

Bi-annual PHCC Credit Card Review - December 2020

PHCC Visa Card Facility Limit - recommend to remain as \$15,000

Staff Member	Position	Existing Limit	Credit Card Limit/month Request	Expected frequency of use [eg. weekly, monthly, occasionally]	Description (comments from staff)	Recommendation
Gene Turner	Program Manager, Land Conservation	\$1,000	\$1,000	Occasionally	Likely to need to make occasional purchases of miscellaneous items. Andrew DelMarco held authority to a Credit Card - cancelled on his resignation.	
Jane O'Malley	CEO	\$6,000	\$6,000	Occasionally	Occasional purchases made monthly. Bigger \$value purchases as require are made using CEO card.	No Change
Jane Townsend	HRRT Rivercare Manager	\$1,000	\$1,000	Occasionally	The occasional credit card purchases are required for HRRT activities.	No Change
Janine Neeling	Admin Officer	\$1,000	\$1,000	Occasionally	For online purchases and the occasional POS where petty cash is unable to be used.	No Change
Jesse Rowley	Rivercare Officer	1000	\$1,000	Occasionally	The occasional credit card purchases are required for project activities.	No Change
Jo Garvey	Coordinator Healthy Rivers	\$1,000	\$1,000	Occasionally	Same as current arrangement. Jo is Coordinating a number of projects and is likely to need to make occasional purchases by credit card	No Change
Julie MacMile	Coordinator, Communications & Graphics	\$1,000	\$1,000	Occasionally	Backup for projects and admin events	No Change
Mel Durack	Program Manager, Hotham-Williams	\$2,000	\$2,000	Weekly	Same as current arrangement.	No Change
Leanne Greene	Office Manager & Executive Support	\$4,000	\$4,000	Weekly	This limit is fine and very rarely reaches maximum limit.	No Change
Rick James	Coordinator Wetlands, Science & Management	\$1,000	\$1,000	Occasionally	Likely to need to make occasional purchases of miscellaneous items	No Change

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Pat Sutton	Finance Support	\$1,000	\$1,000	Occasionally	In Pat's new role of Finance Support it was originally agreed that her card would be cancelled once Admin had a credit card. Depending on when payment runs are scheduled we have had some months where credit card payment is needed so payment is made by due date at Karen has authorised Pat to pay these invoices on her Credit Card and would like this to remain in place. Pat would not be authorised to USE her card if Acting in Finance Manager's position.	No Change
Charlotte Jones	Coordinator Wetlands & People	\$1,000	\$1,000	Occasionally	Charlotte (Charlie) is coordinating Ramsar Community Engagement project and is likely to need to make occasional purchases by credit card. She has taken over this Role from Sharon Meredith who mostly needed this for Catering and misc items for Events.	New Cardholder \$1000 mthly limit after Probation period met.
Steve Fisher	Program Manager, Science & Waterways	\$2,000	\$2,000	Occasionally	Card is used as a back-up for his Project Team.	No Change
Vacant - HW	Project Support Officer	n.a.	\$1,000	Occasionally	Once a more permanent staffing arrangement is confirmed, an additional cardholder would be handy for incidental purchases.	Approve as an additional cardholder when appropriate \$1000/month