

## CORPORATE CREDIT CARD POLICY

<b>Policy Number:</b>	2.2.5
<b>Approved by:</b>	Chief Executive Officer
<b>Date Approved:</b>	17 December 2019
<b>Date of Next Review:</b>	1 October 2020
<b>Related Policies:</b>	Accommodation and Meal Allowances Service Recognition Fleet Guidelines Procurement
<b>Applicable to Unit(s):</b>	Organisation
<b>Responsible Officer:</b>	Manager Corporate Finance
<b>Statutory Reference:</b>	Nil

### OVERVIEW

This policy will provide understanding and guidance for staff who use a corporate credit card.

### THE POLICY

The purpose of these cards is to allow the Chief Executive Officer, General Managers, Managers and authorised staff with delegation to pay for goods and services necessarily incurred in the performance of their duties. These cards will have to adhere to council policies on employee spending; Accommodation and Meals Policy, Seminars and Conferences Policy, and Service Recognition Policy and Fleet Management Guidelines.

### USE OF CORPORATE CREDIT CARD

The card is only to be used within the financial delegations given in writing to the employee. It is strictly for **BUSINESS USE** only and for the specific purpose of purchasing goods and services necessary for the undertaking of the employee's normal duties as a part of their role. Users will be expected to refund transactions or portions of transactions that are identified as inappropriate.

Use of the card for personal expenses, in any situation, is prohibited. However, if there is an accidental personal purchase on the corporate credit card then the person responsible must inform the Card Administrator by email, and refund the amount spent at Customer Service. The receipt from Customer Service must then be attached to the transaction before approval.

**Fuel** should never be purchased on corporate cards unless a fuel card was provided and failed to work. Fuel purchases for non-Council vehicles are prohibited.

**Alcohol** is not permitted to be purchased via credit card, and any alcohol purchases made must be refunded to Council as a personal expense. Exceptions can only be organised **in advance and in writing** by the CEO or General Manager Corporate Services. A copy of the written permission must be attached as proof of prior approval.

## Delegation Authority

It is important to note that prior to an employee obtaining a corporate credit card, their position description and level of delegation must be authorised and included in the S7 CEO to Council Staff 'Instrument of Delegation'.

## Purchasing and Record Keeping

Cardholders must ensure adequate reporting for all transactions:

- **Legible, complete, and correct tax invoices or receipts** must be scanned or photographed and attached to all transactions. An EFTPOS docket is not a Tax Invoice and will not be treated as such. If an invoice is not provided, the cardholder must contact the Merchant to request a new copy.
- **Unavailable receipts:** Where a tax invoice is unable to be provided, a statutory declaration including an itemised list of what was purchased must be completed and signed for purchases over \$20.00 incl GST. GST cannot be claimed and will be charged to the relevant business unit ledger.
- **Expenditure description:** The Purpose of all expenditure must be described in adequate detail, and **all** beneficiaries are to be identified by name and categorised as Internal employees or External.
- **GST:** All Card Holders are responsible for correctly reporting GST. When completing their reporting, users should ensure the GST shown in Promaster matches the receipt by changing the GST code or splitting the transaction between multiple codes.

## Restrictions/Limits

All corporate credit cards are blocked for cash advances.

## Temporary and Permanent Limit increase

If a staff member requires an increase for a small amount of time, a temporary increase can be arranged. A form (Request for Corporate Credit Card Increase) on the intranet can be completed by the cardholder, signed by management and sent to the Corporate Card Administrator for processing.

If a permanent increase is required, in the first instance the cardholder must have a conversation with management. If management agrees with the increase, the form on the intranet (Request for Corporate Credit Card Increase) can be completed and returned to the Corporate Card Administrator for processing.

## Purchase Approval

Approvers are expected to review all transactions on a regular basis to ensure:

- The expenditure is acceptable business use per the relevant policies, and if not, must request that the cardholder refunds the transaction at Customer Service
- A legible, complete, and correct tax invoice or receipt is attached, and if not, the transaction must be reversed to the card holder to retrieve the required documentation
- That the description provided by the user contains the required details as described above, and if not, the transaction must be reversed to the cardholder to amend.

## **Reporting Authorisation**

Prior to submission for payment, all corporate credit card accounts must be authorised either by the Chief Executive Officer, General Manager or Manager as appropriate.

The Manager Corporate Finance will authorise the Chief Executive Officer's corporate card account which will be forwarded to the Mayor to review and note in line with the Councillor Code of Conduct, prior to processing.

## **Security**

The card must be kept secure at all times. All details relating to the card including the Personal Identification Number (PIN) and key words are not to be divulged to any other party or be written or stored electronically on or with the card.

Corporate credit cards are only to be used by the employee whose name appears on the card. It is prohibited to provide a card for use by anyone other than the named employee under any circumstance.

If a corporate cardholder were to undertake an extended period of leave, the card must be returned to the Card Administrator for safe keeping. The card must not be used while an employee is on any kind of leave as card usage will be checked against their documented attendance.

If a person is dismissed, the card must be returned immediately to the Corporate Card Administrator for destruction.

In the event the card is lost or misplaced, the Card Administrator and Commonwealth Bank must be informed immediately.

All cardholders are expected to check their transaction report at least weekly. In the event an unauthorised or fraudulent transaction is identified, the Card Administrator and Commonwealth Bank must be informed immediately.

## **PERIODIC REVIEWS AND INTERNAL AUDIT OF CREDIT CARD USAGE**

The Finance department will undertake monthly assurance reviews of credit card usage and credit card transactions, to identify any non-compliance with this policy or fraudulent activity.

Individual credit card transactional reporting will also be available to all authorising managers to ensure that credit cards are being used in line with this policy.

A quarterly report of all expenditure will be reviewed by the Council Management Team.

The CEO's credit card expenditure will also be regularly reviewed by the Audit and Risk Committee.

**Failure of an individual to use their corporate credit card in line with Council's Corporate Credit Card Policy or the bank's requirements, will result in immediate cancellation of the facility, disciplinary action and/or termination of employment.**

## **HUMAN RIGHTS**

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.