



**COUNCIL POLICY**  
**Finance**

**1.3.5**

<b>Title:</b>	<b>1.3.5 CORPORATE CREDIT CARD</b>
<b>Adopted:</b>	22 August 2018
<b>Reviewed:</b>	Annually (last reviewed 14 December 2022)
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Financial Management) Regulation 11(1) (a)
<b>Associated Documents:</b>	Corporate Credit Card Management Procedure Code of Conduct Purchasing Policy
<b>Review Responsibility:</b>	Finance and Administration Manager
<b>Delegation:</b>	N/A

Previous Policy Number/s 3010

**Objective:**

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards to reduce the risk of fraud and misuse of the corporate credit card.

**Policy Statement:**

The Shire is committed to operating effective and transparent procedures for the procurement of all goods and services via credit card.

To achieve transparency, accountability and reduce associated risk the Shire will:

- Ensure that effective and accountable systems are in place to mitigate risks associated with procurement via credit card and review, report and monitor the potential risks in accordance with the Shire's Risk Management Framework;
- In accordance with the Shire's Risk Management Framework, submit to the Audit & Risk Committee a biennial report of the Shire's accounting and internal control procedures, with corporate credit card use to be included;
- Submit itemised credit card statements to Council on a monthly basis with accompanying explanation as to the expense incurred; and
- Limit the Shire's credit card facility to \$14,500 or less, with any increase to be via Council resolution.

The issue of corporate credit cards and use shall be strictly in accordance with this Policy and the associated Management Procedure

The procurement of goods and services on corporate credit cards shall be in accordance with the Shire's Procurement Management Procedure.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shire's Purchasing Policy.