Credit Card Policy

Policy Statement

Kiddie Academy corporate credit cards are provided to nominated staff for the purchase of emergency goods and services. All credit card expenditure is reviewed monthly and failure to adhere to the Credit Card Policy may result in disciplinary action.

Purpose

The purpose of this policy is to govern the use of Kiddie Academy corporate credit cards and ensure financial delegations and reconciliations are managed in line with policy requirements.

Scope

This policy applies to employees of the Service that hold a company-issued credit card.

Implementation

Eligibility for a corporate credit card

Credit cards are provided to centre managers, operations manager, and other corporate employees at the discretion of the Company Director.

Usage of the corporate credit card

Corporate credit cards must only be used, and the PIN only is known by, the nominated cardholder unless authorisation has been sought from the Group Operations Management under special considerations. Photocopying of the card is prohibited. Credit cards are not to be used to obtain cash either directly or indirectly. Any breaches of these conditions will result in immediate cancellation of the card. Any fraudulent activities may result in legal proceedings being taken against the cardholder.

What can you purchase with a credit card?

Corporate credit cards were introduced to assist with the purchase of emergency items. Where possible all purchases should be made from suppliers with whom Kiddie Academy holds a trade account. Corporate credit cards should only be used by exception and in the case of emergency.

Additionally, cardholders must not use their corporate credit cards for:

- Personal expenditure under any circumstances
- Asset purchases over $500
- Contractor payments
- Repetitive procurement which could be set up as an account with a supplier
- The payment of fines
- Cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, Traveller's cheques, or foreign currency
- The purchase of IT equipment without prior approval from the Group Operations Manager
- Coffee and meals not associated with an approved travel itinerary or that have not been pre-approved by the Company Director or Group Operations Manager

Centre Directors should seek their Group Operations Manager's approval before using the credit card.

Strike Policy

Kiddie Academy has a 'Strike Policy' whereby if a cardholder does not follow the Credit Card Policy they will be issued with a strike. 3 strikes will result in the cancellation of the corporate credit card.

Corporate credit cards are issued to the nominated cardholder subject to the following conditions: strikes will be issued to any cardholder not adhering to the following conditions:

- Credit cards must only be used for approved emergency business purchases where an approved supplier is unavailable.
- All purchases must have a corresponding receipt/tax invoice (see Tax Invoice section) and the relevant Credit Card Purchase form and must scanned and e-mailed to the Group Accounts Manager when the purchase is incurred.
- Originals to be sent every 28th of the Month by post to the Group Accounts Manager. The receipts/invoices must be kept in acceptable condition and legible as this is a legal document.
- Deadlines set by the Group Accounts Manager for reconciliation of credit card statements must be adhered to.
- No personal purchases are to be incurred on the corporate credit card.
- No fuel or car maintenance purchases are to be made on the corporate credit card without written authorisation from the Group Operations Manager or Company Director.

Failure to adhere to these conditions will result in a strike being given to the relevant cardholder.

If you have any questions regarding purchasing goods that are non-emergency, please contact the Group Operations Manager and seek approval.

Cancellation of a card – 3 strikes

If a cardholder is issued with three strikes, the corporate credit card issued to the relevant cardholder will be cancelled. All business-related expenses incurred by the staff member will need to be submitted to be reimbursed through a staff reimbursement request.

Reimbursements

Purchases made on a personal card can only be used in an instance where the corporate card cannot be used and with prior written approval from the Company Director or Group Operations Manager.

Tax Invoice

Why is it necessary to provide a tax invoice for all credit card purchase?

Obtaining a valid tax invoice is a vital part of any financial reporting to ensure accounting records are complete and accurate.

Tax invoices are required to enable us to:

- Claim GST on purchases
- Deduct the expense for income tax purposes

What is a valid tax invoice?

A valid tax invoice contains the following information:

- Supplier's ABN

- Itemised details of what was purchased
- Total amount spent and GST if applicable
- The words “Tax Invoice”

Policy Review

- The Service will review the Credit Card Policy and related documents regularly or as current information arises.
- Families are encouraged to collaborate with the Service to review the Policies and Procedures.
- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• New policy.

Source Acknowledgments

- Consultation with management.