

Corporate Credit Card Procedure	
Type	Financial
GDS Category	Financial Management – Internal
Responsible Officer	Finance Coordinator
Procedure 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 Policy • Corporate Credit Card Agreement Declaration • Corporate Credit Card Reconciliation Template • Financial Delegations
Public Consultation Required	No
Purpose	To establish terms and conditions relating to the use of Corporate Credit Cards.

1. Objective

To establish principles for the use of corporate credit cards issued by Council. All cardholders must have either financial or delegated authority to commit Council to expenditure.

2. Issue of Cards and Limits

- The Chief Executive Officer has a card approved under the Corporate Credit Card Policy, with a limit of \$2,000
- Cards will only be issued to staff members with the approval of the Chief Executive Officer.
- Approved cards will be organised by the Finance Coordinator from the card issuer.
- Recipients must agree to comply with the conditions set out in the Corporate Credit Card Agreement form prior to a card being issued.
- The Chief Executive Office will approve the monthly credit limit of each card issued, using the following guide:
 - Directors - \$1,000
 - Human Resources (training) - \$5,000
 - Procurement (corporate) - \$15,000
- The maximum monthly credit limit of the approved facility is \$37,000.
- Credit limits can only be changed via the approval of the Chief Executive Officer.

Current issued cards are:

Account Holder	Limit
Chief Executive Officer	\$2,000
Director Infrastructure	\$1,000
Human Resources Advisor	\$5,000
Senior Procurement Officer	\$10,000
Procurement Administration Officer	\$15,000

- The card will also be issued with an accompanying PIN that must be memorised and destroyed by the Account Holder. Account Holders are personally responsible for the security and confidentiality of the card, PIN and CCV number, and for adherence to the Card Issuer’s terms and conditions of use.

3. Corporate Credit Card Reconciliation

- Purchases are to be made in accordance with the Corporate Credit Card and Procurement Policies.
- All purchases made via the Procurement Credit Card must have an approved Purchase Order.
- Corporate credit card statements will be issued to cardholders who will, within fourteen days, acquit the transactions on their statement.
- The reconciliation is to be completed on the supplied template (refer Appendix A Corporate Credit Card Reconciliation Template).
- Transactions will be supported by a GST invoice, stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the

requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.

- If a taxation receipt/invoice is lost, the Account Holder will request a copy of the taxation receipt/invoice from the merchant or vendor. If this is not possible, the Account Holder must complete a statutory declaration and use this in place of the taxation receipt/invoice.
- Transactions shall be accompanied by a job number, cost centre and element type for costing purposes.
- The narration for each transaction must clearly identifies the business purpose of the transaction.
- Should approval of expenses be denied by the Chief Executive Officer, recovery of the expense shall be met by the cardholder.
- The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
- Corporate credit card statements and reconciliations must be submitted as follows for authorisation:

Chief Executive Officer:	authorised by Director Corporate
Directors:	authorised by Chief Executive Officer
Human Resources:	authorised by Director Corporate
Procurement:	authorised by Director Corporate
- The Finance Coordinator will ensure that the all credit card transactions are correctly posted to the ledger.

4. Use of Cards

- Corporate Credit Cards must not be used to purchase fuel products for Council vehicles, unless in exceptional circumstances – a fuel card should be used for this purpose where possible.
- The credit card is to be utilised for official Council business only and is not to be used to obtain personal items under any circumstances.
- The credit card must remain in the possession of the cardholder at all times, or in the safe facility in Finance.
- The cardholder is the person authorised to conduct transactions on the card.

5. 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.

6. Cancelled Cards

- Corporate Credit Cards will be cancelled immediately if:
 - employment is terminated; or
 - the card is no longer required.
- Corporate Credit Cards may be cancelled if:
 - the cardholder changes job position;
 - the cardholder does not comply with requirements set out in the Corporate Credit Card Policy and Procedure; or
 - the card is misused.

7. Corporate Credit Card Use Review

- All receipts and transactions are reviewed. Expenses that do not appear to represent fair and reasonable business transactions, will be referred to the Chief Executive Officer for a decision.

9. Availability of Procedure

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.