

Corporate Credit Card Policy

Policy Details

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Policy Owner	Director of Corporate Services
Contact Officer	Manager Finance and Administration
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Supporting documentation

Legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local government Regulation 2012</i>
Policies	<ul style="list-style-type: none"> • Procurement Policy • Travel Policy
Delegations	<ul style="list-style-type: none"> • Nil
Forms	<ul style="list-style-type: none"> • Nil
Supporting Documents	<ul style="list-style-type: none"> • Corporate Plan 2021 - 2025

Version History:

Version	Approval Date	Comment	eDRMS #
4.0	16/06/2021	Changes as per Resolution No. 0621/017	
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1. Intent

The intent of this policy is to document the procedures and controls applying to the use of corporate credit cards by Council Officers and Elected Members to ensure sound governance of expenditure incurred on behalf of Council.

2. Policy Statement

Credit cards will be issued to the Mayor, the Chief Executive Officer and such Officers as authorised by the Chief Executive Officer (Authorised Cardholders).

Council reserves the right to amend, alter or vary the list of cardholders from time to time.

No private usage of the credit card is allowed.

3. Principles

The use of credit cards have regard to the following principles:

- Ensure the principles of good governance, financial accountability, transparency and sound procurement as outlined by Council procurement policy;
- Expenditure paid for using corporate cards shall be limited solely to purchases directly related to official Council business;
- The use of Corporate Cards does not negate the requirement for quotations as outlined in the Procurement Policy; and
- Credit Cards should only be used in situations where purchase under an account arrangement via Council's purchase order system is not reasonably available.

4. Policy

4.1 Issue of Corporate Credit Cards

Corporate credit cards may be issued to Council Officers when it can be demonstrated that the facility is necessary, and the most effective means of meeting commitments incurred in the course of official Council business. All corporate credit cards shall be issued with the approval of the Chief Executive Officer.

The identified council positions that may be issued a corporate credit card are identified in the table below::

Card Holder	Limit
Mayor	\$5,000.00
Chief Executive Officer	\$10,000.00
Director Corporate Services	\$5,000.00
Director of Engineering	\$5,000.00
Manager Human Resources	\$5,000.00
Manager Barra Centre and Hatchery	\$2,000.00

Card Holder	Limit
Manager Economic and Community Development	\$2,000.00
Manager of Water & Sewerage	\$2,000.00
Works Coordinator	\$2,000.00
Senior Foreman	\$2,000.00
Town Foreman	\$1,000.00
KBA Leading Hand	\$1,000.00
KBA Senior WTPO	\$1,000.00
NTN Senior WTPO	\$1,000.00
Electrician	\$1,000.00
Carpenter	\$1,000.00
Plumber	\$1,000.00
Workshop Foreman	\$1,000.00

4.2 Credit Limits

The overall limit for Council's credit facility is set at \$50,000.

4.3 Conditions of Use

Credit Cards may only be used for appropriate council expenditure and the Cardholder is responsible for all charges placed against their Credit Card.

A Cardholder has authority to incur expenditure up to the limit of the card. However, all purchases must comply with the Procurement Policy and quotations are still to be obtained as outlined in the Procurement Policy.

By accepting a Corporate Credit Card, the Cardholder agrees to abide by:

- the conditions of use specified by the credit provider on issue of the card; and
- all relevant policies, procedures, and guidelines; and
- provide any relevant documentation, such as tax invoices; and
- any reasonable instructions council issues in respect to the use of the card.

Where a Cardholder does not comply with the conditions of use of a Credit Card or otherwise misuses a card:

- the cardholder may be held liable for expenditure incurred;
- Council may withdraw the card from the Cardholder; and

- Council may initiate disciplinary action or legal proceedings against the cardholder.

Credit cards shall only be used as follows:

- For the carrying out of Council authorised business including but not limited to travel, accommodation and meal expenses;; and
- For the meeting of council liabilities where purchase under an account arrangement via Councils purchase order system is not reasonably available for example where suppliers and service providers only accept payment via credit card; and
- No private expenditure shall be incurred, even if private funds are transferred or repaid immediately to offset the expenditure. Where users need to pay an account (such as an accommodation bill) which includes a private component this private component must be paid privately and not paid with the Council credit card; and
- Where the expenditure has an associated budgetary allocation; and
- Credit cards is specifically designed, but not restricted to, for payment transactions with lower value (below \$300); and
- No small assets or portable items are to be purchased on the credit card.

4.4 Circumstances in Which Cards May Not Be Used

Corporate cards must only be used for the payment of goods and services associated with Council business. Activities that would not qualify for the use of corporate cards include the following:

- Any use that is of personal or private nature;
- Cash advances;
- Payment of fines, for example a parking fine or a speeding offence which was incurred whilst on Council business;
- Purchasing of Alcohol; except where such expenditure is incurred in accordance with council's "Entertainment and Hospitality Policy". In these instances, details of the event and participants are to be provided along with support for purchases.
- Payment of travel expenditure, where the travel has not been approved in advance in accordance with the Travel Policy.

4.5 Obligations of Cardholder

Upon receiving a new card, the Cardholder should:

- sign the reverse of the card immediately and activate the card by following the instructions provided with the card by the credit provider;
- ensure the safe custody of the credit card and the PIN at all times;
- understand this policy and related reconciliation documents; and

Where staff other than the card holder require purchases to be completed via credit card, the relevant member of staff shall complete a "Credit Card Purchase Request Form". The cardholder must perform the transaction.

The Cardholder shall:

- obtain an invoice/receipt displaying the supplier's ABN for goods
- ensure suppliers record full and proper descriptions of items or services on invoices/receipts;

- confirm the supplier site is secure when placing an order via the internet;
- ensure goods and services are received in good order and condition;
- ensure a credit is received for any returns or refunds;
- immediately report lost, stolen or damaged cards to the credit provider and the Procurement Officer;
- perform a monthly reconciliation of the credit card.

4.6 Obligations of Manager/Approver

The Manager / Approver shall:

- check all invoices/receipts are attached to each transaction;
- check all expenditure is in accordance with the council's policies and procedures;
- review the appropriateness of expense and goods/services;
- ensure the correct supplier and job codes
- immediately notify the Cardholder of any non-compliance;
- approve the credit card reconciliation once satisfied all transactions are accurate.

For any expenditure that is inappropriate or misrepresented, seek an explanation from the Cardholder immediately, prior to approving the monthly reconciliation. Where the expenditure is deemed inappropriate or in breach of council policy, the Cardholder will be required to reimburse council. The transaction is to be identified as 'personal expenses to be repaid to council' and the cardholder will be issued a debtor invoice. Disciplinary action may also be taken.

4.7 Lost or Stolen Cards

The authorised cardholder is to inform the:-

- Westpac Bank (1300 130 961 - 24 hours a day, 7 days a week); and
- Procurement Officer as soon as they become aware the card issued is lost or stolen.

If the loss or theft is outside of business hours the credit organisation should be contacted immediately, with the Finance and Administration being notified the next business day.

4.8 Return of Cards

The authorised cardholder is to return any cards held with all tax receipts not yet submitted to the Procurement Officer on termination of employment or when asked to do so by the Chief Executive Officer.

Upon return of the credit card, the Manager Finance and Administration will destroy the card and arrange with the credit facility provider for the cancellation of the corporate card.

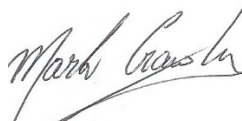
4.9 Audit of Corporate Cards

An audit of credit card transactions may be conducted at any time during the year.

6. Definitions

TERM	DEFINITION
Council	means the Carpentaria Shire Council.
Corporate Cards	means all cards held under a Council credit card facility. Currently these are the Credit Cards and BP Fuel Cards
Corporate Credit Card Provider	the financial institution that provides Council's Credit Card facility. Currently this is the Westpac Banking Corporation.
Monthly Credit Limit	the dollar limit of the total value of transactions permitted on an individual cardholder's corporate credit card during the billing cycle.
Private Expenditure	refers to any expense that is not related to the Council's business operations. The purchase of gifts, food and other items in relation to non-business activities are private expenditure.

Adopted by Council 16 June 2021 by Resolution 0621/017.



Mark Crawley
Chief Executive Officer