

## CREDIT CARD POLICY

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Classification: <b>Financial Management</b>		
Strategic Plan link: <b>A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership</b>		
<b>References and related Policies &amp; Procedures:</b> <i>Local Government Act 1999</i> DCSB-FM-07-05 Procurement Policy DCSB-G-09.01 Code of Conduct for Elected Member DCSB-HR-12.02 Code of Conduct for Council Employees		

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## 1. Background

In line with Section 125, of the *Local Government Act 1999*, Council is committed to ensuring appropriate policies, practices and procedures of internal financial control are implemented and maintained. These policies and procedures assist Council carry out its activities in an efficient and orderly manner, achieve its objectives, ensure adherence to governance policies, safeguard Council's assets, and secure (as far as possible) the accuracy and reliability of Council records.

## 2. Objectives

The District Council of Streaky Bay utilises credit cards for the purposes of undertaking the efficient and effective operation of Council's daily business and not as a benefit assigned to the Cardholder.

Council credit cards are used by Council to transact its business in a more efficient manner and at the same time, provide the cardholder with a more convenient method to meet costs they incur on Council's behalf.

The use of the Council credit card is encouraged when undertaking relatively low value, high volume transactions as it provides a lower transaction cost when compared with processing standard supplier invoices.

As well as standard over the counter transactions, Council credit cards allow the Cardholder to source goods and services from online and overseas suppliers if necessary and eliminates the need for bank drafts for such purchases.

Council credit cards reduce the need for staff members and the Mayor to use a personal credit card to conduct Council business and minimises the use of petty cash.

## 3. Scope

This policy states the principles governing the use of the Council credit cards and the procedures for the issue and acquittal of credit cards. No Council credit card may be issued or used except in accordance with this Policy.

## 4. Definitions

**Cardholder** means an Officer of the District Council of Streaky Bay, that have been given authorisation to have a credit card.

**Card Provider** means the bank or credit provider issuing the card

**Council Credit Card** means a card issued by the District Council of Streaky Bay bank to an officer to help facilitate efficient Council procurement.

**Council** means the District Council of Streaky Bay

**Authorising Officer** – for all Cardholders this will be the Chief Executive Officer, for the Chief Executive Officer this will be the Manager, Business and Administration and or the Mayor.

**Monthly Limit** means the cumulative credit balance that may be incurred on the Credit Card per month.

**PIN** means the Personal Identification Number assigned to a card for electronic purchases authorisation.

**Tax Invoice** is a special type of invoice, which contains specific items of information that is required by the ATO for the effective operation of the GST system. Refer *Tax Invoice – Requirements CR17/60794*.

## 5. Policy Statement

The Cardholder must adhere to the DCSB-07-05 Procurement Policy when conducting all procurement activities on behalf of Council, and are subject to the following terms: -

- Council credit cards may be issued only to an approved person on the authority of the Council.
- Only employees authorised to incur expenditure may approve expenditure on Council credit cards.
- Council credit cards must not be used to intentionally incur personal expenditure, or expenditure on behalf of other organisations, even if it will be reimbursed at a later date.
- Staff will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.

## 6. Cardholder's Responsibility

Authorised cardholders must ensure they follow the principles of good governance, financial accountability and transparency, and procurement processes as outlined by this policy. It is the cardholder's responsibility to:

- sign the credit card immediately upon receipt.
- keep the credit card in a secure place and guarded against improper use.
- ensure a PIN of suitable strength is applied.
- keep cardholder and account details up to date.
- adhere to District Council Streaky Bay's Procurement Policy when making purchases on the Council credit card.
- ensure the monthly statement is a true and correct record, has compliant tax invoices attached including the appropriate general ledger account for costing purposes, and must be completed within 7 days of the credit card statement being issued to the Authorising Cardholder.
- resolve issues of disputed transactions, lost, stolen or replacement cards and immediately report this to the card issuing bank.
- report any issues of disputed transactions, lost, stolen or replacement cards to the Business and Administration team; and
- sign the "District Council of Streaky Bay Credit Cardholder Declaration" prior to using the Council credit card.

## 7. Misuse of the Credit Card

Misuse of a Council credit card is in breach of this policy and may result in the cancellation or withdrawal of the card may include 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.
- not complying with Council's procurement policies.
- using the credit card for a transaction more than budget; and / or
- using the credit card for expenditure not previously approved where prior approval was required – e.g. training, travel and related expenses.

If the cardholder has used the Council Credit Card for a personal, they must contact Business and Administration and arrange to repay the amount, immediately. A receipt will be issued and included as part of the reconciliation process.

If approval of an expense is denied by the Authorising Officer, recovery of the expense shall be met by the Cardholder.

## 8. Credit Card Thresholds

POSITION	THRESHOLD
Mayor	\$5,000
Chief Executive Officer	\$20,000
General Manager of Prosperity	\$10,000
General Manager of Infrastructure	\$5,000
General Manager of Business	\$5,000
Community & Economic Development Officer	\$5,000
Regulatory Compliance Officer	\$2,000
Urban Services Supervisor	\$2,000

## 9. Disputed or Unverified Transactions

Should the Cardholder become aware that their Council credit card is incurring transactions they are not aware of, they must consult the card provider and request a temporary cancellation until the matter is resolved.

The Cardholder should advise the Business and Administration team, as soon as practical, after known, dispute.

## 10. Lost or Stolen Cards

Should the cardholder become aware they have lost or had their card stolen they must notify the card provider as soon as reasonably possible.

The Cardholder should advise the Business and Administration team, as soon as practical, after known, dispute.

## 11. Cessation of Employment or Entitlement

Cardholders must return their Council credit card permanently when:

- they leave their employment or engagement with Council; and / or
- they no longer require use of a card as part of their duties.

The Mayor's Credit Card will be returned to the Chief Executive Officer at the end of their Elected Term.

The Business and Administration team will contact the Card Provider to ensure the card is cancelled within 5 days of it being returned.

## 12. Records

All records shall be kept and disposed of in accordance with Council's Records Management Policy & Procedure, the Local Government General Disposal Schedule.

### 13. Review and Evaluation

This Policy will be reviewed by Council every 4 years, or as deemed necessary in consideration of any changes to legislation.

### 14. Further Information and Policy Availability

This policy will be available for inspection at the Council office listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.streakbay.sa.gov.au](http://www.streakbay.sa.gov.au)

District Council of Streaky Bay – Principal Office  
29 Alfred Terrace  
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email [dcstreaky@streakybay.sa.gov.au](mailto:dcstreaky@streakybay.sa.gov.au)

### 15. Acknowledgment

I, \_\_\_\_\_ (print full name) have read and understood the District Council of Streaky Bay's DCSB-FM-07.12 – Credit Card Policy and I agree to abide by this policy which is outlined above.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### Version History

VERSION	DATE ADOPTED	Description of Change	MINUTE BOOK NUMBER
V3	13 December 2022	Included thresholds	413/22
V4	XX February 2024	Amended thresholds – increased CEO and General Manager of Prosperity. Amended Infrastructure administration officer to Regulatory Officer	

# District Council of Streaky Bay

## Credit Cardholder Agreement

I ..... (cardholders name) acknowledge and accept the below listed conditions of use of the District Council of Streaky Bay Council credit card:

### Must

- sign the credit card immediately upon receipt
- keep the credit card in a secure place and guarded against proper use
- must ensure that a PIN of suitable strength is applied
- keep card holder and account details up to date.
- ensure that credit card purchases are to be made in accordance with DCSB-FM-07.05 Procurement Policy
- The Authorising Cardholder must authorise and ensure that the monthly statement is a true and correct record and has compliant tax invoices attached and the appropriate general ledger account for costing purposes and must be done within 7 days of the card statement being issued to the Authorising Cardholder.
- resolve issues of disputed transactions, lost, stolen or replacement cards and immediately report this to the card provider.
- Report any issues in relation to disputed transactions, lost, stolen or replacement cards to the Business and Administration team.
- Return Credit cards to the Chief Executive Officer on or before the employee's termination date with a copy of all receipts/invoices, or in the case of the Mayor, after his elected term has been completed.
- If a private transaction has occurred on the card, the cardholder must make arrangements with the Business and Administration team, to repay this amount.

### Must not

- intentionally, using the credit card for a private transaction such as a personal purchase or purchases for the sole benefit of the cardholder.
- Use the credit card for expenditure not previously approved where prior approval has not been obtained – ie: training, travel, and related expenses.
- assigning or transferring the credit card to another person.
- Must not use the credit card after the cardholder's employment has been suspended or terminated, or in the case of the Mayor after his elected term has been completed.
- use the credit card for a transaction that is more than budget.

If, approval of expenses is denied by an Authorising Officer, recovery of the expense shall be met by the cardholder.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the District Council of Streaky Bay Credit Card Policy any liability arising may be passed to the cardholder.

Cardholder Signature: ..... Date: ...../...../.....