

## POLICY – BANK CARDS

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### 1. NQF

Area	Concept	Descriptor
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles & Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### 2. Purpose

Bank cards can be a convenient and streamlined method of purchasing items, where store accounts and/or purchase orders & invoices are not available.

Reports on cardholder activity also enable the Board to capture information necessary to better manage purchasing activities.

The purpose of this policy is to explain the circumstances where Baringa staff will be granted card access to Baringa bank accounts and the rules that will apply when those cards are used.

### 3. Scope

This policy applies to all staff, paid or volunteer, including the Board.

### 4. Policy Statement

#### Debit Cards

- 4.1 Persons in the following positions are eligible to be issued with one (1) Debit Card each, subject to the following monthly spend limitations:

Position	\$/month
Chairperson of the Board	\$1,500.00
Executive Officer	\$4,000.00
Centre Director	\$4,000.00

Assistant Director / Early Childhood Teacher	\$3,500.00
Educational Leader	\$3,500.00
Cook	\$3,500.00

- 4.2 The Board may revoke/cancel any Baringa Debit Card at any time for any reason without notice.
- 4.3 The Executive Officer, Centre Director and/or the Board may for any reason at any time request that a Baringa credit card be promptly returned to the Executive Officer, Centre Director and/or Board.
- 4.4 Debit cards will be cancelled routinely where an employee or Board member is suspended, resigns or is terminated.

**Purchase Accounts Preferred**

- 4.5 Debit card purchases should only be made where no other method of payment is available. It is preferable to purchase from companies with which the Centre has an account or using the purchase order/invoice system outlined in the Procurement Policy.
- 4.6 Before using a debit card to make a purchase, cardholders must check with the Executive officer or Centre Director whether there is an existing purchase order/invoice system for the proposed purchase.

**Appropriate Use**

- 4.7 Cardholders are authorised to use Baringa debit cards to purchase goods or services required as a function of their duties only, including booking travel and accommodation.
- 4.8 All such purchases must fully comply with all other Baringa policies (for example, Baringa's Procurement Policy) and with any conditions from time to time stipulated by the Board, Executive Officer or Centre Director in writing.

**Inappropriate Use**

- 4.9 Personnel who are issued with a Baringa debit card are in a position of trust in regard to use of Baringa funds. Any cardholder who makes an unauthorised purchase with a Baringa debit card or uses a Baringa debit card in an inappropriate manner will be subject to revocation of the debit card and disciplinary action. Any disciplinary action taken will include making restitution for all unauthorised purchases and may extend to summary dismissal and or criminal prosecution.
- 4.10 Debit cards must never be used to purchase items for personal use or for non-work-related purposes, even if the cardholder intends to reimburse Baringa. Debit cards must also never be used for any illegal or objectionable purpose.
- 4.11 Employee cardholders may not use a Baringa debit card for any of the following purchases without the prior specific **written approval** of following persons:

Type of Purchase	Prior Approval
Staff meals, gifts for staff (e.g. flowers) or staff entertainment	Centre Director
Music or video purchases, or subscription streaming services (e.g. Netflix, Stan, iTunes, Spotify, or similar)	Centre Director
Apps, music or videos for children	Educational Leader
Telephone/computing devices (including tablets) & software subscriptions	Executive Officer

Telephone/computing peripherals (eg headphones, speakers)	Centre Director
All non-food retail or internet purchases (eg Bunnings, Kmart, Woolworths, Coles, Target etc)	Executive Officer
Cash advances (see also paragraph 4.17 below)	Board

4.12 Other examples of inappropriate Baringa debit card use include:

- Payment/reimbursement for work-related use of private telephone/internet accounts (these should be paid by the private account holder and reimbursement approval sought through the Centre Director;
- Travel costs, where the employee has elected to receive reimbursement for actual costs or has elected to receive a specified travel advance/incidental allowance;
- Purchasing any supplies which are available on account from the Centre's approved/mandated supplier(s);
- Splitting purchases to avoid purchasing policy requirements;
- Fuel purchases for any vehicle not owned by Baringa;
- Donations in any form, made to any political party or political association;
- Parking and other road-related fines;
- Purchases from websites or online shops or marketplaces (for example, eBay) other than as subject to 4.13 and 4.14 below.

#### **Online Purchases & PayPal**

4.13 Online purchases attract higher risk than other purchases, and this risk needs to be appropriately managed. Therefore, no employee may purchase from an online vendor without the prior written approval of the Executive Officer.

4.14 Generally speaking, the Executive Officer will only approve online purchases directly with the vendor. PayPal will not generally be approved for use.

#### **Sharing Cards**

4.15 Named cardholders are solely accountable to the Board for all transactions made with their card.

4.16 In general, cardholders must not share their card with any other person. The Executive Officer and/or Centre Director may delegate administrative tasks relating to bank cards to administrative staff, but must actively oversee the delegation at all times and will remain accountable to the Board for all transactions. Please refer to the 'Governance and Delegations Policy' for further information regarding delegations.

#### **Cash Withdrawals**

4.17 Strictly no cash withdrawals on debit cards without prior written Board approval.

#### **Returns & Refunds**

4.18 If any item purchased with a bank card is not acceptable, arrangements must be made for a return for credit or an exchange. Reimbursement for return of goods and/or services must be credited directly to the bank card account. A cash refund or cheque is prohibited unless the vendor insists that a refund must be by cash or cheque, and then the funds must be deposited immediately with the Administrative Assistant.

## **Account reconciliation**

- 4.19 A tax invoice must be received and retained for each debit card purchase, no matter how small. Whilst the Board understands that sometimes receipts go missing, these instances should be few and far between. Tax invoices come in all shapes and forms, but are different to EFTPOS receipts, which are not regarded as sufficient for tax purposes. Debit card statements and EFTPOS receipts do not substitute for original tax invoices, and card purchases without original receipts are ultimately the responsibility of the card user.
- 4.20 Please remember to request tax invoices when making in-store purchases. File all your receipts together for account reconciliation. Once your card has been reconciled, give all receipts to the book keeper for record keeping.
- 4.21 All credit card holders must fully reconcile their expenditure in the manner and at the times required by the Executive Officer and/or Centre Director from time to time. Usually this will involve completing an approved form and providing it to the Administration Assistant together with original receipts. When in doubt, speak to the Executive Officer or Centre Director.
- 4.22 Cardholders who do not provide their tax invoices and reconciliation statements on time may have their debit card suspended until the documents are received. Continued or repeated noncompliance will result in cancellation of the debit card and such other actions as appropriate.

## **Security**

- 4.23 All Baringa debit card holders have the responsibility to:
- (a) take all steps necessary to ensure that their debit card is used only for authorised purposes;
  - (b) safeguard the debit card and account number at all times. This includes keeping the debit card in a secure location; and
  - (c) not allow anyone else to use the debit card and/or debit card account number (except under clause 3.21) otherwise than under specific delegation and active oversight.
- 4.24 Theft or loss of a Baringa debit card must be immediately reported and cancelled by contacting the CBA's Lost/Stolen Cards Regional Office (132 221). The Executive Officer and/or Centre Director must be notified in writing within twenty-four (24) hours of the loss or theft.

## **5. Records and Audit**

### **Records Management**

- 5.1 Records of quotes, contract, invoices and other associated documents must be kept for seven (7) years as per ATO requirement.
- 5.2 The Executive Officer and Centre Director have established a centralised, electronic filing system in consultation with the Bookkeeper and accountant which must be followed at all times.

### **Audit**

- 5.3 Internal audits of cardholder purchases will occur on a regular basis. External auditors will carry out audits from time to time.

## **6. Feedback**

Staff may provide feedback about this document by emailing [baringaboard@gmail.com](mailto:baringaboard@gmail.com).

7. **Approval and Review Details**

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Board
Advisory Subcommittee to Approval Authority	Director (Finance) (Initial) General Counsel / Director (Legal) (Final)
Administrator	Executive Officer
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