

# HUNTER'S HILL COUNCIL POLICY REGISTER



POLICY NO.	GOV-POL.18
POLICY TITLE	Corporate Credit Card Policy
STATUS	Internal
SECTION	FINANCE & CORPORATE STRATEGY
DOCUMENT ID	378449

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## PURPOSE

The purpose of the policy is to:

- Ensure transparency in Council's operations concerning the use of Corporate Credit Cards;
- Ensure Council's resources are managed with integrity and diligence;
- Ensure effective controls, policies and procedures are in place for the use of Corporate Credit Cards.

## APPLICABILITY

The policy applies to all staff that hold or have access to a corporate credit card.

## SCOPE

The policy applies to the General Manager and staff issued with a credit card.

## BACKGROUND

Corporate credit cards are a routine aspect of accounts payable management and procurement for local government councils and public sector organisations.

Corporate credit cards are a valuable tool for the efficient and effective operation of Council business and not as a benefit assigned to specific individuals. The use of corporate credit cards will create savings in staff administration time in matters such as arranging transport, accommodation, training registration and for online payments for government charges and subscriptions.

Credit cards must be subject to appropriate controls in order to protect council funds, maintain the integrity of governance processes and maintain public confidence in Council operations. All local government Councils are obliged to maintain an effective system of internal control, in accordance with the Local Government (General) Regulation 2005 and to address the significant risks of fraud and misuse of corporate credit cards.

The use of credit cards is not intended to avoid or bypass established governance procurement procedures, but is to be used in accordance with the Policy Guidelines established to complement existing procurement and payment procedures.

## POLICY GUIDELINES

### 1. OBJECTIVES OF THIS POLICY

- Fulfil all statutory requirements of the Local Government Act with respect to the use of Corporate Credit Cards.
- To adopt best practice in developing a clear and comprehensive policy on the use of Corporate Credit Cards.

### 2. ISSUING OF CARDS

The General Manager has delegated authority to authorise the issuing of corporate credit cards to staff.

The Director Finance & Corporate Strategy will be responsible for obtaining approval of the General Manager for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form (Attachment 1).

Each cardholder will be required to sign this form on receipt of the corporate credit card and acknowledge these policies and procedures.

### 3. MONTHLY LIMIT

Each corporate credit card will have a monthly limit on expenditure as indicated in the following table.

POSITION TITLE	EXPENDITURE AUTHORISATION
General Manager	\$10,000
Director Finance & Corporate Strategy	\$10,000
Director Development & Regulatory Services	\$10,000
Director Service Delivery & Special Projects	\$10,000

### 4. RESTRICTIONS

Corporate credit cards are for official Council business and are not to be used for personal expenses under any circumstances.

Use of the corporate credit cards for purchases over the internet should be restricted to trusted secure sites.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of Hunter's Hill Council.

### 5. HOW ARE THE CORPORATE CREDIT CARDS TO BE USED

Cash advances are not permissible on Council issued corporate credit cards.

The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the corporate credit card.

A tax invoice is required to be obtained for every purchase made. This is required in reconciliations of the Corporate Credit Card statement at the end of each month. The purpose of the purchase should be recorded on the tax invoice.

If a transaction is done by telephone or internet, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the monthly reconciliation.

Tax invoices must contain the components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid.

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases at the end of each month.

The credit limit of the individual cards is not to be exceeded.

## 6. RECONCILING MONTHLY STATEMENTS

Each cardholder will be issued with a monthly statement listing all their transactions. It is the responsibility of the cardholder to match their supporting Tax Invoices to the monthly statement and record next to each transaction; if not recorded on the Tax Invoice:

- The reason for the purchase e.g. Local Government Professionals Conference – Accommodation Deposit – 5/1/18 – Newcastle.
- The account number the purchase is to be charged against.

Attach tax invoices for all the purchases with GST and normal invoices for purchases without GST.

## RELATED POLICIES

Purchasing and Tendering Policy

## POLICY AUTHORITY

Director Finance & Corporate Strategy.

## GETTING HELP

Finance section.

## REVIEW

This policy to be reviewed bi-annually.

## ADOPTED BY COUNCIL:

DATE: 27.11.17

RESOLUTION NO: 347/17


## VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
27.11.17	1.0	347/17	Initial Policy	Mark Smith
10.02.21	2.0	Internal	Minor amendment	Maria Kenny

# ATTACHMENT 1

# CORPORATE CREDIT CARD

CARDHOLDER APPROVAL AND ACKNOWLEDGMENT



## APPROVAL

Cardholder's Name:	
Position:	
Credit Limit (Monthly): \$	
Director name:	
Signature:	Date

## ACKNOWLEDGEMENT

I acknowledge receipt of a Hunter's Hill Council Corporate Credit Card and agree that:

1. I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.
2. I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person.
3. If the Corporate Credit Card is lost or stolen, I will immediately report it missing to the Bank and Finance section.
4. If my position with Hunter's Hill Council changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.
5. I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer within Hunter's Hill Council
6. I will not misuse the Corporate Credit Card (i.e. use it in a manner otherwise than in accordance with the instructions provided), and agree that in the event of any such misuse I will be liable for disciplinary action.

Card Owner's Signature:	Date:
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