



Committee and Date

Audit Committee

20 September 2011

10.00 am

Item No

13

Public

CREDIT CARD EXPENDITURE 2010/11

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1. Summary

Following the receipt of a briefing note on Council Credit Card Processes at the June Audit Committee, members requested a report listing the post holders who had been allocated credit cards, together with a breakdown of spend.

During 2010/11 £34,442 was spent using credit cards and a breakdown over purchase type appears in the main body of this report with a detailed analysis of all expenditure over £500.00 contained in **Appendix A**.

2. Recommendations

The Committee are asked to consider and endorse, with or without comment, the contents of this report.

REPORT

3. Risk Assessment and Opportunities Appraisal

3.1 Credit cards provide a cost effective alternative way of paying for services and goods. They are especially of benefit when transactions have to be paid for electronically or in advance of goods and services being received or delivered, i.e. payment without order.

3.2 Good management of credit cards can prevent the risks of reputational damage and financial loss.

3.3 The recommendations contained in this report are compatible with the provisions of the Human Rights Act 1998. There are no direct environmental, equalities, consultation or climate change consequences of this proposal.

4. Financial Implications

4.1 In total £34,442 was spent via credit cards in 2010/11, all of which was funded from within approved budgets. This represented only 0.005% of the Council's gross budget of £664.5m.

5. Background

5.1 Following a briefing note on the Council Credit Card process reported to the June Audit Committee, Members have asked for an update to Audit Committee on the post holders who had been allocated credit cards, together with a breakdown of spend.

Allocation of cards

5.2 There are currently six credit cards allocated to the following posts:

- County Archive Manager;
- Corporate Centre (including Finance, Legal, Chief Executives, Organisational Development, Business Improvement and Strategic Planning);
- Head of Environment;
- Senior Practitioner, Integrated Youth Support Services;
- Assistant Director, Strategy & Business Support and
- Business Admin Manager, Shire Services.

Spend 2010/11

5.3 The overall value of goods and services bought with credit cards during the 2010/11 financial year was £34,442; the extent of credit card use is very small.

5.4 The following table shows the type of expenditure that the cards were used for in 2010/11:

	Value (£)
Accommodation/ travel	11,359
Subsistence	1,339
Purchases/Equipment/Stationery	10,162
Subscriptions/licences	5,556
Conferences	325
Publications/document requests	2,529

Other (e.g. beds/bikes/TV licences for homes)	<u>3,172</u>
	<u>34,442</u>

5.5 Of the £34,442 spent on credit cards, an analysis of the entries greater than £500.00 has been conducted and details are attached as **Appendix A**.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

FOI requests for Credit Card Information

Cabinet Member (Portfolio Holder) Keith Barrow (Leader of the Council) and Brian Williams Chairman of Audit Committee

Local Member N/A

Appendices

Appendix A: Credit card entries greater than £500

Credit card entries greater than £500

Supplier	Spend Type	Card-Holder	Date	2010-11 Spend (£)	Purpose	Brief Description
IStockphoto LP	Purchases	Business Admin Manager	15/04/10	614	Purchase of pay-as-go photo credits	Annual subscription is paid and then additional credits are purchased as and when required enabling photo work from photo library for publications i.e. banners etc
M Discounts	Purchases	Corporate	27/04/10	687	270 x Clear Crates. Clear boxes for voting slips	
CIPFA	Publications	Corporate	11/06/10	780	Financial & Performing Reporting Governance & Public Policy-Study guide & exams. L Coss	
The Norfolk Royal Hotel, Bournemouth	Accommodation	Corporate	30/06/10	2,265	L G A Conference, four rooms, 3 nights & 1 room 2 nights (balance)	CEO and four Councillors
Genpower Ltd	Purchases	Senior Practitioner	28/07/10	586	Hyundai HY2000SI Inverter Generator	
SPOT	Licence	Assistant Director	24/09/10	1,112	SPOT Global Positioning beacon licence	Licence to allow lone workers to send messages back to base regardless of mobile telephone cover as it uses text via satellites. There are many areas in South Shropshire where this is the only form of communications in an emergency
SPOT	Licence	Assistant Director	08/03/11	626	SPOT Global Positioning beacon licence	As above
Worldspan Commun	Purchases	Corporate	13/12/10	756	Back up battery module &	IT Equipment

Supplier	Spend Type	Card-Holder	Date	2010-11 Spend (£)	Purpose	Brief Description
Surbiton					RAID Controller	
Crucial.com-Lexarmedia	Purchases	Corporate	27/01/11	2,710	CT565472 4GB, 240 pin DIMM	IT Equipment (computer memory modules)
Strand Palace	Accommodation	Corporate	02/02/11	614	Accommodation for 4 people	Provided for guests from the Voluntary Sector to attend a Local Government Chief Executive Dinner.
Alton Towers	Other	Youth Worker	21/03/11	915	Group of 45 visitors(adults & children)	Given out by Councillors to help engage young people from rurally isolated areas into social activities. Funded by Five Perry Parishes LJC.
Dolphin Music	Purchases	Senior Practitioner	22/03/11	559	DTXplorer	Musical Equipment