

30. CORPORATE CREDIT AND DEBIT CARDS

Policy Objective

To facilitate the implementation and appropriate internal controls for the use of Council issued corporate credit/debit cards.

Policy Statement

Appropriate internal controls are in place regarding the management and use of corporate credit/debit cards.

Policy Detail

The use of corporate credit/debit cards has a number of advantages including:

1. An additional purchasing method that at times is more appropriate than paying by cheque, cash or EFT.
2. Useful resource in an emergency situation.
3. Reduces the need for additional cash to be kept on the premises that has its own security and administrative benefits.
4. If used effectively can reduce administration costs.
5. Provides an effective audit trail.

In order to ensure that credit/debit cards benefit the City they must be subject to appropriate internal controls:

1. The cardholder must agree in writing that they fully understand and will comply with the corporate credit/debit card policy.
2. Corporate credit/debit cards should only be issued with the express authorisation of the Chief Executive Officer. A formal written request, including reasons for the request, to the CEO is required
3. Limits for both credit and debit cards should be authorised by the Chief Executive Officer.
4. Corporate credit/debit cards must only be issued to an employee of the City.
5. Card information including card numbers and pin numbers are to be kept confidential and not shared other than the primary corporate credit card.
6. Utilisation of the primary corporate credit card held by the Director Corporate and Governance (DCG) requires the completion and authorisation of the 'Credit Card Payment Request Form'. In cases where the DCG uses the corporate credit card then the form is to be counter signed by the Chief Executive Officer.
7. Cardholders are required to retain all documentation including tax invoices and provide an approved monthly reconciliation to Finance immediately following the end of month and within five working days.
8. In the event a credit/debit card is lost or misplaced this needs to be immediately reported to the Manager Finance.
9. All credit/debit cards are to be returned to the Manager Finance prior to termination of employment and subsequently destroyed.
10. All credit/debit cards should be held by the Manager Finance during times of extended leave.
11. Reward schemes should be used to the benefit of the City.
12. Credit/debit cards should only be used for the purchasing of goods and services on behalf of the City and should not be used for personal expenditure.
13. Credit/debit cards should not be used for cash advances.

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

Reference to Internal Procedure

Register of Delegations DA – Municipal Fund Procedures and Payments

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:		
REGISTER OF DELEGATIONS	DA – MUNICIPAL FUND PROCEDURES AND PAYMENTS	
SERVICE AREA:	CORPORATE AND GOVERNANCE	
POLICY OWNER:	MANAGER FINANCE	
<u>AMENDMENT STATUS</u>		
<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
22/11/11		12.9
25/06/13		12.8
22/09/15	MINOR	10.7
27/09/16	REVIEW - MINOR	12.9
25/09/18	REVIEW – MINOR	12.5
10/12/19	REVIEW – MINOR	12.8
24/05/22	REVIEW - MINOR	12.7
NEXT REVIEW DATE	2023	