

# ***RSL (Queensland) Maleny Sub-Branch***

## ***Financial Transactions Cards Policy***

### **Introduction**

The use of financial transaction cards, including credit cards, is a major convenience for RSL Maleny volunteers and Board members, and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits a number of precautionary procedures should be put in place.

### **Purpose**

The purpose of this policy is to:

To ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.

To guard against any possible abuse of organisational transaction cards.

### **Policy**

Transaction cards issued to RSL Maleny Sub-Branch including those held by any Executive Board Member of the organisation, will only be used for those activities that are a direct consequence of the cardholders function within the organisation. Their use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will be grounds for dismissal.

### **Authorisation**

Signature of Sub-Branch President:



Date of approval by the Board:



# ***Financial Transaction Cards Procedures***

## **Responsibilities**

It is the responsibility of the President to ensure that:

RSL (Qld) Maleny Sub-Branch Executive Board Members and volunteers are aware of this policy

Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all Executive Board Members and volunteers to ensure that their usage of credit and debit cards conforms to this policy.

## **Processes**

### **1. Card Issue**

Any organisational financial transaction cards may only be issued to an Executive Board member or volunteer where the card will be used for those activities that are a direct consequence of the cardholders' function within the organisation. Cards will be issued only to people on the approved Organisational Financial Transaction Card list. The list shall be held by the Treasurer.

Other persons may be added to the list by the Executive Board. The Executive Board may delegate the power to add persons to the list when required.

Each financial transaction card will be issued to a specific person, who will remain personally accountable for the use of the card.

Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits shall be set for each card by the Board from time to time.

## 2. Cardholders Responsibilities

The cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice)
- Provide supporting documentation to the treasurer for monthly reconciliation.
- Verify that the goods and services listed were received.
- Notify the bank and the Treasurer immediately if
  - The card is lost or stolen; and/or
  - Any unauthorised transaction is detected or suspected.
- Notify the Treasurer and the bank of any change in name or contact details.
- Take adequate measures to ensure the security of the card.
- Return the card to the Treasurer if
  - The cardholder resigns;
  - The Executive Board determines that there is no longer a need for the cardholder to retain his or her card or;
  - The card is cancelled by the bank.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

The cardholder shall not:

- Exceed the maximum limits set for the card.
- Obtain cash advances through the card.
- Use the card for any prescribed purchases.
- Authorise their own expenditure.
- Claim double allowances.

### 3. 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, e.g. 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 organisational card.

Where doubt exists as to whether an item is function-related, prior authorisation should be obtained from the Treasurer.

The use of the corporate card for "*services of a dubious nature*" is expressly prohibited. "*Services of a prohibited nature*" are defined as any goods or services that might bring the name of the organisation into disrepute.

### 4. Card Misconduct

Wherever a breach in this policy occurs, the President must assess the nature of the breach and institute an appropriate disciplinary process, which may include:-

- Counselling and/or a verbal warning.
- A written warning
- Dismissal.

The President may determine whether to report a breach of the policy to the police for criminal investigation.


At the next Executive Board meeting the President shall report:

- The investigation of the circumstances of the breach
- Police reports and action (if any); and
- Disciplinary action taken (if any)

### Authorisation

Signature of President

Date of approval by the Board.

  
15 Aug 2019