

Section Finance Policy	Policy Number RCJTC P.06.01
Date June 2, 2014	Revised

1. BUDGET

- 1.1 The Renfrew County Joint Transportation Consortium (RCJTC) shall annually establish a budget allocating funds by established cost centers.
- 1.2 Budget funds are for the purposes specified in the detailed budget approved by the RCJTC, and shall be disbursed in accordance with policies and procedures established by the RCJTC.
- 1.3 The annual budget adopted by the RCJTC may be adjusted to reflect changes in the various components as may occur subsequent to the adoption of the budget by the Board of Directors.

Related RCJTC Administrative Procedures

- AP.06.01 *Budget Procedure*
- AP.06.02 *Financial Reporting Procedure*

...Providing safe, efficient, effective transportation to our students

Section	Policy Number
Finance Policy	RCJTC P.06.02
Date	Revised
June 2, 2014	

2. FINANCIAL REPORTING

The Renfrew County Joint Transportation Consortium (RCJTC) shall prepare and make available for review such financial reports as may be required by the Board of Directors.

Related RCJTC Administrative Procedure
AP.06.02 Financial Reporting Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.03
Date	Revised
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3. CORPORATE CREDIT CARDS/PURCHASING CARDS

- 3.1** The General Manager and the Administrative Assistant may be provided with a corporate credit card.
- 3.2** Corporate credit cards shall be used solely in the course of, and for purposes of, Renfrew County Joint Transportation Consortium (RCJTC) business. Inappropriate use will be considered a misappropriation of funds and the cardholder may be subject to disciplinary action, up to and including termination of employment. Liability for authorized charges on the card rests with RCJTC, not the cardholder.
- 3.3** Any and all benefits of credit card member rewards programs shall be deemed to be the property of the RCJTC and redeemed solely for the purpose of reducing expenses of the RCJTC.

Related RCJTC Administrative Procedure

AP.06.03 Corporate Credit Cards/Purchasing Cards Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.04
Date	Revised
June 2, 2014	June 1, 2015

4. DISPOSAL OF FURNITURE AND EQUIPMENT

Surplus or obsolete furniture and equipment shall be disposed of in the most efficient manner, in accordance with procedures established by the Renfrew County Joint Transportation (RCJTC).

Related RCJTC Administrative Procedure

AP.06.04 Disposal of Furniture and Equipment Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.05
Date	Revised
June 2, 2014	

5. PROPERTY DAMAGE OR THEFT

- 5.1** Replacement resulting from willful or malicious damage or theft of equipment, software, or property shall be the responsibility of the perpetrator. Malicious damage includes, but is not limited to, the deliberate introduction of a virus or noxious program.
- 5.2** Accidental damage or loss of Renfrew County Joint Transportation Consortium (RCJTC) equipment is the responsibility of the RCJTC.
- 5.3** Staff who possess RCJTC-owned portable electronic devices are expected to take reasonable measures to secure the devices when left unattended.

Related RCJTC Administrative Procedure

AP.06.05 Property Damage or Theft Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.06
Date	Revised
June 2, 2014	June 1, 2015

6. LEVELS OF AUTHORIZATION REQUIRED FOR THE EXPENDITURE OF OPERATING FUNDS

6.1 The expenditure of Renfrew County Joint Transportation Consortium (RCJTC) operating funds shall be for the purpose provided in the annual budget or in any subsequent RCJTC directive, and shall be disbursed in accordance with the levels of authority established by the Board of Directors.

6.2 Expenditure Authorization Limits:

The maximum dollar value of any transaction that one may approve on one's own will be limited as follows:

Administrative Assistant, Transportation Supervisor	\$1,000
General Manager	\$25,000
Administrative Committee	\$250,000
Board of Directors	\$500,000

6.3 For purposes of this policy, transaction means the total value of a contract, agreement, tender, or purchase regardless of the number of installments or payments to be made.

Related RCJTC Administrative Procedure

AP.06.06 Levels of Authorization Required for the Expenditure of Operating Funds Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.07
Date	Revised
June 2, 2014	June 1, 2015

7. REIMBURSEMENT FOR EXPENDITURES INCURRED ON RCJTC BUSINESS

- 7.1** The Board of Directors and staff shall be reimbursed for pre-approved expenditures incurred on Renfrew County Joint Transportation Consortium (RCJTC) business.
- 7.2** Consultants and other contractors are prohibited from claiming meal expenses in connection to RCJTC business.
- 7.3** Neither the RCJTC nor its member school boards shall assume any obligation to reimburse expenses that are not in compliance with this policy.

Related RCJTC Administrative Procedure

AP.06.07 Reimbursement for Expenditures Incurred on RCJTC Business Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.08
Date	Revised
March 7, 2016	

8. PURCHASING

- 8.1** The purpose of this policy is to ensure that goods and services, including but not limited to, transportation services, consulting services and information technology, are acquired by the Renfrew County Joint Transportation Consortium (RCJTC) through a process that is open, fair and transparent.
- 8.2** The RCJTC shall establish an appropriate approval and procurement value thresholds in line with the Broader Public Sector Procurement Directive (Directive) and existing RCJTC finance policies.

Related RCJTC Administrative Procedure

AP.06.08 Purchasing Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.09
Date	Revised
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9. INVOICE PROCESSING

In addition to the contracting of buses, Renfrew County Joint Transportation Consortium (RCJTC) is required to arrange alternate modes of transportation for home to school services. Bus Operators and taxis will be procured in accordance with the Purchasing Policy. Taxi companies and/or parents may be utilized for these purposes with the approval of the RCJTC. If a parent is transporting their child they are reimbursed for mileage, stated within the software, and at a rate set by the RCJTC. RCJTC does not pay or reimburse mileage for the days students do not attend school (i.e. snow days, P.A. Days, or holidays, etc.).

Related RCJTC Administrative Procedure

AP.06.09 Invoice Processing Procedure

Related RCJTC Administrative Form

F.06.09 Transportation Department Invoice

Section	Policy Number
Finance Policy	RCJTC P.06.10
Date	Revised
March 7, 2016	

10. AUDITED FINANCIAL STATEMENTS

The Renfrew County Joint Transportation Consortium (RCJTC) shall make available annually to the Board of Directors its financial statements for the preceding year together with the Auditors' Report.

Related RCJTC Administrative Procedure

AP.06.10 Audited Financial Statements Procedure

Section	Policy Number
Finance Policy	RCJTC P.06.11
Date	Revised
March 7, 2016	

11. TRANSPORTATION OPERATOR CONTRACTS

- 11.1** Transportation operator contracts are procured in accordance with the Purchasing Policy. Newly established routes shall be tendered.
- 11.2** Transportation operators must adhere to the Ministry of Education and the Ministry of Transportation Acts, regulations and guidelines.
- 11.3** Transportation operator contracts are NOT transferable without the approval of RCJTC.

Related RCJTC Administrative Procedure

- AP.06.11.01 Transportation Operator Contracts Procedure*
- AP.06.11.02 Transportation Operator Contract Requirements Procedure*
- AP.06.11.03 Transfer of Transportation Operator Contracts Procedure*