



WHYALLA CITY COUNCIL

WHYALLA

Corporate Credit Card Policy	
Type	Financial
GDS Category	Financial Management – Public
Responsible Officer	Finance Coordinator
Policy Adopted	August 2021
Review Period	Three Years
Last Reviewed	June 2020
Next Review Date	July 2024
Policy Version Number	2
Applicable Legislation	<ul style="list-style-type: none">• Independent Commissioner Against Corruption (ICAC) Act 2012• Local Government Act 1999• Financial Sustainability Papers
Related Documents	<ul style="list-style-type: none">• Procurement Policy• Financial Internal Control Policy• Corporate Credit Card Procedure• Corporate Credit Card Agreement Declaration• Corporate Credit Card Reconciliation Template• Financial Delegations• Entertainment and Hospitality Policy
Public Consultation Required	No
Purpose	To establish guidelines for the issue and use of Corporate Credit Cards.

1. Introduction

Council operates a Corporate Credit Card system which permits cards to be issued to Executive Management, Procurement employees and authorised persons within Council.

2. Policy Objective

The Corporate Credit Card system exists to allow for purchases where purchase orders are not accepted or upfront payment is required, e.g. flights, accommodation or in the event of an emergency.

Corporate Credit Card holders must have either financial or delegated authority to commit Council to expenditure. Expenditure must be undertaken within the limits of the cardholders' allocated budget or by a resolution of Council. All purchases must be in accordance with Councils' Procurement Policy and the Corporate Credit Cardholder Agreement. It is the responsibility of the cardholder to acquit all purchases within the required timeframe.

3. Scope

This policy encompasses Executive Management, employees and other persons who have authority to use a Corporate Credit Card. The cardholder is responsible for the correct use of the card at all times.

4. Definitions

Australian Business Number (ABN) – a registered number that identifies a supplier to the government and community. An ABN is not a Tax File Number (TFN) or an Australian Company Number (ACN).

Credit Card – a payment card issued by financial institutions enabling the cardholder to allowing goods and services to be purchased on credit for future payment.

Card Issuer – the bank or financial institution issuing the card to the Account Holder.

Genuine Business Expenses – activities conducted to achieve business objectives for the Council.

Monthly Credit Limit – The maximum credit allowed to be accumulated on a credit card before requiring repayment over any given period.

Personal Expenses – any expense undertaken to receive a personal benefit and not related to work or business activities.

Taxation Receipt or Taxation Invoice – a record of the purchase provided by the Merchant or Vendor that states a supplier's Australian Business Number.

5. Policy Statement

Corporate Credit Card Limits and Approvals

Cards will only be issued to staff members with the approval of the Chief Executive Officer. Cards will not be provided to Elected Members.

By the adoption of this Policy, the Council approves the Chief Executive Officer being issued a credit card.

Recipients must agree to comply with the conditions set out in *the Corporate Credit Card Agreement* form prior to a card being issued. This form will also include the monthly credit limit for the card and will be authorised by the Chief Executive Officer and updated in the Corporate Credit Card Procedure.

Expenditure limits will be reviewed annually with all recommended adjustments approved by the Chief Executive Officer.

Corporate Credit Card Terms of Use

Use of the Corporate Credit Card should be restricted to goods and services where purchase orders are not accepted or upfront payment is required, e.g. flights, accommodation or in the event of an emergency. For all purchases over \$1,000 an assessment should be undertaken as to whether a more appropriate form of procurement is available.

The Corporate Credit Card may only be used for official Council business. Personal purchases must not be made, under any circumstances.

Prior to using the corporate credit card for a transaction, the Account Holder should turn their mind to the appropriateness of the expenditure, and ensure it is in line with Council's policies and justified as a genuine business expense.

Corporate credit card purchases for food or beverages must only be made in accordance with Council's Entertainment and Hospitality Policy.

Cash advances are strictly prohibited.

Personal expenses of any kind are not to be incurred by a staff member on a corporate credit card. If this occurs unintentionally, the card holder must inform the Finance Coordinator immediately and will be required to reimburse Council.

Corporate credit cards are not to be linked to any form of loyalty points or rewards program.

All transactions are to be verified with a taxation receipt/invoice on completion. The documents are required for statement verification, transaction audits and to confirm input tax credits accumulated by Council for Goods and Services Tax reporting. An EFTPOS receipt is not an acceptable form of verification and will not be accepted.

The Account Holder is required to reconcile their transaction expenses using the approved template, and code all items appropriately. By signing the reconciliation, the card holder is declaring that all expenses are of an appropriate business nature.

The narration for each transaction must clearly identifies the business purpose of the transaction.

The reconciliation must be forwarded to the Finance Department within 14 days of the statement being available.

The credit card reconciliation must be reviewed and approved by the appropriate officer, as per the Corporate Credit Card Procedure.

Any breaches of conditions may lead to disciplinary action, the immediate withdrawal of the facility and possible action under the Criminal Code Act 1995.

In the event of loss or theft through cardholder negligence, or failure to comply with the Corporate Credit Card Policy, Procedure or Agreement, financial liability may be passed to the cardholder.

Disputed Transactions and Lost Cards

Should the account holder identify a disputed or suspicious transaction, including where an incorrect value has been processed, they must report this to the Finance Coordinator immediately. In the case of an incorrect transaction value the card holder should follow up with the vendor in the first instance, but failing this or in any other circumstances, the transaction must be lodged as disputed with the card issuer, with the assistance of the Finance Coordinator.

A lost card must be reported to the Finance Coordinator immediately.

5. Availability of Policy

This policy will be available for inspection at Councils' Principal Office during ordinary business hours and on Councils' web-site www.whyalla.sa.gov.au.

Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Councils' Schedule of Fees and Charges.

7. Authority

Adopted by Council – August 2021