

Policy 4.13 Finance Corporate Credit Card

Reference/s Local Government Act 1995s2.7(2)(a)and(b), Section 6.5(a)
Local Government (Financial Management) Regulation 11
(1) (a)

Date Proposed/Adopted 17 February 2015 **Motion Number** 15022015

This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE

To clearly define the parameters for the issuing and use of Council Corporate Credit Cards.

SCOPE

Chief Executive Officer, Manager of Finance and Administration, Community Emergency Services Officer

OBJECTIVE

- Provide a useful resource as an alternative form of payment; and
- To ensure corporate credit cards are utilised correctly.

PRINCIPLES

- The Administration Corporate Credit Cards will only be issued to the Chief Executive Officer and the Manager of Finance and Administration;
- A separate Emergency Services Corporate Credit Card will be issued to the Community Emergency Services Officer
- Expenditure utilising a corporate credit card should, where possible be kept to a minimum. The preferred method of purchasing goods or services is by using an official Council purchase order;
- A maximum credit limit of \$5,000 shall apply to the administration corporate credit cards;
- A maximum credit limit of \$2,000 shall apply to the emergency services credit card;
- Purchasing Policy 4.8 applies to all purchases made utilising a corporate credit card;
- A tax invoice must be obtained for all purchases, EFTPOS receipts that do not adequately describe the purchase are not acceptable;
- Credit cards should only be used for purchasing goods and services on behalf of the local government. Card users should ensure that suppliers record an adequate description of goods/services on the tax invoice to ensure appropriate levels of accountability;
- Use of the corporate credit card for stand-alone personal expenditure is prohibited. Where incidental personal expenditure is incurred, a record of reimbursement will be kept by the Finance Officer;
- Under no circumstances shall a corporate credit card be used for cash withdrawals;
- Where a cardholder undertakes purchases by way of facsimile, telephone or over the Internet the cardholder shall ensure that appropriate documentation is available to ensure that the purchase can be verified to the satisfaction of the Chief Executive Officer. A tax invoice must be obtained;
- The General Ledger/Job Number for allocation of the payment must be quoted on the receipt/tax invoice;

- The authorised receipt/tax invoice must be provided to the Finance Officer as soon as practicable after the credit card purchase is made;
- Corporate credit card expenditures are to be reconciled on a monthly basis; and
- All corporate credit card holders are to acknowledge receipt of the corporate credit card and acknowledge their responsibilities under this policy upon receipt of their card.

PROCEDURE ASSOCIATED WITH THIS POLICY

Acknowledgement of Corporate Credit Card Responsibilities as attached

ROLES AND RESPONSIBILITIES

Chief Executive Officer

- Ensure compliance with this policy

Manager of Finance and Administration

- Ensure compliance with this policy

Community Emergency Services Manager

- Ensure compliance with this policy

Finance Officer

- Ensure the credit cards are reconciled on a monthly basis

DOCUMENT AND STRATEGIC PLAN LINKS

Strategic Community Plan 2017-2027

Objective 4: Leadership - Demonstrate strong governance, leadership and organisational growth

Outcome 4.1: Excellence in governance, compliance, regulation and reporting

Strategy 4.1.1: Maintain a high level of corporate governance, responsibility and accountability



**ACKNOWLEDGEMENT OF ADMINISTRATION CORPORATE CREDIT CARD
RESPONSIBILITIES**

I, _____ (Name)

being the _____ (Position)

at the Shire of Cranbrook, acknowledge that I am in receipt of a Shire of Cranbrook Administration Corporate Credit Card and agree to abide by the following conditions:

- Expenditure utilising an administration corporate credit card should, where possible be kept to a minimum. The preferred method of purchasing goods or services is by using an official Council purchase order;
- A maximum credit limit of \$5,000 shall apply to the administration corporate credit cards;
- Purchasing Policy 4.8 applies to all purchases made utilising this credit cards;
- A tax invoice must be obtained for all purchases, EFTPOS receipts that do not adequately describe the purchase are not acceptable;
- Credit cards should only be used for purchasing goods and services on behalf of the local government. Card users should ensure that suppliers record an adequate description of goods/services on the tax invoice to ensure appropriate levels of accountability;
- Use of this credit card for stand-alone personal expenditure is prohibited. Where incidental personal expenditure is incurred, a record of reimbursement will be kept by the Finance Officer;
- Under no circumstances shall this credit card be used for cash withdrawals;
- Where a cardholder undertakes purchases by way of facsimile, telephone or over the Internet the cardholder shall ensure that appropriate documentation is available to ensure that the purchase can be verified to the satisfaction of the Chief Executive Officer. A tax invoice must be obtained;
- The General Ledger/Job Number for allocation of the payment must be quoted on the receipt/tax invoice;
- The authorised receipt/tax invoice must be provided to the Finance Officer as soon as practicable after the credit card purchase is made;
- All credit card expenditures are to be reconciled on a monthly basis; and
- All credit card holders are to acknowledge receipt of the credit card and acknowledge their responsibilities under this policy upon receipt of their card.

CREDIT CARD NUMBER: _____

DATE CARD RECEIVED BY EMPLOYEE: _____

EMPLOYEE SIGNATURE: _____



ACKNOWLEDGEMENT OF CREDIT CARD RESPONSIBILITIES

I, _____ (Name)

being the _____ (Position)

at the Shire of Cranbrook, acknowledge that I am in receipt of a Shire of Cranbrook Credit Card and agree to abide by the following conditions:

- A separate credit card will be issued to the CESM in accordance with the Memorandum of Understanding (MOU) signed by Department of Fire and Emergency Services and the Shire's of Kojonup, Gnowangerup and Cranbrook;
- The MOU states that the sole purpose of this credit card is to manage catering and welfare for the CESM whilst enroute to DFES approved taskforce deployments;
- Expenditure utilising this credit card should be kept to a minimum. The preferred method of purchasing goods or services is by using an official Council purchase order;
- A maximum credit limit of \$2,000 shall apply to the CESM credit card;
- Purchasing Policy 4.8 applies to all purchases made utilising this credit card;
- A tax invoice must be obtained for all purchases, EFTPOS receipts that do not adequately describe the purchase are not acceptable;
- Credit cards should only be used for purchasing goods and services on behalf of the local government. Card users should ensure that suppliers record an adequate description of goods/services on the tax invoice to ensure appropriate levels of accountability;
- Use of this credit card for stand-alone personal expenditure is prohibited. Where incidental personal expenditure is incurred, a record of reimbursement will be kept by the Finance Officer;
- Under no circumstances shall this credit card be used for cash withdrawals;
- Where a cardholder undertakes purchases by way of facsimile, telephone or over the Internet the cardholder shall ensure that appropriate documentation is available to ensure that the purchase can be verified to the satisfaction of the Chief Executive Officer. A tax invoice must be obtained;
- The General Ledger/Job Number for allocation of the payment must be quoted on the receipt/tax invoice;
- The authorised receipt/tax invoice must be provided to the Finance Officer as soon as practicable after the credit card purchase is made;
- All credit card expenditures are to be reconciled on a monthly basis; and
- All credit card holders are to acknowledge receipt of the corporate credit card and acknowledge their responsibilities under this policy upon receipt of their card.

CREDIT CARD NUMBER: _____

DATE CARD RECEIVED BY EMPLOYEE: _____

EMPLOYEE SIGNATURE: _____