

	POLICY NUMBER:	P43
	CREDIT CARD POLICY	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	GOVERNANCE
	LG ACT 2019 REF:	Section 192
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

1. PURPOSE:

To control the use of corporate credit cards issued under the name of Wagait Shire Council. This purchasing option is designed to facilitate procurement arrangements for those issued with Wagait Shire Council corporate credit cards without exposing council to undue risk or liability.

2. SCOPE:

The Policy applies to all employees of council and the principal member.

3. DEFINITIONS:

Credit cards	Corporate credit cards issued in the name of Wagait Shire Council.
Cardholder	Wagait Shire Council employee that is the holder of a corporate credit card.

4. POLICY:

4.1 Issuing of Credit Cards

4.1.1 Credit Cards are only issued to officers that hold the positions with the required authority given to them by the Chief Executive Officer. Those positions are outlined in the P26 Delegations manual.

4.1.2 To be issued a credit card staff will be provided with a credit card request form from the Chief Executive Officer. The form is provided by Wagait Shire Council's banking service provider. Staff may be required to prove their identity with the bank issuing the credit card.

4.1.3 Council officers issued with credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All cardholders are to acknowledge receipt of the Credit Card Policy in form of a signed agreement.

4.2 Credit Limit

4.2.1 The monthly maximum credit limit for credit cards is set in the Delegations Manual. The Chief Executive Officer shall have the authority to determine, within this limit, to vary the credit card limits for individual cardholders. Credit limits can only be increased by amending the financial delegations as stated in the Delegations Manual by council resolution.

4.3 Cancellation of Credit Cards

4.3.1 Each issued credit card remains the sole property of Wagait Shire Council. The Chief Executive Officer may revoke the use of any credit card at any given time.

4.3.2 Cancellation of a credit card is necessary where the:

- Cardholder changes job function and no longer has appropriate authority;
- Cardholder's employment ceases;
- Cardholder has not adhered to set procedures and policies;
- Misuse of credit card; or
- Cardholder breaching any terms of this policy.

4.4 Use of Credit Cards

4.4.1 Credit cards must only be used for the carrying out of council authorised business and for the meeting of council liabilities where it is deemed to be inefficient or impractical to adhere to the purchase order system.

4.4.2 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure. This includes the payment of parking fines or speeding offences even if incurred whilst on council business.

4.4.3 All purchases on the credit card require appropriate authorisation in line with the Procurement Policy and Delegations Manual.

4.4.4 Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental transgression by a member of staff other than the Chief Executive Officer, the Chief Executive Officer is to be notified and the Council reimbursed immediately. Should there be an accidental transgression by the Chief Executive Officer, the President is to be notified and the Council reimbursed immediately.

4.5 Cardholder Responsibilities

4.5.1 The cardholder has to ensure that the credit card is maintained in a secure manner and guarded against improper use.

4.5.2 All documentation regarding a credit card transaction is to be retained by the cardholder and provided to the Office Manager as part of the reconciliation procedure.

4.5.3 All documentation regarding a credit card transaction is to be provided to the Office Manager on the first business day after the transaction occurs or within 24 hours of the cardholder returning to work.

4.5.4 The cardholder must follow responsibilities outlined by the card provider.

4.5.5 Credit cards are to be returned to the Chief Executive Office or Office Manager on or before the employee's termination date with a full acquittal of expenses.

4.6 Credit Card Reconciliation Procedures

- 4.6.1 Credit card statement accounts will be reconciled monthly by the Office Manager.
- 4.6.2 All transactions on the statement must be supported by a tax invoice/receipt 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 GST rebate to be applied.
- 4.6.3 If no supporting documentation is available, the cardholder will provide a statutory 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 Chief Executive Officer for a decision. Should approval of the expenses be denied, recovery of the expense shall be met by the cardholder.
- 4.6.4 The cardholder shall sign and date the credit card statement with supporting documentation attached.
- 4.6.5 A monthly report of all credit card transactions will be authorised by the Principal Member and Chief Executive Officer as part of the monthly reporting to Council.
- 4.6.6 A report detailing each month's credit card transactions will be included in the monthly financial report to council.

4.7. Disputed Transactions

- 4.7.1 Wagait Shire Council is responsible for paying all accounts on the monthly credit card statement and the bank processes a direct debit from the operational bank account for such.
- 4.7.2 It is the Cardholder's responsibility to investigate with the supplier to determine the causes of the discrepancy. Only if this process does not resolve the dispute the cardholder needs to inform the Chief Executive Officer, who will initiate a formal dispute process with the bank.
- 4.7.3 A formal dispute process will require the cardholder to fill in a dispute form from the bank. The Chief Executive Officer will facilitate the process between the staff member and the bank.
- 4.7.4 Any amounts in dispute need to be highlighted on the credit card statement.

4.8 Procedures for Lost, Stolen and Damaged Cards

- 4.8.1 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 Executive Officer on the next working day.
- 4.8.2 Advice of a damaged credit card is to be provided to the Chief Executive Officer who will arrange a replacement.

4.9 Council Administration Responsibilities

- 4.9.1 The Chief Executive Officer will ensure that the following responsibilities will be met by council administration:

- Arrange issues and cancellations of credit cards;
- Maintain register of all cardholders;
- Provide cardholders with the policy, and where required, any changes to the policy and their responsibilities and obligations as cardholders;
- Process payments of credit cards. This includes ensuring all required documentation is attached and relevant officers have signed the statements;
- Arrange for all cardholders to sign the Corporate Credit Cardholder agreement with application for the credit card; and
- Assist with formal dispute process.

5. ASSOCIATED DOCUMENTS

P04 Council Member Code of Conduct
P05 Council Staff Code of Conduct
P26 Delegations Manual
P31 Counselling, Disciplining and Dismissing Employees
Corporate Credit Cardholder agreement

6. REFERENCES AND LEGISLATION

Local Government Act 2019
Local Government (General) Regulations
Goods and Services Tax Act 1999
Australian Accounting Standards.

7. REVIEW HISTORY

Date Approved: 19/02/2019	Approved By Council Moved: Cr Neil White Seconded: Cr Michael Vaughan Vote: AIF	Resolution No: 2019/330	Date for review: 19/02/2022
Date Approved: //2022	Approved By Council Moved: Cr Peter Clee Seconded: President Neil White Vote: AIF	Resolution No: 2022/072	Date for review: Next election