



Policy Name	Credit Card (Mayor and CEO)	
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Responsible Officer:	Chief Corporate Officer	
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1. PURPOSE

The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to the use of corporate credit cards (credit cards) by the Mayor) and the Chief Executive Officer (CEO) of the Council.

2. SCOPE

This policy applies to the Mayor, the CEO of the West Arnhem Regional Council and to staff with responsibilities for credit card management.

3. DEFINITIONS

In the context of this policy the following definitions apply:

An **authorised user** is a person who has been delegated authority to make payments or procure goods and services with the use of a credit card.

4. POLICY STATEMENT

Council is committed to sound financial management, public accountability, and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and/or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

Issue of Credit Card

- Before a credit card is issued, the recipient must agree to, and sign, the conditions of use contained in the *Corporate Credit Cardholder Agreement*.



- Council will maintain a register of credit cards issued to the CEO and Mayor, including details of the approval, the cardholder, the institution, expenditure limits, and expiry date.

CEO Credit Card

- Council will authorise the issue of a credit card to the CEO with a monthly credit limit as determined by Council and a maximum limit for single transactions as determined by Council.
- The credit card is to have no cash advance facilities. The credit card is not to be linked to any form of award points. Council may further limit the purposes for which the credit card may be used.

Council Member Credit Cards

- Council has resolved to issue a credit card to the Mayor for the Mayor to perform their functions. Council must resolve the monthly and transaction limits to be applied.
- The credit card is to have no cash advance facilities. The credit card is not to be linked to any form of award points. Council may further limit the purposes for which the credit card may be used.

Credit Card Use

- It is the responsibility of the cardholder to ensure that limits are not exceeded.
- Personal expenditure is not to be charged to a credit card under any circumstances. The cardholder is not to gain any personal benefits from being the holder of the card.
- Any expenditure using the credit card must comply with legislative requirements, Council's procurement policy, delegations, and directions.
- Cardholders are responsible for the safe custody and security of the Card and are liable for any misuse and associated costs.
- The cardholder may allow use of the card by an authorised user for use without a personal identification number (PIN). The cardholder may not disclose the personal identification number (PIN) or access codes to any other person.
- The Mayor's credit card is to be reconciled monthly and that reconciliation is to be reviewed and subsequently authorised by the CEO.
- The CEO's credit card is also to be reconciled monthly. That reconciliation is to be reviewed and subsequently approved by the Chief Corporate Officer, who will provide notice to the Mayor of the reconciliation and any issues arising.
- The cardholder must ensure that all required documentation specified below is kept in relation to every use of the credit card.
- The cardholder must keep up to date with monthly reconciliations.
- The cardholder will be personally liable for purchases that are not authorised and/or cannot be shown to be related to the business of the Council.

Required Supporting Documentation

- Supporting documentation must be obtained by the cardholder for every expenditure when using the credit card. In reconciling the cards each month the Finance Team will require each transaction to have a receipt. Where a receipt is missing a statutory declaration may be required.
- At the time of purchase, for all transactions above an agreed amount set and reviewed periodically by the Council, there must be a tax invoice that includes:





- a) the date of expenditure;
 - b) the supplier's name;
 - c) the supplier's Australian Business Number (ABN);
 - d) the Council's name as the purchaser; and
 - e) a brief description of the supplies purchased.
- For transactions below that agreed amount set by the Council, a receipt that notes a cash sale, rather than the Council's name as the purchaser, is acceptable.
 - The standard machine / Point of Sale (Pos) receipt, must contain all of the details noted above in order for the Council to claim GST.

Supporting Documentation Not Available or Lost

- If the supporting documentation is for some reason lost or destroyed, a statutory declaration must be completed by the cardholder giving full details of the transaction and explaining why the documentation is not available.
- A statutory declaration form can be found at <https://nt.gov.au/law/processes/statutory-declarations>
- Credit card reconciliations must not be approved without appropriate supporting documentation or an appropriate statutory declaration.
- Where supporting documentation for a CEO's credit card purchase cannot be provided, the Mayor must not approve the monthly credit card reconciliation unless a statutory declaration is attached.
- If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of Council and the Council will consider whether it is appropriate for the person to continue being a cardholder.

Credit Card Reconciliations

- Each cardholder will be issued with a monthly credit card statement listing all their purchase transactions for that particular month.
- It is the responsibility of the cardholder to match their supporting documentation to the monthly statement and return all documentation within 7 days of receiving the statement.
- The reconciliation must include information for each transaction, including transactions of \$82.50 (including GST) or less.
- The CEO approves reconciliations of the credit card held by the Mayor. The Chief Corporate Officer approves the reconciliation of the CEO's credit card and provides notice to the Mayor of the approval or any issues arising.
- Repeated failure to meet the required timeframe must be brought to the attention of Council and the Council must consider whether it is appropriate for the person to continue being a cardholder.
- The CEO is to notify the Mayor and Council's designated Finance Officer as soon as possible if there is a disputed card transaction in relation to the credit card held by the CEO. The Mayor is to notify the CEO as soon as possible if there is a disputed card transaction in relation to a credit card held by the Mayor.



- Where a Council Member's credit card has been inadvertently used for personal use, the CEO must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.
- Where a CEO's credit card has been inadvertently used for personal use, the Mayor must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

Credit Card Cancellation and Replacement

- If a credit card is lost or stolen, the cardholder must immediately contact the issuing institution to report the loss and cancel the card. If the cardholder is the Mayor, the matter must be reported as soon as possible to the CEO. If the CEO is the cardholder, the matter must be reported to the Mayor.
- In the above circumstances, the CEO is to ensure that the credit card has been cancelled, arrange a replacement card (if appropriate) and update the credit card register.

Return of Credit Card

- The cardholder is to return the credit card to the Council as soon as the card is no longer required or, if leaving the Council, on or before the last day with Council.
- The CEO is to ensure that all returned credit cards are cancelled, destroyed and that the register is updated.

Responsibilities

The CEO and the Mayor are responsible for complying with the provisions of this policy.

The Chief Corporate Officer (or delegate), is responsible for maintaining the Register of Corporate Credit Cards issued to the CEO and the Mayor.

5. Responsibilities

The Chief Corporate Officer is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the Chief Corporate Officer (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.

6. Related Documents

Legislation and References

Local Government Act (NT)
Local Government Act Regulations (NT)

Policy documents

Delegation and Authorisation Policy
Procurement Policy

Procedures

Accounting and Policy Manual

Instructions, tools, guidelines, forms and templates

Corporate Credit Cardholder Agreement
Register of Corporate Credit Cards



