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WESTERN CASS FIRE PROTECTION DISTRICT

Resolution No. 220803.2

A RESOLUTION AUTHORIZING THE USE OF DISTRICT PURCHASING CARDS.

RECITALS AND PURPOSE

Whereas, the WESTERN CASS FIRE PROTECTION District Board of Directors finds the purchase of small dollar commodities and the procurement of certain other goods and services, is cumbersome and inefficient, and

Whereas, the District's Board of Directors also finds that fuel for district vehicles is purchased with fuel credit cards; certain store credit cards and a bank debit card, are in limited use to make purchases for the District, and

Whereas, the Board of Directors also finds that individuals are using personal credit cards for travel on District business and to make emergency purchases of goods and services for the District, and

Whereas, the Board of Directors finds also the use of credit cards by local governmental entities and their agencies is common and widespread, and

Whereas, the Board of Directors believes the use of credit cards, debit cards and fuel cards, hereinafter called purchasing cards, offers many advantages and will streamline the processes for small dollar orders and payments, reduce paperwork and processing time, and provide cost savings through consolidated payments, and

Whereas, the Board of Directors recognizes the ability of a cardholder to make the District liable for improper or illegal purchases are an inherent risk. The adoption and adherence to orders implementing additional internal controls, will greatly reduce the District's exposure to the loss of public funds through theft or misuse of purchasing cards, and

Whereas, the District's Board of Directors has inherent legislative and executive powers (See 321.220 (12) RSMo) and all other powers incidental, necessary, or implied to carry out and effectuate the express powers, (See 321.220(14) RSMo), and

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Whereas, the District has statutory authority to enter into contracts to achieve the District's objectives for a FIRE PROTECTION DISTRICT (See 321.220(4) RSMo); now

Wherefore be it resolved, the WESTERN CASS FIRE PROTECTION District through its Board of Directors deems that it is in the best interest of the District to make certain district financial transactions using purchasing cards; authorize the use of purchasing cards to purchase of approved commodities, travel expenses and for emergency purchases of materials and supplies for the District, and

Be it also resolved, the Board Chair will not fail to develop, before implementation, written orders establishing a comprehensive purchasing card program including policies, procedures and operating guidelines; relating to the acquisition, issuance and use of District purchasing cards; establishing procedures and effective internal controls

to safeguard District assets and that prevents, detects and corrects errors and irregularities; controls and monitors card use; requires supporting documentation for all card purchases; identifies approved purchases that cardholders may make with the cards; ensure that purchases are for official District business only; prohibit the use of cards for personal purchases, and hold card users accountable for any misuse or abuse, for Board adoption.

ADOPTION

By Motion, Second and Roll Call Vote, the WESTERN CASS FIRE PROTECTION District Board of Directors Adopts this Resolution on this 3 day of August in the year 2022.

Board Chair

ATTEST:

Secretary

Responsibilities of District Representative for Credit Card Privilege

I the undersigned District Representative acknowledge that I have read and understood the District's Credit card Policy. Therefore, I fully understand the following:

1. No Loaning of the Card to Others: I understand the authorized use of this District Card shall be limited to the person whose name appears on the face of the District Card, or who is specifically authorized to use this card. I understand that District Credit Cards may not be loaned to other individuals. Therefore, I cannot under any circumstances loan the use of this card to others whether to District Representatives or others.

2. Bound by the Card's Terms and Conditions: I understand that as the card holder and sole authorized user of this District Card I have read understand and that I am bound by this card's terms, limits, and conditions of acceptance.

3. Card Shall Be Used Only For the District's Public Purposes: I understand that this Card may be used only for the purchase of goods and services for the District's public business use only.

4. Indemnification of District for Unauthorized Use: Therefore I also understand that any unauthorized use of this District Credit Card for personal or private business purchases or expenses will require me to promptly indemnify and reimburse the District and may subject me to any applicable civil or criminal remedy that the District may be forced to pursue. I as the Card Holder will promptly reimburse the District for any unauthorized acceptable purchases.

5. Unauthorized Use Can Result in District Representative Disciplinary Action: I understand that the unauthorized use of this District Card may subject me to employment disciplinary action up to and including termination if deemed by the District to be necessary or appropriate.

6. Responsibility for Maintaining Adequate Records: As the card holder, I also understand that I am personally responsible for maintaining adequate documentation supporting all District Card purchases and that failure to do so may also subject me to employment disciplinary action up to and including termination if deemed by the District to be necessary or appropriate.

7. Documentation and Receipts

Sufficient documentation must back all purchases made with a District Card to support the business purpose of the transaction, and will include the following items:

- Copies of purchase order forms, when applicable
- Original purchasing card receipts or voucher
- Packing slips (for goods received)
- Vendor's invoices
- User logs, when available

Name of Card Issuer and Number

Printed Name and Title of District Representative

Signature of District Representative and Date

Printed Name and Title of Person Acknowledging for the District

Signature of Person Acknowledging for the District and Date

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GENERAL ORDERS

PURCHASING CARD PROGRAM (Credit and Debit Card Use)

1. PURPOSE

Western Cass Fire Protection District and its Board of Directors recognize the conduct of District business requires financial transactions outside established purchasing practices. The Board of Directors deems that it is in the District's best interest to make these transactions using purchasing cards. These orders establish a Purchasing Card Program, with related policies, procedures, and operating guidelines.

2. AUTHORITY

By the authority of the Western Cass Fire Protection District Board of Directors, in accordance with the inherent powers granted in Section 321.220(4) RSMo (contracts), 321.220(8) (management), 321.220(9) RSMo (service contracts) and the elastic powers clause in 321.220(14) RSMo (necessary, incidental or implied powers).

3. POLICY

3.1 Definitions

As used in these Orders, the following term definitions apply:

Board or Board of Directors - The Western Cass Fire Protection District Board of Directors and its elected or appointed members.

Card Custodian - who is issued a District Card . . .

District - The Western Cass Fire Protection District

District Card - See Purchasing Card.

Purchasing Card - any credit card, fuel card, debit card or a similar card issued by a store, bank or other financial institution, to the District; hereinafter called collectively "District Cards."

3.2 General

Western Cass Fire Protection District recognizes there are instances when the use of a purchasing card will best accomplish certain financial transactions.

Western Cass Fire Protection District recognizes that in conducting the daily business of the District, there are instances when a purchasing card must be used to transact District business. Cardholders must comply with all purchasing policies when using a District Card, and an original receipt for the merchandise or services must be obtained.

Treasurer will coordinate the Purchasing Card Program and will not fail to ensure the overall compliance with these orders, including but not limited to issuing, the accounting for, monitoring, and retrieving District Cards.

Treasurer or Board President may apply for and may issue District Cards to individuals with delegated authority to make business purchases for the District.

Treasurer or Board President may designate Card Custodians for purchasing cards held in common and which are used as needed by authorized staff.

Authorized use of District Cards will be limited to the person whose name appears on the face of the District Card, or who is specifically authorized to use the card. District Cards may not be loaned to other individuals.

Card holders and users of a District Card are bound, upon acceptance of a card, by the terms, limits, and conditions of these orders, [and will not fail to use the card as outlined herein.]

District Cards may be used for the purchase of goods and services for District business use only. Officers and staff are not authorized to use a District Card for personal or private business purchases or expenses. The Card Holder will promptly reimburse the District for any unauthorized unacceptable purchases.

Card Custodians and individual District Card holders are responsible for maintaining adequate documentation supporting all District Card purchases.

District has accounts with approved vendors that should be used to purchase materials, supplies and/or equipment in order to make maximum use of available discounts and District's tax-exempt status.

Using a purchasing card for equipment, material or supply purchases will require advising the vendor of District's tax-exempt status and providing the appropriate tax-exempt information. For vendors where we do not have an open account, but anticipate sufficient usage to warrant an account, see the administrative staff to determine if it is feasible to open an account.

Exceptions to these orders and limits must be approved and documented by the Treasurer or Board President and ratified by the Board of Directors.

3.3 Authorized Uses and Limits

District purchasing cards may be used, by an officer or employee of the district, only for the purchase of goods or services for official [authorized] District business.

Subject to the exceptions in paragraph 3.3.9 below, the use of a District Card is limited to the following:

3.3.1 Travel Expenses: Authorized travel expenses, incurred by District staff may be charged to a District Card.

3.3.2 Meals for individuals other than staff or Board members may be paid with a District Card. These may include workshop presenters and others. It is usually inappropriate for the District to pay for vendor meals. Alcoholic beverages may not to be included in any charges on District issued purchasing cards.

3.3.3 District Owned Vehicle Expenses: Incurred expenses for the operation and/or maintenance of District owned vehicles, including fuel, oil, fluids tires, and repairs may be charged to a District Card. Under no circumstances may a District Card be used to purchase food, beverages, cigarettes or other personal items.

3.3.4 Fuel Cards: The District has assigned each vehicle, owned by the District, a uniquely numbered fuel card; we assign authorized personnel a personal identification number. District employees may fuel vehicles at any station, accepting the fuel card. In no event shall District-issued fuel cards be used to refuel personal vehicles

3.3.5 Personal Owned Vehicle Expense: Expenses incurred while operating a personal vehicle on District business/travel are excluded and may not to be charged to a District Card.

3.3.6 Equipment Capital Outlay: Purchase of capital outlays up to \$ 200.00 (indicated amount) may be charged to a District Card.

3.3.7 Supply and Material Expenses The District realizes there are occasional instances when it is prudent for staff members to use a purchasing card for purchases of library materials, office supplies and/or expendable office equipment. This use of purchasing cards for the random purchase of materials, supplies or equipment is discouraged, and requires administrative approval before the purchase. If such a purchase is made, the purchaser will complete the necessary paperwork.

3.3.8 Continuing Education and Meeting Expenses: Other expenses that can be charged to a purchasing card include tuition for an approved class, seminar or workshop, and refreshments needed for a District sponsored continuing education events, workshops, and meetings.

3.3.9 Guideline Exceptions: It is recognized there may be circumstances of genuine emergency which prevent compliance with this policy. Requests for exceptions to the above Purchasing card Policy need the approval of the Treasurer or Board President.

3.4 Documentation and Receipts

Sufficient documentation must back all purchases made with a District Card to support the business purpose of the transaction, and will include the following items:

- Copies of purchase order forms, when applicable
- Original purchasing card receipts or voucher
- Packing slips (for goods received)
- Vendor's invoices
- User logs, when available

3.4.1 Receipts: Card Holders will promptly submit the vendor's purchasing card receipt or voucher to WCFPD Treasurer (inserted title). The receipt will show the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the name of the individual making the purchase. The purpose of the transaction must be noted on the receipt to assure proper account coding. This includes purchases and/or transactions via the telephone, fax, or online. **3.4.2**

Vouchers: If a card holder does not obtain a receipt describing the transaction, the card holder will submit a signed voucher showing the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. Vouchers shall also include a statement why a purchasing card slip was not obtained.

3.4.3 Returned Items/Cancelled Services – Credits: If the need should arise to return an item purchased with a purchasing card, a voucher for the credit must be obtained and submitted promptly to the WCFPD Treasurer (inserted title). Likewise, if a purchasing card service transaction is cancelled, a voucher for the credit must be obtained and submitted promptly to the WCFPD Treasurer (inserted title). Accounting Assistant. The purpose of the purchase or transaction must be on the credit voucher to assure proper account coding for the credit.

3.5 Auditing

The Treasurer shall review each purchasing card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a purchasing card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the District board.

Card Custodians are responsible for periodically auditing their records to ensure that District Cards are used only by authorized users for official District business.

3.6 Misuse

Card Holders who intentionally misuse or fraudulent abuse any District Card will be cause for cancellation of an individual's purchasing card and subject them to disciplinary action, up to and including dismissal, and/or criminal sanctions.

In addition to disciplinary action, and possible ethical and criminal sanctions for misuse, individual District Card holders are responsible for repayment of improper charges and have personal liability for misuse.

3.7 Liability for Payment

Card Holders are liable for all purchases using District Cards. The District's accounting unit is responsible for processing all District Card payments according to the terms of the contract with the bank issuing the District Card. The District does not accept liability for the following:

- Unauthorized use of District Cards,
- Fraudulent use of card account numbers, or
- purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

3.8 Security

3.8.1 The Treasurer will not fail to maintain a list of all purchasing cards

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Western Cass Fire Protection District Policy
Treasurer and Bill payment Process

- See below
signature line

A Policy that pre-approves regular reoccurring Monthly Bills to pay when presented to prevent the WCFPD from paying late fees.

Expeditious payment of routine bills to avoid payment of late fees, is a highly commendable objective to protect the interests of the taxpayers and to avoid unnecessary injury to the District's reputation.

This Policy provides for the prior Payment approval of routine bills. It is a ministerial act not requiring discretionary decision making by public officials and therefore may be safely approved en mass later per a nunc pro tunc motion (act now approved retroactively to back then).

- Treasurer – will Code the Invoice, save it to the CPA folder for Payment/Recording.
- CPA – Current Accounting Firm pays District Invoices using Bill pay process.
- ACH – direct pay Vendors are Auto Paid using the ACH withdrawals.
- Treasurer will receive Districts monthly bills/Invoices scan and upload to the CPA folder for payment.
- CPA –Set up the Bill pay in Community Bank of Raymore Districts Account.
- Board Member – Log into Webportal Community Bank of Raymore for Districts Account. Approve Bill Payments for monthly Bills.
- Last Board meeting of each month, all monthly bills and bank statements are sent via email to Board Members prior to last monthly meeting for review and accountability.

With a quorum present on August 3, 2022 and by an affirmative majority roll call vote the above Resolution was duly adopted duly.

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Board Chair Signature and Date

Witness Board Secretary and Date

No Resolution# - see signature line 8.3.22-X10

Western Cass Fire Protection District Policy
Correct Incorrect EIN number and other Clerical Errors that may occur

**A Policy that allows for pre-approval for the corrections of
Mistakes and Clerical Errors**

At an Emergency meeting on May 28, 2022, The Board President made Board Members present aware of the fact that Community Bank of Raymore has been using an incorrect EIN number. Those present in a quorum agreed to have the bank correct the EIN number to match the IRS letter with the number that the IRS issued. This policy reapproves the decisions made on May 28, 2022 and provides for the correction of any other similar clerical errors that may be discovered from time to time.

With a quorum present on Aug 3, 2022 and by an affirmative majority roll call vote the above Resolution was duly adopted duly.

Board Chair Signature and Date

Witness Board Secretary and Date