

## for community environmental groups

### INTRODUCTION

This policy sets out the authority limits for the use of credit cards for purchasing goods and services in the course of conducting XYZ Community Group's business.

### DEFINITION

Credit cards include all cards issued which enable officers of XYZ Community Group to procure products and services on credit. It includes fuel cards and plastic cards (both credit and debit cards) issued by financial institutions.

### PURPOSE

The purpose of this policy is to:

1. Ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
2. Guard against any possible abuse of organisational credit cards.

### CARD ISSUE

The Organisational Credit Card may only be issued to a committee member, staff member, or volunteer where their functions and duties would be enhanced by the use of a Credit Card.

Cards will only be issued to people on the approved Credit Card List [see Appendix B]. The approved Credit Card List shall be held by the Office Manager.

Other persons may be added to the list by the Committee.

Cards may be issued on a temporary basis and recovered afterwards.

Organisational Credit Cards will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign the attached declaration [Appendix A].

Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

## CARDHOLDER RESPONSIBILITIES

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- Provide these for reconciliation and accounting purposes.
- Where required, assist with verification of purchases, investigating inaccuracies and maintaining official records relating to credit cards.
- Notify the provider and the Chairperson immediately if
  - The card is lost or stolen.
  - Any unauthorised transaction is detected or suspected
- Notify the Chairperson of any change in name or contact details
- Take adequate measures to ensure the security of the card.
- Return the card to the Chairperson if
  - the Cardholder resigns
  - the Chairperson determines that there is no longer a need for the cardholder to retain his or her card
  - The Credit Card has been cancelled by the provider / bank.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud of a third party.

The Cardholder shall not:

- Exceed any maximum limits set for the Credit Card.
- Obtain cash advances through the Credit Card.
- Use the card for any unapproved purchases.
- Authorise his / her own expenditure.
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card).

## CREDIT CARD EXPENDITURE

The Card will only be used for those activities that are a direct consequence of the cardholders' function within the organisation.

Where coincident and/or private expenditure occurs on the same transaction (where, for example, a person incurs a debt for personal telephone calls during a hotel stay) the cardholder must settle the private expense prior to charging the balance on the Credit Card.

Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Chairperson (or, in the case of the Chairperson's own card, the Committee).

## CREDIT CARD MISCONDUCT

Wherever a breach in this policy occurs, the Committee must assess the nature of the breach and if significant report the breach to the police for criminal investigation or if lesser in nature, institute an appropriate disciplinary process:

- in the first instance, a verbal warning (and diary or file note created);
- in the second instance, a written warning;
- In the third instance, or if the dollar amount is greater than \$1000 the card is to be immediately withdrawn.

### AUTHORISATION:

This version was approved on: [Click here to enter a date.](#)

This version takes effect on: [Click here to enter a date.](#)

Authorised by: [Insert name](#)

Chairperson: [Insert name](#)

Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.

*Landcare in a Box*: an initiative of the National Landcare Network resourced by Landcare NSW and funded originally by NSW DPI.



National  
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Programme





# APPENDIX A:

## CARD ISSUE FORM

### XYZ COMMUNITY GROUP

<b>CARDHOLDER NAME:</b>	<a href="#">Click here to enter text.</a>
<b>POSITION:</b>	<a href="#">Click here to enter text.</a>

I understand and agree that the Organisational Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions.

#### USE

1. The Organisational Credit Card ('the Card') is the property of XYZ Community Group and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than myself.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorised use of the Card to the bank and the Chairperson.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

#### MONTHLY RECONCILIATION

6. I will assist with account reconciliation of the credit card statement by:
  - o Verifying all transactions that appear on the monthly statement.
  - o Providing sufficient supporting documentation is attached to the monthly statement when it is submitted for approval.
  - o Certifying goods or services paid for using the Card have been actually delivered or provided.
  - o Certifying the monthly statement provided by the service provider to indicate that the transactions appearing on the statement have been made only for official purposes.

#### CHANGE IN CARDHOLDER DETAILS

7. I will immediately advise the Chairperson of any change in my name or contact details.

#### UPON RESIGNATION OR TRANSFER

8. I will immediately return my Card to the Chairperson if I resign or retire, or if my services as an employee of the organisation are otherwise terminated, or if I am instructed to do so by the Chairperson.

## LOST OR STOLEN CARDS

9. I will immediately report the loss or theft of my Card to the bank and the **Chairperson**.

## DECLARATION

10. I confirm that I have access to only one Card.

11. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

<b>CARDHOLDER SIGNATURE:</b>	
<b>SIGNATURE OF CHAIRPERSON:</b>	

## APPENDIX B:

### XYZ COMMUNITY GROUP

### CREDIT CARD LIST AS AT [Click here to enter a date.](#)

<b>AUTHORISED CARDHOLDER NAME:</b>	<b>CARD TYPE:</b>	<b>CARD NUMBER:</b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>