

# Corporate Policies

SECTION: <b>TREASURY SERVICES</b>	DEPT: Finance Department	
SUBJECT: <b>Acceptable Methods of Payment</b>		
POLICY NO. 13.9.0	SUPERCEDES POLICY DATED: N/A	PAGE: 1 OF 3
EFFECTIVE DATE: June 23, 2003	APPROVED BY: AF114-2003 Council C 237-2003	APPROVAL DATE: June 23, 2003

## POLICY STATEMENT:

To establish a policy for accepting specific types of payment.

## PURPOSE:

Identify the acceptable method of payment and the related acceptable revenue application as indicated in Schedule 1.

1. **CASH/CHEQUES (certified)/MONEY ORDERS**
2. **CHEQUES – uncertified**
3. **DEBIT CARD**
4. **CREDIT CARD**
5. **PRE-AUTHORIZED DEBIT**
6. **PAYROLL DEDUCTION (employees only)**
7. **ELECTRONIC FUND TRANSFER (pre-authorized)**

## SCOPE:

The Corporation collects revenue that is classified as either:

**Obligatory (O):** as required by rule, law or custom;

**Discretionary (D):** any user and administration fee, as provided from time to time by By-law; where the customer has a choice of the product; or, a choice of the service provider.

## PROCEDURE:

Corporate wide application of Schedule 1.

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## SCHEDULE 1

Type: O – Obligatory; D – Discretionary

Examples of Revenue	Type	▪ Cash ▪ Money Orde ▪ Cheque (certified)	Cheque	Debit Card	Credit Card	PAP	Payroll Deduction	Electronic Fund Transfer (EFT)
Administration Fees	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Animal Services	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Building Permit	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Development Agreements	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Development Charges	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Employee Programs	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Facility Rental	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
General Recoveries	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Business Transfers	O / D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Licensing & By-law	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Other Deposits	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Parking Lot Permissions	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Parking Violation (Part II)	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Program Registration Membership	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Property (Realty) Tax	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Provincial Offence (Part I & III)	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Recreational Programs	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Reserve/Trust Fund	O / D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Tax Certificate	O	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Theatre Tickets	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Transit Ticket/Pass	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

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## **ACCOUNTABILITY:**

Departmental Directors will be responsible for implementation of and adherence to the acceptable methods of payment and the application thereof.

## **ADMINISTRATION:**

Treasury Services will be responsible for keeping this policy up to date.

## **CONTACT:**

Patricia Hunter, Manager, Revenue Services, 905-874-2228.