

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Budget Estimates May 2017

Communications Portfolio

Australian Film, Television and Radio School

Question No: 33(h)

Australian Film, Television and Radio School

Hansard Ref: Written, 02/06/2017

Topic: Credit Cards

Senator Bilyk, Catryna asked:

How many credit cards are currently on issue for staff in the Department and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.

- (a) What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
- (b) How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
- (c) How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
- (d) What was the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and what was the card holder's APS/ SES level?
- (e) How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
- (f) How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
- (g) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid in calendar year 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- (h) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
- (i) Can a copy of the Department's staff credit card policy please be provided?

Answer:

- (a) 12 cards
- (b) \$4621.69, for Avid Technology text books
- (c) \$0
- (d) \$0

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- (e) nil
- (f) 6. \$1599.45. None of these purchases were asked to be repaid because in all 6 instances the cardholder volunteered to repay AFTRS when they realised they has mistakenly used their work credit card instead of their personal credit card. The \$1599.45 was repaid in full
- (g) \$948.95. The amount was repaid in full
- (h) no. no
- (i) yes. Attached



Finance Information Sheet: Use of AFTRS Corporate Cards

AFTRS has a facility with the Commonwealth Bank of Australia for the issue of MasterCard corporate cards to authorised staff of the AFTRS, in order to facilitate purchases of goods or services on behalf of the AFTRS.

This information sheet covers:

- Scope of use
- Excluded uses
- Purchasing requirements
- Recording and reconciling transactions
- Managing your corporate card
- Misuse of cards
- Card return
- Disputed transactions.

Scope of use

Cardholders can use the card to purchase goods and services in person, or by mail, telephone, fax order, world wide web or email, from suppliers who participate in credit card payment schemes provided that:

- The purchase is in the pursuit of approved activities of the AFTRS
- Purchasing requirements contained in the AFTRS Administrative Orders have been complied with.
- The purchase amount is within the cardholder's financial delegation from the AFTRS.
- The value is within the credit limit set for the individual cardholder.

Excluded uses

Corporate Card facilities, under no circumstances, are to be used for personal transactions of the cardholder.

Corporate Card facilities are not to be used where the cardholder gains a personal benefit, unless the use is approved in writing by a higher level manager, other than the person receiving the benefit. Some examples are accommodation, training, travel.

Corporate Card facilities are not to be used for:

- Cash advances
- Automatic teller machine (ATM) transactions
- Bank cheques
- Over the counter withdrawals
- Traveller's cheques

Purchasing requirements

AFTRS purchasing requirements contained in the Administrative Orders apply to corporate card purchases. In addition, GST requirements, such as obtaining ABN numbers and Tax Invoices, must be fulfilled. Details of GST requirements are available from the Finance Department.

A purchase on a corporate card is the personal liability of the cardholder until AFTRS accepts liability.

AFTRS accepts liability when the Finance Department receives a purchase requisition executed in accordance with the Administrative Orders and an externally generated document from the supplier detailing the nature and amount of the purchase. Documents sourced from websites or received electronically constitute externally generated documents.

WARNING:

Please note that direct debit arrangements onto a corporate credit card can still operate even after a credit card has been cancelled. Therefore transactions may be charged to AFTRS after a staff member has left AFTRS or moved to a role that does not require a credit card.

If you no longer require a corporate credit card you must contact all merchants where you have a direct debit arrangement and either:

- cancel the goods or services;
- provide your personal credit card details instead; or
- arrange for another AFTRS cardholder to assume payment responsibility if the goods/services are still required by AFTRS.

If you cancel the goods or services you must ask for written confirmation from the merchant.

If you have confirmation that you cancelled or attempted to cancel a direct debit arrangement and the merchant continues to charge the credit card this will not be considered a personal liability. AFTRS will lodge a disputed transaction form with the bank.

Recording and reconciling transactions

Each cardholder is to maintain a file containing original and duplicate copies of documentation supporting each purchase.

The Finance Department, upon receipt of the monthly corporate card statements, will distribute statements to cardholders.

Cardholders, upon receipt of statements, will attach originals of documentation to the statement and forward the paperwork to the appropriate person within 3 working days.

- Executives** - forward to the Chief Financial Officer
- Other cardholders** - forward to their Divisional Director

The approved paperwork must then be returned to the Finance Department within 6 working days. Where the order is incomplete, a copy of the requisition is to be sent to Finance and the original kept until completion of the order. If a charge appears on the statement not initiated by the cardholder, other than the financial institutions fees, the cardholder is to contact Finance immediately. Finance will seek substantiation of the charge from our bankers.

Managing your corporate card

In managing your corporate card, you have a responsibility to:

- Adequately secure your card and its details
- Ensure card details are only provided to reputable suppliers
- Ensure that card details are only supplied to secure websites
- Immediately advise the card administrator if your card is lost or stolen
- Ensure that the card is not used for purposes not known by you

- Ensure all documentation requirements are completed
- Ensure purchasing requirements contained in the AFTRS Administrative Orders have been complied with.

Misuse of card

Cardholders will be considered to have misused the card if they fail to meet their responsibilities as described above.

Splitting of invoices or sales docketts to avoid exceeding delegation or card limits is not permitted and is treated as a misuse of the card.

Cardholders gaining personal rewards as a result of using the card on behalf of AFTRS will be misusing the card facility.

Misuse of the card may result in:

- The withdrawal of the card
- Disciplinary action

The cardholder is also required to bear the cost of any charges incurred by AFTRS arising from any card misuse by the cardholder.

Card return

Cardholders must return their cards to the Card Administrator, if they:

- Cease employment with AFTRS.
- Are transferred or promoted to another position that does not require the use of the card
- Are instructed to do so by the Card Administrator.

Disputed transactions

If a transaction is disputed, the cardholder must notify Finance promptly.

I have read and understood these guidelines:

Signature of card holder applicant: _____

Please print your full name: _____

Date signed: _____