

TRCA Credit Card Procedure

1. Automatic Credit Card Charges:

- TRCA's Bookkeeper/Accounting Service (BA Service) retains a reference sheet that lists all of the automatic credit card charge vendors (the Automatic Charge Vendor List).
- It is the BOD's responsibility to email the BA Service with any updates/changes to the Automatic Charge Vendor List.
- The BA Service will update this reference list as needed and forward (by email) to the BOD's for their reference.
- If there is a receipt of purchase for these types of charges, it is to be forwarded to the BA Service via email, or by hard copy.

2. One Time Credit Card Charges:

- The BOD Purchaser is to advise the BA Service by way of "Notice of Purchase" email as soon as the one time purchase is made.
- The Purchaser will email a copy of the receipt of purchase (preferably attached to the "Notice of Purchase" email).
- If a scanned emailed copy of the receipt is not possible, then a hard copy is to be delivered to the BA Service in a timely fashion (no later than 5 business days from the date of purchase) to avoid missing receipts.

3. Fraud Protection:

- The BOD's are responsible for reviewing & approving each monthly credit card statement.
- Once the BOD's have approved the credit card statement transactions, they are to advise the BA Service (by email) that it is approved for payment *no later* than 4 business days prior to the credit card statement's payment due date.

4. BA Service Month End Processing:

- It is the responsibility of the BA Service to pay the credit card statement balance each month.
- Each month's credit card statement is to be reconciled with TRCA's accounting data file.
- The monthly reconciliation report is to be printed off and retained with the credit card company's correlating monthly statement as back up documentation, and proof of reconciliation.