

JUNEE SHIRE COUNCIL

POLICY REGISTER

POLICY TITLE: CORPORATE CREDIT CARD AND FUEL CARD POLICY

I. OBJECTIVE:

Junee Shire Council's Corporate Credit Card and Fuel 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.
- For purchase of fuel for Council cars in the case of fuel cards.

Junee Shire Council's Corporate Credit Card and Fuel Cards do not have a cash advance facility. This Policy provides a clear framework to:

- Allow the use of Corporate Credit Cards and Fuel Cards.
- Provide Junee Shire Council staff, issued with a Corporate Credit Card or Fuel Card, clear, concise guidelines outlining corporate credit card use.
- Provide Junee Shire Council staff, who are driving a Council vehicle, concise guidelines outlining fuel card use.
- Minimise the risk of fraud and misuse of the Corporate Credit Card or Fuel Card.
- Not allow the use of store cards.

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

2. 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, 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. CORPORATE CREDIT CARDHOLDER RESPONSIBILITIES:

- a) Ensure Corporate Credit Cards are maintained in a secure manner and guarded against improper use.
- b) Corporate Credit Cards are to be used only for Junee Shire Council official activities. There is no approval given for any private use.
- c) All documentation regarding a Corporate Credit Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- d) Credit limits are not to be exceeded.
- e) Purchases on the Corporate Credit Card are to be made in accordance with Junee Shire Council's Purchasing Policy.
- f) Reconciliation is to be completed within twenty-eight days of the date of the Corporate Credit Card statement being issued.
- g) Corporate Credit Cards are to be returned to Council's Public Officer on or before the employee's termination date with a full acquittal of expenses.
- h) Credit cards are only to be used by the staff member whom they have been issued and never shared. Splitting of purchase transactions is not permitted.
- i) All cardholder responsibilities as outlined by the card provider.
- j) The cardholder must notify the card issuer directly should they become aware of an unauthorised transaction. They should then notify the General Manager as soon as possible.
- k) Notify the General Manager if they are taking leave for more than two continuous weeks or if there is a change in the Cardholders responsibilities or delegations where they may no longer need a credit card or the limit should be changed.

3.1 Fuel Card User Responsibilities

- a) Fuel Cards are only to be used for the vehicle to which they are related to.
- b) Only fuel and lubricants are to be purchased on the Fuel Card.
- c) If a Corporate Credit Card is used instead of a fuel card, all transaction documentation is to be retained by the cardholder and produced as part of the reconciliation process.
- d) All cardholder responsibilities as outlined by the card provider.

3.2 Store Cards

- a) Council does not allow the use of Store Cards effective from 1 January 2021.

4. CORPORATE CREDIT CARD RECONCILIATION PROCEDURES:

- a) Corporate Credit Card statement accounts will be issued to the relevant cardholder who will, within twenty-eight days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.
- b) 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.
- c) Transactions shall be accompanied by details of the expense incurred.

- d) Transactions shall be accompanied by a work order number for costing purposes.
- e) 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.
- f) Should approval of expenses be denied by the Mayor or General Manager, recovery of the expense shall be met by the cardholder.
- g) The reconciliation process shall ensure travel expenditure has been appropriately authorised.
- h) Approvers of reconciliation process will be provided with instruction and guidance to ensure the integrity of this policy occurs.
- i) The cardholder shall sign and date the credit card statement with supporting documentation attached stating '*all expenditure is of a business nature*'.

5. REVIEW OF CORPORATE CREDIT CARD AND FUEL 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. The Accounting Officer shall authorise each monthly expenditure confirming the review and the items of expenditure are of a business nature.

Quarterly reviews of expenditure shall be undertaken by the General Manager and Chief Financial Officer 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. 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 Chief Financial Officer of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Chief Financial Officer who will organise replacement.

7. POLICY REVIEW

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

POLICY NUMBER:	FIN-DFA-002
DATE ADOPTED:	17 MAY 2009
MIN. NO:	07.05.09
DATE RE-ADOPTED:	23 JUNE 2015
MIN. NO:	13.06.15
DATE RE-ADOPTED:	17 NOVEMBER 2020
MIN. NO:	05.11.20
DATE RE-ADOPTED:	18 APRIL 2023
MIN. NO:	03.04.23

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 twenty-eight 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 Chief Financial Officer on the next working day.
15. Credit cards are to be returned to the Council's Public Officer 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 and Fuel 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:

Witness Name:

(Insert Name)

Witness Signature:

(Signature)

Date:
