

Credit Card Policy

1. Purpose

The Eastern Waste Management Authority (East Waste) is accountable to its Member Councils for the expenditure decisions it makes and through this Policy, provides guidance on appropriate and reasonable corporate credit card expenditure.

This Policy applies the provisions of the *Local Government Act 1999* (the Act) regarding East Waste's corporate credit cards and how financial information pertaining to credit card purchases, transactions and reconciliations are undertaken across all East Waste operations. It should be noted that this is only one method of procuring goods and services with other methods including (but not limited to) expense reimbursements and Accounts Payable.

1.1. This policy specifically addresses these requirements by seeking to:

- 1.1.1. Ensure corporate credit cards are issued and used appropriately for East Waste related business and all expenses incurred are properly approved and acquitted.
- 1.1.2. Regulate and promote transparency on the expenditure of public monies when utilising corporate credit cards.

1.2. The Policy also adheres to and identifies specific provisions in the *Commonwealth Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, primarily concerning identification of staff members in order to initiate a Corporate Credit Card with the issuing bank.

2. Principles

2.1. Section 137 (Expenditure of funds) of the Act gives the East Waste Board the power to expend its funds in the exercise, performance, or discharge of its powers, functions or duties under the Act or any other Act. The East Waste Board has delegated this power, with limitations and guidance, to the General Manager.

2.2. This policy applies to all East Waste employees and relates to situations in which staff use a corporate credit card to expend East Waste funds.

2.3. Corporate credit cards will only be issued with the approval of the General Manager.

2.4. Prior to expending East Waste funds, account holders or any other employee using a credit card must turn their mind towards the following:

- the benefit (real or perceived) gained by the public from the expenditure;
- the benefit (real or perceived) gained by East Waste's Member Councils from the expenditure;

- ◆ the public's expectations of government agencies;
- ◆ the appropriateness of the amount of the expenditure;
- ◆ the merits of an alternative method of payment; and
- ◆ whether the expenditure was reasonably necessary for the carrying out of East Waste's functions.

2.5. Corporate Credit Card Limits and Approvals

- 2.5.1 On receipt of the card from the card issuing entity, the new account holder will formally acknowledge receipt of the card by reading and signing East Waste's "Corporate Credit Card Account Holder Agreement" Form (refer Appendix A).
- 2.5.2 Each corporate credit card shall have a limit capping the maximum amount that can be purchased on that corporate credit card in any one transaction.
- 2.5.3 The credit limit for any account holder shall be determined by the General Manager, with reference to the Schedule of Sub-Delegations.
- 2.5.4 Credit limits for the General Manager's corporate credit card shall be approved by the East Waste Board via the Delegations Policy.
- 2.5.5 An annual review of credit cards including number of cards, individuals & positions with allocated cards and credit card limits shall be undertaken by a relevant Manager and provided to the Executive Team for review.

2.6. Transactions, Terms and Conditions of Use

- 2.6.1. Corporate credit cards are intended to be used for adhoc purchases or instances where establishing an East Waste trading account isn't possible or practical. It is recommended that any purchase above \$2,000 should use an alternative form of procurement.
- 2.6.2 Recurring transactions will be accepted via corporate credit card in instances where the vendor does not accept any other form of payment, or where other accepted payment methods do not align with East Waste's accepted procurement methods, such as for subscriptions or licencing purchases.
- 2.6.3 Cash advance facilities are strictly prohibited and BPAY facilities are not available.
- 2.6.4 The splitting of payment for a purchase in multiple parts, where the total value of that purchase would otherwise exceed the financial delegation allocated to the account holder, is strictly prohibited.
- 2.6.5 Personal expenses of any kind are not to be incurred by a staff member on a corporate credit card.
- 2.6.6 If by unintentional causes, personal expenses are incurred, the account holder:
 - ◆ is liable and will need to reimburse East Waste for those transactions.
 - ◆ must report this personal expense to their Line Manager and Finance Department as soon as identified.

- 2.6.7 Should an account holder incur personal expenses deemed to be excessive by their line Manager on their corporate credit card, it will be reported and may be cancelled at the discretion of the General Manager.
- 2.6.8 Corporate credit cards are not to be linked to any form of personal loyalty points or rewards program.
- 2.6.9 Where possible, account holders who operate and maintain a company vehicle, should not use corporate credit cards to purchase fuel and should use their allocated fuel vendor account card.
- 2.6.10 All transactions are to be verified with a taxation receipt/invoice (or other accepted method of verification within this Policy) on completion. The documents are required for statement verification, transaction audits and to confirm input tax credits accumulated by East Waste for Goods and Services Tax reporting.
- 2.6.11 If a taxation receipt/invoice is lost, or the expense cannot be verified with a taxation receipt/invoice, the account holder will request a copy of the taxation receipt/invoice from the merchant or vendor. If this is not possible the card holder must complete a statutory declaration (refer Appendix B) and use this in place of the taxation receipt/invoice to verify the purchase is business related. An EFTPOS receipt is not an acceptable form of verification and will not be accepted.
- 2.6.12 From time to time there may be an exception to the requirement for an account holder to submit a statutory declaration in place of a missing taxation invoice/receipt for the verification of a transaction, where the value of the purchase does not exceed \$50 (inclusive of GST). This exception will be determined on a case-by-case basis at the discretion of the General Manager, considering the nature of the spend, value of the transaction, and frequency of occurrences. This exception will not apply to the General Manager under any circumstances.
- 2.6.13 The General Manager reserves the right to request an account holder to forfeit their corporate credit card at any time.
- 2.6.14 An account holder found to have used a corporate credit card in contravention of the terms and conditions of use as prescribed by the card provider, or those stated in this policy, may be subject to disciplinary action.

2.7. Reporting and Reconciliation

- 2.7.1 The account holder is responsible for reconciling and coding each transaction they have incurred on a monthly basis.
- 2.7.2 All transactions must be supported with either a valid taxation invoice/receipt or Statutory Declaration, unless granted an exception from the General Manager. Evidence of an exception must be provided within the transaction reconciliation for ease of verification of expenditure.
- 2.7.3 The account holder's credit card reconciliation will be submitted monthly to their direct line Manager for review and authorisation of expenditure.

- 2.7.4 The East Waste Audit & Risk Management Committee will review the General Manager's credit card reconciliation, at least quarterly, via the Information Report within the Meeting Agenda.
- 2.7.5 Through the submission of a credit card reconciliation the account holder is acknowledging that they have complied with their responsibilities in line with this Policy and other relevant internal policies and that public funds have been appropriately incurred and/or approved.
- 2.7.6 The account holder's line Manager will review the reconciliation and supporting documentation and must verify each transaction expense on the reconciliation. The authoriser must turn their mind to the appropriateness of each transaction, to ensure it is justified as a genuine business expense, giving consideration to this policy, the Procurement Policy and other relevant policies. If they are satisfied and there are no errors, they shall authorise the transactions.
- 2.7.7 Final reporting and reconciliation of corporate credit card transactions will be undertaken by the Finance Officer and overseen by their direct line Manager.
- 2.7.8 Any expense not adequately justified or deemed to be a genuine business purchase through the reconciliation and verification process will be deemed unauthorised, and will be treated as a personal expense, and therefore will need to be reimbursed to East Waste by the account holder.

2.8. Disputed or Unverified Transactions

- 2.8.1 Should the account holder identify an unverified transaction, such as, a duplicate transaction, amount discrepancies by merchants/vendors, unknown or fraudulent charges, the account holder will, as soon as reasonably practical:
 - Report to the General Manager and Finance Department;
 - Report this to the credit card issuing entity and have a temporary stop placed on the card; and
 - Initially follow up or dispute the transactions with the Merchant/Vendor, where possible.
- 2.8.2 The account holder is still required to undertake these steps as soon as reasonably practical in instances where they have been made aware of the situation outside of normal business hours.

2.9. Lost, Stolen or Replacement Cards

It is the responsibility of the account holder to resolve issues relating to Lost, Stolen or Replacement Cards and immediately report this to the card issuer and the Finance Department, even if this occurs on a non-work day or outside of normal business hours.

2.10 Review and Authority

Without changing the intent, only the General Manager may waive or vary the requirements of this policy as needed to meet operational requirements; any significant deviations in this regard will be provided through the Information Report to the East Waste Audit & Risk Management Committee.

3. Legislation

Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)

Local Government Act 1999

4. Related Documents

East Waste Procurement Policy

East Waste Delegations and Sub-Delegations

5. Review

This Policy will be reviewed every four years or in the instance of legislative change.

Signed 
Chair of East Waste Board

Date 26 / 09 / 2024

Signed 
General Manager

Date 26 / 09 / 2024

6. Document History

Version No:	Issue Date:	Description of Change:
1.0		New Document

Corporate Credit Card Account Holder Agreement Form

Account Holder Name : _____

Position: _____

Department: _____

Card Number (last 4 digits): ____ **Expiry:** __ / __

I acknowledge that I am solely responsible for the use and expenditure incurred on the above issued Corporate Credit Card, and I have read and agree to comply with all of the requirements of the following:

- East Waste Credit Card Policy
- East Waste Procurement Policy

I acknowledge that my use of the Corporate Credit Card must be within the delegated credit limits given to me and any expenditure on the credit card shall be for genuine business activities only.

I undertake to keep the Corporate Credit Card and PIN safe from unauthorised use at all times.

I agree to return the Corporate Credit Card on cessation of my employment, or if requested by the General Manager.

I understand that if I misuse the Corporate Credit Card or breach the above compliance documents, it may result in forfeiture of the Corporate Credit Card and disciplinary action being taken, including termination of employment and commencement of legal proceedings.

I acknowledge my maximum monthly credit limit is \$ _____

I will take the following action if the Corporate Credit Card has been lost or stolen:

- Report to the General Manager and Finance Department;
- Report this to the credit card issuing entity and have a temporary stop placed on the card; and
- Initially follow up or dispute the transactions with the Merchant/Vendor, where possible.

Account Holder's Signature

Date

Witness – Print Name & Title

Date

General Manager's Signature

Date

Statutory Declaration
State of South Australia – Oaths Act 1936

I, [full name]: _____

Of, [address]: _____

Do solemnly and sincerely declare that,

I, [insert name and title] _____

Declare that a purchase from, [merchant name] _____

For the purposes of [explain the reason for the purchase and provide adequate justification of why it was deemed a business expense]

Was made on my East Waste Corporate Credit Card on [insert date] _____ totaling the amount of [insert amount] \$ _____

I purchased the following items/services [insert details of items or services purchased]

I declare I have misplaced/lost the tax receipt/invoice, and confirm the purchase made related to a reasonable business expense for East Waste. I have attempted to replace the tax receipt/invoice with no success.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1936.

Declared at _____ in the State of South Australia this,

_____ day of _____ 20 _____

Before me,

Signature of Authorised Witness

Signature of person making this declaration
[to be signed in front of authorised witness]