

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Budget Estimates May 2017

Communications Portfolio

Creative Partnerships Australia

Question No: 33(j)

Creative Partnerships Australia

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:

Creative Partnerships Australia has 3 company credit cards.

- (a) Creative Partnerships' largest reported purchase on a credit card was \$2,263 paid to Agenda Pacific for 3 tickets for staff to attend Culture Business Conference 2016 Sydney.

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- (b) Nil. Creative Partnerships direct debits its operational account so it doesn't incur interest charges.
- (c) Nil. Creative Partnerships direct debits its operational account so it doesn't incur late fees.
- (d) The largest amount outstanding on a single card at the end of a payment period in the calendar year 2016 was \$3,908.89. The card holder is the company Executive Director and the expense was for business travel and accommodation. Creative Partnerships does not employ staff under the Australian Public Service Act.
- (e) Nil
- (f) Nil
- (g) Nil
- (h) Nil
- (i) A copy of the Department's staff credit card policy is provided.

creative partnerships australia

Policy	Credit Card / Financial Transaction Card Policy
Description	This policy relates to Creative Partnerships Australia's protocols and procedures in regard to financial transactions and the use of credit cards.
Approved by Board on	17 February 2015
Effective Date	1 July 2014
Review Date	July 2015
Responsible Person	Head of Operations

INTRODUCTION

The Creative Partnerships Australia ("CPA") Financial Policy and Procedures Manual details the policies and procedures for all financial transactions within the business that must be followed by staff. It also provides guidelines CPA will use to administer these policies and details the procedure to be followed.

CPA will keep all financial policies up to date. From time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

These policies and procedures apply to all employees.

CREDIT CARDS

Creative Partnerships Australia has 3 company credit cards with a total combined limit of \$10,000. The CEO, Executive Director, Operations & Marketing and the Executive Director, Programs & Strategy each hold a company credit card for general organisational use.

Policies

If a staff member requires the use of a company credit card, they must have approval for the purchase stating the item to be purchased, the supplier and the entire cost from the cardholder. A copy of approved receipt is sent to the Finance & Operations Coordinator for reconciliation with the monthly credit card statement.

Where a company credit card is lost or stolen, then the owner of this card is to notify the Finance Manager or the Finance and Ops Coordinator who is responsible for notifying the issuing agency and ensuring the card is cancelled.

The company credit card is not to be used for personal expenses.

Procedures

Credit card holder must ensure they collect a tax receipt and itemised invoice for all charges made to the card.

At the end of the month each card holder must sign off on the credit card statement, attach all receipts, coded to the correct expenditure area, and give these to the Finance Coordinator for reconciliation.

On a monthly basis, to ensure the expenditure are appropriate and business related, CEO reviews and counter signs the Executive Director's credit card statements, the Executive Director, Operations & Marketing reviews and counter signs the CEO's credit card statements. Finance Manager perform the review and counter signs the statements when there is an absent of the reviewer.

The Finance Coordinator prepare a monthly reconciliation based on the credit card statements and the Finance Manager review and signs it off. All company credit cards are to be returned to the business when the person is no longer an employee of the business.