

JUNEE SHIRE COUNCIL

POLICY REGISTER

SUBJECT: CORPORATE CREDIT CARD

POLICY TITLE: CORPORATE CREDIT CARD POLICY

1.0 OBJECTIVE:

Junee Shire Council Corporate Credit Cards are provided to members of staff to enable the purchase of goods in the following situations:

- ONLY for Council business activities
- For minor purchases where a Council order is not able to be accepted
- For the purchase of goods in accordance with Council's Purchasing Policy

Junee Shire Council Corporate Credit Cards do not have a cash advance facility.

This policy provides a clear framework to:

- Allow the use of corporate credit cards
- To provide Junee Shire Council staff issued with a corporate credit card clear and concise guidelines outlining corporate credit card use
- To minimize the risk of fraud and misuse of the corporate credit card

The application of this policy is to be in conjunction with the Junee Shire Council Code of Conduct and any legislative requirements of the Local Government Act that may be enforced.

2.0 ELIGIBILITY AND APPLICATION PROCEDURES FOR NEW CORPORATE CREDIT CARDS:

A new corporate credit card application can only be approved by the General Manager, or in the case the card is for the General Manager's approval is provided by the Mayor. Once approved the application must be signed by two signatories to Council's bank accounts and the cardholder.

Corporate credit cards will only be issued when it is established that the anticipated use of the card warrants such.

The Mayor, General Manager and Directors of Junee Shire Council may be issued with corporate credit cards and will be responsible for any minor purchases that are made on such during the daily operations of Junee Shire Council.

Items that are able to be purchased via a Council order should not be purchased on a corporate credit card.

3.0 CORPORATE CREDIT CARDHOLDER RESPONSIBILITIES:

- 1 Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- 2 Corporate credit cards are to be used only for Junee Shire Council official activities. There is no approval given for any private use.
- 3 All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- 4 Credit limits are not to be exceeded.
- 5 Purchases on the corporate credit card are to be made in accordance with Junee Shire Councils Purchasing Policy.
- 6 Reconciliation is to be completed within seven days of the date of the corporate credit card statement being issued.

- 7 Corporate credit cards are to be returned to the Director Corporate & Community Services on or before the employee's termination date with a full acquittal of expenses.
8 All cardholder responsibilities as outlined by the card provider.

4.0 CORPORATE CREDIT CARD RECONCILIATION PROCEDURES:

- 1 Corporate Credit Card statement accounts will be issued to the relevant cardholder who will, within seven days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.
2 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.
3 Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
4 Transactions shall be accompanied by a job number for costing purposes.
5 If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision.
6 Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by the cardholder.
7 The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.

5.0 REVIEW OF CORPORATE CREDIT CARD USE:

The Accounting Officer – Accounts Payable shall review and process the monthly expenditure undertaken by each staff member. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the General Manager or Mayor for a decision.

Quarterly reviews of expenditure shall be undertaken by the General Manager and Director Corporate & Community Services on a rotational basis to ensure the integrity of the purchases. External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process of Councils finances.

6.0 PROCEDURES FOR LOST, STOLEN AND DAMAGED CARDS:

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Director Corporate & Community Services of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Director Corporate & Community Services who will organise replacement.

7.0 POLICY REVIEW

This Policy will be reviewed at least each two years in the month of June.

OFFICE USE ONLY:

FILE REF NO: B01.01

DATE ADOPTED: 5 MAY 2009

MIN. NO: 07.05.09

DATE RE-ADOPTED: 23 JUNE 2015

MIN. NO: 13.06.15

Corporate Credit Cardholder Agreement

I (insert cardholder name) acknowledge and accept the below listed conditions of use of the Junee Shire Council Corporate Credit Card:

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Junee Shire Council official activities, there is no approval given for any private use.
3. All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. Observe all cardholder responsibilities as outlined by the card provider.
6. Purchases on the corporate credit card are to be made in accordance with Junee Shire Councils Purchasing Policy.
7. Reconciliation is to be completed within seven days of the date of credit card statement being issued on the supplied template.
8. 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.
9. Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
10. Transactions shall be accompanied by a job number for costing purposes.
11. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the General Manager or Mayor for a decision.
12. Should approval of expenses be denied by the Mayor or General Manager recovery of the expense shall be met by the cardholder.
13. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.
14. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Director Corporate & Community Services on the next working day.
15. Credit cards are to be returned to the Director Corporate & Community Services on or before the employee's termination date with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Junee Shire Council corporate Credit Card Policy any liability arising may be passed to the cardholder.

The use of a Junee Shire Council Corporate Credit Card is subject to the provisions of the Code of Conduct of Junee Shire. Serious transgression of the above listed responsibilities or the code of Conduct may result in an appropriate referral under the Crimes Act 1900 and/or termination of employment.

Signed: (cardholder)

Date: (insert date)

Witness Name: (insert name)

Witness Signature: (signature)

Date: (insert date)

Corporate Credit Card Reconciliation Template

Cardholder Name: _____

Period Ended: _____

All expenditure items must be listed:

Date	Supplier	Reason for Expenditure	Tax Invoice Supplied Yes/No**	Amount	Costing Allocation

I certify that all the purchases are of a business nature.

Cardholder Signature: _____

Date: _____

Approving Officer: _____

**If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the General Manager or Mayor.