

ORDINANCE NO. 24-12  
ADOPTED ON: 11-25-2024

AN ORDINANCE AMENDING THE VILLAGE OF THORNVILLE CREDIT CARD POLICY

WHEREAS, with Ordinance No. 19-01, Council for the Village of Thornville created and established a credit card policy to comply with the requirements set forth by the 132<sup>nd</sup> General Assembly in H.B. 312, § 1, and made applicable to the Village as codified by R.C. 717.31; and

WHEREAS, the Village Administrator recently recommended changes to the credit card policy to reflect the current financial operations and needs of the Village of Thornville; and

WHEREAS, Council for the Village of Thornville recognizes it is necessary to amend the credit card policy to ensure the Village's compliance with R.C. 717.31; and

WHEREAS, the recommended changes to the credit card policy include:

- i.) specifically authorizing the use of Village credit cards by the Village Water and Sewer Operator;
- ii.) closing the Village's Staple's credit card;
- iii.) closing the Village's PNC Visa credit card; and
- iv.) authorizing People's State Bank Visa credit card and authorizing six (6) credit cards with a combined limit of \$20,000.

WHEREAS, Council for the Village of Thornville now want to amend the Village's credit card policy to reflect these changes.

NOW, **THEREFORE, BE IT ORDAINED** by the Council of the Village of Thornville, County of Perry, State of Ohio:

SECTION 1: Council for the Village of Thornville hereby amends the Village of Thornville, Ohio Credit Card Policy as set forth in the document attached hereto as Exhibit A and incorporated herein by reference.

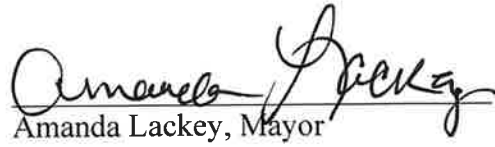
SECTION 2: Council hereby expressly declares that the Village of Thornville, Ohio Credit Card Policy attached hereto as Exhibit A shall serve as the exclusive written policy of the Village for the use of credit card accounts, shall superseded all other written policies related to the use of credit card accounts, and shall apply to all employees, officers, and departments of the Village specifically identified in the policy.

SECTION 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision making bodies of the Village of Thornville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereto.

SECTION 5: This ordinance shall take effect at the earliest time allowed by law.

Passed in Council this 25<sup>th</sup> day of November 2024.

  
Amanda Lackey, Mayor

ATTEST:

  
Clerk of Council

APPROVED:

Approved as to form this 13<sup>th</sup> day of September 2024.

  
Brian M. Zets, Esq.

**VILLAGE OF THORNVILLE, OHIO  
CREDIT CARD POLICY  
ORDINANCE 24-12**

**I. Purpose**

The purpose of this policy is to ensure that Village credit card accounts are closely monitored in order to provide for maximum security of Village funds and to safeguard against misuse and/or losses of public funds for which the Village may be held liable. This policy is meant to comply with the mandates of 2018 H.B. 312, § 1, enacted by the 132<sup>nd</sup> General Assembly and made applicable to the Village as codified by O.R.C. § 717.31. All Village-issued credit cards are to be used solely for the purpose of conducting Village business and are not to be used in any event for personal expenses.

**II. Authorized Personnel**

Only authorized personnel shall be permitted to use Village credit cards. The Fiscal Officer shall retain general possession and control of all Village credit card accounts and presentation instruments, including cards and checks, related to the accounts.

Only the following Village officials and employees shall be issued and authorized to use Village credit cards, as administered by the Fiscal Officer:

- Village Administrator
- Village Administrative Assistant
- Police Chief
- Fiscal Officer
- Sewer Superintendent
- Water / Sewer Operator
- Street Superintendent

Village credit cards will not be issued to any other Village personnel beyond the above listed officers, unless approved by Council and requiring written amendment to this policy. All references to “employee(s)” and “cardholder(s)” in this policy refer to the aforementioned Village officials.

Before receiving a Village credit card, authorized employees must read this policy and complete an Employee Credit Card Account Agreement attached to this policy and incorporated herein by reference, which will be filed and maintained in the employee’s personnel file.

**III. Acquisition, Use, and Management of Credit Card Accounts**

The Fiscal Officer shall be responsible for the acquisition, use, and management of all new and existing Village credit card accounts and associated presentation instruments, including cards and checks. Any new and/or additional credit card accounts to be opened

- b. Immediately notify the Fiscal Officer of any unintended personal purchases made on a Village credit card, and the employee shall immediately reimburse the Village for such charges.
- c. Make every effort to ensure that Village credit card purchases do not include sales tax. Tax-exempt certificates are available upon request from the Fiscal Officer.

No single credit card purchase shall exceed a spending limit of One Thousand Dollars and No Cents (\$1000.00) without prior approval of the Fiscal Officer.

Any rewards, rebates or awards earned through use of the Village credit card shall be immediately relinquished to the Village.

## **VI. Receipts**

Detailed itemized receipts, issued by email and/or electronic register, for all purchases on the Village credit card must be retained, initialed or signed by the charging individual, and submitted to the Fiscal Officer by the end of the next business day, unless more time is allowed by the Fiscal Officer. Receipts should show the items or services purchased, date of purchase, and the amount charged. Failure to submit receipts and appropriate documentation may result in the charges being deemed unsubstantiated or unauthorized purchases.

In the event that an employee is unable to obtain a receipt after performing due care, or misplaces or loses a receipt, a Missing Receipt Form must be completed and submitted to the Fiscal Officer for review. Such requests will be reviewed on a case-by-case basis and evaluated depending upon the item or services purchased. A copy of the Missing Receipt Form can be obtained from the Fiscal Officer.

## **VII. Returns**

In the event that an item or service purchased with a Village credit card must be returned or exchanged for any reason, the cardholder is responsible for facilitating the return/exchange and requesting a credit to the account. All documentation regarding the return shall be submitted to the Fiscal Officer for verification of the credit by the end of the next business day, unless more time is allowed by the Fiscal Officer.

Cardholders may not receive cash back or in-store credits for any refunds or exchanges. Such amounts must be credited to the Village credit card account. If a supplier mistakenly issues a refund check, the refund check must be immediately submitted to the Fiscal Officer.

- a. Alcoholic beverages or tobacco products;
- b. Capital equipment and upgrades over \$5,000.00;
- c. Controlled substances;
- d. Items or services on term contracts (unless otherwise authorized by the Fiscal Officer and Council);
- e. Maintenance agreements;
- f. Personal items or loans;
- g. Donations;
- h. Any other items deemed inconsistent with Village policy or the Ohio Revised Code.

All actions or omissions by a Village employee resulting in a failure to comply with any provision of this policy shall qualify as misuse of a Village credit card account and will be subject to appropriate action.