

Purpose

UCC Clubs credit cards are used to facilitate the authorised Club member to settle expenses and other related expenditures e.g. travel, accommodation etc. securely and reliably in carrying out the business of UCC Clubs.

The purpose of this policy is to provide clarity to Club members in relation to the terms under which UCC Clubs credit cards are to be used.

Scope

This policy pertains to any Club members or members of the Clubs Executive team who submit requests for payment of suppliers by credit card.

Definitions

DSPA refers to the Department of Sport and Physical Activity.

CEP refers to the Clubs Executive President.

Policy Statement

UCC Clubs shall comply with UCC best practise in relation to the use of UCC Clubs credit cards. All members will be fully aware of the terms and conditions governing the use of these cards.

Roles and Responsibilities

Club Treasurer

Each Club Treasurer is responsible for the following:

- Ensuring that all Club committee members within their Club are fully aware of the Clubs Credit Card policy and have received appropriate training.
- Ensuring that UCC Clubs credit cards are only used for appropriate expenditure.

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Clubs Executive

- Ensuring that all Club Captains, Secretaries, Treasurers and Club members comply with the UCC Clubs Credit Card policy and have received appropriate training.
- Ensuring that credit cards are only used for transactions incurred wholly and exclusively in relation to the activities of UCC Clubs.
- The CEP, alongside staff within the DSPA, plays an important role in the approval of Club expenditure where the payment is being made via credit card. The CEP approves all expenditure between the amounts of €500 and €1,999. The CEP will ensure that the expenditure is appropriate, in line with budget and that funds are available to cover the cost.
- The CEP and CET must ensure that all Club committee members are aware that all credit card expenditure requests must be approved in advance on the Clubs portal. This applies to all transactions including those which are processed over the phone. If the exact cost is not known in advance, an estimate must be included in the expenditure request form.
- The CEP and CET are responsible for ensuring that all Club committee members are aware that the DSPA SEA must be present at all times when credit card transactions are being processed and that the card details may not be used out of office hours or at week-ends.

DSPA

- The Deputy Head of Sports is responsible for the safe custody and appropriate use of the two Clubs credit cards and the security of the card information.
- The Deputy Head of Sports is responsible for the reporting of lost or stolen credit cards in accordance with the terms and conditions of the credit card company.
- The SEA is responsible for ensuring that supporting documentation is retained for all expenses incurred on the UCC Clubs credit cards.
- The SEA is responsible for overseeing the processing of credit card transactions by Club committee members.
- The SEA is responsible for approving all credit card transactions on the Clubs portal with a value of up to €499.

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- The CEP is responsible for approving all credit card transactions on the Clubs portal with a value of up to €2000
- Credit card transactions with a value of €2,000 - €4,999 require prior authorisation by the Deputy Head of Sports
- The Head of Sports is responsible for approving credit card transactions with a value of €5,000 or greater.
- Each approver in DSPA is responsible for ensuring that the expenditure is appropriate, supporting receipts match the expenditure request details, expenditure is in line with budget and there are funds available to cover the cost.
- The SEA must check that a request is appropriately approved on the Clubs portal before giving authorisation for the Club committee member to use the Club credit card.
- When witnessing the transaction being processed, the SEA must ensure that the transaction details entered online or discussed over the phone match those included in the approved expenditure request.
- The SEA is responsible for cross checking transactions on the credit card statement against the Clubs portal and identifying the Club name for all credit card payments.
- The Deputy Head of Sports is responsible for ensuring that credit card bills are always paid within the required timeline and that spend is within the credit card limits at all times.

Sanctions

Misuse of a Clubs Credit Card in breach of this policy may result in the withdrawal of the Club's ability to use the card. Misuse includes:

- Using the card for a private transaction such a personal purchase or purchase for the sole benefit of the Club member. Repayment of this amount will be required immediately.
- Transferring the card for use by another Club member.
- Use of the card by a previous Club member who no longer has any association with a UCC Club.
- Using the card without the knowledge of the Senior Executive Assistant or Deputy Head of Sports or their nominated deputy.

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- Using the card for a transaction in excess of budget or for which there are insufficient funds without prior authorisation by the DSPA Head, Deputy Head or CEP.
- Using the card for cash withdrawals.
- Using the card for expenditure which has not previously been appropriately approved on the Clubs portal.

Compliance with other policies e.g. procurement is essential when using the card. Clubs credit cards may be withdrawn by the Head of Sports and CEP.

Procedure

- There are two UCC Clubs credit cards in use which are held in the DSPA Office. The cards are held in a secure location in the DSPA front office.
- Requests for payment by credit card are inputted on the Clubs portal by the Club committee member giving details of the payee, amount, reason for payment etc.
- Payment requests are approved in accordance with the below table:

Responsibility	Approval Level
Head of Sport	€5,000 +
Deputy Head of Sport	€2,000 - €4,999
Clubs Executive President (CEP)	€500 – €1,999
SEA	€0 - €499

- Prior to approving an expenditure request, the approver will check the following:
 - the expenditure is appropriate and incurred wholly on behalf of the Club.
 - the expenditure details have been correctly entered on the Clubs portal and match supporting receipts/invoices.
 - the expenditure is in line with budget or with an approved Clubs Executive allocation.
 - there are sufficient funds in the Club account to cover the cost.
 - Once the request has been marked as approved on the Clubs portal, the Club committee member can call into the DSPA Office to process the transaction which is witnessed by the SEA.

- The SEA will ensure that the transaction details entered/discussed over the phone match the approved expenditure request.
- Once processed, the request will be marked as “pending” on the Clubs portal.
- The SEA will review credit card statements on a monthly basis and cross check the transactions against the Clubs portal to ensure that all transactions are accounted for. Transactions are then marked as “Completed” on the Clubs portal.

The limit on the Clubs credit cards may only be adjusted if authorised by the UCC Finance Officer.

APPROVED

Related Documentation

Forms

Title	Link

Contacts

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Policy Review

This policy will be reviewed on an annual basis prior to the commencement of the new Executive by the Head and Deputy Head of Sports and the Clubs Executive in consultation with the Finance Office.

Version Control

Title of Policy	UCC Clubs Credit Card Policy
Policy Owner: [Department/Unit]	Finance Office, UCC
Policy Contact: [Name, Title, E-mail]	Gina Morrissey, Finance Analyst (g.morrissey@ucc.ie)
Effective Date: [Month Year]	January 2020
Last Revised: [Month Year]	N/A
Version Reference	V0.01
Approved by	Cormac McSweeney, Finance Officer (cmcsweeney@ucc.ie)
External Requirement for Review: [Date, Reason] – if applicable	
Compliance Reporting: [Date, Reason] – if applicable	