



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 1.13.4

POLICY FOR CORPORATE CREDIT CARDS

Adopted: 21 May 2022

1. INTRODUCTION

Council is committed to ensuring a fair, transparent and accountable process in the purchase and of goods and service with the use of Corporate Credit Cards. This policy applies to all Councillors and Staff of Weddin Shire Council who have the delegation of a Corporate Credit Card.

2. PURPOSE

The purpose of this Policy is to provide a clear framework to enable the appropriate use of corporate credit cards. This Policy aims to incorporate necessary controls to support the mitigation of risks associated with corporate card usage.

3. POLICY

Corporate Credit cards must only be used for official Council business, such as travelling expenses, training activities and general goods and services purchases. Purchases must be undertaken in accordance with the Council's Procurement Policy. Credit cards may be used for over-the-counter or e-commerce transactions (over the phone or internet).

Corporate Credit cards **must not** be used for:

- Cash advances
- Purchases that are beyond expenditure limits or entitlements
- To purchase any goods or services for personal benefit such as reward scheme (Frequent Flyer Programs or Flybuys, etc.)
- The payment of fines, even where these are incurred while the cardholder is engaged in Council business.

Corporate credit cards should only be used in situations where it is more effective and efficient than going through Council's normal procurement procedures for the ordering and/or payment for goods and services.

4. RESPONSIBILITY

Cardholders will be personally responsible and accountable for the safekeeping of the card. PIN numbers are not to be disclosed to anyone.

All transaction slips and supporting invoices and/or receipts are to be retained and submitted to accounts payable as supporting documentation.

If a receipt is lost a Statutory Declaration may be provided as proof of purchase up to the value of \$100. The Statutory Declaration must include the following;

- The name of the supplier
- Amount of the Expense
- What the goods and services are
- Date expense was incurred
- ABN of supplier.

Multiple occasion of lost receipts may be subject to cl 7.

Lost or stolen cards are to be reported and cancelled immediately.

5. RECONCILIATION

Corporate credit card holders will be distributed monthly statements. The cardholder must reconcile the expenditure on the statement within ten (10) working days of receipt in accordance with cl. 4. Card who fail to comply with these provision in cl 5 will be subject to cl 7.

Monthly reconciliations are to be signed off by the cardholder and approved by their responsible Manager/Director or General Manager. The General Manager's reconciliation will be approved by the Director Corporate Services.

All reconciliations will be reviewed and approved by the Director Corporate Services during end of month reconciliation.

6. DISPUTED PURCHASES

When a dispute occurs the cardholder should notify Council's Finance Team and attempt to correct the situation with the merchant. In many cases, a simple telephone call can resolve any problems without delay. Should this not be the case the Finance Team will attempt to resolve the matter and may involve the bank particularly for matters such as duplicate charges, non-receipt of goods ordered or credits not processed.

7. BREACH OF POLICY

All suspected breaches of this Policy must be immediately reported to either the General Manager or Director of Corporate Services for investigation.

Failure to adhere with provisions outlined in this Policy or the misuse of funds may result in suspension or cancellation of a corporate credit card, disciplinary action and/or legal charges.

8. HISTORY

Version	Details
1.13.1	Adopted 20 August 2009
1.13.2	Adopted 21 March 2013
1.13.3	Adopted 16 March 2017
1.13.4	Adopted 21 May 2022