# FINANCIAL POLICIES AND PROCEDURES

## SECTION 6: TREASURY

## POLICY 2: CREDIT CARDS

### Policy Rationale

[organisation] may provide authorised staff members with a credit card if it is determined that a need exists. Authorised staff are responsible for the credit card issued to them and shall only utilise the facility in accordance with the policy statements below.

### Policy Statement(s)

The [organisation]’s Board will:

1. Authorise the credit card limit of the [organisation]’s CEO
2. Dictate policy in regard to any credit card reward schemes

The [organisation]’s CEO will:

1. Authorise the issue of credit cards and card limits for individual staff members - no company or group credit cards are permitted

The [organisation]’s CFO / Finance Manager will:

1. Implement the procedures for reviewing and approving the expenditure on credit cards
2. Implement the procedures for checking the balances and use of the credit cards including ensuring credit card statements are reviewed and sign off by a one up manager (e.g. CEO credit card will be reviewed by Board member)
3. Implement the procedures for ensuring that credit cards are paid on time and that the correct balance is paid
4. Ensure that the credit card expenditure is correctly accounted for and disclosed in the financial reports
5. Maintain a register of the holders of the [organisation]’s credit cards

Authorised staff shall use credit cards in a responsible manner. Specifically, they are required to:

1. Only use the credit card for [organisation] related expenses. No expenditure of a personal nature is permitted
2. Only use the credit card where [organisation] is unable to pay via invoice/direct credit
3. Be aware that transactions incurred on the credit card are subject to audit and / or checking at any time and provide information and explanations of credit card use promptly
4. Retain all GST receipts and tax invoices for goods and services charged on the [organisation]’s credit card
5. Not use the credit card to obtain cash drawdowns or advances
6. Not lend the card to another person
7. Not attempt to alter the limit on their credit card without the approval of the [organisation]’s CEO
8. Ensure expenditure is within their financial delegation
9. Ensure the expenditure is within existing budgets
10. Surrender the credit card on request of the Card issuer, [organisation]’s CEO or CFO / Finance Manager or upon leaving the [organisation]
11. Report to the CFO / Finance Manager immediately if the credit card is lost or stolen
12. Acknowledge and adhere to all Card issuer terms and conditions

The [organisation] condones that credit cards be used for:

1. Travel related expenditure
2. Expenditure purchased via the internet or phone for which no other payment options are available

### Policy Implementation and Related Procedure Documents

The implementation and review of these Credit Card policies are the responsibility of [organisation]’s Audit, Finance and Risk Committee.

The [organisation]’s CEO is authorised to cancel credit cards as well as authorise the replacement of credit cards arising from the incidence of theft or misplaced cards. The exception to this authority is in the case of their own credit card which is the Board’s responsibility.

The [organisation]’s CFO / Finance Manager is responsible for the systems and procedures relating to credit cards and ensuring that authorised staff members are aware of the relevant systems and procedures. They will also periodically report to the Audit, Finance and Risk Committee on usage and volumes of transactions on credit cards.

The [organisation]’s Managers are responsible for the approval of expenditure on their staff members’ credit cards.

The following [organisation] policies should be referred to in this regard:

* + Finance Manual
  + Position descriptions / employment contracts [if these documents specify credit card use in your organisation]
  + Credit Card Terms and Conditions form [if your organisation has a form that is required to be completed by the staff member responsible for the credit card]
  + Delegated Authorities Policy
  + Budgeting Policy
  + Financial Reporting & Monitoring Policy
  + Accountability, Internal Controls & Audit Policy
  + Fraud Policy
  + Financial Systems & Procedures Policy
  + Bank Accounts Policy
  + Records Management & Data Security Policy

### Legislative Compliance Considerations

### Review Protocol

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| --- | --- |
| Policy Reviewed By: | Audit, Finance & Risk Committee |
| Date Reviewed: | [Date] |
| Next Review Date: | [Date] |
| Revokes Policy Reviewed: | [Date] |