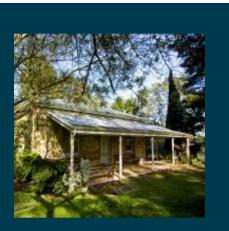


# Corporate Cards – the Manningham experience Kevin Ayre







### **Manningham Systems**

- Finance One
- Power Budget for budgeting and reporting
- Chris21 Payroll
- Bankers CBA
- CBA Purchase Cards



### **Current approach**

- 44 cards in use
- Credit card policy
- annual spend approx \$270,000
- 0.4% of total spend
- Low card limits (2/3 have \$2K or less)





### **Current approach**

- Card availability restricted
- Predominantly manual/paper based
- Finance staff do processing
- Time spent chasing card holders



### **Procurement review**

- Establish Procurement Unit
- Review policy & practices
- Stage 1 contracts and larger purchases
- Stage 2 review unit requirements



### **Example service unit**

- 422 orders raised per year
- \$377K expenditure
- Orders by value
  - 20% < \$100</li>
  - 65% < \$ 500</li>
  - 85% < \$1,000</li>



### PURCHASE ORDER

Order No: P076684

Page: 1 of 1

MANNINGHAM CITY COUNCIL MUNICIPAL OFFICES 699 DONCASTER ROAD DONCASTER, VICTORIA, 3108 ABN 61 498 471 081

PO BOX 1, DONCASTER, VICTORIA, 3108 AUSDOC: DX 30403 DONCASTER www.manningham.vic.gov.au

Telephone: (03) 9840 9333 Fax: (03) 9848 3110 ORDERED FROM:

Neat N' Trim Uniforms Pty Ltd
Locked Bag 3003

BRAESIDE VIC 3195
Fax No. 0387694782

QUANTITY	DESCRIPTION OF GOODS OR SERVICE	UNIT COST (EXCL. GST)	GST	PRICE EXTENSION
1.00 ONLY	uniform pack	463.64	46.36	510.00
			×	
	* a .	4		
that may be viewe	d subject to the Terms and Conditions of Purchase Orders d on Councifs web site at www.mariningham.vic.gov.au d Expressions of Interest.	TOTALS	46.36	510.00

### DELIVERY INSTRUCTIONS:

All deliveries must be accompanied by a delivery doclet or invoice endorsed with Council's purchase order number. Council selfs ulress the amount of an invoice is disputed, say the amount invoiced within thirty (30) calender days of the end of the month in which the invoice is received. The terms may only be varied with the prior approval of Council.

APPROVED BY

Leonie Archer Office Coordinator

DELIVERY DETAILS:

Contact: Rosemary Hughes Financial Services 699 Doncaster Road Doncaster Vic 3108

Cashier Uniform - Rosemary Hughes



### Proposed approach

- New policy
- Greater use of cards where
  - Low transactional value
  - -Ease of use
  - Get best outcome
- Smart Data online for processing



### **Advantages**

- ✓ More efficient
- ✓ Ease of use
- ✓ Better customer service
- √ Reduce petty cash
- ✓ Higher disclosure
- ✓ Integrated card modules





### Challenges

- No pre-authorisation
- Public scrutiny
- Fear of misuse
- FOI requests
- Liability not immediately recognised in books





### On balance:

We believe it is worth pursuing greater use of credit cards

# **Questions / comments?**