



FINANCE COMMITTEE

REGULAR MEETING AGENDA

May 10, 2023

5:00 PM

9900 Park Avenue
Firestone, CO 80504

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Discussion**
 - a. **Review Policy Updates for Purchasing Policy, Purchasing Card Policy and Travel Policy**
5. **Adjournment**

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 4.a

Discussion

Meeting Date: May 10, 2023

Initiated By: Jessica Clanton

Dept: Finance

AGENDA TITLE

Review Policy Updates for Purchasing Policy, Purchasing Card Policy and Travel Policy

RECOMMENDATION

SUMMARY

FINANCIAL CONSIDERATIONS

HISTORY AND PREVIOUS BOARD ACTION

These policies were reviewed by the Finance Committee and approved by the Board of Trustees in 2021.

ATTACHMENTS

1. Purchasing Card Policy 2023 Redline
2. TRAVEL POLICY2023 Redline
3. Purchasing Policy Resolution

TOWN OF FIRESTONE
PURCHASING CARD POLICY
ADOPTED ~~SEPTEMBER~~ MAY 2021¹³

This Purchasing Card Policy (“Policy”) establishes guidelines related to the use of purchasing cards issued by the Town of Firestone (“Town”) to ensure that procurement with Town-issued Purchasing Cards (“PCard”) ~~is in compliance with~~ follows the Town’s Purchasing Policy and to ensure responsibility and accountability in the use of Town-issued purchasing cards by Town employees. **If the use of your card is not in strict compliance, this may result in disciplinary action, up to and including termination of employment.** This Policy and the provisions herein are promulgated solely in support of the proper exercise of the Town’s fiscal responsibilities. This Policy supersedes any and all previous Town-issued credit/purchasing card policies adopted by the Town. This manual provides the guidelines under which you may utilize your PCard. Please read it carefully. Your signature on the “Purchasing Card Agreement” (see page 4) indicates that you understand the intent of the policy and agree to adhere to the guidelines established for the policy.

ELIGIBILITY AND PCARD LIMITS

- A cardholder must be an employee of the Town of Firestone. It shall be at the discretion of the Department Director responsible for the department to determine which employees are eligible to be cardholders.
- It shall be at the discretion of the Department Director responsible for the department to establish each cardholder’s per-month limits, provided that these limits are consistent with the Town’s Purchasing Policy and available credit line.
- In order to obtain a PCard the Department Director must request the card on behalf of the Employee. Please use the “*Purchasing Card Request*” form located on the Global Drive at Finance, Purchasing Card Docs, Purchasing Card Request or page 6 of this policy. Return the completed form to the PCard Administrator in the Finance Department.

PCARD USAGE

The following general standards apply to PCard usage:

- Use of PCard for purchases must be for the benefit of the Town and in accordance with this Policy and the Town’s Purchasing Policy.
- Purchases with PCard must be properly authorized and approved and allocated to the correct fund/department and budgeted line item. All unauthorized expenses will not be paid by the Town and the Town reserves the right to collect payment for unauthorized expenditures from the employee.
- All purchases made with PCard must be supported by itemized receipts and sufficient documentation that identifies payee, goods/services purchased, amount of purchase, date of purchase and, if applicable, for whom purchase was made (for example, attendees for whom meals were purchased).
- A monthly statement will be available to each cardholder for signature, and then forwarded to your supervisor for signature. After approval of the reports, all documentation must be

turned into the Finance Department by the monthly deadline indicated on the Purchasing Card Schedule. *No statement will be sent to the card administrator without ALL of the receipts attached.*

- Cardholders shall take all measures necessary to ensure the security of the PCard and the card number. Cardholders shall not give their card numbers to any other employee or other person to use on their behalf. The PCard is issued in your name and it will be assumed that any purchases made against the card will have been made by you and are your responsibility.
- It is the responsibility of the cardholder to immediately notify the issuing bank (as stated on the card) and the PCard Administrator of any lost or stolen PCard. Once a PCard is reported lost or stolen, the card will no longer be accepted.
- The cardholder is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder must check to ensure credit notices are issued by the vendor, and provide the credit slip to the PCard Administrator. If a credit slip was not obtained, other documentation of the return must be given to the PCard Administrator.
- In the event of disputed charges, the cardholder must advise the Department Director of the cardholder's department and PCard Administrator. The cardholder must ensure that all required steps to register a dispute are followed.
- All charges will be automatically deducted from the Town's bank account. Therefore, it is imperative that all charges are reviewed, accounted for, coded on Paymentnet website and forwarded to the Finance Department by the **12th of every month. All receipts must be attached and the statement must be signed.**
- The Town is a municipal government exempt from sales tax. The Town's tax exempt number is on each PCard, and the Town's tax exemption is to be used when making a Town purchase. It is the cardholder's responsibility to ensure that sales tax is not included on the cost of the purchase. **The Town reserves the right to hold the cardholder making the purchase personally responsible for payment of sales tax.**
- It is the cardholder's responsibility to avoid processing fees charged for using a credit card if and whenever possible.
- Each authorized cardholder must sign a "*Town of Firestone Purchasing Card Agreement*" prior to receiving a PCard. Such Agreements are kept on file in the Finance Department.
- Upon separation of employment, a cardholder shall surrender his or her PCard on or before the cardholder's last day of employment and prior to issuance of final compensation to the cardholder.
- A cardholder shall also surrender his or her PCard to the PCard Administrator or the Director of Finance at any such time that the cardholder's card is cancelled or card privilege is revoked.

The following transactions and uses of PCards are not permitted:

- Splitting of total purchase costs, singly or between or among cardholders to avoid transaction limits.
- Personal purchases of any kind. Use of PCard for any personal purchases or expenses, even if with the intention of reimbursing the Town, is prohibited and will result in disciplinary action.
- Cash advances, money orders, bank drafts, etc.

- Payment for temporary help, maintenance contracts or long-term agreements.
- The Town does not reimburse expenses for the purchase of alcoholic beverages, and cardholders shall not use a PCard to purchase alcoholic beverages, except only in the following limited circumstances:
 - The purchase is made at or for an economic development activity where the Town is strategically marketing itself to a third party, and then the purchase shall only be made by or with the express prior consent of the Town Manager.
 - The purchase is made for a Town special event, such as the Town hosting a CML dinner or the Town’s annual holiday party.

Any unauthorized use of a PCard will be considered an improper use of government funds and may result in the loss of the PCard and/or disciplinary action against the employee, up to and including termination of employment, and/or referral to law enforcement.

Audit of the Program: Spot audits will be conducted periodically under direction of the Finance Director to confirm that PCards are being utilized responsibly, receipts are being retained, and the Cardholder’s monthly statements are being reconciled on a timely basis. The external auditors will also select cardholder transactions as part of their annual auditing process.

POLICY REVIEW

The Finance Committee and Director of Finance will be responsible for reviewing the Purchasing Card Policy every two years and shall make recommendations for revisions to the Policy as deemed appropriate. Adoption and changes to the Policy will require the approval of a simple majority vote by the entire Town Board.

Drew Peterson~~Bobbi Sindelar~~, Mayor

Attest: Kristi Bashor~~Jessica Koenig~~, CMC,

Town Clerk



PURCHASING CARD AGREEMENT

PURCHASING CARD NUMBER: _____

NAME OF EMPLOYEE: _____

Although this PCard ending in _____ is issued in your name, it is the property of the Town of Firestone and must be used in accordance with the Town's policies, procedures, and guidelines.

By signing this Agreement, you acknowledge that you have received the PCard indicated above and agree to comply with the following terms and conditions:

- I. This PCard is provided to you based upon your need to purchase business-related goods and services in the course and scope of your duties or employment with the Town of Firestone. The Town reserves the right to revoke this PCard at any time. This PCard is neither an entitlement nor reflective of title or position.
- II. This PCard is for business-related purchases only. Any use of this PCard for purchases of a personal nature is strictly prohibited.
- III. You are the only person entitled to use this PCard and you are responsible for all charges made against it.
- IV. Any unauthorized use of this PCard will be considered an improper use of government funds and will be subject to appropriate disciplinary action, termination of employment and/or referral to law enforcement.
- V. This PCard must be used in accordance with all Town policies, procedures and guidelines respecting government purchasing and the use of PCards as such policies, procedures, and guidelines may from time to time be issued and amended. The undersigned acknowledges that it has received, read and will comply with all terms and conditions of the Purchasing Card Policy.
- VI. Cardholders must comply with internal control procedures, including retaining receipts and identifying accounts to be charged.
- VII. An employee must return his or her PCard immediately upon separation from employment, or upon request at any other time by the Town Manager or his/her designee or the Department Director of the employee's department.

As the holder of this PCard, you are responsible for its protection and safekeeping. If this PCard is lost or stolen, you are required to contact the PCard Administrator immediately.

Signature of Cardholder

Date



PURCHASING CARD REQUEST

Date Requested: _____

Employee Name: _____

Employee Service Department: _____

Department #: _____

Employee Last 4 Digits of Social Security #: _____

Transaction Credit Limit: \$ _____

Monthly Credit Limit: \$ _____

Default Fund #: _____

Default G/L #: _____

E-mail Address for Statement: _____

(This will be the contact person if Finance has any questions on this person's purchasing card.)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Director: _____ Date: _____

Town Manager: _____ Date: _____



Unavailable or Lost Receipt Form

Name of Cardholder: _____

Cardholder Account Number: _____

Date of Transaction	Merchant	Quantity	Detailed Explanation of Item(s) Purchased, Credited or Exchanged	Total Amount

I certify that the foregoing is true and correct:

Cardholder: _____ Date: _____

Reviewed and Approved By: _____ Date: _____

Supervisor/Dept. Director: _____ Date: _____

TOWN OF FIRESTONE TRAVEL POLICY

ADOPTED ~~FEBRUARY~~ MARCH ~~2021~~2023

The Town recognizes the necessity for employees to travel for Town business and is committed to financial stewardship to protect Town taxpayer funds to preserve the confidence of the taxpayers. This policy provides uniform guidelines for all Town employees who travel and conduct business on behalf of the Town. The policy applies to all travel expenses for which Town funds are disbursed, including lodging, transportation, mileage, meals and other travel-related expenses.

TRAVEL REQUIREMENTS AND RESTRICTIONS

All travel must be approved by the Employee's direct supervisor or Department Director prior to booking transportation and lodging.

Department Directors must inform their employees traveling for Official town Business of travel reimbursement policies and ensure that employees adhere to them.

All travel for Department Directors must be approved by the Town Manager prior to booking transportation and lodging.

In-state or out-of-state travel for Official Town Business may be eligible for reimbursement or payment for Travel Expenses; however, overnight stays are generally not permitted in the Denver Metro area (including Boulder and Ft. Collins) or for destinations within a 50-mile radius of Town Hall, Police Facility or Public Works unless the Department Director or Town Manager approves the overnight stay in advance under the circumstances (for example, conferences that have activities well into the evening).

All travel is subject to audit either by external auditors and/or by the Finance Department.

The Employee must always choose the most reasonable cost and means for the travel under the circumstances.

When the Town employee is accompanied by a non-employee, the non-employee's travel expenses must be purchased using personal funds. Town funds will be extended to the Town employees on official Town Business only.

If the scheduled trip is cancelled, the Employee shall, upon learning of the cancellation, immediately refund all travel advances to the Town that are refundable.

The Employee must always request tax exempt status when making reservations or any travel related purchases. A copy of the Town's tax-exempt certificate is available on the Shared Drive (G:\Finance). For out-of-state travel, note that airlines, hotels, and other vendors may not honor the Town's tax exempt status.

Authorization for travel is subject to available travel funds being appropriated in the annual budget.

Gratuity for services should be reasonable based on the type of service rendered and not more than 20%.

Housekeeping tips are not reimbursable.

UNAUTHORIZED TRAVEL EXPENSES

Without limitation, the following expenses are unauthorized, shall not constitute Travel Expenses under this Policy, and shall not be reimbursed or purchased with Town funds:

- All expenses incurred by Town employee's family members or other persons not on Official Town Business
- Alcoholic beverages
- Personal clothing and accessories
- Laundry or cleaning services
- Sporting or entertainment activities such as golf, tours or other extracurricular activities
- First Class or Business Class Airfare
- Airline change fees, travel insurance, travel upgrades or excess baggage fees (unless approved, in advance, by Department Director or Town Manager)
- In-room movies, room services or other personal lodging services
- Replacement value of any personal items lost, stolen or damaged while traveling on Official Town Business
- All other personal expenses not for the benefit of the Town

AUTHORIZED TRAVEL EXPENSES

- **TRANSPORTATION (AIR, BUS, RAIL)** - Travel may be accomplished by commercial airline, Town-owned vehicle, rail, personal vehicle, courtesy transportation, or local public transportation such as a bus, shuttle service, ride share platform or taxi. Low cost or free conference shuttles should be the primary option when provided and employees are encouraged to ride together (carpool) to obtain the lowest cost for the Town.
 - All travel fares (air, bus and rail) should be purchased at the lowest coach fare available, whenever possible to assure the timing of such travel meets the needs of the Employee to conduct Official Town Business.
 - Direct flights shall be considered the standard, even though flights with connections and/or layovers are often less expensive.
 - Baggage fees are allowed for one checked-in or carried-on piece of luggage. Situations requiring more than one checked bag (i.e. for presentation materials, etc.) require Department Director approval.
 - Early-check in and other reasonable fees are reimbursable.
 - Fares shall be purchased using Town issued ~~credit~~-purchasing card or Town check. The Town employee may receive reimbursement if detailed receipts and appropriate forms are provided to the Finance Department.
 - Use of Toll Roads/Express Lanes: In general, a reasonable alternative to using toll roads/express lanes should be utilized. In cases of emergencies, extenuating circumstances, or the location of the destination in relation to using a toll road versus a non-tolled route, employees should use appropriate judgment or obtain prior supervisor approval as the situation warrants.
 - Mileage for travel in a personal vehicle will be reimbursed at the IRS reimbursement rate after travel has been completed. Travel distances will be calculated from the employee's starting destination (primary work address or home address, whichever one is shorter) to the travel destination.
 - Rental Car - Town employees who are renting vehicles for Town business have coverage through CIRSA. There is no need to buy the rental companies coverage.

- Parking – In all cases, but within reason, costs for parking should be kept to a minimum. Parking costs with receipt shall be reimbursed.
 - Hotel Parking: Self-parking shall be utilized, if available. Valet parking is allowed if it is the only option available. The employee shall pay the difference for additional costs of covered parking or valet service when other options are readily available.
 - Airport Parking: On-site airport parking shall be reimbursed, so long as it is for the most economical daily rate. Off-site airport parking can be utilized and shall be reimbursed, so long as the rate is equal to or less than the on-site economical daily rate. Employees may choose which airport lot they wish to utilize but must pay the difference of any parking that exceeds the most economical on-site per day rate.

- **LODGING** - The Town shall reimburse Employees for lodging expenses based on actual cost.
 - All lodging bookings should be purchased at the lowest or moderate price.
 - Lodging is allowed only for the number of nights necessary to attend to the Official Town Business. Extra nights shall be at the Employee's expense.
 - If approved by the Employee's direct supervisor or the Department Director in advance, (1) if the Official Town Business event ends at 5:00 pm or later, it may be permissible to stay that evening and fly home the next day, or (2) if the Official Town Business event begins at 9:00 am or earlier, it may be permissible to stay the evening before.
 - The nightly hotel rate will be limited to the GSA rate for the Destination Town. If the Employee wishes to stay at a hotel with a rate above this limit, an explanation must be shown on the Travel Request Form when submitted to the Employee's supervisor or the Department Director. Extra costs in lodging due to employee's guests must be at the employee's expense. These and other personal expenses (personal phone calls, room service, in-room movies, etc.) must be paid for separately using personal funds.
 - Lodging shall be purchased using Town issued ~~credit~~ purchasing card or Town check prior to travel or, if the Town employee used their personal funds, the Employee may receive reimbursement for lodging. ~~This request must be no more than two weeks before scheduled travel~~

- **MEALS AND INCIDENTAL EXPENSES WHILE ON TRAVEL (OVERNIGHT STAYS)** - The Town shall provide the Employee reimbursement for meal and incidental expenses. ~~Prior to travel,~~ Employee must elect a one meal reimbursement option listed below. The options available for meal reimbursements are:
 1. **ACTUAL COSTS**: Actual expense reimbursement or use of Town ~~credit~~ purchasing card for meals, tips and snacks. If the actual costs reimbursement or Town ~~credit~~ purchasing card option is chosen, an itemized receipt must be submitted for every expense.
 2. **PER DIEM**: Per Diem per the GSA Per Diem method for meals and incidentals for the whole trip.
 - Meal Per Diem: The Town will reimburse based on the per diem allowance rate established through federal guidelines and GSA in the form of a Town check. If Employee opts for the per diem method, the 'Meals & Incidental Breakdown' chart should be included with the approved Expense & Mileage Reimbursement Form. The Per Diem Allowance rate includes breakfast, lunch, dinner and incidental expenses. Funds can be ~~also be~~ requested in advance of travel. This request must be no more than two weeks before scheduled travel.

- If a travel advance at the per diem rate is requested, it must be done through the normal accounts payable process and on a regularly scheduled check cycle.
 - If a travel advance at the per diem rate was provided to employee, Town issued ~~credit purchasing~~ card should not be used for meal expenses.
 - ~~If actual costs are more than the per diem amount, the employee is responsible for the additional amount. If actual costs are less than the per diem amount, the employee may keep the balance.~~
 - No receipts are required when using per diem.
- Incidental Per Diem: The GSA incidental per diem rate is allowed for travel requiring an overnight stay for tips and other miscellaneous incidentals.
- Per Diem Rates: Per Diem rates should be determined by going to the following links and entering in the appropriate information. See Instructions tab on Expense & Mileage Reimbursement form for instructions and example.
 - Per Diem Rates Look-Up:
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
 - Meals and Incidental Expense (M&IE) Breakdown:
<http://www.gsa.gov/portal/content/101518>
 - If travel days are less than a full day, the per diem for those days is pro-rated according to the GSA M&IE Breakdown chart.
 - The conference or travel-related event may provide some or all of the meals. When this occurs, the employee must not seek travel advance or reimbursement for this meal regardless of whether using the Per Diem or Actual costs method. The choice to eat on your own when a meal is provided by the conference or event is not an allowable expense. Dietary needs of the Employee may be considered as it relates to conference offered meals.

POLICY REVIEW

The Finance Department will review the travel expenditures periodically to ensure that the Town is adhering to the framework outlined in this policy. Furthermore, the Finance Committee and the Finance Director will be responsible for reviewing the Travel Policy every two years. Adoption and modifications to this policy will require the approval of a simple majority vote by the entire Town Board.

~~Bobbi Sindelar~~Drew Peterson,
Mayor

Attest: ~~Jessica Koenig, CMC~~, Town Clerk

RESOLUTION NO. 21-XX

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
FIRESTONE, COLORADO, ADOPTING THE TOWN OF FIRESTONE
PURCHASING POLICY**

WHEREAS, the Town of Firestone has previously adopted the Purchasing Policy for the Town; and

WHEREAS, the Board of Trustees finds that such policy should be updated and that the adoption of a current Purchasing Policy will promote and support the efficient and effective use of Town resources and promote the best interests of the Town; and

WHEREAS, there has been presented to the Board of Trustees for adoption a proposed Purchasing Policy, which has been developed through the collaborative efforts of the Town Manager, Director of Finance and consultants; and

WHEREAS, the Board of Trustees finds that the adoption of such policy is authorized by law; and

WHEREAS, the Board of Trustees finds that the proposed Purchasing Policy is solely in support of the Town's fiscal responsibilities; and

WHEREAS, the Board of Trustees by this Resolution to desires to adopt said policy;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO:

Section 1. The Board of Trustees hereby approves and adopts the Town of Firestone Purchasing Policy, which is attached to this Resolution.

Section 2. The Policy approved and adopted by this Resolution shall take effect September 8, 2021.

Section 3. All resolutions and policies or portions thereof previously adopted that are inconsistent or conflicting with the policy adopted by this Resolution are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, and ADOPTED this ____ day of _____, 2021.

TOWN OF FIRESTONE, COLORADO

Bobbi Sindelar, Mayor

ATTEST:

Jessica Koenig, Town Clerk