

# STAFF CREDIT CARD POLICY

## FIN06

<b>Policy Title:</b>	Staff Credit Card Policy		
<b>Policy Type:</b>	Corporate – Finance		
<b>Policy Owner:</b>	Chief Executive Officer		
<b>Policy Custodian:</b>	Executive Director Corporate Services		
<b>Record ID:</b>	24932	<b>Version:</b>	3.1
<b>Approval Date:</b>	24/05/2024	<b>Next Review Date:</b>	24/05/2027

### Purpose

Credit cards offer the West Daly Regional Council a convenient avenue for acquiring goods and services swiftly in situations where store accounts, purchase requisitions, or orders are unavailable or not feasible, prioritising the promptness of transactions.

Using credit cards comes with service and interest fees, requiring supervision and management to prevent misuse and excessive usage.

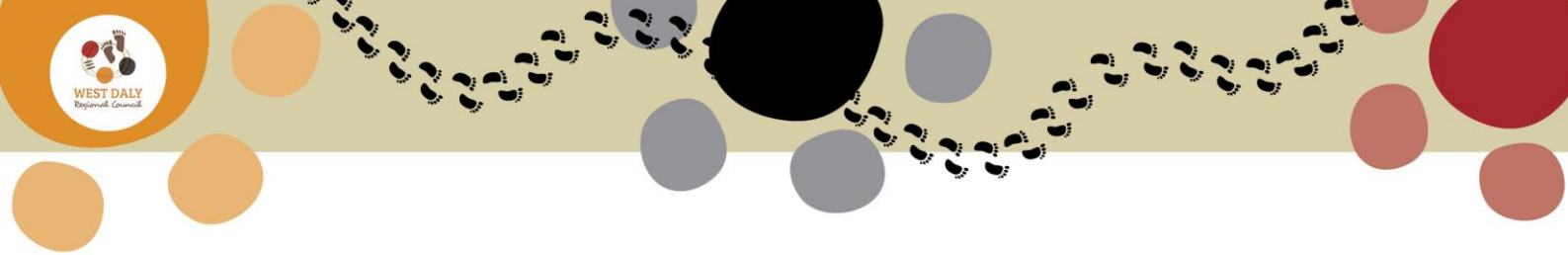
### Scope

This policy applies to staff in managing the use of credit cards.

### Policy Statement

#### 1. Management and the use of credit cards

- 1.1. Credit cards may be issued permanently under controlled conditions.
- 1.2. Allocation of credit cards and financial limits on those cards will be restricted only to those staff that the Chief Executive Officer deems necessary.
- 1.3. Credit card holders must retain all receipts, invoices and other documentation relating to each transaction to be attached to each reconciliation statement.
- 1.4. Credit card holders must retain all receipts, invoices and other documentation relating to each transaction to be attached to each reconciliation statement.
- 1.5. Credit card holders must reconcile their card usage statement by attaching receipts and any explanations monthly. If a particular purchase cannot be verified by a receipt, invoice or other commercial document, the cardholder will provide a Statutory Declaration with all details about the purchase. Reconciliations will be vetted by Senior Finance Staff who will discuss any differences or discrepancies with the cardholder.



- 1.6. Any Council employee who considers they have an official need for a credit card must make a written application through their direct manager to the Chief Executive Officer for consideration.
  - 1.7. Any Council credit card that is damaged, stolen or lost, must be immediately reported to the Chief Executive Officer or authorised person nominated by the Chief Executive Officer. The Chief Executive Officer or authorised person nominated by the Chief Executive Officer will advise the issuing bank as soon as possible of the situation.
  - 1.8. The cardholder will keep the card always secure and may permit supervised conditional use by another Council staff member that the cardholder permits.
  - 1.9. The credit card must be returned to the Chief Executive Officer or authorised person nominated by the Chief Executive Officer when the cardholder leaves the employment of Council for any reason.
- 2. Prohibited credit card purchases (include, but are not limited to)**
- 2.1. cash advances.
  - 2.2. personal usage, even if the cardholder intends to reimburse the Council (Credit card purchases used for private use without the approval of the Chief Executive Officer, regardless of circumstances, will lead to termination of employment of the cardholder).
  - 2.3. personal food and accommodation unless on an official travel for which a travel allowance has not been allocated.
  - 2.4. stationery and other supplies normally provided by the Council.
  - 2.5. payment of any traffic infringements or other fines personally incurred.
  - 2.6. any purchase of a personal nature where the Council is not involved.
- 3. Accidental or unauthorised use**
- 3.1. Report any accidental or unauthorised use of a Credit card as soon as possible to the relevant manager.

## References

The Local Government Act 2019

Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	30/02/2019	FIN06	Credit Card Policy	013/2019
3.0	27/03/2024	FIN06	Credit Card Policy	OCM-2024/8 ID:24839
3.1	24/05/2024	FIN06	Staff Credit Card Policy	OCM-2024/45 ID: 24932



**Endorsement**

**Signature:**

A handwritten signature in black ink, appearing to read "M Blackburn".

**Date:**

24/05/2024

**Name and Position:**

Mark Blackburn, A/Chief Executive Officer