



Financial Transaction Cards Policy

Document Status:	Approved	Document Type:	Policy
Date Last Modified:	20/10/2020	Date of Approval:	20/10/2020
Policy Owner:	MG Committee	Date of Next Review:	20/10/2023
Policy Lead:	President	Approving Body:	MG Committee
Policy Scope:		Access Type:	Internal Only
Revisions or changes in this Document			
Description of revision/changes			
Version Number	01	Date	20/10/2020

Merciful Group INC

Financial Transaction Cards Policy

Introduction

The use of financial transaction cards, including credit cards, is a major convenience for Merciful Group and for employees/volunteers, 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:

- ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- guard against any possible abuse of organisational transaction cards.

Policy

Transaction cards issued to Merciful Group including those held in the name of any staff, volunteers or officers on behalf 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

.....

Name:

Title:

20/10/2020

Responsibilities

It is the responsibility of the board to ensure that:

- 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 members and volunteers to ensure that their usage of credit cards conforms to this policy.

Processes

1. Card Issue

Any organisational financial transaction cards may only be issued by a board member, staff member, or volunteer where their functions and duties would be enhanced by their use. Cards will thus be issued only to people on the approved Organisational Financial Transaction Card List. The list shall be held by the President.

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

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

2. Cardholder's 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.
- Notify the bank and the President immediately if
 - The card is lost or stolen; and/or
 - Any unauthorized transaction is detected or suspected.
- Notify the President 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 President if:
 - The cardholder resigns.
 - the President determines that there is no longer a need for the cardholder to retain his or her card; or
 - the card has been cancelled by the bank.
- Be personally liable for any unauthorized transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

The Cardholder shall not:

- exceed any maximum limits set for the card from time to time.
- obtain cash advances through the card.
- use the card for any proscribed purchases.
- authorize their own expenditure.
- claim double allowances (i.e. request reimbursement for an expense already paid by the card).

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, 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 organisational card.

Where doubt exists as to whether or not an item is function-related, prior authorization should be obtained from the President.

The use of the corporate card for "services of a dubious nature" is expressly prohibited. "Services of a dubious 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, an authorized board must assess the nature of the breach and institute an appropriate disciplinary process, including (without limitation of the [Merciful Group's right to summarily dismiss an employee for serious misconduct):

- counselling and / or verbal warning (and diary or file note created and retained on employee's personnel file); and
- a written warning.

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

At the next 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

.....

Name:

Title:

20/10/2020