

COUNCIL POLICY FIN/CP-7 CREDIT CARD



STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

Objective

The purpose of this policy is to provide guidance for the use, allocation, control and safe custody of corporate credit cards and to meet Council's objective of Open and Accountable Local Government.

Policy

Council has approved the provision of a corporate credit card to the Chief Executive Officer (CEO) who is entitled to use the credit cards to make purchases for reasonable business-related expenses incurred within the approved budget adopted by Council. It is to be noted that:

- Use of corporate credit cards for personal expenditure or cash withdrawals is prohibited.
- All reward schemes (Fly Buys etc.) shall belong to the Shire of Donnybrook Balingup and not the card holder.
- The maximum limit for any single purchase on a corporate credit card is \$2,500.
- In using the above card or when delegating the use of corporate credit cards to other officers of the Shire, the CEO is to always be cognisant of the contents of the Local Government Operational Guideline No 11.

POLICY APPLICATION / PROCEDURE

The policy applies to the CEO as card holder for all purchases and related matters when using the corporate credit card under that officer's control.

1. Approvals and use

The credit card holder is entitled to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council.

2. Transfer / Surrender

The Credit card is not transferable to other users. If surrendered the credit card or expired credit cards are to be returned to the Shire Accountant for recording, cancellation and destruction.

Note: The Local Government Act 1995 does not allow credit cards to be issued to elected members, as a local government can only pay elected members allowances or reimburse expenses.

POLICY VERSION

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| Related Policies: | NIL |
| Related Procedure: | NIL |
| Responsible Department: | Finance |
| Reviewer: | Director Corporate and Community |

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| Review Frequency: | Annual | Next Due: | July 2022 |
| Version Date: | 21/12/21 | Synergy #: | NPP8067 |
| Policy Version Details | | | |
| Initial Adoption Date: | 26/06/2013 | Decision Reference: | N/A |
| Version Decision Date: | 21/12/21 | Decision Reference: | 213/21 |
| Version Synopsis: | No review done - Only renumbered from 3.7 Use of Corporate Credit Cards | | |