



KATHERINE TOWN COUNCIL
POLICIES & PROCEDURES

Corporate Credit Cards Policy





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FINANCE – CORPORATE CREDIT CARDS POLICY

1. POLICY STATEMENT

To ensure effective controls, policies and procedures are in place with respect to the use of Corporate Credit Cards.

2. PRINCIPLES

Ensure transparency in Council's operations concerning the use of corporate credit cards

Ensure Council's resources are managed with integrity and diligence

3. PURPOSE

Corporate credit cards have been implemented to allow the Council to transact its business in circumstances where a normal Council purchase order is not accepted or it is more efficient to use a corporate credit card.

4. STRATEGIES

Usage

The following will apply to the use of corporate credit cards by Council.

- a) Purchases made on the corporate credit card shall only be goods and services required for the official use of Katherine Town Council in conducting its business. The use of the corporate credit card for personal purposes is strictly prohibited. Employees found using corporate credit card for personal use will be subject to disciplinary proceedings.
- b) Corporate credit card is not to be used to purchase fuel products for Council vehicles unless in exceptional circumstances – a fuel card should be used for this purpose only.
- c) Staff will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.
- d) Use of the corporate credit cards over the internet should be restricted to trusted secure sites.

Issuing of Cards

- a) The Chief Executive Officer (CEO) has delegated authority to authorise the issuing of corporate credit cards to staff.



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- b) The Finance Manager will be responsible for maintaining a register of the individual corporate credit cards including their associated limits and expiry dates.
- c) Credit limits on corporate credit cards is to be a maximum of \$5,000 with each individual limit determined by the CEO/Finance Manager at the time approval is granted for the credit card.
- d) Staff issued with corporate credit cards must sign the Katherine Town Council Credit Card Holder Declaration.

Risk Management and Fraud Control

No cash advances are to be allowed on the corporate credit card.

Cardholders are responsible for the security of their credit cards and all pertinent details. Cardholders who suspect their credit card to be lost or stolen are to immediately notify the Finance Manager who will then notify the relevant financial institution.

Employees responsibilities

- a) Limit any credit purchase to the level of expenditure provided under the delegation held by that person.
- b) Ensure that a tax invoice/receipt for any purchase made is obtained at the time of the purchase.
- c) Forward tax receipts to the relevant finance officer and provide details to allow general ledger costing.

Disputed Purchases

Council is responsible for paying all accounts on the monthly corporate credit card statements and the bank debits this amount to the Council's bank account.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of the Katherine Town Council.

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. In many cases a simple telephone call can clear up a problem without any delay. If unable to correct the situation, contact the Finance Section who will attempt to resolve the matter and may have to contact the bank for assistance.

Cancellation of Corporate Credit Card

On cessation of employment with Council, the cardholder is to return the card to the Finance Manager who will arrange for its cancellation.

Corporate credit cards may also be cancelled where the need for the card no longer exists or where the cardholder breaches the terms and conditions of use of this policy.



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Attachment A

CORPORATE CREDIT CARDHOLDERS DECLARATION

I _____
(insert name)

certify that I have read, understood, and will comply with the Katherine Town Council's Corporate Credit Card Usage Policy and that the credit card issued to me must only be used for official, approved purposes and must not be used for:

- Personal, non-work-related purchases;
- Cash advances, and/or
- Gaining personal benefits.

I acknowledge that departures from the Corporate Credit Card Policy may result in the credit card being cancelled and disciplinary action being taken against me in accordance with Council's Human Resource Policy.

(Signed)

(Date)



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Policy History:

Date of Adoption/Amendment	