

<b>UNITED NATIVE FRIENDSHIP CENTRE POLICY AND PROCEDURE MANUAL</b>			
Section	Financial Management	Reference	<b>Policy – FIN 1</b>
Subject	Financial Policy	Created	November 2013
		Revised	April 2, 2014
		Approved	April 2, 2014

## **1. PURPOSE**

The UNFC wishes to maintain the highest standard of operation and performance of its financial administrative responsibilities. The Financial Policy, in tandem with other UNFC policies, is expected to address these intentions.

## **2. SCOPE**

The Financial Policy applies to all UNFC Board of Directors, members, employees and volunteers conducting business on behalf of the UNFC, unless otherwise noted.

## **3. RESPONSIBILITIES**

- 3.1 The Board of Directors is responsible for overseeing financial management of the UNFC, and is further responsible for the delegation of such responsibilities, as it deems appropriate within the context of this policy.
- 3.2 The Executive Director / Administrative team shall be responsible for financial management as delegated by the Board of Directors, at those times when the Board of Directors is not meeting.
- 3.3 The Finance Manager shall be responsible for those financial responsibilities as delegated by the Board of Directors and by this policy.
- 3.4 The Executive Director shall be responsible for the implementation of the accounting policies as approved by the Board of Directors and the daily financial administrative affairs of the UNFC within the terms of reference delineated in this policy and as negotiated in his/her employment contract.
- 3.5 The Finance Manager shall be responsible for the maintenance of all reconciliation of all banking matters; and for the maintenance of UNFC plant, property and equipment. The Executive Director shall, additionally approve office expenditures. The Finance Manager will supervise the maintenance of the petty cash. The Finance Manager shall be responsible for these duties as directed by the Executive Director.
- 3.6 The Program Director shall be responsible for the administration of UNFC Programs, ensuring the terms and conditions of Contribution Agreements are met, as directed by the Executive Director.

## **4. AUDIT**

- 4.1 The financial records of the UNFC shall be audited annually by a chartered professional accountant duly licenced in the Province of Ontario. An independent auditor or chartered professional accounting firm shall be appointed by motion at the annual meeting. If an auditor is not appointed by the annual meeting, the Board of Directors must do so at its first meeting following the annual meeting.
- 4.2 The UNFC Executive Director/Administrative team shall support and assist the Board of Directors in its responsibility for overseeing the annual audit.
- 4.3 Audited non-consolidated general purpose financial statements shall be prepared and reviewed by the UNFC Finance Manager and Board of Directors Treasurer, and presented for acceptance by the Board of Directors.
- 4.4 The signed non-consolidated general purpose financial statements shall be provided to the Membership during the UNFC Annual General Meeting for information purposes.

## **5. FINANCIAL AUTHORITY AND LIMITATIONS**

### **5.1 AUTHORITY**

- 5.1.1 The Board of Directors shall have authority over all financial considerations.
- 5.1.2 The Executive Director/Administrative team shall have and exercise all powers of authority delegated by the Board of Directors between meetings of the Board of Directors and subject to any regulation set by the Board of Directors.
- 5.1.3 The Executive Director shall have authority up to and including \$2000 CAD in addition to any budgeted expenditure as approved and delegated by the Board of Directors. Expenses between \$2,000 and \$5,000 must be pre-approved by the Executive Committee by way of signature.
- 5.1.4 The Program Director shall have authority up to and including \$500 CAD in addition to any budgeted expenditure as approved and delegated by the Executive Director.
- 5.1.5 The Finance Manager shall have authority according to budgets as approved annually by the Board of Directors.

### **5.2 FUNDING AGREEMENTS**

- 5.2.1 Securing funding from corporations, foundations and governments for the operation of the UNFC shall be the responsibility of the Board of Directors. Direct liaison with the funding bodies shall be the responsibility of the Executive Director.
- 5.2.2 Funding agreements shall be signed by the appropriate officers, with the authority to bind the Corporation. All signed funding agreements will bear the corporate seal. Normal contract amendments may be negotiated by the Executive Director.

### **5.3 CONTRACTUAL AGREEMENTS**

5.3.1 Any contract valued at more than \$100,000 CAD must be negotiated and approved by the Board of Directors. This approval may be delegated to the Executive Director when an approved budget has been identified. Contracts up to and including \$100,000 CAD may be negotiated by the Executive Director.

5.3.2 The Executive Director may enter into short term lease arrangements of UNFC space for meetings, workshops, seminars, etc. It will be at the discretion of the Executive Director, when dealing with non-profit organizations, to waive normal rental charges.

#### 5.4 PURCHASING AND PROCUREMENT

5.4.1 The UNFC will employ a competitive process to ensure the best possible price is obtained for all purchases made. For purchases between \$1,000 and \$5,000 CAD, three verbal price quotes are required. For purchases between \$5,000 and \$50,000 CAD, three written price quotes are required. Purchases exceeding \$50,000 CAD will be subject to formal tendering process.

5.4.2 The UNFC utilizes a purchase order system when obtaining services, supplies or materials. The Purchase Order system is utilized as defined under Purchase Order requirement procedures outlined by Finance and approved by the Board of Directors. Purchases orders may be authorized by the Program Director, Finance Manager and Executive Assistant when there is a budget designation. All other purchases shall require the prior approval of the Executive Director.

#### 5.5 CAPITAL PURCHASES

5.5.1 Capital purchases are defined as items valued in excess of \$500 CAD, which are deemed to have a useful life of more than one year. Approval for capital purchases is subject to Financial Authorities and Limitations as defined in this document.

#### 5.6 BANKING

5.6.1 The UNFC shall have a current account and any other such accounts as may be established by the Board of Directors or as required by Funding Agreements, at such financial institution as may be decided by motion of the UNFC.

5.6.2 By way of Board of Directors motion, it will be policy of the UNFC to invest any UNFC funds in excess of monthly cash requirements in short term interest-bearing certificates.

5.6.3 Overdraft, or some other such interim financial arrangements shall be negotiated in advance with the financial institution with which the UNFC deals for those periods when core funding or project payments are delayed. In addition, demand notes or loans will be secured to reduce bank charges, as is appropriate.

5.6.4 The following shall be signing officers for the UNFC bank accounts:

- President

- Vice-President
- Treasurer
- Executive Director, and
- Designated Board Member

5.6.5 All banking transactions of the Friendship Centre must be signed by two signing officers.

5.6.6 The Executive Director and Finance Manager shall have the authority to undertake banking transactions, including deposits, short term investments and transfers, which do not withdraw funds from UNFC accounts.

## **6. FINANCIAL ADMINISTRATION**

6.1 UNFC financial statements will follow accounting policies disclosed in the significant accounting policy note of the non-consolidated general purpose financial statements. Day-to-day accounting procedures will be based on effective internal controls including recommendations from UNFC's external auditors in the management reporting letters.

6.2 Program budgets will be presented to the Board of Directors annually for approval. All program payments will be made in accordance with the terms of the UNFC Program and Service Agreement and the UNFC Program *Management Policy*.

6.3 Financial reports will be included in each Board of Directors kit and will be presented by the Finance Manager or Executive Director during each regularly scheduled meeting of the UNFC Board of Directors. The financial report presents a variance analysis that compares budgeted revenue and expense figures to actual figures on a project-by-project basis. The report also includes highlights of monthly financial activity and cash flow requirements for upcoming months. The Board of Directors reviews and approves the financial reports. Approval is documented in the Board of Directors meeting minutes.

6.4 The Finance Manager will supervise the petty cash fund, and will be responsible for making payments there from. The Finance Manager will monitor the petty cash funds approved by the Executive Director for use by the individual programs. The program worker who requested the petty cash will be responsible for making payments there from.

6.5 Salaries will be established and reviewed regularly by the Board of Directors in accordance with the UNFC *Personnel Policy*.

6.6 The UNFC may provide donations to charitable organizations whose Aims and Objectives, or Vision Statements are closely aligned with that of the UNFC. All charitable donations are approved by the Executive Director.

## **7. TRAVEL EXPENSES**

7.1 Travelling expenses incurred while on UNFC business, such as in-town travel, meals and accommodation, etc. Will be reimbursed based on the current UNFC Travel Guidelines. Reimbursement will be provided to the organization that the traveller represents and not to the individual.

7.2 Travel advances may be requested for individuals who require advances in order to attend UNFC meetings or training. Each advance shall be reconciled by the Expense Claim presented before the conclusion of the meeting/training.

## 8. CREDIT FACILITIES

8.1 Any commitment associated with a credit facility, such as hotel direct billing or credit card usage, must be authorized in accordance with the *Financial Policy* prior to expenditure.

## 9. INSURANCE

9.1 The UNFC shall procure and maintain adequate levels of insurance coverage for the protection of its assets and its financial affairs that saves harmless, the members of Board of Directors, its staff, and officers. Insurance policies are reviewed annually and risk assessments are performed to ensure adequate insurance coverage is maintained.

## 10. RESOURCES

Please Note: Procedures are in place for dealing with a number of finance-related issues and which must be followed. The following procedures are contained in the UNFC's Policy and Procedure Manual and follow the section containing this policy. The Procedures serve as complete financial processes of the Friendship Centre, they are:

- 10.1 *Financial Procedures;*
- 10.2 *Purchase Order Procedure;*
- 10.3 *UNFC Travel Procedure*

UNITED NATIVE FRIENDSHIP CENTRE POLICY AND PROCEDURE MANUAL			
Section	Financial Management	Reference	<b>Policy – FIN 1.1</b>
Subject	Contract, Contribution and Service Agreement Procedure	Created	November 2013
		Revised	
		Approved	

## 1. INTRODUCTION

The UNFC enters into contribution and service agreements, vendor contracts and contractor agreements on a regular basis.

A contribution or service agreement is an agreement entered into with a funding agency through a process of negotiation which provides a financial contribution in support of the delivery of specific services by the UNFC.

Vendor contracts and contractor agreements are entered into when the UNFC wishes to purchase the services of another organization, business or independent consultant.

## **2. OBJECTIVE**

The Contract, Contribution and Service Agreements Procedure will ensure that all Contract, Contribution and Service Agreements are reviewed and handled appropriately. Further, this procedure will ensure all stakeholders are aware of the status of each Contract, Contribution and Service Agreement from its development to its full execution.

## **3. CONTRIBUTION AND SERVICE AGREEMENT PROCEDURE**

Following the development and submission of a proposal for funding a draft contribution or service agreement will be forwarded to the UNFC. All agreements will be logged and photocopied. A photocopy of the agreement is made and is provided to the Executive Director for their review and comment. If the agreement does not require further negotiation, the Executive Director will recommend the agreement for signature by UNFC signing officer(s) as required. Agreements awaiting signature will be held by the Executive Director. Once all required signatures have been obtained and witnessed, and the corporate seal has been affixed, the agreement will be sent back to the funding agency for their signature. Upon return of the signed agreement, it is logged and given to the Executive Director.

## **4. RECONCILIATION**

Grants and funding revenue is received either by cheque or is direct deposit and occasionally in the form of cash in certain fundraising situations. On reconciliation of the bank statement the Direct Deposit revenue is added, documentation from funding sources can lag receipt of funding. The Executive Director reviews and authorizes the bank reconciliation.

<b>UNITED NATIVE FRIENDSHIP CENTRE POLICY AND PROCEDURE MANUAL</b>			
Section	Financial Management	Reference	<b>Policy – FIN 1.2</b>
Subject	Purchase Order Procedure	Created	November 2013
		Revised	
		Approved	

## **1. INTRODUCTION**

The UNFC must maintain optimal effectiveness and control of all purchases. To achieve this objective, the UNFC utilizes a purchase order system when buying services, supplies or materials.

The Purchase Order Procedure applies to all employees of the UNFC and governs the acquisition of goods and services with UNFC funds from all sources including operating, program, capital and all other funds held in trust or at its disposal. Purchase Orders are not used for recurring suppliers.

## **2. OBJECTIVE**

The Purchase Order Procedure is intended to provide guidelines in regards to appropriate use of Purchase Orders, required signing authorities and documentation for purchase of goods and services for UNFC use.

A purchase Order must be completed for any purchase of goods or services which meet the following two conditions:

- 2.1 The goods or services will be delivered at a future date, and
- 2.2 The invoice will be submitted after the receipt of goods or services.

## **3. PROCEDURE**

- 3.1 Executive Assistant will obtain a Purchase Order book from Finance.
- 3.2 When a decision has been made to purchase any goods or services, a Purchase Order will be obtained from the Executive Assistant.
- 3.3 As soon as an agreement to purchase has been reached, the employee making the purchase must complete a Purchase Order.
- 3.4 The completed Purchase Order is submitted for review and the appropriate signature is obtained for authorization.
- 3.5 When the Purchase Order is completed and authorized, the original is provided to the vendor. This represents the UNFC's commitment to purchase the goods or services at the negotiated price. The yellow copy is submitted to Finance, along with copies of any competitive quotes received, and the pink copy is retained in the Purchase Order book as a record of program spending.
- 3.6 Once verified, the Purchase Order is held in Finance until goods are delivered. At that time the quantities received are verified to the quantities ordered on the Purchase Order. Any variance will be brought to the attention of the issuer and resolution will be sought.
- 3.7 The Purchase Order and the receiving documents remain with the designate until the vendor invoice is received. The invoice is verified to the Purchase Order, ensuring the amounts charged are as agreed. Any cost variance of more than 10% will be referred to the issuer of the Purchase Order and a resolution will be sought.
- 3.8 If there are no cost variances, the invoice will be processed for payment. The Purchase Order, receiving documents and the invoice will all be attached to the vendor payment as source documents.

3.9 Once the Purchase order book is full and all invoices received the Executive Assistant will return to Finance for filing.

#### **4. AUTHORIZATION**

4.1 A purchase order must be completed and approved through signature on all purchases that are not paid through a Petty Cash.

4.2 Once a purchase is requested, the Finance Manager or Executive Assistant reviews the purchase order and approves the items to be purchased for any value up to \$200.00 for standard purchased goods and services. Purchases between \$200.00 and \$500.00 and nonstandard goods and services must be approved by the Executive Director or the Program Director. In the absence of both the Executive Director and Program Director (i.e. holidays, business trip), the Finance Manager has the authority to approve purchases up to \$500.00 based on prior verbal communication with the Executive Director.

4.3 Standing orders may be used for ongoing, regular purchases such as general office supplies or grocery items. Each purchase requires prior approval. A *particular item* is in excess of \$200 requires the approval of the Executive Director or Program Director.

4.4 All purchases over \$500 must be preapproved by the Executive Director.

For general office supplies usually ordered online, a copy of the order must be approved by the Program Director/Executive Director before it is processed and are subject to the same purchase procedures.

#### **5. EMERGENCY PURCHASING**

An emergency situation will meet one of the following conditions:

- A hazardous situation is deemed to exist and affect safety.
- There is an interruption to an essential service.
- UNFC property needs to be secured against imminent damage or hazard.

5.1 Generally, emergency order procedures will not be used unless such purchase practices would be offset by a corresponding or greater loss to the department as a result of the delay.

5.2 When emergency work has to be carried out, the following procedures will apply:

- The management/employee member in charge will make all necessary arrangements so that the work will be done immediately with verbal approval from designated management authority in charge.
  
- The employee arranging the emergency purchasing should ensure that the supplier has a purchase order number to attach to the invoices for the purchase.

#### **6. OTHER PURCHASING INFORMATION**

6.1 Programs should not issue several purchase orders for identical items to the same supplier unless requested for different program budgets.

6.2 A cheque cannot be generated without the original invoice, approved requisition form, and the receiving completed if applicable.

6.3 The supplier's invoice must show all particulars of the transaction. Monthly statements are not acceptable as invoices.

6.4 Employees are prohibited to purchase any goods or services for the UNFC with their own personal cash, debit or credit cards.

6.5 For ongoing monthly services, a purchase order will not be issued and finance will process payment of invoices prior to obtaining direct approval. The following types of expenditures apply: Online monthly bill payments (WSIB, Utilities, Telephone, Credit cards etc.)



- a) Rental contracts
- b) Photocopier maintenance and copy charges
- c) Ongoing maintenance contracts (Garbage pick-up etc.)
- d) Electronic Feeds (telephone, internet, etc.)

Ongoing monthly invoices will be checked and verified at the time of mail, receipt and backup review and any changes or discrepancies in service delivery will be brought to management's attention.

6.6 If a purchase is made without a purchase order, the Executive Director approves the invoice for payment.

### **ONGOING PROGRAM ORDERS**

In situations where program supplies and services are required on a recurring basis throughout the year, an order may be processed without a purchase order for certain suppliers. Preapproval is mandatory. If an individual purchase item is over \$100 the Program Director/AHS Coordinator (based on the program's supervisor) will need to sign off on the invoice. If the purchase is over \$500 the Executive Director's signature is required. The vendors that do not require a purchase orders are as follows:

- Fort Frances General Supply
- JN Webbs
- Safeway (credit card signed out at reception)
- Lowerys (must be ordered through reception only)

Upon verification and receipt of items delivered, front line staff sign delivery manifest "received", sign and date invoice. Discrepancies must be indicated on the document and immediately brought to the attention of the supplier. This invoice is then forwarded to the Executive Assistant as soon as deemed possible.

<b>UNITED NATIVE FRIENDSHIP CENTRE POLICY AND PROCEDURE MANUAL</b>			
Section	Financial Management	Reference	<b>Policy – FIN 1.3</b>
Subject	Travel Claim Procedure	Created	November 21, 2012
		Revised	November 6, 2013
		Approved	

## 1. INTENT

As an employee of UNFC, you may occasionally be required to travel on company business. While traveling for business-related purposes, employees are representatives of UNFC and are expected to conduct themselves in such a way to positively reflect UNFC's values and image at all times.

As such, the intent of the Travel Policy is to outline approved expenses and the procedure to reimburse employees for reasonable travel expenses associated with various operation of the United Native Friendship Centre.

Note: *Individuals eligible for reimbursement under this policy will be referred throughout by the word "employee".*

## 2. SCOPE

The Travel Policy applies to UNFC employees in the course of their business-related travel at all times.

This Policy Shall:

1. Define approved expenses.
2. Outline travel expense reporting procedure.

## 3. TRAVEL APPROVAL

Prior to making travel arrangements, acquire approval from the appropriate signing authority (Executive Director, or designate) using the Travel Advance Claim Form available. The program worker/supervisor must ensure that regular duties will be maintained during the absence, that the travel is appropriate, and that the necessary travel funds are available. Approval will ensure that health and safety and other insurance coverage are maintained while the employee is travelling. Employees cannot approve the reimbursement of their own travel expenses.

Note: *Considerations for making decisions will be based on circumstances such as accommodation, length of travel, and health and safety.*

## 4. APPROVED TRAVEL EXPENSES

### 4.1 Transportation

All company transportation will be conducted in the most economical manner possible. Whenever possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts offered by the carrier, or through the negotiations made by UNFC. All tickets shall be purchased from UNFC preferred vendors.

- 4.1.1 Air Travel
  - Air travel is required for employees traveling in excess of 800 km return unless the traveler can show mileage expenses being less than the cost of an airline ticket to the same destination.

- Coach class shall be used as the standard in the interest of costs-savings.
- 4.1.2 Surface Transportation
  - The cost of public transportation (i.e. taxis, buses or subways, etc.) will be reimbursed contingent on production of receipt.
  - Expenses related to personal travel will not be reimbursed.
- 4.1.3 Private Vehicles
  - Employees may use their own vehicle for business travel purposes if it is deemed less expensive than the rental of a car, public transportation or if it offers a significant savings of time.
  - The employee must have coverage through his/her personal insurance provider. The employee must notify their insurance company (broker/ agent) to ensure that it is being rated properly (*business use*).
  - Standard mileage reimbursement is .50 per kilometre/mile (.52 if transporting another employee). This takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc.
  - Driving versus flying; the traveler must show mileage expenses being less than the cost of an airline ticket to the same destination.
  - Parking, tolls, and ferries required will be reimbursed; receipts required.
  - Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.
  - Any traffic violations, including parking tickets, will not be reimbursed by the UNFC.
- 4.1.4 Rental Cars
  - Prior approval from Executive Director is required.
  - Compact or economy models will be used in regards to cost-savings.
  - Exceptions may be made regarding vehicle size in the event of two or more passengers, or load requirements. Any exceptions must have written approval prior to their reservation.
  - Rental of vehicles are not allowed in metropolitan areas that have substantial public transportation services available.
  - Renting of vehicles will be booked through a preferred vendor.
  - *Personal liability and physical damage insurance is required* on all rented vehicles.
  - In the event of damage to a rental car, contact the Executive Director immediately. All accidents must be reported in writing immediately upon return, or earlier with trips lasting more than three (3) days after damage has occurred. A police report is also required.
  - Employees will fill the gas tank prior to the return of the rental car. The employee renting the vehicle may be required to personally reimburse the fuel surcharge fee if he/she fails to fill the vehicle gas tank prior to return.
  - *Pre-purchase of gas at the rental counter is discouraged.*

- Any traffic violations, including parking tickets, will not be reimbursed by the company.
- Employees do not claim mileage along with a rental car.
- 4.1.5 Rail Travel
  - All reservations will be made in coach class.
- 4.1.6 Bus Travel
  - Bus travel will only be used when travel by other means is not feasible, or when specifically requested by the employee.

NOTE: *In general, local mileage for occasional trips by a staff member is not claimable, but where staff, in the normal performance of their duties make frequent or long duration trips, special consideration may be given on prior approval by management.*

#### **4.2 Meals**

- A per-diem rate of \$10.00 for breakfast, \$10.30 for lunch, \$27.60 for dinner will be supplied to traveling employees to cover the costs associated with reasonably priced meals and \$10.00 incidentals per each overnight.
- Employees are not required to produce receipts for meals.
- Breakfast shall be paid in cases where travel is conducted prior to 7 a.m., or ends after 9 a.m.
- Lunch shall be paid when travel begins prior to 11 a.m., or ends after 1 p.m.
- Dinner shall be paid when travel begins prior to 5 p.m. or ends after 7 p.m.

#### **4.3 Lodging**

- Reservations for accommodations should be made with mid-range hotels.
- In the interest of economy, minimum requirement reservations (i.e. single traveler - single occupancy) should be made.
- Reservations should be made with preferred vendors.
- It is the employee's responsibility to cancel reservations by the deadline specified by the hotel. *Room costs incurred due to failure to cancel will not be reimbursed.* Employees are also required to make note of the cancellation number.

### **5. TRAVEL EXPENSE CLAIM/REPORT**

The Travel Expense Report contains detailed information about travel expenses charged to specific departments, including the name(s), destination(s), purpose(s) of, and specific expense(s) of trips made.

Employees are expected to submit a Travel Expense Advance Claim form prior to travel as soon as travel is confirmed. All expenses documented must be associated with a valid business purpose, and fall within company guidelines. Keep a copy of the completed Travel Expense Advance Claim form. Employees are obligated to retain and submit receipts for any business expense not covered by the per-diem.

- Entertainment costs will not be covered by the company.
- Incidentals will not be reimbursed when travel is less than one (1) full overnight.
- Ticket receipts for airline fares must be submitted with the expense account report.

- Receipts for taxi fares must be submitted with the travel expense claim.

## 6. **RECONCILIATION**

- Travel Expense Claim form; attach appropriate receipts, ensure reconciliation adjustments are approved by the appropriate signing authority and forward to Finance Office with reimbursement form - within 10 days of completing the trip.
- Regarding reimbursement travel, employees are responsible for all charges made against their travel and an invoice in Accounts Receivable will be issued. The reimbursement received against the travel will offset the expenses and the difference owing will be the responsibility of the employee.
- Any expenses reimbursed that have not been received in an advance claim will be paid to the employee in a timely manner once all expenses have been reconciled.

## 7. **COMPENSARY TIME FOR TRAVEL**

- Employees are encouraged to travel during work hours, 8:30 a.m. to 4:30 p.m.
- Employees traveling over the 7 hour work day will accumulate compensatory time based on the travel and training requirements.
- All compensatory time will be approved by Executive Director, or designate.
- Employees traveling on a weekend will accumulate compensatory time:
  1. Toronto – 7 hours
  2. Winnipeg – 4.5 hours
  3. Thunder Bay – 4 hours
  4. Kenora/Dryden – 3 hours

## UNITED NATIVE FRIENDSHIP CENTRE POLICY AND PROCEDURE MANUAL

Section	Financial Management	Reference	Policy – FIN 1.4
Subject	Credit Card Use Policy	Created	November 2013
		Revised	
		Approved	

### 1. PURPOSE

The UNFC recognizes that the same financial control; procedures that are applied to invoices and expense claims must be exercised over the use of corporate credit cards.

The Credit Card Use Policy is intended to outline the responsibilities of those individuals who have authority to use UNFC corporate credit cards for the approved and budgeted expenses incurred while conducting the affairs of the organization.

### 2. SCOPE

The Credit Card Use Policy applies to UNFC Board of Directors, employees, and volunteers conducting business on behalf of UNFC, unless otherwise noted.

### 3. RESPONSIBILITY

- 3.1 Corporate credit cards may be assigned to employees who require them in order to complete their primary job tasks. Request for provision of a corporate credit card require the approval of the Board of Directors.
- 3.2 It is the employee's responsibility to submit a credit card purchase printout with an invoice or supporting documentation to the Finance Manager with an approved requisition once the purchase has been made.
- 3.3 When reconciling the credit card statement, each transaction must be supported by original receipts and supporting documents. Each transaction must also have an approval and list the program budget to be charged.
- 3.4 Lost or stolen credit cards are to be reported to Finance Manger as soon as the loss is discovered.
- 3.5 Corporate credit cards are not intended for personal use. Usage shall be restricted to UNFC business purposes only. Personal use of the corporate credit card will result in forfeiture of the credit card and the application of Performance Management Procedures.