

# 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
  - 65% < \$ 500
  - 85% < \$1,000



MANNINGHAM CITY COUNCIL  
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### PURCHASE ORDER

Order No: P076684  
Page: 1 of 1  
Date: 02/02/2012

#### 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
The order is placed subject to the Terms and Conditions of Purchase Orders that may be viewed on Council's web site at www.manningham.vic.gov.au under Tenders and Expressions of Interest.			TOTALS	46.36 510.00

#### DELIVERY INSTRUCTIONS:

All deliveries must be accompanied by a delivery docket or invoice endorsed with Council's purchase order number. Council shall, unless the amount of an invoice is disputed, pay the amount invoiced within thirty (30) calendar 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?**