

## Sporting Shooters' Association of Australia – Australian Capital Territory Incorporated

### (SSAA ACT Inc.)

#### Debit Card Policy

##### PURPOSE:

The Sporting Shooters Association of Australia – Australian Capital Territory Incorporated (SSAA ACT Inc.) may issue executive, council delegates or members with debit cards to assist with association related expenses. Having access to these cards facilitates efficient payment of club expenses and facilitate convenience for the purchase of materials and consumables for association works. This policy will ensure that those issued with an association debit card will use them properly and know their limitations and responsibilities.

##### SCOPE:

- This policy applies to all individuals issued with an association credit card.
- The issuing of a debit card to an individual can only ever be decided by motion at council meetings and voted on by all eligible council delegates.

\*note\* The proposed recipient will be excluded from voting on that motion.

##### POLICY:

- SSAA ACT Inc. issued debit cards must only be used in accordance with the SSAA ACT (Inc) financial policy and SSAA ACT Inc. Constitution
- Debit cards must only be used for purchases that relate directly to SSAA ACT Inc. and that are specifically covered by the Financial Management Policy or approved by Council.
- The SSAA Treasurer will hold records of:
  - o How many SSAA ACT Inc. Debit cards have been issued
  - o Who has been issued a SSAA ACT Inc. debit card
  - o The positions on council that hold SSAA ACT Inc. debit cards
  - o The expenditure limits associated with each card, as set by council.
- Each card holder will be issued with a copy of this policy
- All debit card purchases for the association must be reconciled monthly
- Where the debit card holder is found to be using the debit card inappropriately or fraudulently, they will be subject to disciplinary action as determined by council and may face legal action.
- Cash withdrawals are only permitted in accordance with the SSAA ACT Inc. Financial Management Policy
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##### CARD HOLDER RESPONSIBILITIES

All card holders must:

- forward receipts or proof of purchase documentation to the Treasurer within two weeks of purchase, or as soon as practical
- repay any funds to SSAA ACT Inc. that are determined, by Council, to not be related to SSAA ACT Inc.

- ensure the security of the debit card issued to them
- immediately report a lost or stolen card to the issuing bank
- report a lost or stolen card to the SSAA ACT Inc. Treasurer or Secretary as soon as possible

### **DEBIT CARD LIMITS**

- Debit cards held by the SSAA ACT Inc. Executive Committee members may be used for the following:
  - purchases or expenses up to \$500 without Council approval and may be used for consumable purchases, online subscriptions for software, gifts and donations in the instance of bereavements, ongoing expenses and contractual obligations as previously approved by council.
  - purchases or expenses that exceed \$500 must be approved by at least 3 of Members of Executive.
    - \*Note\* The exception to this is the booking of airfares and hotels related to SSAA National Meetings and Forums, as these are exempt from the \$500 limit
- Debit cards held by individuals for sub-committees or appointed positions must only be used for purchases that directly relate to the aims and objectives of that sub-committee, and are bound by the limits applied by council at the time of allocation (or the SSAA ACT Financial Management Policy)

### **Record of Cards:**

<b>Card #</b>	<b>Position</b>	<b>Limit (without approval)</b>	<b>Issue Date</b>
<b>7283</b>	<b>Treasurer</b>	<b>\$500 purchases \$1000 cash withdrawal No limit airfares/hotels</b>	<b>2019</b>
<b>9599</b>	<b>President</b>	<b>\$500 purchases</b>	<b>2023</b>
<b>9813</b>	<b>RMIC – Card 1</b>	<b>Up to \$5000 for expenses related repairs and maintenance</b>	<b>2023</b>
<b>2328</b>	<b>RMIC – Card 2</b>	<b>Up to \$5000 for expenses related to repairs and maintenance</b>	<b>2019</b>
<b>9805</b>	<b>RMIC/ICT</b>	<b>Up to \$5000 for expenses related to repairs and maintenance</b>	<b>2023</b>
	<b>Chief Range Officer</b>	<b>Up to \$7500 for range office consumables and stock.</b>	<b>2023</b>

## DOCUMENT VERSION CONTROL

### Document change Policy:

Any changes to this document must only be done at the SSAA ACT Council level by a **Unanimous Vote (no abstentions) and all variations reported at the next AGM**

### Version control and change history:

Version no.	Author	Purpose/Change	Date
V1.0	Treasurer – Kym Adams	Initial writing of the document	03/2021
V1.1	Treasurer – Kym Adams	Re-write based on comments received	05/2021
V1.2	Treasurer – Kym Adams	Re-write based on comments received	29/05/2021
V2	Treasurer – Kym Adams	Final draft for Council Decision	22/06/2021
V2.1	Treasurer – Kym Adams	Approved by council – 06/07/2021 <b>Motion:</b> “That SSAA ACT adopt the SSAA ACT Debit Card Policy as tabled” <b>Cranston Wilson/Craig Tregear</b> <b>Kym Adams abstained - Motion Passed</b>	Jul 2021
V2.2	Treasurer – Kym Adams	Formatting corrected for document consistency for publishing to SSAA ACT web page	Dec 2021
V2.3	Treasurer – Kym Adams	Updating of debit card numbers <b>Motion</b> “That SSSAA ACT Council endorse the SSAA Debit Card Policy version 2.3”	June 2022
V2.4	Treasurer- Kym Admas	Additional Debit Cards	Sep 2023