

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, OCTOBER 25, 2016
6:00 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve October 11, 2016 Meeting Minutes
3. Discuss Claim Checks for Period Ending October 25, 2016
4. Credit Card Policy
5. Other Discussion Items
6. Next Meeting – November 08, 2016
7. Adjournment

Attachments:

October 11, 2016 Meeting Minutes
PMC Chapter 2.95: Credit Card Policy

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, OCTOBER 11, 2016**

CALL TO ORDER

Council Member Becken called the meeting of the City of Prosser Budget and Finance Committee to order at 6:00 p.m.

ATTENDANCE

Council Member Becken, Council Member Everett, Council Member Edwards, City Administrator Stockdale and Finance Director Yost were present.

APPROVE SEPTEMBER 27, 2016 MEETING MINUTES

A motion was made by Council Member Everett, seconded by Council Member Edwards to approve the September 27, 2016 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING OCTOBER 11, 2016

The Committee reviewed the claim checks prepared for City Council approval. There was some discussion over the visa credit card statement and the purchase of the Daily Sun News subscription.

DISCUSS SEPTEMBER 2016 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the September 2016 payroll checks and vacation buy outs.

OTHER DISCUSSION ITEMS

- The committee would like to review the City's credit card policy at the October 25th meeting.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 6:23 p.m.

Council Member Steve Becken
Budget & Finance Committee Chair

Toni Yost
Finance Director

Chapter 2.95 CREDIT CARD POLICY

Sections:

- 2.95.010 Purpose.
- 2.95.020 Distribution of credit cards.
- 2.95.030 Authorized use of credit cards.
- 2.95.040 Credit card limits.
- 2.95.050 Prohibited uses of the credit cards.
- 2.95.060 Accounting of credit card charges.
- 2.95.070 Use of credit card for an unauthorized purpose.
- 2.95.900 Severability.

2.95.010 Purpose.

The purpose of this chapter shall be to set forth the policy of the city of Prosser, Washington, for the use of credit cards by elected officials, appointed officers, and city employees. This chapter shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by RCW 43.09.2855 and 42.24.115. (Ord. 2878 § 1, 2014: Ord. 2596 § 3, 2008).

2.95.020 Distribution of credit cards.

City elected officers, city appointed officers, and employees of the city are authorized to use credit cards for official government travel and purchases. The credit cards issued may be ones that accrue airline miles or rebates at no extra cost. All earned flyer miles or rebates shall be used for city of Prosser business purposes only. (Ord. 2878 § 2, 2014: Ord. 2596 § 4, 2008).

2.95.030 Authorized use of credit cards.

Elected officials, appointed officers and employees who are issued cards are authorized to use credit cards for the following purchases and travel-related expenses:

- A. Fuel (for city-owned vehicles), supplies, copies, equipment and other official city purchases and acquisitions.
- B. Registrations for training seminars and related conferences.
- C. Travel and training expenses including deposits to hold rooms, lodging, airline tickets, parking and gasoline. (Ord. 2878 § 3, 2014: Ord. 2596 § 5, 2008).

2.95.040 Credit card limits.

The credit limit on each credit card issued in accordance with this chapter shall be not more than five thousand dollars. (Ord. 2596 § 6, 2008).

2.95.050 Prohibited uses of the credit cards.

The following uses for credit cards issued in accordance with this chapter are prohibited:

- A. Cash advances of any nature.

B. Personal purchases.

C. The purchase of meals associated with business travel or business meetings. Food which is purchased as part of a general gathering or buffet is acceptable. (Ord. 2878 § 4, 2014: Ord. 2596 § 7, 2008).

2.95.060 Accounting of credit card charges.

City elected officials, appointed officers, and city employees shall forward detailed receipts for authorized purchases to the finance director within seven business days after the credit card is used by the person. The finance director is authorized to make administrative policies to implement this section. If detailed receipts are not submitted on a timely basis, the city shall have a prior lien against and a right to withhold any and all funds payable to the elected official, appointed officer, or employee in the amount of the purchase, interest, and any associated fees or penalties charged by the company which issued the credit card for the period of time that the charges were not paid. The finance director will pay all submitted charges on a monthly basis. (Ord. 2878 § 5, 2014: Ord. 2596 § 8, 2008).

2.95.070 Use of credit card for an unauthorized purpose.

The finance director and the city council's budget and finance committee shall review and audit all credit card purchases for compliance with this chapter. Any unauthorized charges discovered during the audit shall be disallowed and shall be paid by the elected official, appointed officer, or employee by check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the city shall have a prior lien against and a right to withhold any and all funds of the disallowed charges and interest at the same rate as charged by the company which issued the credit card. In the event that the elected official, appointed officer, or employee disagrees with the disallowance of the claim he or she may submit a request for reimbursement of the charge amount to the city council. Such request shall be made on forms adopted by the finance director. (Ord. 2878 § 6, 2014: Ord. 2596 § 9, 2008).

2.95.900 Severability.

The provisions of this chapter are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this chapter or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this chapter shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid. (Ord. 2596 § 10, 2008).

The Prosser Municipal Code is current through Ordinance 2970, passed June 28, 2016.

Disclaimer: The City Clerk's Office has the official version of the Prosser Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.