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# CORPORATE CREDIT CARD POLICY

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July 2015

## PURPOSE

The Diocesan Schools System of Broken Bay (DSS) promotes a culture of open, honest and accountable stewardship of its financial resources. The DSS is accountable to both the Federal and NSW State governments for the manner in which funding provided by government is expended. Similarly it is responsible to parents for the manner in which funds provided through school fees are expended. In addition, as a Church organisation there is a significant responsibility associated with being stewards of the temporal resources of the church:

- responsibility to safeguard the Church's assets, to exercise prudence in financial matters,
- to be accountable to those who provide monetary support to the Church,
- and to comply with all legal requirements

The purpose of this policy is to establish clear and definitive requirements about how corporate credit cards provided to DSS employees are to be issued and utilised. This is to ensure that from an audit perspective all credit card expenditure is appropriately authorised and is for an approved, documented purpose. Clear guidance about the use of corporate credit cards is a protection for all staff issued with corporate credit cards to ensure they understand their responsibilities and obligations.

## ELIGIBILITY FOR CORPORATE CREDIT CARDS

Staff members in each of the following roles are eligible to be issued with a corporate credit card:

- Principals
- Director of Schools
- Assistant Directors
- Heads of Service
- Consultants
- Staff undertaking overseas travel for employment related purposes, for example, leading a group of students on an overseas excursion. Corporate credit cards issued for this purpose will be temporary only.

The Head of Financial Services will coordinate the application process.

## APPROPRIATE USE OF CREDIT CARDS

The following are the types of expenditure that can be incurred using a corporate credit card:

- Domestic travel related expenses – including air fares, taxi fares (where Cabcharge is not available), parking expenses, tolls (where an E-Tag is not fitted);
- Meals when travelling for work related purposes;
- Accommodation and incidentals whilst staying in a hotel for work related purposes;
- Hire cars (including the purchase of fuel for a hire car);
- Costs incurred while traveling overseas for approved work related purposes;
- Prepayment of course / conference fees (domestic and overseas);
- Subscriptions;
- Infrequent purchase of low value / routine business related consumable items, such as catering for courses and functions;
- Cost of official "out of pocket" expenses including approved hospitality costs;
- Items only available or best procured by internet purchase.

## CARD SECURITY

The physical security of the corporate credit card is the cardholder's personal responsibility. Cards should be maintained in a secure manner and guarded against improper use. If the card is lost or stolen, it must be immediately reported by notifying the bank issuing the card and Financial Services. A new card will be arranged through Financial Services.

When using corporate cards online, cardholders should endeavour to take the following precautions:

- Ensure that when using the card over the internet, it is only used with reputable companies;
- Never include card numbers in emails;
- Never disclose any PIN issued with the card to a third party nor carry it with the card;
- Ensure sufficient documentation is kept regarding all transactions and that payment receipts are checked at the time of each payment to ensure the correct amount is charged;
- Notify Financial Services immediately of any suspected unauthorised transactions on the card account.

## CONDITIONS OF USE

In accepting a corporate credit card, the cardholder accepts the following conditions of use:

- Expenditure on the card is the cardholder's responsibility and the cardholder is personally accountable for all expenditure charged to the card.
- Cards must be signed immediately on receipt by the cardholder.
- Every purchase made using a corporate credit card must be substantiated by a tax invoice/receipt and the purpose of the expenditure noted, for example, conference registration for REC, parking at Polding House, including details of the individuals to whom the expense relates (both Diocesan employees and nonemployees). If supporting documentation is not available, or has been lost, the cardholder should document the nature of the expense.
- Cards should only be used for authorised DSS/school purposes. Cards should not be used for personal expenditure. If by exception, the card is used to purchase personal items, the expenditure should be reimbursed the next business day or as soon as possible after the expense has been incurred.
- Credit limits should not be exceeded.
- Cash advances are not permitted.
- Credit card holders are to ensure that DSS procurement policies/ procedures about the purchase of goods and services, the use of preferred suppliers and the obtaining of three quotes, are followed.

Failure to comply with these requirements could result in the card being withdrawn and potential disciplinary action. In the event of loss or theft of the card through negligence or non-compliance with these requirements, any liability incurred on the card may be passed on to the cardholder.

## ACKNOWLEDGEMENT

All cardholders are to formally acknowledge the requirements set out in this policy by signing the acknowledgement (Appendix 1). The acknowledgement will be retained in their personnel file in Human Resource Services.

## ACQUITTAL OF MONTHLY CARDHOLDER STATEMENTS

Cardholder statements itemising transaction activity are issued to cardholders by the bank that issued the card on a monthly basis. Cardholder statements must never be authorised by a person in a subordinate role.

### *CSO cardholders*

All CSO cardholders must reconcile each of their monthly statements and submit it with receipts to their supervisor for certification. Once certified the paperwork must be sent to Financial Services. This process should be completed within five working days of receipt of the statement.

### *Principals*

In the case of principals, the cardholder should reconcile the statement. Their Schools Consultant will certify statements twice a term. Statements and related paperwork are then to be processed and filed at the school.

### *Temporary credit cards issued for travel purposes*

Cardholders must reconcile each monthly statement issued for the period that the card is valid and submit it with receipts to their supervisor for certification. This process should be completed within five working days of receipt of the statement. In the case of school staff, statements and related paperwork are then to be processed and filed at the school. In the case of CSO staff, once certified the paperwork must be sent to Financial Services.

## DISPUTED TRANSACTIONS

Cardholders are to notify Financial Services of any disputed transactions. Financial Services will provide guidance as to appropriate actions.

## CANCELLATION OF CARD

If a cardholder resigns or employment is terminated; the cardholder must return the card to the Head of Financial Services for cancellation. All transactions must be cleared prior to the employee leaving.

If a cardholder breaches the conditions of use the card may be cancelled.

## RELATED POLICIES

Code of Conduct  
Conflict of Interest Policy  
Delegations Policy  
Financial Management Policy  
Fraud Policy

## POLICY REVIEW

This policy will be reviewed not less frequently than once every five years.

## POLICY DATES

Policy date of completion of formulation and adoption  
Date of next review

July 2015  
July 2020

authorised by  
Peter Hamill  
Director of Schools

## CARDHOLDER ACKNOWLEDGEMENT

CSO Leadership, Principals and Team Leaders of excursions issued with a corporate credit card are in a position of trust in regards to the use of DSS funds. All expenditure charged to my credit card is subject to examination and approval by my supervisor to ensure its appropriateness and compliance with the policy conditions. Improper use of that trust may result in my card being withdrawn and may render me liable to disciplinary and possible legal action.

The corporate card is issued with the following conditions:

1. My credit card is only to be used for official business purposes and for approved types of expenditure. Should personal expenditure occur, the value of that expenditure will be recovered from me.
2. My credit card is issued in my name and is only to be used by myself.
3. I am personally responsible for the safe keeping of the card.
4. In the event that my card is lost or stolen, I will report the loss immediately to the bank issuing the card and the Head of Financial Services.
5. I will not disclose or carry with the card any PIN issued with the card.
6. I will reconcile monthly cardholder statements within 5 working days of the date of receipt.
7. I understand that repeated failure to acquit monthly statements in a timely fashion may result in my credit card being cancelled.
8. I will retain all tax invoices/receipts and submit them when reconciling the monthly cardholder statement.
9. Where, in exceptional circumstances, no documentation is available to support a particular transaction I will provide a written explanation detailing the nature of the expense and that it is business-related.
10. I will not exceed credit limits.
11. I understand that cash withdrawals are not permitted.
12. In the event of my termination of employment or in the case of a temporary card when the travel for which it was issued is completed, I will immediately return the credit card and ensure the credit card account is properly reconciled and certified.
13. I will, at all times, comply with the DSS Corporate Credit Card Policy.

I acknowledge that I have read and understand the conditions set out above and that I will, at all times, comply with the stipulated requirements.

Signature of Cardholder: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Date: \_\_\_\_\_