

**A RESOLUTION BY
COUNCILMEMBER(S)**



A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO INSTITUTE A CREDIT CARD USE POLICY FOR THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") maintains a business credit card program ("Program") serviced by Bank of America; and

WHEREAS, the Program was enacted to provide support to the elected Mayor and designated executive officers/employees who represent the City in an official capacity; and

WHEREAS, all expenses of the Program are subject to, but not limited to, an internal audit by the Department of Finance, and/or Internal Audit and Ethics Office; and

WHEREAS, usage of the Program outside the parameters of this policy is prohibited and in direct violation of Section 2-811 of the City's Code of Ethics; and

WHEREAS, misuse of a Program credit card for any personal use and expenses, may be considered fraud, waste, and/or abuse and may result in disciplinary action, up to and including termination of employment; and

WHEREAS, it is important to provide proactive oversight, routine monitoring, and to develop preventative policies, procedures, and protocols for the Program; and

WHEREAS, the City seeks to institute best practices in the management of the Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES AS FOLLOWS, that the Chief Financial Officer ("CFO") is hereby authorized to institute a Program use policy in substantially similar form to the document attached hereto as Exhibit A ("Program Policy").

BE IT FURTHER RESOVED, that the CFO is authorized to make changes to the Program Policy, as needed, to ensure that the Program Policy continues to be in compliance with banking industry and public best practices.

BE IT FINALLY RESOVED, that the Program Policy will take effect immediately upon approval from the Mayor.

EXHIBIT A



DEPARTMENT OF FINANCE GENERAL ACCOUNTING DIVISION POLICIES AND PROCEDURES

SUBJECT: City of Atlanta Business Credit Card Program Policy	CLASS: Compliance		SUPERSEDES: BCC - 101	
		COMPLETE REVISION	PROCEDURE NUMBER: BCC - 102	EFFECTIVE DATE: 4-1-2018
	X	PARTIAL REVISION		
		CURRENT		
Revised Date: August 2018	Effective Date: Immediately	Approved by:		

POLICY

This document outlines the City of Atlanta's ("City") Business Credit Card Program policy. It covers issuance procedures, compliance guidelines, credit card usage and expenses incurred in an "official capacity" by any City elected official, executive staff and/or executive appointed employee, primarily for traveling, attending conventions, and/or training conferences.

OVERVIEW

The City elected to participate in a Business Credit Card Program ("Program"). The Program was enacted to provide financial support to the elected Mayor and designated Executive Officers/Employees who represent the City in an official capacity. All expenses are subject to, but not limited to, an internal audit by the Finance Department, and/or the Internal Audit and Ethics Offices. The Chief Financial Officer ("CFO") shall designate a Program Administrator within the Finance Department to monitor the Program. The usage of the City's Business Credit Card outside the parameters of this policy is prohibited and in direct violation of Section 2-811 of the City's Code of Ethics. Misuse of a City Business Credit Card including for any personal use and expenses, may be considered fraud, waste, and/or abuse, and may result in disciplinary action, up to and including termination of employment. The user must pay money back and may face criminal charges.

TYPE OF CREDIT CARD

Only one active business credit card is issued in the name of the authorized cardholder. The business credit cards are issued individually and must be surrendered and cancelled upon termination of employment or upon demand by the City for any reason. A business credit card may only be used by the authorized cardholder whose name appears on the credit card or the authorized cardholder's, CFO approved, designated personnel.

BUSINESS CREDIT CARD ISSUANCE PROCESS

Authorized cardholders are designated and approved by the elected Mayor or his/her designee, and/or CFO. For issuance of a new or replacement business credit card, the authorized cardholder must make a request to the Program Administrator who completes a "Business Credit Card Request Form". This form is submitted to the Mayor or his/her designee and/or CFO for approval. Upon approval, the Program Administrator will contact the bank and request issuance of the new or replacement credit card. Normal delivery time for receiving cards range from 10-14 business days. However, next day delivery is the preferred delivery practice. Upon receipt of the business credit card, the Program Administrator will contact the recipient for delivery, required paperwork and activation of the card. The authorized cardholder must notify the Program Administrator immediately if the card is lost or stolen.

LEGAL CONSEQUENCES

The City Code applies to the usage of the business credit card. Elected Officials and City employees who knowingly, or through willful neglect fail to comply with the City's Business Credit Card Policy may be subject to termination of account privileges and face other disciplinary action, including termination of employment. Repeated misuse of the City business credit card, including for personal use may be considered fraud, waste, and/or abuse, which may result in revocation of credit card privileges and/or disciplinary action.

PROHIBITED USE OF BUSINESS CREDIT CARD

Although the Program was originally designated for travel and training related expenses, some spending flexibility related to Citywide emergencies is allowed and deemed to be within Program guidelines. Appropriate internal controls have been established to minimize risks to the City. All authorized cardholders are prohibited from using the business credit card for the purchase of any goods or services not directly or indirectly related to Official City business and personal use of the business credit card is strictly prohibited. Moreover, the business credit card should not be used for day to day operating expenses that should be planned and paid through the City's established procure-to-pay process.

General accounting has identified certain high-risk merchant categories that will expose the City to scrutiny by the public and press. Purchases in these high-risk categories are prohibited. The top six high-risk merchant categories are gambling, adult websites, Internet Service Provider and hosting services, downloading of software, spas, and dating services. These are not the only types of transactions that can put the City at risk. City business credit card holders should use prudence and good judgment when using a City business credit card and use it only for official City business.

CARDHOLDER RESPONSIBILITY

Authorized cardholders are responsible for maintaining the integrity of the business credit card account. Expenses incurred should be properly documented and supported by original physical or electronic receipts. The authorized cardholder must submit the completed monthly reconciliations no later than the 20th calendar day of each month. All discrepancies and disputes must be resolved within 30-days of receipt of the authorized cardholder's statement and/or prior to the receipt of the subsequent monthly statement. If the authorized cardholder is travelling, it is recommended they submit receipts for any business expenses or travel already incurred prior to their next trip.

When an authorized cardholder is terminated by the City, the authorized cardholder will be held responsible for any unauthorized charges made to the business credit card prior to or after the employee's termination date.

VIOLATIONS

The use of the business credit card may be suspended or revoked when the CFO, after consultation with the City Attorney, determines that an authorized cardholder has violated the Business Credit Card Program policy. The business credit card shall be revoked whenever an authorized cardholder is no longer employed with the City.

PROHIBITED PURCHASES

The following types of purchases and uses are strictly:

1. Goods or services not directly related to Official City business.
2. Data plans, Software, or applications for non-City issued devices, including but not limited to, smartphone, laptop computers and tablets. However, data plans purchased by the authorized cardholder when traveling on Official City business are a permissible use of the business credit card.
3. Memberships at wholesale warehouses and shopping clubs (e.g. Sam's Club, Costco, Amazon Prime).
4. Cash Advances.
5. Gift cards, store value cards, calling cards and similar products.
6. Personal dry cleaning charges.
7. Entertainment (e.g. in-room movies for City employees traveling on business).
8. Alcoholic beverages or products.
9. Tobacco products.
10. Fuel, mechanical repairs, and/or maintenance for personal owned vehicles.
11. Airline tickets for family and friends.
12. Any personal use.
13. Use of the business credit card by anyone other than the authorized cardholder or the authorized cardholder's, CFO approved, designated personnel.

DECLARED EMERGENCIES

The City grants authority to forego requirements for needs arising from unforeseen causes. In cases involving the welfare for the citizens of Atlanta, public, extreme weather conditions, or official declared emergencies, the business credit card may be used in assisting with emergency purchases as warranted by Authorized Cardholder.

PROCESSING and RECONCILING BUSINESS CREDIT CARD STATEMENTS

Authorized cardholder statements are available on the Online Banking Portal on the 4th day of each month. The Program Administrator will export statements in an Excel format and then download a PDF copy of the bank statement. Both documents will be emailed to the authorized cardholder and the reconciler, who is assigned by the cardholder. The email informs the authorized cardholder of the due date of the payment, and date all documentation is due back to the Program Administrator for review. All disbursements and documentation will be reviewed by the authorized cardholder prior to submission to the Finance Department for approval. Once disbursements have been approved, the information will be submitted to the City's Accounts Payable department for further processing.

Original physical or electronic receipts are mandatory. Authorized cardholders should retain an itemized receipt for each purchase. The receipts are necessary to confirm transactions and support the charge in the event of an audit.

Each month, authorized cardholders need to reconcile their statements with their receipts. This will ensure that appropriate documentation is available for review and that there are no incorrect or fraudulent charges on the business credit card account. In extenuating circumstances where a purchase receipt is missing, the authorized cardholders should complete, sign, and submit Missing Receipt Affidavit to the Program Administrator and retain a copy of the Missing Receipt Affidavit for their records. A separate affidavit must be completed for each missing receipt of the authorized cardholder. Repeated instances of missing receipts by the authorized cardholder may result in termination of account privileges or other disciplinary action.

BUSINESS CREDIT CARD PAYMENT PROCESS:

After careful review and scrutiny, disbursement request forms accompanied with original physical or electronic receipts are reviewed by the Program Administrator and submitted to the CFO for review and approval. Upon approval, the disbursement request is submitted to the City's Accounts Payable where payment process is completed.

PARTICIPATING DEPARTMENTS

1. Executive Office
 - a. Mayor (1)
 - b. Chief of Staff (1)
 - c. Chief Operating Officer (1)
 - d. Chief Financial Officer (1)
2. Law (1)
3. Airport (1)
4. Fire and Rescue (1)
5. Corrections (1)
6. Police Department

- a. Chief of Police (1)
- b. Mayor's Executive Protective Team (9)

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the City of Atlanta's Business Credit Card Program policy currently in effect. I agree to be bound by the provisions contained therein. I understand that such provisions may change from time to time and agree that the provisions that are changed will be effective while I am in possession of the City's Business Credit Card.

Employee Name (Printed)

Employee Name (Signature)

Date

#7

(Do Not Write Above This Line)	First Reading Committee _____ Date _____ Chair _____ Referred To _____		FINAL COUNCIL ACTION <input type="checkbox"/> 2 ND <input type="checkbox"/> 1 ST & 2 ND <input type="checkbox"/> 3 RD Readings <input type="checkbox"/> Consent <input type="checkbox"/> V Vote <input type="checkbox"/> RC Vote	
A RESOLUTION BY COUNCILMEMBER <i>Carlos Smith</i> A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO INSTITUTE A CREDIT CARD USE POLICY FOR THE CITY OF ATLANTA; AND FOR OTHER PURPOSES.	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (See rev.side) Other _____ Members _____ _____ _____ _____ _____ Refer To _____ _____	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (See rev.side) Other _____ Members _____ _____ _____ _____ _____ Refer To _____ _____	CERTIFIED	
	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (See rev.side) Other _____ Members _____ _____ _____ _____ _____ Refer To _____ _____	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (See rev.side) Other _____ Members _____ _____ _____ _____ _____ Refer To _____ _____		MAYOR'S ACTION
	<input type="checkbox"/> CONSENT REFER <input type="checkbox"/> REGULAR REPORT REFER <input type="checkbox"/> ADVERTISE & REFER <input type="checkbox"/> 1 ST ADOPT 2 ND READ & REFER <input checked="" type="checkbox"/> PERSONAL PAPER REFER			
	Date Referred <i>8/20/18</i>	Referred To: <i>Fin. / Exec.</i>		
Date Referred	Referred To:	Date Referred	Referred To:	