



## **GBS Credit and Cash Card Policy**

## Contents

Definitions	3
1. Introduction	4
2. Allocation of Credit and Cash Cards	4
3. Card Limits	5
4. Use of the credit/ cash card	5
5. Obligations regarding the credit/ cash card	5
6. Breaches of the Policy	6

## Definitions

“Discipline Programme Manager”	means any of the individuals coordinating performance programmes across the GBS snowsport disciplines;
“Expense”	means the cost incurred in or required for something by GBS Staff while carrying out duties relating to their employment under GBS;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means an athlete who is part of a GBS Team/GBS Squad;
“GBS CEO”	means the Chief Executive of GBS;
“GBS Finance Team”	means the small group of individuals within GBS HQ, responsible for the running of GBS’ day to day finance;
“GBS Office”	means GBS’ registered office address;
“GBS Staff”	means staff who are employed by, or acting as a consultant, or contractor to GBS;
“GBS Volunteer”	means any volunteers who work for GBS without pay;
“Head Coach”	means the person responsible for the coaching delivery within a GBS programme;
“Line Manager”	means the person with managerial responsibility over any individual subject to the Policy;
“Financial Delegations”	means the document which sets out the power that GBS Staff have to make decisions on spending and other finance issues
“Third Party”	means any individual or organisation and includes actual and potential clients, suppliers, distributors, business contacts, agents, advisors, and government and public bodies, including their advisors, representatives and officials, politicians and political parties;

## 1. Introduction

- 1.1. This document contains the GBS's Credit and cash card Policy (the "Policy").
- 1.2. The Policy outlines the rules and guidelines relating to the distribution and use of credit and cash cards given to GBS Staff and GBS Volunteers. The rules and guidelines should be applied in all cases and any breach of the Policy may result in the card being revoked and/ or disciplinary action.
- 1.3. The principles of this Policy are that all GBS Staff and GBS Volunteers act with common sense considering both the costs to the organisation and appropriate use of the card when making decisions.
- 1.4. All credit card statements must be fully reconciled **within 1 month** of the credit card statement. If this does not occur the card limit will be reduced or the card will be cancelled.
- 1.5. All cash card transactions must be reconciled within the cash card App **within 7 days** of the transaction occurring. If this does not happen, the cash card will be blocked.
- 1.6. All expenses incurred on the card must be accompanied by an itemised receipt (or VAT receipt where appropriate). Failure to provide these will result in the card limit being reduced or the card being revoked.

### Aims

- 1.7. To establish the rules on distribution and proper use of GBS Credit and cash cards.

### Scope

- 1.8. The Policy is to be followed by all GBS Staff, GBS Volunteers, and anyone working on behalf of GBS.
- 1.9. Failure to comply with the Policy will lead to disciplinary action in line with the GBS Disciplinary Procedure. If your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.
- 1.10. The Policy is designed to be read in conjunction with 'GBS Expenses Policy' and 'GBS Financial Delegations'.

## 2. Allocation of Credit and Cash Cards

- 2.1. GBS will take out a credit card in your name, or provide a cash card for your use. This card is only to be used for business-related expenses, and these expenses must be incurred in line with the GBS Expenses Policy. For credit cards, GBS will pay the card bills, and for cash cards GBS will maintain a balance of funds within the cash card system for use by all cash card holders.
- 2.2. Credit and cash cards will be allocated on a case-by-case basis. Applications will be made to the Finance department and the Line Manager must approve the application prior to submission. Credit/ cash card applications will be approved by the CFO.
- 2.3. Applications will be made on email to the CFO stating the business case and estimated spend for the card.
- 2.4. The need for a credit/ cash card should be made based on the following principles.  
Does the individual:

- 2.4.1. incur out of pocket expenses on a regular basis?
  - 2.4.2. Travel at least once per week for work purposes?
  - 2.4.3. Spend significant periods away from the office and other work sites?
  - 2.4.4. Need to make purchases at very short notice that cannot be done using a supplier invoice
- 2.5. When you receive your card you will be asked to sign a copy of this policy stating the date you received the card, the card details and that you have read this policy.

### 3. Card Limits

- 3.1. The limits for spend on any single item on the card will be in line with the GBS Financial Delegations Policy.
- 3.2. Monthly card limits will be set by the CFO and will be in line with the GBS Financial Delegations.

### 4. Use of the credit/ cash card

- 4.1. The credit/ cash card will be used in line with the GBS Expenses Policy.
- 4.2. Before using the credit/cash card the cardholder should ask the following questions:
  - 4.2.1. Can I get an invoice from the supplier instead of using the credit/cash card?
  - 4.2.2. Is there an alternate way of incurring the expense?
  - 4.2.3. If I had to do an expense claim for this would I still spend the money?
- 4.3. Itemised receipts will need to be obtained for every purchase on the credit/cash card.

### 5. Obligations regarding the credit/ cash card

- 5.1. If you have a company card, we expect you to:
  - 5.1.1. **Protect it to the best of your ability.** Don't leave it unattended or give it to unauthorised people (e.g. friends, family, colleagues, volunteers) even just to hold.
  - 5.1.2. **Report it stolen or lost as soon as possible.** If, for example, there's a break-in at your home and your company card is taken, you need to file a police report and call our finance department immediately.
  - 5.1.3. **Use it only for approved reasons.** Follow the instructions in this policy and the GBS Expenses Policy, and don't use the card for personal or unauthorised expenses, even if you intend to compensate the charges later.
  - 5.1.4. **Document all expenses and keep receipts.** Note that receipts are itemised receipts of the spend on the card, they are not the receipt that is received from the card machine. You may have to request an itemised receipt at the point of purchase.
    - 5.1.4.1. In the case of credit card receipts, please keep receipts (either hard copy or photo) and submit documentation to the Finance Department with the date and purpose of the expense, *within 1 month of the transaction date*
    - 5.1.4.2. In the case of cash card receipts, please upload a copy of the receipt to the cash card App within 7 days of the transaction date.

## 6. Breaches of the Policy

- 6.1. GBS expects you to conduct credit/ cash card related matters with transparency. In all circumstances where questions of eligibility arise, it is for you to demonstrate your entitlement to have used the card.
- 6.2. Notwithstanding the above, and where doubt arises as to eligibility, GBS has a duty and reserves the right to:
  - 6.2.1. not accept Receipts that are submitted outside of the timeframe of this policy
  - 6.2.2. Reduce the limit of the card
  - 6.2.3. Suspend use of the cash card
  - 6.2.4. Revoke the credit/ cash card.
- 6.3. Where you are subsequently found to have used the card incorrectly then you will be required to refund such sums as are necessary, and/or, to pay any sums due by way of Income Tax or National Insurance. In serious cases where, upon investigation, it is believed that any incorrect claim(s) may constitute a fraud, GBS reserves the right to regard the matter as misconduct which may result in disciplinary action.
- 6.4. GBS reserves the right at any time to amend the guidance given within the Policy and/or the procedures relating to credit/ cash cards and to issue instructions to individuals or groups of GBS Staff concerning such matters.
- 6.5. The Policy is non-contractual and is subject to review from time to time and may be updated or amended without notice to reflect changes in policy or tax regulations. You should ensure that in referring to the Policy you are doing so in the light of the latest version. In case of doubt, confirmation of the correct version can be obtained from the GBS Finance Team.
- 6.6. It is your responsibility to ensure that the Policy is followed and adhered to and providing claims are submitted and approved promptly, credit/ cash cards will continue to be in use.
- 6.7. The Finance Team will review spending on each credit/ cash card at least twice per year.
- 6.8. Any GBS Staff, GBS Athlete, GBS Volunteer, or anyone working on behalf of GBS who has reasonable grounds to suspect that another GBS Staff member, GBS Athlete, GBS Volunteer, or anyone else working on behalf of GBS may be in breach of any of the Clauses within the Policy are required to inform the GBS CEO. No individual will be victimised for informing the GBS CEO about confirmed or suspected policy breaches.

<b>Owner:</b>	Board of GB Snowsport
<b>Version number:</b>	0.1
<b>Date last modified:</b>	October 2024
<b>Modified by:</b>	Finance Team
<b>Authorised date:</b>	10/10/24
<b>Authorising authority:</b>	Board of GB Snowsport
<b>Authorisation information:</b>	Approved at Board meeting of
<b>Next review date:</b>	December 2024
<b>File location:</b>	GB Snowsport