



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
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CORPORATE CREDIT CARD USAGE POLICY

1. PURPOSE

The Corporate Credit Card Usage Policy (the Policy) provides for the purchasing and paying for items of Council expenditure via a corporate credit card. This policy ensures effective controls and procedures are in place in respect to the authorisation and use of corporate credit cards.

2. COMMENCEMENT OF POLICY

This Policy will commence from 01 June 2020.

3. APPLICATION OF THE POLICY

This Policy applies to employees who are issued with a Corporate Credit Card.

This Policy does not form part of any employee's contract of employment.

4. AUTHORISATION TO ISSUE CORPORATE CREDIT CARDS

Corporate Credit Cards may be issued to permanent employees of Council when it can be demonstrated that the facility is necessary and provides the most effective means of meeting commitments incurred in the course of official Council business. Corporate Credit Card allocation is at the discretion of the Chief Executive Officer (CEO).

The approval will stipulate whether the Corporate Credit Card may be utilised for:

- Category 1 – general work purposes only
- Category 2 – general work purposes and work-related travel expenses
- Category 3 – general purposes, work related travel expenses and hospitality/entertainment expenses (CEO card only)

All employees issued with a Corporate Credit Card will be required to sign a form stating that they have read and understood the Corporate Credit Card Policy, Procurement of Goods and Services Policy and any related policies and procedures and receive training in the operation of the card.

5. CREDIT LIMITS

An overall limit of \$20,000 is set for Council's credit facility with individual monthly credit limits and transaction limits set for each Corporate Credit Card. Monthly credit limits will range from \$1,000 to a maximum of \$20,000. Monthly credit limits may be amended by the CEO to maintain Council's overall credit limit as agreed with the facility provider.



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6. WITHDRAWAL OF CREDIT CARDS

Upon a Cardholder's termination or transfer, the Corporate Credit Card must be returned no later than the last day of employment to the Accountant to be destroyed, upon which the CEO will authorise the Accountant to arrange for the cancellation of the Corporate Credit Card with the credit facility provider.

Where a Cardholder does not comply with the requirements of this policy and related policies and procedures their Corporate Credit Card may be cancelled. Any potential fraudulent misuse of the card will result in the cancellation of the individual's Corporate Credit Card immediately and disciplinary action may be taken.

7. REPORTING LOST OR STOLEN CARDS

If a card is lost or stolen, Council may not be liable for unauthorised transactions after the loss or theft of the card if it is not reported within a reasonable time. Where a Corporate Credit Card has been lost or stolen, that loss must be reported immediately to the Credit Card provider if outside of business hours or directly to the Accountant or the CEO during business hours. If the card is lost or stolen outside of Council business hours, the Accountant and the CEO must be notified at the earliest possibility on re-commencement of business.

8. APPROPRIATE USES OF CORPORATE CREDIT CARD

Corporate Credit Cards are to be used for transactions where it is the most efficient procurement option; for example, for travel and accommodation bookings, online purchases, and for purchasing goods and services of relatively low value. Cardholders are authorised only to purchase items that would be considered appropriate to their area of work responsibility.

Credit Card transactions must be within the authorised delegation limit set by the CEO of the Cardholder and comply with Council's policies and procedures. A cardholder may be subject to disciplinary action if this process is not adhered to.

All payments using a Corporate Credit Card must comply with Council's policies relating to purchasing, travel, entertainment and hospitality.

Requests for travel bookings to attend training or conferences must be provided to the CEO for approval before proceeding with the booking. All travel bookings are to be made through the HR Advisor or Accountant and in accordance with Council policy.

When purchases are made with a Corporate Credit Card, quotes/tenders are still required in accordance with Council's Procurement of Goods and Services Policy.



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Corporate Credit Cards must not be used for:

1. Obtaining cash from any source;
2. Payment of any private expenditure including the payment of travel expenditure for accompanying partners on business trips;
3. Payment for goods or services which are not available or complete at the time of the transaction (ie. no back orders);
4. Purchase of any items where a purchasing arrangement is in place for that type of supply, eg store accounts;
5. Purchase of 'valuable and attractive' items (e.g. digital cameras) without the prior approval of the CEO;

9. APPROVAL PROCESS

Credit Card transactions must first be reviewed by the Card Holder to ensure they are legitimate and costed to the appropriate account in preparation for data entry into the finance system. Suspicious transactions should be reported and followed up immediately.

All documentation relating to the transaction is to be provided to the CEO for approval within seven days. A Card Holder may be held personally liable and/or subject to disciplinary action for any non-approved transactions.

Transactions on the CEO's card will be reviewed and approved by the Accountant.

Once approved, the transaction is to be entered into the finance system and the documentation filed.

10. REQUIREMENT TO AUDIT THE USE OF CORPORATE CREDIT CARDS

An audit of Corporate Credit Card transactions will be conducted at least annually by the Accountant or the Internal Auditor.

11. RESPONSIBILITY AS CREDIT CARD ADMINISTRATOR

The Accountant will perform the following functions as Credit Card Administrator:

- 1 Follow up any apparent misuse or noncompliance with this policy and associated procedure/s with the Chief Executive Officer;
- 2 Maintain a current register of all authorised cardholders; and
- 3 Cancel lost or stolen Corporate Credit Cards immediately upon notification of a concern.



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12. RESPONSIBILITY OF CARDHOLDERS

The Cardholder will ensure that:

- 1 The Corporate Credit Card is used for official Council business only in accordance with their approved level of use;
- 2 The Corporate Credit Card is not used for any purpose that contravenes this or any other Council policy;
- 3 Every transaction processed through the Corporate Credit Card is authorised by the Cardholder or investigated if unauthorised;
- 4 A tax invoice is collected for all transactions;
- 5 The Corporate Credit Card is stored safely and securely at all times;
- 6 Lost or stolen cards are reported immediately;
- 7 The monthly statement is reconciled in accordance with Councils Credit Card Use Procedure within seven days of the statement date.
- 8 All documents pertaining to the transactions are made available to the CEO for approval within seven days; and
- 9 For FBT purposes, expenses relating to the provision of entertainment must provide details of the total number of staff who attended and the total number of attendees. Only the CEO has approval to incur expenditure relating to the provision of entertainment.

Variations

CASC reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- Cardholder Acknowledgement and Declaration
- Corporate Credit Card Register

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Chatur Zala

Original issue:

Title: Chief Executive Officer

Policy Maintained by:

Current version: 1

Title:

Review date: