



EMP24 CORPORATE CREDIT CARD

Aim	This Policy is to provide a clear framework to enable the use of corporate credit cards and provide all cardholders with guidance for correct usage of Corporate Credit Cards
Application	Nominated Staff
Statutory Environment	<i>Local Government Act 1995 Section 2.7 (2) (a) & (b) Section 6.5 (a)</i> <i>Local Government (Financial Management] Regulation 11(1)(a) Use of Corporate Credit Cards (Department of Local Government Guideline No 11)</i>
Principles	Strategic Community Plan 2017 – 2027 (2019 Desktop Review) Goal 05 Inspiring Governance Objective 4 Exemplary team and work environment
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

The Council supports the use of corporate credit cards on the basis it provides a necessary and efficient financial management tool for the Shire. Credit cards need though, to be responsibly managed in order to ensure good governance and financial accountabilities.

The CEO shall ensure there are Corporate Credit Card Management Procedures that suitably accommodate these sentiments and the following protocols–

- (i) The Corporate Credit Cards are maintained in a secure manner.
- (ii) The Corporate Credit Cards are not to be used for personal expenses under any circumstances.
- (iii) All Corporate Credit Card payments (included disputed transactions) are to be listed in the Schedule of Accounts and Credit Card Purchases section of the monthly financial report to Council.
- (iv) Where applicable, purchases are to be made in accordance with the Shire of Ashburton's FIN12 Purchasing Policy, and associated Procedures.
- (v) Inappropriate purchases, even on the basis of them being operationally related, may be recoverable from the cardholder. The cardholder is required to conclude that purchases are fair and reasonable business expenses.
- (vi) Where possible, purchases should be processed through the Purchase Order / Creditor's system
- (vii) Corporate Credit Cards are not to be used for cash withdrawals at any facility.



- (viii) Cardholders responsibilities, as outlined by the card provider (i.e. the Bank), are met at all times.
- (ix) Corporate Credit Card Credit limits are not to be exceeded.
- (x) The Cardholder is responsible to pursue and resolve incorrect charges (as due to privacy legislation, only the cardholder can initiate any request for information from the bank).
- (xi) All relevant documentation regarding each transaction is retained by the cardholder and transactions are to be acquitted and reconciled on a monthly basis as per of the reconciliation procedure. A copy of all of the Corporate Credit Card Statements and a summary thereof (including sufficient information to adequately articulate the purchase details) are to be incorporated as attachments to the signed financial statements submitted each month to Council).
- (xii) The use of the credit Card shall not be tied to any type of reward systems that provides cardholders with any personal benefit or reward.
- (xiii) Cardholders are to read and acknowledge the Corporate Credit Card Policy and associated Procedures prior to being issued with the card, to ensure that the above matters, including breaches of this Policy are agreed.

Overall the onus of responsibility for above controls are with you the cardholder. Failure to adhere to these conditions may result in disciplinary action or termination of your employment.

The CEO and Council have zero tolerance towards misuse of Corporate Credit Cards – the risk of bringing the financial or reputational standing of the Shire into question will not be accepted under any circumstances.