



BOULIA SHIRE COUNCIL

Council Credit Card Policy

Category:	POLICY (incorporating policy provisions, procedures and acceptance – Annexure 'A')
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Summary:	Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.
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Resolution:	2024/03.13
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Date revoked:	n/a
Related documents:	Policy 133 Fraud and Corruption Control Policy Policy 101 Procurement Policy
Responsible Directorate:	Executive
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the Director of Corporate and Financial Services is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by Council where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded to the Director of Corporate and Financial Services for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance division shall undertake monthly reconciliations and reviews of credit card purchases.

A PayPal account may be linked to a corporate card for extra security when making internet purchases. The only Department that would be expected to utilise the PayPal account would be Corporate Services, who make a number of low value purchases online due to the nature of the operations. The PayPal account will be held by the Director of Corporate and Financial Services.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's finance team shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Finance Officer, for authorisation, within five working days of being issued with the credit card statement.

4. Council's Finance Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Finance Manager shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Council issued credit cards will not be issued to include memberships of private reward schemes.
9. Individuals who have personal membership of private reward schemes and who travel on Council business may use those membership benefits via their card.
10. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
11. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

ANNEXURE ‘A’

ACCEPTANCE OF CREDIT CARD CONDITIONS OF USE

PROCEDURE FOR RECONCILIATION OF PURCHASES:

The holder of a Council credit card shall reconcile the charges raised to the tax invoices held, provide a brief explanation as to the nature of the charges incurred and the appropriate cost allocation for such charge and then sign a statement to confirm that the charges raised were for business purposes. The completed and reconciled statement and tax invoices are to be returned to the finance team within five working days.

The Senior Finance Officer shall, in the case of staff other than the CEO, submit the completed and reconciled statement to the Chief Executive Officer or delegated officer for review and authorisation.

In the case of the credit card retained by the CEO, the completed and reconciled statement is to be submitted to the Mayor for review and authorisation.

The amount charged to credit cards is to be retained in Council's accounting records for audit purposes.

DECLARATION:

I declare that I have read and understood the terms and conditions of use and have accepted the Council policy and procedures concerning the use of a Council credit card.

.....

Credit Card Holders Name Credit Card Holders Signature

Date/...../.....

Approved and authorised by CEO (in case of the CEO – Mayor to sign)	
.....
CEO	Signature
Date/...../.....	

**This form is to be signed and held by the finance department for presentation to the auditors and recorded in the Council's electronic records management system.