TITLE:	Credit Card Policy		
DIVISON:	Corporate Policy		
ADOPTED BY:	Council		
DATE OF ADOPTION:	16 July 2015	**DATE OF REVIEW:**	1 July 2019
MOTION NUMBER:	200/15		
POLICY NUMBER:	CP000007		
AUTHORISED:	Chief Executive Officer		

THIS POLICY APPLIES TO:
All employees of the Barkly Regional Council and Elected Members

PREAMBLE
The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

SUMMARY
This Policy sets out Barkly Regional Council's requirements for the use of corporate credit cards.

OBJECTIVES
To facilitate efficient and expedient procurement without exposing the Council to undue risk or liability

BACKGROUND
In the normal course of business it will be necessary or appropriate for some staff to be issued with a corporate credit card. When used appropriately, credit cards provide benefits to Council in the form of streamlined purchasing processes and better utilisation of resources. However, the use of credit cards involves the potential risk of fraud and misuse. This policy establishes procedures and guidelines in order to protect Council funds and to maintain public confidence in Council's operations.

POLICY STATEMENT
Council Policy is as follows:

Issue and Withdrawal of Credit Cards
The CEO has the authority to approve the issue of a corporate credit card. Each card issued will have a single maximum transaction limit and a monthly maximum limit approved by the CEO. Cards will have no cash advance functionality.
Each issued credit card will remain the property of the Council and may be withdrawn by the CEO at any time. Cards used in a manner non-compliant with this policy will be automatically withdrawn and disciplinary action will be initiated if appropriate.
By accepting a corporate credit card an employee is agreeing to the conditions of use and undertaking to comply with the cardholder's responsibilities set out below. Acceptance of a credit card is not compulsory.

Cardholder's Responsibilities
The cardholder will

- Only use the credit card for legitimate work purposes and never for personal use
- Ensure that purchases are consistent with Council's program objectives and that funds are available within the approved budget to cover the cost of any purchase
- Obtain proof of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction and will provide this documentation to the Finance section for processing.
- Liability for the purchase of items inconsistent with this policy, or, for which funds are not available within the budget lies with the cardholder.

Expenditure may only be incurred within the limits of the cardholder's financial delegation

Transactions
General:

- Using a credit card is not an alternative means of procurement to that specified in the Council's Purchasing and Procurement Policy. The requirements of the Procurement Policy in relation to obtaining quotes, calling tenders etc. must be adhered to.

Travel Related Transactions:

- Transactions related to official travel and accommodation must be approved through the normal procurement procedures.
- Incidental travel expenses covered by Travel Allowance are not to be paid for by credit card.

Transactions by Phone

- Transactions with corporate credit cards by phone are not encouraged, unless a receipt can be emailed or faxed through immediately.

Internal Control and Reconciliation Procedures

- The corporate card must be signed with the card holders' usual signature immediately upon receipt.
- A compliant Tax Invoice must be obtained for all purchases.
- Card holders are to ensure that proposed transactions will not cause the credit limit to be exceeded.
- Card statements will be forwarded to card holders for checking each month.
- Signed statements together with Tax Invoices and job numbers are to be approved and signed off by the card holders' direct supervisor
- The supervisor/staff member to ensure that approved statement is returned to the finance section within 7 days of receipt
- Finance will keep a Register of Corporate Credit Card Holders, detailing card holder name, card number, credit limit and expiry date for all cards. The Register shall be kept up to date and reflect any changes notified to the corporate card supplier.

Procedures for Lost, Stolen or Damaged Cards

- Card holders are personally responsible and accountable for the safe custody of the issued card. Card holders must:
- Secure the card at all times to safeguard against theft or loss;
- Ensure that personal identification numbers (if applicable) are not written on or stored near the card, or disclosed to any other person;
- Report the loss or theft of a card to the supplying bank immediately and notify the Finance section

Procedures for Cessation Of Employment
Upon cessation from employment or membership with Council, the card holder must ensure that:

- All outstanding transactions are cleared and properly accounted for; and
- The Card is returned to the Finance section.

LEGISLATION, TERMINOLOGY AND REFERENCES

NT Local Government Act and the NT Local Government Accounting Regulations
BRC Purchasing and Procurement Policy

IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to authorise the use of corporate credit cards within the organisation, to supervise and control their use, and, to recover monies due to the Council should unauthorised use occur.

EVALUATION AND REVIEW

This Policy should be evaluated on the basis that the Audit Committee is satisfied that it has complied with and meets internal control requirements.

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.