of \$10,000 as they are responsible for booking conference hotel rooms, office supplies, maintenance supplies and social functions supplies, etc.
- c) The second staff person will have a card with a limit of \$3,000. It is not anticipated that this person will require the card to make

many purchases, these purchases will be directed by the manager or a board signing officer or they will reach out for approval prior to usage.

- d) The Emergency Maintenance contact's card limit will be \$500. It is anticipated that this card will only be used occasionally for emergency purchases when the other three people are unavailable. They will obtain approval from another signing officer or staff.
- e) The Maintenance person will have a card with a limit of \$5,000 for purchases on behalf of the co-op. When the co-op has an account with a vendor, they will use the account before making purchases on the credit card.

9. CONTROLS

- a) Controls will be as detailed in the Credit Card Policy.
- b) The Treasurer will review every credit card statement, ensuring that there are receipts to back up each transaction on the card before authorizing payment of the card.
- c) The credit card in the maintenance staff's name will require receipts for purchases made on the card. If the receipts are not presented the co-op can subtract the value of the purchases from invoices until the receipts are provided. This is to ensure that the card is used for its intended purpose and to protect the co-operative.