

CORPORATE CREDIT CARD POLICY

Policy Number:	2.2.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Corporate Finance
Related Policies:	Accommodation and Meal Allowance Policy (internal) Seminars and Conferences Policy (internal) Service Recognition and Employee Departure Policy (internal) Procurement Policy
Related Documents:	Fleet Management Guidelines Councillor Code of Conduct
Statutory Reference:	Nil

OVERVIEW

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

THE POLICY

The purpose of corporate credit cards is to allow the Chief Executive Officer, General Managers, Managers and staff with delegation to pay for goods and services necessarily incurred in the performance of their duties. Use of these cards must adhere to Council policies on employee spending; Accommodation and Meal Allowance Policy, Seminars and Conferences Policy, Procurement Policy, Service Recognition and Employee Departure Policy; and Fleet Management Guidelines.

USE OF CORPORATE CREDIT CARD

A corporate credit card is only to be used within the individual's financial delegation provided in writing by the S7 Instrument of Sub-delegation CEO to Council Staff. It is strictly for **BUSINESS USE** only and for the specific purpose of purchasing goods and services necessary for undertaking the employee's normal duties as a part of their role. Users are 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. Any personal reward card or membership should not be used in conjunction with the corporate credit card. If there is an accidental personal purchase on the corporate credit card, the person responsible must inform the Corporate Card Administrator immediately in writing, and refund the amount spent at Customer Service. The receipt from Customer Service must then be attached to the transaction before approval.

Fuel should not 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 financial delegation must be approved and included in the S7 Instrument of Sub-delegation CEO to Council Staff. A copy of this instrument is available for review on the Council intranet and by members of the community via request.

Purchasing and Record Keeping

Cardholders must ensure adequate reporting for all transactions:

- **Legible, complete, and correct tax invoices or GST 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 a tax 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 **\$50.00** 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 guests.
- **GST:** All cardholders 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 an employee requires an increase for a short period 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 a Manager 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 their Manager. If an increase is agreed upon, 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 cardholder 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 upon request, in line with the Councillor Code of Conduct.

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 Corporate 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 ceases employment, the card must be returned immediately to the Corporate Card Administrator for destruction.

In the event the card is lost or misplaced, the card holder must report it to the Corporate Card Administrator and the Commonwealth Bank must be informed immediately.

All cardholders are expected to check their transaction report regularly. In the event an unauthorised or fraudulent transaction is identified, the Corporate 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 summarising all expenditure will be reviewed by the Corporate Management Team.

The CEO's credit card expenditure will also be authorised by the Manager Corporate Finance and regularly reviewed by the Mayor, and the Audit & Risk Committee.

Failure of an individual to use their corporate credit card in line with Council's Corporate Credit Card Policy or the Commonwealth 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.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Clarification about when reports are presented to the Mayor Clarification about the content of the quarterly report of expenditure for CMT
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes Updated the spending limit for section <i>Purchasing and Record Keeping</i> regarding unavailable receipts. Limit change of \$20.00 to \$50.00 Approved by: updated from CEO to Council