



Corporate Credit Card Policy

Document number: PO2021- 043

Approval

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|---------------|---|-------------|------------|
| Policy owner | Chief Financial Officer | | |
| Approved by | ELT Trustees | | |
| Date approved | ELT: 07.04.2021 Trustees: 19.06.2021 | Review date | 07.04.2023 |

Purpose

1. The purpose of a St Vincent de Paul Society NSW (Society) issued corporate credit card (card) is to facilitate and simplify the purchasing process for minor purchases, travel expenditure and urgent assistance payments for people we assist.
2. The purpose of this Corporate Credit Card Policy is to ensure corporate credit cards are issued and used appropriately for Society related business, and all expenses incurred are properly approved and acquitted.

Scope

3. This policy applies to all Society Personnel who are issued with a corporate credit card or are supervising Personnel with a corporate credit card.
4. This policy covers:
 - a. the issuing, application and withdrawal of corporate credit cards
 - b. acceptable use of the cards
 - c. monitoring, review and accounting of card transactions.

Related policies and procedures

5. Related policies and procedures include:
 - a. Code of conduct
 - b. Delegations of financial authority policy
 - c. Procurement policy
 - d. Managing fraud and dishonest policy
 - e. Records retention policy
 - f. Gifts and entertainment policy
 - g. Store Cards Policy

Policy principles

6. Corporate Credit Cards must be used appropriately within relevant delegations, and in accordance with government policies and legislation.

Issuing of Corporate Credit Cards

7. The Card will only be issued to Society Personnel who:

- are required to undertake regular travel for business purposes; and/or
 - can demonstrate an ongoing and regular need to purchase goods or services on behalf of a **Group** or **Team** which is best facilitated through the use of a credit card
 - can demonstrate an ongoing and regular need to and urgent assistance payments for people we assist.
8. Examples include, but are not limited to, paying for training courses, professional fees, publications, catering, urgent client assistance payments or any purchase where a credit card is the only acceptable form of payment.

Credit Card Limits

9. Card Limits are set as standard to \$2,000 per month or lower if specifically requested as per application.
10. Variations to the standard limits must be supported by genuine business need and approved by the responsible Executive Director, and the Chief Financial Officer (CFO) as per the delegation of authority policy.
11. Limits are subject to annual review by Finance.
12. **Replenishments** made more than once per month must be approved by the Executive Director and CFO

Cancellation of Corporate Credit Cards

13. The card is not transferable and may be cancelled by Finance when:
- the Cardholder ceases employment or membership (members and volunteers) with Vinnies
 - the Cardholder no longer requires the card because of a change of duties or position
 - the Cardholder is taking an extended period of absence of three months or more
 - the Cardholder fails to comply with the Credit Card Policies and Procedures.
 - the Card has not been used for more than twelve months
 - requested to do so by a Supervisor/Manager or the CFO.

General Terms of Use

14. Society corporate credit cards must only be used for Society related business expenditure.

15. The Cardholder may place an order with a supplier in person, by phone or fax, by mail or via the internet.
16. When using the corporate credit card, Cardholders must:
 - obtain an invoice / receipt displaying suppliers (Australian Business Number) **ABN** for goods under \$75 (customer copy of the credit card receipt is not acceptable as it does not display ABN)
 - obtain a tax invoice displaying suppliers ABN for goods \$75 and over
 - ensure suppliers record full and proper descriptions of items or services on invoices/receipts
 - ensure goods and services received are in good order and condition
 - complete a NSW Statutory Declaration Form if the Cardholder loses or fails to obtain a tax invoice for any individual card transaction over \$75. For transactions under \$75 a Vinnie's lost declaration form is to be completed. (Both forms are included in Appendix 2)
17. Cardholders must not use the corporate credit card to pay for any services or products from which they derive a personal benefit.
18. In a situation where a Cardholder is seeking to use the card to pay for a work-related service/product that can be perceived as providing a personal benefit, such as membership of a professional organisation, approval must be obtained from the relevant Executive Director.
19. Direct debit authorities must not be placed on the Card except where business conditions necessitate and prior approval is granted by the Executive Director.
20. Centrally purchased items such as assets, IT equipment, Property equipment, stationery, fleet expenses and insurance must only be purchased by the responsible Technology, Property and Finance Teams, unless the Cardholder has obtained specific approval from the respective teams to purchase items separately on the card.

Misuse of the card

21. The Society recognises that inadvertent misuse of the corporate credit card may occur. The Cardholder must report any inadvertent misuse to their direct manager and Group Financial Controller immediately and must reimburse the Society for that expenditure within seven days of becoming aware of it and provide a written explanation of why the expense occurred to their supervisor.
22. **Deliberate** or **reckless** misuse of the card is a serious matter and constitutes a breach of this policy. Examples of this include, but are not limited to:

- use of the card for improper and/or fraudulent transactions
 - use of the card for personal or unauthorised expenditure (Examples include, but not limited to, tips or gratuities, private expenses)
23. Suspected misuse of the card must be reported, investigated and managed in accordance with this policy and other relevant policies, such as the Managing Fraud and Dishonest Behaviour Policy and the Code of Conduct. A serious breach of these policies may result in a criminal offence. Internal disciplinary action against the Cardholder may also be taken in the event of non-compliance with this policy.

Monitoring and review of corporate credit card transactions

24. The Cardholder must code and upload the invoices / receipts in **Promaster** as soon as practicable and no later than a week from the date of the transaction.
25. The Approving Officer should check the following within a week of the transaction being submitted by Cardholder on **Promaster** prior to approval:
- tax invoice / receipts and other necessary documentation have been uploaded and description of goods and services entered onto the portal
 - each transaction for accuracy and appropriateness over the use of the card
 - general ledger account coding is correct for each item.
26. Monthly reports, including all outstanding credit transactions and approvals, must be sent to the Executive Leadership Team (ELT) for information and their follow up with Cardholders in their respective directorates, if required.
27. Credit Cards may be put on hold where cardholders on a regular basis have transactions outstanding for over a month. Suspension of cards will be at the approval of the relevant Executive Director and Chief Financial Officer.
28. Internal and external audit personnel also have the authority to perform periodic formal reviews of credit card use both as instructed and as part of their normal auditing procedures.

Roles and responsibilities

29. The Chief Financial Officer has overall responsibility for the implementation and review of the Corporate Credit Card Policy.
30. The Chief Financial Officer and relevant Executive Directors are responsible for:
- approving new card applications in line with their delegation of authority
 - approving increased monthly limits in line with their delegation of authority.

31. The Finance Team is responsible for:
- verifying a prospective Cardholder’s identity through a 100-point Identification Check
 - authorising the bank’s completed application form, and
 - general card administration.
32. A Manager, with the appropriate delegation is responsible for approving credit card reconciliations of their direct reports or subordinates.
33. Member roles and responsibilities are set out in Appendix 2.

Monitoring and Review

34. This policy is scheduled for review at least every two years from the date of its endorsement.
35. The effectiveness of the operation of this policy will be evaluated and reviewed by the Executive Director, Corporate Services.

References

- Australian Charities and Not-for-Profits Commission Governance Standards (Governance Standard 3)
- St Vincent de Paul Society NSW Strategic Plan 2020-2022

Approval and amendment history

| Version | Approval authority | Date | Amendment summary |
|----------------------------|--|------------|--|
| Doc # POCCC2021- 043 | Trustees of the St Vincent de Paul Society (NSW); St Vincent de Paul Society | 19.06.2021 | Updates, combines and replaces Credit Card Use and Guidelines Policy Version 1 approved March 2011 |
| | Executive Leadership Team | 07.04.2021 | 2011 |

Appendix 1: Definitions

36. Relevant definitions include:

| Term in Bold | Definition |
|---------------------------|---|
| Authorised witness | <p>In NSW an authorised witness must be a:</p> <ul style="list-style-type: none"> • justice of the peace • notary public • commissioner of the court for taking affidavits • legal practitioner, i.e., an Australian lawyer who is granted a practicing certificate under: <ul style="list-style-type: none"> ○ Part 3.3 of the Legal Profession Uniform Law (NSW) as applied in a participating jurisdiction; or ○ a law of a non-participating jurisdiction entitling the lawyer to engage in legal practice; or • any person authorised to administer an oath. <p>The name and capacity of the authorised witness must be stated, and in the case of a justice of the peace the relevant registration number or details of appointment must be provided.</p> |
| Promaster | Online Portal for uploading and approving corporate card transactions |
| Deliberate | Conscious or intentional |
| Executive Director | Executive Director means any employee with the title Executive Director or the Chief Financial Officer. |
| Group/Team | Departments within each directorate in the Current Organization structure of Vinnies NSW. |
| Reckless | Showing a lack of care about risks or dangers and acting without thinking about the consequences of one's actions |
| Replenishment | Restoration of credit card balance to its limit (usually \$2000) |

Appendix 2: Member Credit Card Policy

The policy for credit card usage for Members of the Society is disclosed in the following table:

| Question | Answer |
|--|---|
| Who can have a credit card? | Members of State Council and where appropriate Regional Presidents |
| Who approves issuance? | State President. May delegate to Executive Director Membership, Volunteers & Regional Operations (ED, MVRO) |
| What are the allowable uses of the credit card | <p>Credit cards are able to be used for two main purposes:</p> <ul style="list-style-type: none"> • Direct assistance for the people we serve where other means (e.g., food vouchers) are not available • In the course of carrying out Society work such as expenses on Travel, Accommodation & Meals for State Council Meetings or meetings with members in relation to the works of the Society. <p>If in doubt approval should be sought from the State President or his delegate</p> |
| When will a Member cease to be eligible to have credit card? | When the person steps down from State Council or from their Regional President position |
| Who approves monthly expenses? | State President or their delegate (listed below) |
| Who is the delegate to approve expenses? | ED MVRO, for Central Council Presidents, the ED MVRO can delegate to the appropriate Regional Director |
| Who approves the State Council President expenses? | The Chair of the Board. |
| What is the alternative to a Credit card | It is the preference for Regional Presidents and other members who may have a need for a credit card to instead be given access to a Debit Card. Issuance of Debit Cards is provided by the ED MVRO. |
| How is Member expenditure monitored? | <ul style="list-style-type: none"> • Member expenditure on credit cards or other methods are monitored via the monthly financial reports provided to State Council, Central Councils, Regional Councils and Conferences. |

Attachments

1. Credit Card lost transaction declaration form for individual transactions under \$75
2. NSW statutory declaration form for individual transactions over \$75



Lost/Unavailable Credit Card Receipt Declaration Form for individual transactions under \$75

Receipts must be provided where possible. This form is for exceptional circumstances and must be submitted where a receipt or duplicate cannot be produced.

This form should also be submitted with Credit Card transactions if receipts have been lost for any transaction under \$75

| | |
|---|---|
| Card Holder Name: | |
| Card Holder Position: | |
| | |
| <ol style="list-style-type: none"> 1. This form is to be completed when the original receipt has been lost or destroyed and only where a replacement cannot be obtained. 2. Upload Completed form in Promaster (Online Credit Card Portal) for the appropriate transaction in Promaster 3. Claim or transactions will not be approved without being supported by declaration form. | |
| Description of Goods or Services purchased: | |
| | |
| Amount and GST status Include currency if overseas payment | |
| Supplier Name: | |
| Date of Expense: | |
| Circumstances of loss and any additional information | |
| Cardholder Declaration | I hereby declare that I have lost or accidentally destroyed the original receipt and have made every effort to obtain a replacement but have not been able to obtain one. |
| Cardholder Signature | |

