

## Sydney Opera House Policy

<b>Title:</b>	Corporate Cards Policy
<b>Policy Number:</b>	SOH103
<b>Effective Date:</b>	14 November 2018
<b>Authorisation:</b>	Chief Executive Officer
<b>Authorisation Date:</b>	14 November 2018
<b>Superseded Policy:</b>	Corporate Credit Card Policy and Guidelines
<b>Accountable Director:</b>	Chief Financial Officer
<b>Responsible Officer:</b>	Financial Controller

### 1. CORE PROPOSITION

The Opera House uses corporate credit and travel cards as an efficient payment mechanism for certain business-related expenses.

### 2. SCOPE

This Policy applies to all Opera House employees (including permanent, temporary and casual employees), consultants, contractors and persons otherwise engaged to undertake work on behalf of the Opera House.

### 3. DEFINITIONS

#### 3.1. Authorising officer –

- for the CEO and Group B employees (except the CFO) as per the *SOH Staff Delegations of Authority Manual*, will be the CFO or Financial Controller;
- for the CFO, will be the CEO; and
- for all other cardholders, will be the employee's manager.

3.2. **Cardholder** – employee holding a corporate card issued in their name.

3.3. **Corporate cards** – all Opera House credit and travel cards.

3.4. **Credit card** – Opera House credit card issued in the name of the cardholder.

3.5. **Travel card** – Opera House credit card issued temporarily for the purpose of travel allowances and other approved travel expenses.

### 4. APPLICATION PROCESS

4.1. Applications for corporate cards must be submitted to Finance using the *standard form* (available on Intouch) with any necessary supporting documentation.

#### *Credit cards*

4.2. Applications and expenditure limits (including card and transaction limits) are subject to the approval of the Chief Financial Officer (CFO) and will be processed by the designated member of Finance.

4.3. Credit cards attach to roles, not to employees. Eligibility for a credit card and the limit attached depends on the employee's role requirements and will be reassessed if those requirements change.

#### *Travel cards*

4.4. Travel cards are issued when an employee does not hold an Opera House credit card and is travelling on behalf of the Opera House internationally or domestically for a period of more than five days.

4.5. The application form must be submitted alongside a copy of the approved Overseas or Domestic Travel application form as outlined in the *SOH Staff Travel Policy*.

## 5. CONDITIONS OF USE

- 5.1. Cardholders must acknowledge having read and understood this Policy by signing and sending Appendix A to Finance on approval of a corporate card and annually thereafter.
- 5.2. Corporate cards must only be used by the named cardholder, for authorised Opera House business purposes, and where applicable in line with the *SOH Expenses Policy* and the *SOH Staff Travel Policy*.
- 5.3. Cardholders must not charge personal expenses to corporate cards. If this occurs for any reason, exempting those rare occasions where personal expenses are covered by daily allowances for travel, the cardholder must declare the expenses and repay the amount immediately. Approvers must verify that the repayment has occurred as part of the transaction review.
- 5.4. Cash advances from corporate cards are not permitted:
  - domestically without prior written approval; or
  - for international travel, except to the extent that using the card is impractical. This must be kept to the minimum possible and again note *SOH Staff Travel Policy*.
- 5.5. Standard Opera House purchasing and reconciliation procedures, and expenditure within budgets, subject to delegations, apply to all transactions.
- 5.6. Cardholders must keep their corporate cards secure and guard against improper use. Cardholders must inform the [appropriate contacts](#) in the event of loss or theft of the card.
- 5.7. Where a corporate card is no longer necessary e.g. upon return from travel, resignation or as a result of change in role, it must be returned to Finance and a final reconciliation undertaken.
- 5.8. Failure to comply with these responsibilities may result in the corporate card being blocked or withdrawn, and any liability arising from unauthorised transactions being passed on to the cardholder.

## 6. RECORD KEEPING AND PROCESSING

- 6.1. Finance will provide all cardholders with training in the reconciliation process, including the use of Westpac Visa IntelliLink (IntelliLink).
- 6.2. Reconciliation of all corporate card transactions takes place within IntelliLink. Cardholders or their authorised delegate must ensure:
  - Transactions are reviewed within 15 days of month end, with all relevant tax invoices and receipts uploaded to IntelliLink;
  - All transaction details are fully captured, including cost centre, project and account codes;
  - Fringe Benefits Tax (FBT) questionnaire is completed for entertainment expenses;
  - Approved travel applications are attached where expenses relate to a travel allowance or business expense incurred while travelling;
  - Details of the business purpose are included in the transaction narration for taxi or hire car expenses; and
  - A declaration is signed by the cardholder detailing the nature of the expense where no supporting documentation is available for a transaction and cannot be obtained from the supplier.
- 6.3. Original invoices, receipts and declarations must be retained by the cardholder until the expense has been approved by the authorising officer.
- 6.4. Cardholders must investigate as far as possible any unknown or inaccurate transactions, and report these to Finance as soon as possible.

## 7. TRANSACTION APPROVALS

- 7.1. Authorising officers conduct transaction reviews once all supporting documentation and receipts are provided as set out above. Authorising officers must be satisfied with the documentation and the nature of transactions before approving the reconciliation.
- 7.2. Transactions will be reviewed intermittently by Finance to ensure compliance. Any arising recommendations will be provided to the CFO.

7.3. The CFO has the final right of approval for all transactions except their own, which are approved by the CEO.

## 8. RESPONSIBILITIES

8.1. **Cardholders** are responsible for:

- Signing Appendix A and supplying this to Finance at the required intervals;
- Completing training for card use and reconciliation or ensuring an authorised delegate does so; and
- Reconciling all transactions within 15 days of month end.

8.2. **Authorising officers** are responsible for:

- Reviewing reconciliations in a timely manner, and ensuring transactions are authorised and all details and supporting documentation are correct.

8.3. **Finance** is responsible for:

- Coordination and administration of the corporate cards program, including delivery of training;
- Monitoring compliance with the corporate cards program; and
- Liaising with the Opera House's card provider regarding card administration, activity, and compliance assurance.

More detail about the process and specific responsibilities within Finance are provided on the [Finance Intouch page](#).

8.4. The **CFO** is responsible for:

- Approving credit card applications;
- Exercising the final right of approval over all transactions;
- Management of the Opera House's relationship with the card provider; and
- Implementing, reviewing and monitoring this Policy.

## 9. RELATED LEGISLATION AND SUPPORTING DOCUMENTS

*NSW Public Finance and Audit Act 1983*  
*NSW Treasury Credit Card Use Best Practice Guide*  
[SOH Corporate Credit Card/Travel Card Application \(A20\)](#)  
*SOH Expenses Policy*  
*SOH Staff Delegations of Authority Manual*  
*SOH Staff Travel Policy*

### APPROVED



Chief Executive Officer

Date: 14 November 2018

### Version control

Version	Date	Author	Approval	Details/comments
1.1	November 2018	Senior Policy Officer	CEO	Changes made following SOH Employee Expenses Management Internal Audit 2018: <ul style="list-style-type: none"><li>• Appendix updated to reflect issue of TPP17-09 Use and Management of NSW Government Purchasing Cards.</li><li>• Card application process updated to reference card and transaction limits;</li></ul>

- 5.3 Explicit reference to personal expenses included;
- 5.4 Domestic cash advances removed.

## APPENDIX A

### Cardholder Statement of Responsibility

The Sydney Opera House (SOH) has approved the issue of a NSW Government purchasing card (corporate card) to you (the Cardholder).

As a Cardholder you are required to read and comply with the following Statement of Responsibility which outlines your responsibilities with respect to the use and management of your corporate card whilst employed by SOH.

I, *[insert name]*, understand and agree to the following terms and conditions:

#### Safety and Security

- 1.1 I have received and signed my corporate card which is only to be used by me.
- 1.2 I understand that I am the only authorised user of this corporate card.
- 1.3 I am personally responsible for the security and safe-keeping of my corporate card and the relevant card account details, including my Personal Identification Number (PIN) and card number.
- 1.4 If my corporate card is stolen or lost, I will immediately report it to Westpac and the Financial Services Contact ([as per Intouch](#)).

#### Official Business Use

- 2.1 I will only use the corporate card for Business Purposes in accordance with the *SOH Corporate Cards Policy* and as per Westpac's conditions of use. "Business Purposes" means that the expenditure has been undertaken for a purpose that is in direct connection with, or as a direct consequence of, my role/position responsibilities within SOH.
- 2.2 I will comply with SOH's policies, processes and procedures for authorised expenditure.
- 2.3 I understand that all expenditure charged to my corporate card is subject to examination and approval by a delegated employee of SOH.
- 2.4 I understand the relevant expenditure categories which are authorised for corporate card expenditure.
- 2.5 I will collect and retain the required documentation to support all transactions made with the corporate card. Where the required documentation to support a transaction has not been retained, I will complete a declaration detailing the nature of the expense and confirming that the expense was for Business Purposes only.
- 2.6 I understand that cash advances are not available domestically unless prior written approval to make cash withdrawals or seek cash advances using the corporate card has been provided to the Financial Services Contact.
- 2.7 I will not exceed my credit limit on the corporate card unless I have obtained prior documented approval.
- 2.8 I will not split transactions on the corporate card to avoid exceeding transaction limits.
- 2.9 I will not make deposits into the corporate card account.

#### Disciplinary Sanctions

- 3.1 I understand that if I use the corporate card for purposes other than Business Purposes, or in a manner which is inconsistent with the conditions of use, I may have my corporate card withdrawn, and/or suspended or cancelled.
- 3.2 I understand that if I use the corporate card for purposes other than Business Purposes, or otherwise engage in inappropriate use of the corporate card, I may be subject to having the card blocked or withdrawn, with any liability from unauthorised transactions being passed on to me.
- 3.3 I understand that in the event of loss or theft through negligence or non-compliance with the conditions of use, I may be responsible for any liability incurred.

#### Termination or Suspension of Employment

- 4.1 I agree to notify and return my corporate card to the Financial Services Contact if I:
  - Leave my employment, either of my own accord or by being terminated;

- Am reassigned to a role or position where a corporate card is not deemed necessary to the performance of my duties;
- Am suspended pending an investigation into my conduct (whether related to corporate card use or not); or
- Intend to go on extended leave for more than 4 weeks.

**Privacy**

- 5.1 I am aware that my personal information has been collected and will be held by SOH on an ongoing basis to meet the various requirements in relation to the administration of corporate cards. I understand that SOH may need to disclose my personal information to any party that is legally entitled to access the information.
- 5.2 I am aware that any personal information related to the administration of corporate cards will be collected, retained, protected and disposed of by SOH under the provisions of the *Privacy and Personal Information Act 1998 (NSW)*, and in line with the *SOH Privacy Management Policy and Plan*.

**Acceptance of Conditions:**

I acknowledge that I have read and understand the conditions of use as detailed above and will comply with the requirements as stated.

<b>Name of Cardholder:</b>
<b>Role/Position:</b>
<b>Signature of Cardholder:</b>
<b>Date:</b>