

TITLE: REFUNDS

RESOLUTION NUMBER: 2024-05-18

POLICY #: CP-014

EFFECTIVE DATE: MAY 29, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

PURPOSE

The Town of Magrath (Town) is required to refund money from time to time for various reasons. This policy develops guidelines and procedures on how refunds will be issued.

POLICY STATEMENTS

Types of Refunds

For Interac/Debit refunds please see the “Methods of Refunds” section. No dollar limit will be placed on the Interac/Debit refund if it falls within the guidelines specified.

When a refund is due and payable that is higher than \$50.00, the Town will provide the refund by cheque to the entitled payee.

When a refund is due and payable that is from \$10.00 - \$50.00, the Town may refund the amount by Petty Cash or cheque.

If the amount is less than \$10.00 the Town will not make a repayment until a request has been received either verbally or in writing for said refund. The town will then provide a refund by Petty Cash or cheque.

Any refund amount less than \$10.00 not claimed within a year will then become general revenue for the Town.

Methods of Refund

1. To issue a refund by Interac/Debit

Refunds will only be issued by Interac/Debit if the original transaction was also paid for by Interac/Debit at the same terminal on the same day. If the original transaction was done on a different terminal or day, a refund must be issued by a different method as provided in the policy.

2. To issue a refund from Petty Cash

The Town employee must write up a receipt to go with any other refund documentation (i.e., Pool refund slip). Any refund documentation that the payee may provide must be approved and signed by a Town employee from the applicable department (i.e., Pool employee signature for pool refund) before a refund will be given.

The refund receipt must show the following:

- a) The date of the refund,
- b) The payee's name,
- c) The reason for the refund, and
- d) The amount of the refund.

The payee and Town employee giving the refund must sign the receipt to verify that the cash has been reimbursed and a copy of the receipt will be given to the payee with the cash. The Town employee will then put the proper G.L. number on the Town's copy of the receipt and both the refund documentation and the receipt will go in the Petty Cash box for balancing purposes.

*** Access to the Petty Cash box is limited to those employees who have authorization.**

In the event that there is not enough money in Petty Cash to issue a refund, a cheque will be issued.

3. To issue a refund by Cheque

Documentation must be provided showing the following:

- a) The payee name,
- b) The payee's mailing address,
- c) The reason for the refund,
- d) The amount of the refund,
- e) The correct G.L. number to pay the refund from, and
- f) The Town employee's signature/initial that is approving the refund.

The required documentation will then be submitted to the A/P Clerk to create a voucher for processing.

The cheque will be processed with the next regularly scheduled cheque run unless unforeseen circumstances arise. In this case, the cheque will still be processed in a timely manner and then forwarded to the entitled payee.