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1. PREAMBLE

1.1 Purpose

This policy covers the use of Corporate Credit Cards (credit cards) by City of Holdfast Bay (the Council’s) employees.

1.2 Scope

This policy applies to City of Holdfast Bay employees (including Alwyndor), who have been designated to use credit cards, are responsible for authorising the issue of, or changing limits on credit cards, or who are responsible for the administration.

1.3 Definitions

Cardholder means a council employee (including Alwyndor) who has been issued a Corporate Credit Card.

Card provider means the bank or financial institution that supplies Corporate Credit Cards.

Corporate credit card means credit cards issued by the City of Holdfast Bay by a card provider for corporate use only to provide for payment of goods and services subject to conditions.

Monthly expenditure limit means the maximum aggregated value of expenditure that a Cardholder may purchase with their Corporate Credit Card in a calendar month.

Single transaction limit means the maximum value that the cardholder may spend in a single use of a Corporate Purchase Card.

Authoriser means the employees responsible for reviewing and approving expenditure of the cardholder and ensuring it meets the principles of this policy and the related procedure.

Senior Finance Staff means Manager of Finance or one of the Accountants in Council or Alwyndor.

CORPORATE CREDIT CARD POLICY

1.4 Strategic Reference

Culture: Being financially accountable

2. PRINCIPLES

Council and Alwyndor Aged Care Facility (Council's aged care facility) will each operate a credit card system, which permits an appropriate level of credit cards use by cardholders, with authorisers to reconcile and approve monthly expenditure statements.

2.1 Conditions of Use and Delegations

The cardholder must comply with the Corporate Credit Card Conditions of Use Agreement which is acknowledged and signed against prior to application. This document details limits on usage (including single transaction limits) and conditions relating to substantiating requirements to support credit card transactions.

Expenditure is to be within each Council employee's delegated financial limits (approved by the CEO- register maintained by Governance). All entertainment and hospitality expenditure must comply with the Entertainment and Hospitality Expenditure Policy.

Any expenditure identified as not compliant will be repaid by the cardholder.

2.2 Corporate Credit Card Approval

A credit card can only be issued to an employee with approval of the relevant General Manager (GM) or Chief Executive Officer (CEO). In the case of a credit card for use by the CEO's, with the approval of the Mayor.

Cards may be withdrawn at the discretion of the CEO (or for the CEO by the Mayor).

2.3 Finance Department Monitoring, Review and Register

The Financial Accountant and Finance Manager Alwyndor (or role titles with similar responsibility) have overall responsibility for the maintenance, approval and support of documents relating to credit card use by employees.

Further, it is the responsibility of the Council's Financial Accountant and Finance Manager Alwyndor (or role titles with similar responsibility) to minimise the potential of operational risk by maintaining best practices in particular, adequate:

- segregation of duties;
- documentation of procedures;
- systems and controls; and
- efficiency of operation.

CORPORATE CREDIT CARD POLICY

Council's Financial Services unit and Alwyndor's Finance unit shall keep a register of cardholders showing card approval officer name, approval date, card limits, changes in detail information including change approval officer and approval date, termination date if applicable, and card cancellation date.

2.4 Authorisers

Authorisers are as follows:

Cardholder position	Authoriser
CEO	Mayor
GM	CEO
All Other Staff	General Manager

Authorisers are responsible for reviewing and approving all transactions on card cards including reconciliations and allocations. When reviewing credit card reconciliations, authorisers must consider the appropriateness of expenses and ensure that any entertainment and hospitality expenses are compliant with the Entertainment and Hospitality Policy.

3. REFERENCES

Corporate Credit Card Conditions of Use Agreement
Corporate Credit Card Procedure
Entertainment and Hospitality Policy