

Use of Corporate Credit Card Policy



Wujal Wujal
Aboriginal
Shire Council

WUJAL WUJAL ABORIGINAL SHIRE COUNCIL



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WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Use of Corporate Credit Card

POLICY STATEMENT

1. Authority

1.1 *Local Government Act* 2009

1.2 *Local Government Regulation* 2012

2. Policy Statement

The policy is to ensure effective controls, policies and procedures are in place with respect to the use of Corporate Credit Cards.

3. Principles

- Ensure transparency in Council's operations concerning the use of Corporate Credit Cards; and
- Ensure Council's resources are managed with integrity and diligence.

4. Objectives

- Fulfill all statutory requirements of the *Local Government Act* with respect to the use Of Corporate Credit cards; and
- To adopt best practice in developing a clear and comprehensive policy on the use Of Corporate Credit Cards.

5. Purpose of Corporate Credit Cards

Corporate credit cards have been implemented to allow Council officers to transact business in a more efficient manner and at the same time provide designated cardholders with a more convenient method to meet costs they incur on Council's behalf.

The use of Corporate Credit Cards will create savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences.

Issues intended to save time and paperwork in making purchases while still maintaining control of purchases through the monthly reconciliation process.

Issuing of Cards

The Chief Executive Officer has delegated authority to authorize the issuing of Corporate Credit Cards.

The Corporate Services Manager will be responsible for maintaining a register of the

individual Corporate Credit Cards including their associated limits and expiry dates. Before anyone can become a cardholder it will be necessary for that person to provide adequate proof of identity to satisfy the banks requirements of at least 100 identification points.

The Corporate Services Manager will be responsible for obtaining approval of the Chief Executive Officer for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form. Each cardholder will be required to sign this form on receipt of the Corporate Credit Card and acknowledge this policy.

Monthly Limit and Authorizations

Each Corporate Credit Card will have a monthly limit on expenditure. Authorisation of this expenditure is covered by the cardholder's respective financial delegations.

Restrictions

Corporate Credit Cards are not to be used for personal expenses under any circumstances.

Corporate Credit Cards should only be used for purchases of fuel for Council vehicles in an emergency. Staff should use their vehicle's fuel card for normal fuel purchases.

Use of the Corporate Credit Cards for purchases over the internet should be restricted to trusted secure sites.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of the Wujal Wujal Aboriginal Shire Council.

How do use it

Corporate Credit Cards are to be used as a normal credit card, with the valid signature / Pin required to make any purchase.

No cash advances are available from automatic teller machines or over the counter and bpay facilities are not available.

The card is for official council business only and may not be used for personal items under any circumstances. The card is not linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Corporate Credit Card.

A Tax Invoice is required to be obtained for every purchase made. This is required in reconciliation of the Corporate Credit Card statement at the end of each month.

If a transaction is done by telephone or by mail order. The cardholder will need to ensure that an appropriate Tax Invoice is obtained from the supplier and included with the monthly reconciliation.

Use of a Corporate Credit Card will require the user to abide by Council's purchasing policies. Including purchasing from Council's preferred suppliers wherever possible.

The credit limit of the individual cards is not to be exceeded.

Payment of Monthly Account

The outstanding balance of each Corporate Credit Card will be automatically debited to Council's bank account at the end of the month.

Reconciling Monthly Statements

1. It is the responsibility of the cardholder to match their supporting documentation to the monthly statement.
2. Monthly statements must be reconciled within days of receiving the statement.
3. Record next to each transaction:
 - The reason for the purchase, e.g. *LGMA Conference- accommodation deposit (date – City)*
 - The General Ledger (GL) number the purchase is to be costed to
4. Attach tax invoices for all purchases. NOTE: Tax invoices are necessary to enable the Council to claim back the GST each month.
5. For FBT purposes, any expenses relating to the provision of entertainment must Provide details of the total number of staff who attended, and the total number of Attendees.

Terminating or Ceasing Employment

Cards should be returned as soon as they are no longer required and if the cardholder is leaving the services of Council, cards should be returned, no later than the last day of employment.

6. Implementation

The Corporate Services Manager is responsible for the implementation of this policy.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED: 15 September 2015

**CORPORATE CREDIT CARD
CARDHOLDER APPROVAL AND ACKNOWLEDGEMENT**

APPROVAL

Cardholder's Name: _____

Position: _____

Credit Limit (Monthly); \$ _____

Chief Executive Officer _____

Signature: _____

Date: _____

ACKNOWLEDGEMENT

I acknowledge receipt of the Wujal Wujal Aboriginal Shire Council Corporate Credit Card and agree that:

1. I will not use the Corporate Credit card, nor permit it to be used, other than for official Council purposes;
2. I will ensure security of the 'Corporate Credit Card at all times and will not permit the card to be used by any other person;
3. If the Corporate Credit Card is lost or stolen, I will immediately report it missing to the Bank and will also inform the Corporate Services Manager
4. If my position with WWASC changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card;
5. I will retain all original supporting documentation that meets the requirements of a Tax Invoice for the purposes of reconciliation of the monthly Corporate Credit Card Statement;
6. I will ensure that all Occupational Health & Safety requirements are complied with for all purchases.
7. If I misuse the Corporate Credit Care (i.e. Use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action.

Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature: