



POLICIES & PROCEDURES

BOWC WORKSESSION

November 27, 2018

Ethics Policy

- Denotes that DWSD will adhere to the City's Ethics Ordinance
- Establishes a specific provision related to 3rd party (e.g., non-profit) solicitations of donations from DWSD vendors
- Enables DWSD to establish an Ethics Hotline and an Ethics Committee to respond to reports of ethics violations

Internal Audit Charter

- Establishes the Internal Audit Function, to which Baker Tilly will transition the compliance monitoring activities at the conclusion of their work
- Denotes that Internal Audit will adhere to professional standards established by the Institute of Internal Audit
- Requires an annual risk assessment to prioritize audit and consulting activities (i.e., process to maximize benefits to the organization)

P-Card Policy

- Enables the CFO to designate certain individuals with the ability to make small purchases with a purchasing card (or “P-Card”)
- Establishes criteria for the issuance and use of a P-Card, including submittal and review of all receipts
- Provides for deactivation in the event of an unauthorized use
- Requires P-Card Cardholders to sign an acknowledgement form, whereby the Cardholder acknowledges DWSD policy

Corporate Card Policy

- Limits Corporate Card use to Senior Executive Management for purposes of subscriptions, travel/training, emergency supplies, and meeting expenses
- Establishes criteria for the issuance and use of a Corporate Card, including submittal and review of all receipts
- Provides for deactivation in the event of an unauthorized use

Thank You



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