

## TOWN OF CANANDAIGUA

# Policy and Procedure for Accepting Public Credit Card Payments

Adopted by the Canandaigua Town Board on February 23, 2015. Resolution #2014-232

Confirmed by Town Board on February 13, 2017 by Resolution 2017-088

In an effort to improve customer service and operating efficiencies, on June 9, 2014, the Canandaigua Town Board adopted Resolution 2014-112 authorizing the acceptance of credit cards for the payment of certain items such as park reservations, water purchases and permitting fees. On February 23, 2015, the Town Board approved accepting credit cards for the payment of Town or County taxes.

### POLICY:

The Town will accept certain credit cards for the payment of all transactions. The credit card user will be responsible for all fees associated with the credit card use.

### PROCEDURE:

1. The Town Board is responsible for selecting a credit card service provider that offers competitive user fees and services that meet the needs of the receiving department. Once selected, the service provider contract will be reviewed and approved by the Town Board on an as needed basis. At no time shall the Town allow service fees to be paid by anyone other than the user.
2. The Town Clerk's office will accept the use of a credit card for the payment for all transactions. As the technology becomes available, the Town Board may elect to add a credit card payment option for walk-in visitors and renters at Onanda Park.
3. The Town Clerk or designee shall balance the credit card receipts against the Daily Cash Report when cash receipts exceed \$250.00. In addition the Town Clerk or designee will review the daily transaction reports for obvious errors, omissions or discrepancies between the credit card service provider and the Town Clerk accounting reports.
4. The Town Clerk or designee shall reconcile the credit card receipts against the service provider account on a weekly basis. A copy of the reconciliation reports shall be provided to the Town's financial advisor for review.
5. Prior to the 10<sup>th</sup> day of each month, the Town Clerk will present the Town Supervisor with an accounting summary report along with a check made payable to the Town of Canandaigua, for the amount of payments collected during the prior month. The accounting reports must show the amount charged to the service provider and the amount paid to the Town.
6. The Town Board is responsible for reviewing this policy on an annual basis and making modifications as needed.