

Finance and Property

Credit Card Policy

Rationale

The use of a credit card by the Principal, Deputy Principals and Business Manager of Northern Health School in the execution of their duties is seen as desirable.

Purposes

To ensure that

- a) The Principal, Deputy Principals and Business Manager has access to funds in the execution of their duties.
- b) There is accountability over the use of the credit card.

Guidelines

- a) Only the Principal, Deputy Principals and Business Manager are permitted to hold a Northern Health School credit card.
- b) The credit card must not be used to gain cash advances.
- c) The credit card statement must be approved as soon as practical by the Presiding or authorised board member.
- d) The credit card is to be used only for official business. No personal business is to be transacted through the credit card.
- e) The credit cards will have a collective maximum limit of \$10,000 which may be increased by the Board under special circumstances.
- f) Proper tax invoices are to be obtained for all credit card transactions.
- g) A full schedule of credit card transactions is to be presented to the Board as part of the financial reporting.
- h) Delegated authority limits will apply to credit card transactions.
- i) All credit card expenses are to be paid each month by the due date. No interest charges are to be incurred.
- j) The credit card is to be handed to the Presiding Board Member on termination of the Principals, Deputy Principals or Business Managers employment.

Adopted	<u>August 2023</u>
Presiding Member	_____
Review Date	<u>August 2026</u>