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|  Adelaide Plains Council | Credit Card Policy | |
| | Version Adopted by Council: 27 February 2023 Resolution Number: 2023/042 Current Version: V4 | |
| | Administered by: Chief Executive Officer | Last Review Date: 2023 Next Review Date: 2025 |
| Document No: D22/56983 | Strategic Objective: Proactive Leadership Strategic and sustainable financial management Proactively engage in Local Government Reform and continuous improvement. | |

1. Objective

This Policy provides guidance on how Council's corporate credit cards are to be allocated, used and administered to ensure that the credit cards assist Council in the delivery of its services while minimising the potential for misuse and fraud.

The use of credit cards to make small value purchases is a cost effective purchasing method. Credit card use therefore improves the efficiency of transactions and reduces the administrative burden on Council employees when spending money on behalf of Council, including those who travel on Council business. In the case of expenditure on travel and entertainment, Council credit cards also reduce the likelihood of personal financial burden.

2. Scope

This policy outlines the principles governing the use of Council credit cards and the procedures for the issue and acquittal of credit cards, and extends to Council employees who have the delegated authority to use an Adelaide Plains Council corporate credit card. The cardholder is responsible for the correct use of the card at all times.

No Council credit card may be issued or used except in accordance with this policy.

3. Specific Provisions / Responsibilities

Issue of Credit Cards

- 3.1 Council credit cards may be issued only to approved employees on the authority of the Chief Executive Officer (CEO) or in the case of a credit card for use by the CEO, with the approval of the Mayor.
- 3.2 Credit cards are not to be issued to short-term contractors, consultants, or contract personnel who have contracts that provide for them to be reimbursed costs incurred.

Appropriate Use of Credit Cards and Records Keeping

- 3.3 Only credit cardholders authorised to incur expenditure can approve expenditure on Credit Cards.
- 3.4 Council Credit Cards must not be used to incur personal expenditure, or expenditure on behalf of other organisations, even if the expenditure will be reimbursed at a later date. In the event that a Council credit card is used to pay for personal expenses by accident, the cardholder must reimburse the Council as soon as possible upon being made aware (and in any event, upon receipt of the monthly credit card statement).
- 3.5 The cardholder is the employee whose name appears on the corporate credit card. It is the cardholder's responsibility to adhere to the following:
- ensure use of the credit card is within Council's Procurement policy
 - sign the credit card immediately upon receipt
 - keep the credit card in a secure place
 - keep cardholder and account details up to date
 - retain all original tax invoices, sales vouchers and receipts and register these in Council's Electronic Document and Record Management System.
 - notifying the bank and General Manager – Finance and Business if the card is lost or stolen.
- 3.6 Misuse of a Council Credit Card may lead to the Card being cancelled, and the cardholder may be required to pay restitution to Council and disciplinary action may be taken against the cardholder.
- 3.7 Cardholders are responsible for the safe custody of credit cards and the security of credit card information, and are trusted to spend Council funds prudently.
- 3.8 Cardholders must retain supporting documentation for all expenses incurred on their credit card and acquit their expenses in accordance with the *Credit Card Receipts Procedure*.
- 3.9 Credit cards may only be used for transactions associated with Council business. Misuse of a Council credit card is in breach of this policy and may result in the cancellation or withdrawal of the card and disciplinary action. Misuse includes, but is not limited to:
- Intentionally using the credit card for a private transaction such as a personal purchase or purchases for the sole benefit of the cardholder;
 - Assigning or transferring the credit card to another person;
 - Using the credit card after the cardholder's employment has been suspended or terminated;
 - Using a Council credit card when they are not the cardholder named on the card and without the named cardholders specific written authority;
 - Not complying with Council's procurement policies;
 - Using the credit card for a transaction in excess of budget or for which there are insufficient funds; and
 - Using the credit card for expenditure not previously approved where prior approval was required – e.g. training or travel-related expenses.

- 3.10 Credit cardholders must return their Council credit card permanently when:
- they leave their employment or engagement with Council, or
 - they no longer require use of a card as part of their duties.
- 3.11 Credit cardholders must return the Council credit card temporarily for safekeeping when:
- their employment with the Council is temporarily suspended pending an investigation.
- 3.12 Council credit cards may be withdrawn or cancelled by the CEO at any time.
- 3.13 Credit limits on Council credit cards is to be a maximum of \$5,000 with each individual limit to be determined by the CEO at the time approval is granted.
- 3.14 Credit cardholders prior to being issued with a Council credit card must sign the Adelaide Plains Council *Credit Cardholder Declaration Form*.
- 3.15 Credit cardholders will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.
- 3.16 It is the responsibility of the credit cardholder to resolve issues of disputed transactions, lost, stolen or replacement cards and immediately report this to the card issuing bank first and advise the General Manager – Finance and Business as soon as practicable thereafter.
- 3.17 Except for the CEO's credit card, and noting that credit cards will generally only be issued to senior management, all of the transactions in monthly credit card statements must be approved by the CEO. With regard to the CEO's credit card, all transactions must be approved by the Mayor.
- 3.18 The approver of credit card transactions is responsible for reviewing and approving all transactions on the credit cards. When reviewing credit card transactions, the approver must consider the appropriateness of expenses and ensure that they comply with Council's *Procurement Policy*.
- 3.19 A report containing the details such as 'Supplier', 'Amount' and 'Description' is presented to the Audit Committee on the Chief Executive Officer's credit card transactions, on a 6-monthly basis.

4. Related Documents

Credit Cardholder Declaration Form

Credit Card Receipts Procedure

Financial Internal Controls Policy

Human Resource Management Policy

Procurement Policy

5. Records Management

All documents relating to this Policy will be registered in Council's Electronic Document and Record Management System, and remain confidential where identified.

6. Document Review

This Policy will be reviewed periodically to ensure legislative compliance and that it continues to meet the requirements of Council, its activities and programs.

7. References

Section 124 (Accounting Records to be Kept) of the *Local Government Act 1999* (SA)

Section 125 (Internal Control Policies) of the *Local Government Act 1999* (SA)

Procurement Policy

Financial Internal Controls Policy

8. Further Information

Members of the public may inspect this Policy free of charge on Council's website at www.apc.sa.gov.au or at Council's Principal Office at:

2a Wasleys Road, Mallala SA 5502

A copy of this Policy may be obtained on payment of a fee.

Any queries in relation to this policy must be in writing and directed to the Chief Executive Officer.