

Introduction

Credit and debit cards can serve as an alternative way for the Shire to pay for goods and services. The risks associated with credit card use are minimised by the implementation of effective controls and administrative processes. This should include the use of purchase orders with authorised suppliers and a planned approach to purchasing that assists with cash flow management and budgeting.

Purpose

The purpose of this policy is to provide guidance for the use of corporate credit and debit cards, ensure good governance and minimise the Shire's financial and reputational risk.

Policy statement

Council has approved the provision of a corporate credit card for the Chief Executive Officer (CEO). The Chief Executive Officer may approve the issue of a Corporate Credit Card or debit card and change to credit card limits for any cards issued to council officers.

1. All applications for additional credit and debit card holders shall be approved by the CEO.
2. The maximum limits for the corporate credit card shall be a card limit of \$10,000.
2. The maximum balance in the Emergency Services account servicing the debit cards will be \$5,000.
4. Prior to receiving a card, the cardholder will sign the Corporate Credit Card Agreement or the Debit Card Agreement and agree to abide by the conditions listed.
5. A Register of all issued corporate credit and debit cards will be maintained by the Director Community and Corporate. The Register shall include: • date the CEO approved issue of the card; • name of cardholder; • card number and expiry date; • card conditions of use; and • a review date for continued use of the card, not exceeding 24 months from date of issue.
6. Cards shall only be used for purchasing goods and services on behalf of the Shire of Capel and in circumstances when the issue of a Purchase Order from the Shire is not acceptable, appropriate, or convenient. Convenient purchases are; below a \$5,000 cost, repetitive on a monthly basis, from a verified supplier with invoices to the card holder within 48 hours.
7. Purchases above \$5,000 will require the approval of CEO or budget responsible Director. A card holder can only incur budgeted expenditure where they are the responsible officer.
8. Reconciliation of purchases for payment to the card provider is the responsibility of the card holder. Reconciliation being provision of invoices, budget general ledger accounts/jobs and purchase order to card provider for payment.

9. Use of corporate credit or debit cards for personal expenditure, quasi cash purchases, gambling services or cash withdrawals is prohibited.
10. All reward schemes associated with the cards shall belong to the Shire of Capel and not card holders.
11. Fuel cards should be used in preference to a corporate credit or debit card when purchasing fuel. If fuel cards are not accepted by a retailer and a corporate credit or debit card is used to purchase fuel, the vehicle odometer reading must be recorded, and a receipt obtained at the time of purchase.
12. Card purchases are to comply with the Council Policy Purchasing.
13. Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the relevant Director or the CEO for approval. The Director Community and Corporate shall be responsible for certifying the expenditure incurred by the CEO on the corporate credit card when arranging payment of the monthly invoice from the card supplier. The President is to authorise any discretionary expenditures exercised by the CEO prior to this certification.
14. Payment of the monthly card statement and reimbursement of the Emergency Services account should be monitored to minimise credit charges and ensure availability of funds.
15. An employee must immediately report a lost or misplaced card to the Director Community and Corporate, who shall immediately cancel the card.
16. All surrendered cards shall be destroyed by the Director Community and Corporate in the presence of another employee.
17. Council may withdraw the provision of the corporate credit and debit cards at any time it considers appropriate.
18. Individual transactions reported to council as accounts paid to be itemised to individual credit cards held within the organisation.

Application

This policy will apply to all Shire employees assigned the responsibility of a corporate credit or debit card.'

Department:	Corporate	Next review:	May 2025
Reviewer:	Director Corporate and Community	Legislation:	Local Government Act 1995, s2.7(2)(b) Local Government Financial Management 11(1a)
Adopted:	Minute OC0811, 24.08.11	Delegation:	
Amended:	Minute OC0211, 19.02.14 Minute OC1108, 22.11.17 Minute OC0212, 28.02.18 Minute 33/2019, 27.03.19 Minute OC/2023/98, 31.05.23	Risk:	
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