

Name:	Credit Card by Chief Executive Officer		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Organisational Services		
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1 PURPOSE

To ensure effective controls and procedures are in place with respect to the use of corporate credit cards by the Chief Executive Officer (CEO).

2 PRINCIPLES

Council is committed to sound financial management, public accountability, and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals,

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Credit cards	means corporate credit card issued in the name of the City of Palmerston
Cardholder	refers to the Chief Executive Officer being a holder of a corporate credit card

4 POLICY STATEMENT

- 4.1 Council will authorise the issue of a credit card setting a monthly credit limit to the CEO.
- 4.2 The authorisation by Council will be listed in the Register of Delegations.
- 4.3 In the case of an emergency situation the CEO may apply to Council to raise the delegated amount for a short period of time.
- 4.4 The credit card will have no cash advance facilities.
- 4.5 The CEO must not gain any personal benefits from being the cardholder.
- 4.6 Any expenditure must comply with legislative requirements, Council policies, delegations, Code of Conduct and direction.
- 4.7 Credit card reconciliation is to be completed by the CEO and subsequently noted by the Mayor.

- 4.8 The CEO is responsible for the safe custody and security of the card and liable for any misuse and associated costs.
- 4.9 The CEO is to return the credit card as soon as the card is no longer required or, if leaving the Council.

5 ASSOCIATED DOCUMENTS

- 5.1 Council Policy – *Procurement*
- 5.2 *Code of Conduct for Chief Executive Officer*
- 5.3 *Register of Delegations by Chief Executive Officer*
- 5.4 *Community Plan*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government Regulations*