

Corporate Credit Card Policy

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DATE APPROVED	15 July 2021
EFFECTIVE	15 July 2021
AUTHORITY	Corporate Services
CONTACT OFFICER	Director Corporate Services

1 PURPOSE

- 1.1 Corporate Credit Cards are an efficient procurement and payment method. The purpose of this Policy is provide a clear framework to enable the appropriate use of corporate credit cards. This Policy aims to incorporate necessary controls to support the mitigation of risks associated with corporate card usages whilst acknowledging they are an alternative procurement method which can be a more efficient and effective payment management system.

2 SCOPE

- 2.1 This Policy applies to all Elected Members and Council Officers who are issued with a corporate credit card to undertake appropriate transactions in the course of their official Council business. This Policy must be read in conjunction with Council's *Procurement Policy*.
- 2.2 Council Officers who are issued with a corporate credit card must also hold a delegation from the General Manager authorising them to do so.

3 DEFINITIONS

- 3.1 For the purposes of this Policy, the following definitions apply:

Term	Definition
Act	<i>Local Government Act 1993 (NSW)</i>
Council Officers	Refers to Council employees who have been issued corporate credit card with delegation.
Elected Members	Mayor and Councillors.
Category B	As defined in Council's Procurement Policy is purchases of goods and services up to \$9,999 (inc GST).

4 POLICY STATEMENT

- 4.1 Council commits itself to ensuring that an accountable credit card expenditure framework is established to regulate usage of corporate credit cards.

5 PROCEDURES

5.1 Eligibility

- 5.1.1 The General Manager has delegated authority to authorise the issuing of corporate credit cards to Council Officers. A business case for the issue of a corporate credit card is to be established to warrant the application.
- 5.1.2 The General Manager and Director Corporate Services are responsible for approving the issue of all corporate credit cards.

5.2 Credit Limits

- 5.2.1 Corporate credit cards will have a limit determined by the General Manager and Director Corporate Services upon the approval of the application based on the business or position requirements.
- 5.2.2 The maximum credit card limit for a corporate credit card shall be \$15,000 for the General Manager and up to \$5,000 for all other cardholders.

5.3 Conditions of Use

- 5.3.1 Corporate Credit cards must only be used for official Council business, such as travelling expenses, training activities and general goods and services purchases. Purchases must be undertaken in accordance with the Council's Procurement Policy. Credit cards may be used for over-the-counter or e-commerce transactions (over the phone or internet).
- 5.3.2 Corporate Credit cards must not be used for:
 - i. Cash advances;
 - ii. Purchases that are beyond expenditure limits or entitlements;
 - iii. To purchase any goods or services for personal benefit such as reward scheme (Frequent Flyer Programs or Flybuys, etc); and
 - iv. The payment of fines, even where these are incurred while the cardholder is engaged in Council business.
- 5.3.3 Corporate credit cards should only be used in situations where it is more effective and efficient than going through Council's normal procurement procedures for the ordering and/or payment for goods and services.
- 5.3.4 Card holders must liaise with Council's IT Division before the purchase of any software/apps to ensure the suitability of the software with Council's systems and support and maintenance capability.

5.4 Cardholder Responsibilities

- 5.4.1 Cardholders will be personally responsible and accountable for the safekeeping of the card. PIN numbers are not to be disclosed to anyone.
- 5.4.2 All transaction slips and supporting invoices and/or receipts are to be retained and submitted with cardholder's reconciliation (Credit Card Claim Form) as supporting documentation.
- 5.4.3 Statutory Declarations must be provided to reconcile transactions where the documentation outlined in cl. 5.4.2 is not provided.
- 5.4.4 Lost or stolen cards are to be reported and cancelled immediately.

5.5 Reconciliation

- 5.5.1 Corporate credit card holders will be distributed monthly statements. The cardholder must reconcile the expenditure on the statement within ten (10) working days of receipt in accordance with cl. 5.4.2.
- 5.5.2 Cardholders who fail to comply with the provisions outlined in cl 5.5.1 will be subject to cl 5.7.2.

- 5.5.3 Monthly reconciliations are to be signed off by the cardholder and approved by their responsible Manager/Director or General Manager.
- 5.5.4 The General Manager's reconciliation will be approved by the Director Corporate Services and the Elected Members' will be approved by the General Manager and Director Corporate Services.
- 5.5.5 All reconciliations will be reviewed and approved by the Director Corporate Services or Chief Financial Officer during end of month reconciliation.

5.6 Disputed Purchases

- 5.6.1 When a dispute occurs the cardholder should notify Council's Accounting Officer and attempt to correct the situation with the merchant. In many cases, a simple telephone call can resolve any problems without delay. Should this not be the case the Accounting Officer will attempt to resolve the matter and may involve the bank particularly for matters such as duplicate charges, non-receipt of goods ordered or credits not processed. Cardholders are to complete the Dispute Transaction Form and submit it with their reconciliation.

5.7 Breach of Policy

- 5.7.1 All suspected breaches of this Policy must be immediately reported to either the General Manager or Director of Corporate Services for investigation.
- 5.7.2 Failure to adhere with provisions outlined in this Policy or the misuse of funds may result in suspension or cancellation of a corporate credit card, disciplinary action and/or legal charges.

6. VARIATION

- 6.1 Council reserves the right to vary the terms and conditions of this policy subject to a report to Council.

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	26/07/2007	Director Corporate Services	Council	26/07/2009
V2	17/05/2012	Director Corporate Services	Council	17/05/2012
V3	18/07/2019	Director Corporate Services	Council	18/07/2021
V4	15/07/2021	Director Corporate Services	Council	15/07/2023

Change History

Version	Change Details
V1	Initial Policy
V2	General Review
V3	General Review of Policy in accordance with Council's <i>Policy Development and Review Policy</i> . (Resolution 232/2019)
V4	Amendment to definition table to reflect adopted amendment to Procurement Policy (Category B value up to \$9,999), general formatting and inclusion of references to associated forms.

Related Documents

Title

Local Government Act 1993
Local Government Amendment (Governance and Planning) Act 2016
Local Government (General) Regulation 2005
Personal Property Securities Act 2009 (Cth)
Council's Operational Plan (Schedule of Fees and Charges)
Councillor Expenses and Facilities Policy
Council's Delegation Register
Code of Conduct (Model)
Procurement Policy
 Corporate Credit Card Application and Approval Form (Doc ID: 660721)
 Corporate Credit Card Claim (Doc ID: 632200)
 Dispute Transaction Form (Doc ID: 770637)