



AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 404

CREDIT CARD POLICY

Introduction:

This policy acts as the authority for the use of Agility Dog Association of Australia Ltd (ADAA) Credit Cards.

Purpose:

The purpose of this policy is to:

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

Policy Statement:

This Policy covers the specific requirements of issuing and using ADAA Credit Cards. It specifies the responsibilities of the Cardholders, Treasurer and Board of Directors in relation to use and governance of ADAA Credit Cards.

Definitions:

ADAA Credit Card- A credit card that is in the name of the Cardholder, but uses the authority and funds of the Agility Dog Association of Australia Ltd.

Association - Agility Dog Association of Australia Ltd

Cardholder - Board member, staff member, or volunteer member who has been approved to have an ADAA Credit Card issued in their name.

Issuing Authority – Bank or financial institution that approves and issues the ADAA Credit Cards.

Responsibilities:

Treasurer – responsible for monitoring use of ADAA Credit Cards, reconciling and making payments in accordance with the Policy; keeping accurate and current records and reporting any discrepancies to the Board of Directors ; holding the approved ADAA Credit Card Holder List.

Board of Directors – responsible for approving the list holders of ADAA Credit Cards; approving the limits of each Cardholder within the total limit set by the issuing authority; reviewing financial reports submitted by the Treasurer in relation to ADAA Credit Cards; approving or rejecting payments where the receipt, documentation or tax invoice has been lost; determining if an ADAA Credit Card should be cancelled or returned; undertaking any disciplinary action that may be required from time to time.

Cardholders – responsible for caring for and using their issued ADAA Credit Card strictly in accordance with the policy; ensuring that the maximum credit limit is not exceeded at any time; keeping and providing records strictly in accordance with the policy; being personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part by a third party.

Procedure:

2. ADAA Credit Card Issue

2.1 Reason for issue of ADAA Credit Card

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

- 2.1.1 Cards will only be issued to people on the approved ADAA Credit Card Holder List. This list shall be held by the Treasurer.
- 2.1.2 All cardholders must meet the requirements of this policy along with the requirements of the ADAA Credit Card issuing authority.
- 2.1.3 Other persons may be added to the list by the Board of Directors.
- 2.1.4 The Treasurer may not hold or use an Association Credit Card.

2.2 ADAA Credit Card to be issued to specific person

Each ADAA Credit Card will be issued to a specific person, who will remain personally accountable for the use of the Credit Card.

- 2.2.1 All expenses incurred on the ADAA Credit Card remain the responsibility of the Cardholder until approved by the Treasurer and/or Board of Directors.
- 2.2.2 Cardholders will complete and sign the ADAA Credit Card Issue Form.
- 2.2.3 Cardholders must notify the Treasurer immediately of any changes in name or contact details.
- 2.2.4 Only the authorised signatory may use the ADAA Credit Card.
- 2.2.5 No more than one ADAA Credit Card shall be issued per Cardholder.
- 2.2.6 ADAA Credit Cards must be returned immediately if the Cardholder resigns from their position within ADAA.
- 2.2.7 ADAA Credit Cards must be returned immediately if the Treasurer or Board of Directors determines that there is no longer a need for that Cardholder to have a Card.
 - 2.2.7.1 These Cards should be cut up immediately by the Cardholder and the pieces returned to the Treasurer.

2.3 Temporary issue

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

2.4 ADAA Credit Card Limits

- 2.4.1 The total limit of all ADAA Credit Cards must not exceed the limit set by the issuing authority and must also take into account the current available funds of the Association.
- 2.4.2 Credit limits for individual ADAA Credit Cards will be set on an individual basis (and be subject to approval by the issuing authority). These limits will be determined by:
 - 2.4.2.1 The roles/tasks the Cardholder performs within the Association;
 - 2.4.2.2 Any ADAA budgets that are current for the Cardholder; and
 - 2.4.2.3 The presentation of historical data in relation to the purchasing requirements of the Cardholder.
- 2.4.3 It is desirable to set a limit that is functional, but that minimises the risks to both the Association and the Cardholder.
- 2.4.4 A maximum credit limit of AU\$5000 will apply to any individual ADAA Credit Card account.

3. Credit Card Use

3.1 Safe usage of ADAA Credit Cards

- 3.1.1 Upon receipt of an ADAA Credit Card, the Cardholder must sign the reverse of the card immediately and follow any requirements of the issuing authority to activate the card.
- 3.1.2 The Cardholder must take adequate measures to ensure the security of the ADAA Credit Card, pin and account number and comply with all requirements of the issuing authority in relation to its use and security.
- 3.1.3 The Cardholder shall not allow another person to use or be in control of their ADAA Credit Card.
- 3.1.4 When using an ADAA Credit Card in person, Cardholders should review the docket price prior to signing for the expense.
- 3.1.5 When using an ADAA Credit Card by phone, Cardholders should ensure that it is a legitimate entity and that an invoice has/will be issued.
- 3.1.6 When using an ADAA Credit Card over the internet, Cardholders should ensure that it is a secure website and that all due care is taken.

- 3.1.7 If an ADAA Credit Card is lost or stolen, or if any unauthorised transaction is detected or suspected, the Cardholder must notify the issuing authority and the Treasurer immediately.

3.2 Approved use of ADAA Credit Cards

- 3.2.1 ADAA Credit Cards may be used by Cardholders to purchase items that are required to facilitate their role or tasks within the Association:
- 3.2.1.1 For expenses of a recurrent and/or ongoing nature, approval should be sought from the Board of Directors.
- 3.2.1.2 For large events, a budget should be submitted to and approved by the Board of Directors prior to undertaking purchase of items or services. When reconciling expenses, reference should be made to the relevant budget.
- 3.2.1.3 For one-off, or consumable type purchases, a basis for the expense should be provided (e.g. printer ink for competition printer, postage of member notices, airfare for a particular competition).
- 3.2.1.4 Where purchase approval has been given and minuted prior to the purchase, Cardholder should provide the relevant reference.
- 3.2.2 Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Treasurer or Board of Directors.
- 3.2.3 Where coincident and/or private expenditure occurs on the same transaction (e.g. a person incurs a debt for personal telephone call during a hotel stay), the Cardholder must settle the private expense prior to charging the balance to the ADAA Credit Card.
- 3.2.4 Reward points (if offered by the issuing authority) will be available to the Cardholders for their personal use, provided there is no cost to ADAA for doing so.

4. Reconciliation and Payment of ADAA Credit Cards

4.1 Treasurer

The Treasurer shall:

- 4.1.1 Monitor the use of the ADAA Credit Cards;
- 4.1.2 Review monthly statements from the issuing authority, review and disperse to Cardholders within 7 days of receipt;
- 4.1.3 Reconcile statements upon receipt from Cardholders with the attached receipts and organise payment of the ADAA Credit Cards by the due date;
- 4.1.4 If a payment is above the limit for single signatory requirements, a second signatory may be required to authorise the payment:
- 4.1.4.1 The second signatory cannot authorise payments for an ADAA Credit Card in their own name;
- 4.1.5 If a statement does not reconcile, follow up with the Cardholder to address the discrepancy;
- 4.1.6 Report to the Board any relevant issues in relation to Cardholders' use of the ADAA Credit Cards or time delays in processing payments for their consideration; and
- 4.1.7 Keep accurate records of all ADAA Credit Card use and all documentation and submit to internal or external auditor along with normal financial documentation as required.

4.2 Cardholders

The Cardholders shall:

- 4.2.1 In all cases, obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice), or in lieu provide a statutory declaration to the Board of Directors for approval of the expense to be paid.
- 4.2.1.1 If Board approval is not given, the Cardholder is responsible for the payment;
- 4.2.2 Attach supporting documentation to the monthly statement and return to the Treasurer within 7 days of receipt;
- 4.2.3 In the event that the Cardholder will be absent or unavailable to validate expenses in the normal timeframe (e.g. on holiday), they must provide documentation and receipts to the Treasurer in advance;
- 4.2.4 Review the monthly statements for inaccuracies and report these to the Treasurer, verify that goods and services were received; and sign the monthly statement to verify that transactions were made for official purposes.

4.3 Excluded Purchases

- 4.3.1 ADAA Credit Cards must not be used for cash, cash advances, items or services for personal use, entertainment, food or beverages for an individual, unless prior approval has been granted by the Board of Directors for each separate transaction.

- 4.3.1.1 This excludes purchases that have been made in relation to an approved budget, or a group activity such as camp or competition where the expense has prior approval from the Board.
- 4.3.1.2 If in doubt, the Cardholder should seek guidance from the Treasurer or apply to the Board of Directors for approval.
- 4.3.2 The use of ADAA Credit Cards for “services of a dubious nature” is expressly prohibited.
- 4.3.2.1 “Services of a dubious nature” are defined as any goods or services that might bring the name of the Association into disrepute.

5. Credit Card Misconduct

5.1 Breach of Policy

Wherever a breach of this policy occurs, the Treasurer must immediately report the breach to the Board of Directors.

- 5.1.1 Any or all of the following may be enacted by the Board of Directors:
 - 5.1.1.1 Immediate withdrawal and/or cancellation of the Cardholder’s ADAA Credit Card;
 - 5.1.1.2 Immediate repayment of unauthorised purchases or services by the Cardholder;
 - 5.1.1.3 Return or exchange of unauthorised goods where possible;
 - 5.1.1.4 Verbal warning, written warning and/or counseling of the Cardholder with incident and outcome recorded on file by the Board of Directors; and/or
 - 5.1.1.5 Notification to Police or other relevant authorities.

Stakeholders to be consulted prior to policy change:

Board of Directors

Related documents:

- ADAA Credit Card Issue Form FOR-FIN-001/1
- ADAA Credit Card Holder List FOR-FIN-002/1
- ADAA Refund Policy POL-FIN-013

Date	Action (Created/Reviewed)	Created/Reviewed by	Next review due
16 July 2009	Created	N Kirkwood	
14 December 2009	Review	Board of Directors/P Mead	
14 December 2009	Approved	Board of Directors	