



# CORPORATE CREDIT CARD POLICY

## PURPOSE

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Corporate credit cards are provided to authorised City Officers to enable the purchase of goods and services for the City. The purpose of this policy is to:

- Provide a clear framework to enable the use of corporate credit cards;
- Provide staff issued with a corporate credit card clear and concise guidelines outlining its use; and
- Reduce the risk of fraud and misuse of the corporate credit card.

The application of this policy is to be in conjunction with the City's Code of Conduct and any legislative requirements of the *Local Government Act 1995* that may be applicable.

## SCOPE

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This policy applies to all City officers who are issued a credit card in accordance with this policy. Elected Members are not employees of the City and cannot be issued corporate credit cards.

## DEFINITIONS

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**CEO** means the Chief Executive Officer of the City.

**City** means the City of Kalgoorlie-Boulder.

**Flexipurchase** means the City's corporate credit card expense management automation system.

## POLICY STATEMENT

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The City requires that all corporate credit cards issued by the City be used appropriately and in accordance with the City's policies and procedures, and all expenditure incurred be properly approved and acquitted.

## POLICY DETAILS

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## **1. Authorised usage**

City corporate credit cards may only be used for;

- The City's business activities, where a budget allocation has been adopted by council;
- The purchase of goods and services in accordance with the City's Purchasing Policy.

## **2. Non-Authorised Usage**

City corporate credit cards may not be used:

- As a cash advance facility;
- For the cardholder's personal use including goods, services or any other expenses that are of a personal nature; or
- To purchase fuel products for Council vehicles unless in exceptional circumstances (a fuel card should be used for this purpose);
- By any person other than the cardholder;
- The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

## **3. Eligibility and Application Procedures for New Corporate Credit Cards**

A corporate credit card will only be issued when it is established that the anticipated usage of the card is warranted.

Allocation of a corporate credit card must be approved by the CEO, or the Director Finance, People and Culture in the instance the card is for the CEO.

On receipt of the credit card, the cardholder must acknowledge and accept the conditions of use through the Corporate Credit Card - Cardholder Agreement.

## **4. Corporate Credit Card Reconciliation and Reporting**

- a. Reconciliation of credit card transactions is to be completed in Flexipurchase on a monthly basis and acquittal of each transaction requires:
  - A relevant tax invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied;
  - A succinct explanation of why the expense was incurred and the appropriate expense account, with an annual budget allocation, for costing purposes; and
  - Each transaction will go through an individual approval process to ensure each expense is adequately validated.



- b. If no supporting documentation is available, the cardholder is required to provide a statutory declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.
- c. Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future.
- d. If the CEO or Director Finance, People and Culture Director Finance, People and Culture deny the approval of expenses, the recovery of the expense is to be met by the cardholder.
- e. A monthly report of all credit card transactions will be included in the Accounts Payable report presented to Council.

#### **5. Disputed Transactions**

- a. Council is responsible for the payment of all transactions on the credit card statement. This account is settled monthly via a direct debit from the City's operating bank account.
- b. In the instance that a cardholder believes that charges are incorrect, they should first contact the supplier to determine the cause of the discrepancy. If necessary, the Finance department will notify the bank in writing to lodge a formal dispute.

#### **6. Directorate credit cards**

- a. Each director shall be issued with a credit card which the director shall use solely in that directorate.
- b. All staff with a credit card shall use their credit card only in relation to expenses incurred within their directorate and shall not share their credit card or allow any employee from other directorates or units to incur expenses on such credit cards.

#### **7. Review of Corporate Credit Card Use**

- a. All receipts and documentation are reviewed monthly and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the CEO or in the case of the CEO, the Director Finance, People and Culture for consideration.
- b. To ensure compliance and the integrity of the purchases, periodic reviews of expenditure will be undertaken by an officer nominated by the CEO or Director Finance, People and Culture .
- c. External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process.

#### **8. Review of Credit Card Limits**

Credit limits are reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, a business case will need to be provided to the CEO for consideration.



## 9. Cancelled Cards

Cancellation of a credit card may be necessary where the:

- Cardholder changes position or financial delegation within the City;
- Cardholder terminates employment with the City;
- The City terminates employment with the Cardholder;
- Card is no longer required;
- Cardholder has not adhered to set procedures; or
- Misuse of the corporate credit card.

Any card that is cancelled shall be surrendered to the Director Finance, People and Culture and be destroyed immediately.

## 10. Procedures for lost, stolen and damaged cards

- a. The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Director Finance, People and Culture of the loss or theft on the next working day.
- b. Advice of a damaged card is to be provided to the Director Finance, People and Culture, who will organise a replacement card.

## COMPLIANCE REQUIREMENTS

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Code of Conduct

Purchasing Policy

*Local Government Act 1995*

*Goods and Services Tax Act 1999*

## RELEVANT DOCUMENTS

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Corporate Credit Card form

DOCUMENT CONTROL				
Responsible Department	Finance			
Description of Changes	Update of titles from the new organisational structure changes and removal of the policy number.			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:



**City of  
Kalgoorlie  
Boulder**

1	14.3.1	26 June 2023	May 2023	June 2025
2	13.1.2	18 August 2025	June 2025	June 2027



## **Corporate Credit Card - Cardholder Agreement**

I, \_\_\_\_\_ acknowledge and accept the below listed conditions of use of the City of Kalgoorlie-Boulder Corporate Credit Card:

### **Conditions of Use**

- Ensure corporate credit cards are maintained in a secure manner and guarded against improper use;
- Corporate credit cards are to be used only for City of Kalgoorlie-Boulder official activities, there is no approval given for any private use or cash advance;
- Ensure no one else uses the credit card;
- Agree not tie the card to any type of reward system that provides the cardholder with any personal benefit or reward;
- All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure;
- Credit limits are not to be exceeded;
- Observe all cardholder responsibilities as outlined by the card provider;
- Purchases on the corporate credit card are to be made in accordance with City of Kalgoorlie-Boulder Purchasing Policy;
- Reconciliation is to be completed within seven (7) days of the date the credit card statement is issued;
- Transactions are to be supported by a Tax Invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied;
- Transactions are to be supported by a succinct explanation of why the expense was incurred and the appropriate expense account for costing purposes;
- In the instance that no supporting documentation is available, the cardholder is to provide a declaration detailing the nature of the expense and must state on the declaration 'all expenditure is of a business nature';
- Should the Chief Executive Officer or Director Finance, People and Culture deny the approval of expenses, the recovery of the expense is to be met by the cardholder;
- The cardholder shall sign and date the corporate credit card statement, stating 'all expenditure is of a business nature';
- The cardholder shall surrender the card to the Director Finance, People and Culture where extended leave two or more weeks is taken;



- Lost or stolen cards are to be reported immediately to the card provider and a written account of the circumstances shall be provided to the Director Finance, People and Culture on the next working day;
- Credit cards are to be returned to the Director Finance, People and Culture on or before the employee's termination date with a full acquittal of expenses;
- 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 City of Kalgoorlie-Boulder Corporate Credit Card Policy, any liability arising may be passed on to the cardholder.

Signed by cardholder: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_

Signed by witness: \_\_\_\_\_

Name of witness: \_\_\_\_\_

Date: \_\_\_\_\_