



Policy:

Corporate Credit Cards

2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	22 March 2022	Resolution No.	12.03/22
Document Owner	Director of Corporate Services/Chief Financial Officer		
Document Development Officer	Finance Officer		
Review Timeframe	4 years		
Last Review Date:	2022	Next Scheduled Review Date	2026

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	February 2022	Updated Credit Cards and Cash Advance Policy 2013 to Corporate Credit Cards 2020. Cash advances removed completely.

Further Document Information and Relationships

Related Legislation*	NSW Local Government Act 1993 NSW Local Government (General) Regulation 2021
Related Policies	Procurement Policy 2020
Related Procedures/ Protocols, Statements, documents	Credit Card Reconciliation Procedures

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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1. OBJECTIVES

Uralla Shire Council Corporate Credit Cards may be provided to the Mayor and the following members of staff to enable the purchase of goods and services in accordance with Council delegations and Council's Procurement Policy 2020.

- General Manager
- Director Infrastructure and Development
- Director Corporate Services and Chief Financial Officer
- Director Community Services
- Facility Manager McMaugh Gardens
- Manager Human Resources
- Team Leader Information Technology
- Manager Community Care

The Objective of this policy is to:

1. Provide a clear framework to enable the use of Corporate Credit Card.
2. Provide staff issued with a Corporate Credit Card clear and concise guidelines outlining its use.
3. Reduce the risk of fraud and misuse of the Corporate Credit Card.

The application of this policy is to be in conjunction with the Uralla Shire Council Code of Conduct 2020 and any legislative requirements of the *Local Government Act 1993* that may be enforced.

2. DEFINITIONS

Cardholder – The Mayor and a member of staff issued with a Corporate Credit card.

3. SCOPE

This Policy applies to any person issued with a Council Corporate Credit Card.

4. USAGE

Uralla Shire Council Corporate Credit Cards shall be used only:

- For Council business activities
- For the purchase of Goods and Services in accordance with Council's Procurement Policy 2020.

5. EVIDENCE OF EXPENDITURE

Receipts and/or tax invoices must be provided for all expenditure. At the end of each month all Corporate Credit Cardholders will be issued a monthly statement of their expenditure along with the Corporate Credit Card Reconciliation Procedures.

6. ROLES AND RESPONSIBILITIES

All Corporate Credit Cardholders are to ensure the following:

- Corporate Credit Cards are maintained in a secure manner and guarded against improper use. Credit card details are not to be released to anyone. Credit card purchases are to be made through the Card Holder.
- Corporate Credit Cards are to be used only for Uralla Shire Council official activities, there is no approval given for any private use.
- All documentation regarding a Corporate Credit Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Purchases on the Corporate Credit Card must be made in accordance with the Uralla Shire Council Procurement Policy 2020.
- Corporate credit cards are to be returned to the Chief Financial Officer on or before the employee's termination date with a full reconciliation of expenses.
- All cardholder responsibilities as outlined by the card provider.