

Policy No. PP030

Corporate Credit Card Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 21 December 2018	Resolution No. 20/013, 21/052
Policy Responsibility Corporate Services Manager	
Review Timeframe 4 Yearly (Once Per Council Term)	
Last Review 24/06/2021	Next Scheduled Review 24/06/2025

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
	21/02/2020	Rewrite of policy including more detail of requirements
	24/06/2021	Revise to include ProMaster reconciliation program
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Local Government Act 1993 Local Government General Regulation 2005
Related Policies	CP037 Code of Conduct PP001 Procurement of Goods, Services and Materials Policy
Related Procedures, Protocols, Statements and Documents	P003 Procurement and Disposal of Goods, Services and Materials Procedure P011 Corporate Credit Card Procedure ProMaster User Guide

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3 PURPOSE

To ensure that effective controls and procedures are in place with respect to the use of Goldenfields Water Corporate Credit Cards.

4 OBJECTIVES

The aim of this policy is to ensure:

- Transparency in the use of Councils Corporate Credit Cards
- Council's resources are managed with integrity and diligence
- Statutory requirements are fulfilled
- Accountability when using Corporate Credit Cards, including only for legitimate Council business
- Improve efficiency in purchasing processes

5 SCOPE

This policy applies to all staff who are issued with a credit card and supervisors of those staff in ensuring adherence to the policy and associated procedure.

6 USE OF CORPORATE CREDIT CARDS

Council recognises that purchasing by Corporate Credit Card is an acceptable and efficient method of conducting Council business for low value goods and materials, where access to normal creditor payments is not available or where immediate payment of a creditor invoice is required. Items that are able to be purchased via a Council order should not be purchased on a Corporate Credit Card.

6.1 Credit Card Eligibility

Corporate credit cards may be issued to staff who:

- Have General Manager approval;
- Have approved financial delegation;
- Have a demonstrated need to purchase low value goods and services; and
- Accept the policy and procedure conditions of holding a corporate credit card.

6.2 Cardholder Responsibilities

Staff issued with a corporate credit card must comply with the following conditions:

- All purchases must be for legitimate business purposes, in accordance with policies and procedures.
- Personal use is not approved. In exceptional circumstances where personal expenditure cannot be avoided, these transactions must be repaid within two weeks and highlighted on the monthly reconciliation as being private and repaid.
- Tax invoices must be obtained at the time of purchase for reconciliation purposes.
- The card must be maintained in a secure manner and guarded against improper use.
- Credit limits must not be exceeded.
- Cardholders are responsible for reconciling credit card transactions using the ProMaster reconciliation program. All credit card transactions must be reconciled monthly.

- Corporate credit cards must be returned to the Corporate Services Manager upon resignation from employment with full acquittal of expenditure.
- Lost, stolen or damaged cards must be immediately reported to the Accountant or Corporate Services Manager to ensure the bank is notified as soon as possible.
- Disputed amounts on the monthly statement are to be reported to the Accountant.
- Meals purchased on credit card must be identified in the monthly reconciliation with details of the purpose and staff in attendance.
- Purchases must not be split into multiple transactions to circumvent purchase limits.
- Before taking extended leave of over four weeks, the cardholder is responsible for returning their card to the Finance department for safekeeping, as well as providing their supervisor with invoices and details of purchases for reconciliation.
- Cardholder responsibilities as outlined by the card provider in documentation provided at the time of card issue.

6.3 What Corporate Credit Cards Must Not Be Used For

- Personal transactions
- Gaining personal reward points, store loyalty, frequent flyer, fuel benefits / discounts or any other personal benefit offered as a result of a Corporate Credit Card transaction or purchase
- Payment of utility accounts (electricity, gas, water)
- Payment of phone / mobile phone accounts
- Purchases where commitment costing is required
- Purchases of assets
- Purchases of fuel where a fuel card could be used
- Purchase of power tools or small plant (unless approved by Manager)
- Cash advances (facility is blocked on the credit card)
- IT Software must first be approved by the ICT Coordinator to ensure compatibility with existing IT infrastructure

Non-compliance with this policy, improper or unauthorised use of a Corporate Credit Card may result in the cardholder being responsible for expenditure incurred on the card, use of the card being terminated, legal or disciplinary action.

6.4 Monitoring Corporate Credit Use

Supervisors are to review their staff's compliance with this policy on a monthly basis as part of the reconciliation process, to ensure all documentation is complete and reasonable. Where expenditure does not appear to be fair and reasonable, the matter should be referred to the General Manager for a decision.

Quarterly reviews of expenditure shall be undertaken by the Accountant to ensure documentation is complete and purchases are being made in accordance with Council Policy and Procedure.