



# **WEDDIN SHIRE COUNCIL**

**POLICY NUMBER: 1.13.3**

**POLICY FOR CREDIT CARD USE**

**Adopted: 16 March 2017**

## **POLICY FOR CREDIT CARD USE (NO. 1.13.3)**

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1. **Title:** Policy for Credit Card Use

2. **Number:** Policy Number 1.13.3

3. **Purpose:**

The purpose of this policy is to:-

- 1) Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards as appropriate.
- 2) Guard against any possible abuse of organisational credit cards.

4. **Application**

The policy applies to all staff of the Weddin Shire Council.

5. **Associated References**

- Audit Office of NSW Guide to Better Practice – Corporate Credit Card
- NSW Treasury Review of Credit Card Use Best Practice Guide
- Independent Commission Against Corruption Fighting Fraud: Guidelines for state and local government
- Department of Local Government Circular No. 4/04

6. **Policy**

6.1 **Card Issue**

A credit card will only be issued under the authority of the General Manager and will only be issued to staff members where their functions and duties would be enhanced by the use of an organisational credit card.

Each credit card will be issued to a specific person, who will remain personally accountable for the card. Cardholders will sign the attached declaration (as amended).

Credit card expenditure by the General Manager is to be approved by the Mayor. Directors expenditure to be approved by the General Manager.

Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits as appropriate shall be approved by the General Manager and set for each card by the issuing authority.

The issue of credit cards will be limited to Visa cards.

6.2 **Cardholder's Responsibilities**

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (eg: tax invoice) or shall in lieu provide a statutory declaration.
- Review the monthly statement for inaccuracies (and report any inaccuracies to the General Manager).
- Verify that all the goods and service listed were received and used for official purposes.
- Forward the papers to the authorised signatory for approval.
- Notify the bank and/or the General Manager immediately if:

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- The card is lost or stolen.
- Any unauthorised transaction is detected or suspected.
- Notify the General Manager of any change in name or contact details.
- Take adequate measures to ensure the security of the card.
- Return the card to the General Manager if:
  - The cardholder resigns.
  - The General Manager determines there is no longer a need for the cardholder to retain his or her card.
  - The Credit Card has been cancelled by the issuing authority.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.
- The Cardholder shall not:
  - Exceed any maximum limits set for the Credit Card from time to time.
  - Obtain cash advances through the Credit Card.
  - Use the card for any prescribed purchases.
  - Authorise their own expenditure.
  - Claim double allowances.

### **6.3 Credit Card Expenditure**

The card will only be used for those activities that are a direct consequence of the cardholders function within the organisation. Under no circumstances will the cardholder incur any private expenses against the Credit Card Account.

Where doubt exists as to whether or not an item is function related – prior authorisation should be obtained from the General Manager before any expenditure is incurred.

Credit card expenditure by the General Manager is to be approved by the Mayor. Directors expenditure to be approved by the General Manager.

The use of the credit card for "services of a dubious nature" is expressly prohibited. "Services of a dubious nature" are defined as any goods or services that might bring the name of the Council into disrepute.

### **6.4 Credit Card Misconduct**

Wherever a breach in this policy occurs, the General Manager will assess the nature of the breach and if significant report the breach to the Police for criminal investigation or if lesser in nature, institute an appropriate disciplinary process which may include:

- counselling and or verbal warning, or
- a written warning, or
- immediate withdrawal of the card.

At the next available Council Meeting the General Manager shall report:

- The investigation of the circumstances of the breach.
- Police reports and action (if any)
- Disciplinary action taken (if any)

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**7. Non-compliance**

Non compliance with this policy renders the employee liable for disciplinary action which may include termination for fraudulent actions, misappropriation or similar.

**8. Review and Amendment**

- This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.

**9. Adoption**

- This policy commences as from the date of adoption by Council, being 16 March 2017.

**10. History**

<b>Version</b>	<b>Details</b>
1.13.1	Adopted 20 August 2009
1.13.2	Adopted 21 March 2013
1.13.3	Adopted 16 March 2017

CARD ISSUE FORM

Organisation Name: WEDDIN SHIRE COUNCIL

Cardholders Name: .....

Position: .....

I understand and agree that the Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

USE

- 1. The Credit Card ("the Card") is the property of Weddin Shire Council and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than myself.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorised use of the Card to the bank and the General Manager.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

MONTHLY RECONCILIATION

- 6. I will be issued with a monthly statement by the bank. I will:
- Ensure that all transactions that appear on the monthly statement are verified by me.
- Ensure that sufficient supporting documentation is attached to the monthly statement when it is submitted for approval.
- Certify that goods or services paid for using the Card have been actually delivered or provided.
- Sign the monthly statement provided by the service provider to indicate that the transactions appearing on the statement have been made only for official purposes.

CHANGE IN CARDHOLDER DETAILS

- 7. I will immediately advise the General Manager of any change in my name or contact details.

RETURN OF CARD

- 8. I will immediately return my Card to the General Manager if I resign or retire, or if my services as an employee of the organisation are otherwise terminated, or if instructed to do so by the General Manager.

LOST OR STOLEN CARDS

- 9. I will immediately report the loss or theft of my Card to the bank and the General Manager.

DECLARATION

- 10. I confirm that I have access to only one Card.
11. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

Cardholders Signature: .....

Date: .....