

**Submission
No 14**

**EXAMINATION OF THE AUDITOR GENERAL'S PERFORMANCE AUDIT
REPORTS JUNE - DECEMBER 2020**

Organisation: Lane Cove Council

Date Received: 7 October 2021



Lane Cove Council

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Date: 7/10/21
Doc Ref: 64030/21

Greg piper MP
Legislative Assembly
Public Accounts Committee
Parliament of New South Wales

Email: PublicAccountsCommittee.PAC@parliament.nsw.gov.au

Dear Mr Piper,

Re: Auditor- General's performance audit report – Credit card management in Local Government

Please find attached the updated report on the implementation of the recommendations of the credit card performance audit.

If you have any queries please feel free to contact Sarah Seaman, CFO, by email [REDACTED]

Yours Sincerely

[REDACTED]
Craig Wrightson
General Manager

IMPLEMENTATION OF RECOMMENDATIONS

Lane Cove Council

Credit card management in Local Government

RECOMMENDATION		ACCEPTED OR REJECTED	ACTIONS TO BE TAKEN	DUE DATE	STATUS (completed, on track, delayed) and COMMENT	RESPONSIBILITY (Section of agency responsible for implementation)
1	1. Lane Cove Council should immediately amend its credit card policy to prevent cardholders from sharing their credit card with other staff	Accepted	Update Credit Card Management Directive to ensure that the credit card is always held by the cardholder and not physically given to staff to make a purchase.	Immediately	Completed	CFO
2	2. Lane Cove Council should clarify in the credit card policy and procedures:			December 2021		
3	a) reconciliation arrangements for the general manager's credit card	Accepted	Credit Card Management Directive to be updated to reflect General Managers reconciliations process		Completed	CFO
4	b) fuel card management policy and procedures	Accepted	Obligations currently covered by individual driver agreements - Fleet Coordinator to prepare separate fuel card management policy and procedures		In progress	Fleet Coordinator
5	c) store card management policy and procedures	Accepted	Office manager of Civic Services to prepare purchase card management policy and procedures		In progress	Office Manager of Civic Services
6	3. Lane Cove Council should ensure that credit card management practices include:			December 2020		
	a) monitoring credit	Accepted	Credit Card management Directive		Completed	CFO

	card limits in line with financial delegations		to be updated to reflect limits in line with Financial delegation			
	b) considering the use of credit card blocks	Accepted	Investigate what credit card blocks are available and what are suitable to Lane Cove Council		Completed	CFO
	c) providing approvers with targeted guidance	Accepted	Provide refresher training to all credit card holders		Completed	CFO
	d) keeping the credit card register are up-to-date, accurate and complete	Accepted	Credit Card Manager has been already been implemented. This will be schedule to review quarterly against Council records to ensure it is correct.		Completed	CFO
	e) maintaining complete and accurate records	Accepted	All records are in the corporate record system		Completed	CFO
	4. Lane Cove Council should ensure reconciliation involves:			December 2020		
	a) scrutinising business-related purposes and incident details of transactions	Accepted	Credit card transaction are not allowed to be processed if they are not business related		Completed	CFO
	b) keeping a record of the finance team's review of transactions	Accepted	Update reconciliation process to include a confirmation of Finance's review of the transactions		Completed	CFO
	c) checking travel pre-approval forms (where applicable)	Accepted	Checking takes place before processing the credit card transaction		Completed	CFO
	d) recording vehicle details and mileage when credit cards are used in place of fuel cards	Accepted	Update Credit Card Management Directive and reconciliation process to ensure this information is captured		Completed	CFO
	5. Lane Cove Council should develop a plan for periodic reviews (e.g.	Accepted	Prepare a schedule for a half yearly audit to spot check the credit card process on a random selection of credit cards	December 2020	Completed	CFO

	internal audit) of credit card use and management					
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