**Credit Card Reconciliation Process**

1. **Purpose:**

To ensure that all company credit card transactions are accurately documented, receipts are provided, and reconciliations are completed and submitted on time each month. This enables the responsible person to provide meaningful narrative when processing monthly reconciliations in Xero

1. **Scope**

This procedure applies to all employees of ZeroW who have been issued a company credit card. It covers the recording, reconciliation, submission, and review of all transactions made with the company credit card. This process is applicable on a monthly basis and must be adhered to in order to maintain compliance with company financial policies.

1. **Definitions**

* **Cardholder:** An employee who has been issued a company credit card.
* **Reconciliation Form:** The standard form provided to cardholders to record all credit card transactions, which must include details such as the date, merchant, amount, and purpose of each transaction.
* **Receipts:** Documents or electronic records provided by merchants as proof of a transaction, which must be attached to the reconciliation form.
* **Appointed Person:** The individual responsible for receiving and reviewing completed reconciliation forms (e.g., Finance Manager).
* **Discrepancy:** Any difference between the credit card statement and the recorded transactions on the reconciliation form that requires explanation.

1. **Responsibilities**

* **Cardholder**: Responsible for accurately recording all transactions, retaining receipts, completing the reconciliation form, and submitting it on time.
* **Appointed Person**: Responsible for distributing credit card statements, reviewing submitted reconciliation forms, addressing discrepancies, and ensuring all reconciliations are completed and filed appropriately.
* **Finance Department**: Responsible for following up on any delays or non-submissions, maintaining records, and enforcing disciplinary action if necessary.
* **Company Management**: Ensures that this process is communicated and understood by all cardholders and that adequate resources are provided for its implementation.

1. **Procedure:** 
   1. **Distribution of Credit Card statements**
      1. At the beginning of each month, the responsible person will distribute the Credit Card statements to all employees who hold a company credit card.
   2. **Recording Transactions**
      1. Throughout the month, the cardholder is responsible for recording all transactions on the provided form. Each transaction entry must include:
      2. Date of transaction
      3. Merchant name
      4. Amount
      5. Description of the expense (e.g., hardware supplies, stationary)
      6. Any additional notes (e.g., project or department)
   3. **Collection of Receipts**
      1. The cardholder must collect and retain receipts for every transaction made using the company credit card.
      2. Receipts should be attached to the reconciliation form at the end of the month. If receipts are electronic, they should be attached in PDF or image format (JPEG, PNG, HEIC).
   4. **Completing the Reconciliation Form**
      1. At the end of the month, the cardholder must review their Credit Card Statement and match it with the recorded transactions on the form.
      2. Any discrepancies between the statement and the form must be explained. The cardholder is responsible for ensuring that all fields on the form are completed, and receipts are properly attached.
   5. **Submission of Reconciliation**
      1. The completed form, along with attached receipts, must be submitted to the appointed person (e.g., Finance Manager or appointed reconciler) by the 5th of the following month.
      2. The form can be submitted either in hard copy or electronically, depending on the company’s preference.
   6. **Review and Approval**
      1. The appointed person will review each submitted reconciliation form for accuracy and completeness.
      2. If there are any issues or missing information, the cardholder will be contacted to correct or provide the necessary details.
      3. Once reviewed and approved, the reconciliation form will be filed for record-keeping.
   7. **Follow-Up**
      1. Any delays or non-submissions will be followed up by the Finance Department.
      2. Persistent delays or inaccuracies may result in disciplinary action or temporary suspension of the credit card privileges.
   8. **Record Keeping**
      1. All approved reconciliation forms and receipts will be stored securely for future reference and auditing purposes.
      2. ZeroW will maintain these records for a minimum of 7 years, or as required by law.
   9. **Key Points to Remember:**
      1. Timely submission by the 5th of the following month.
      2. Accurate and complete transaction details on the form.
      3. All receipts must be attached.
      4. Explain any discrepancies.
2. **Safety and Environmental Considerations**

* Ensure that all electronic submissions of receipts and forms are done securely to prevent unauthorized access.
* Physical receipts should be handled and stored securely to prevent loss or damage.
* Consider using digital means for storage and submission to reduce paper usage and environmental impact.

1. **Quality Control**

* Regular audits will be conducted to ensure that the credit card reconciliation process is being followed accurately and consistently.
* Feedback from cardholders and the Finance Department will be used to continuously improve the process.
* The accuracy and timeliness of submissions will be tracked and reviewed annually to ensure compliance.

1. **References**

* Company Financial Policies and Procedures Manual
* Xero Reconciliation Guidelines
* Internal Record Retention Policy

1. **Appendices**

* Sample Credit Card Reconciliation Form
* Example of a Completed Reconciliation Form
* List of Approved Expense Categories

1. **Revision History**

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| **Version** | **Date** | **Description** | **Author** |
| 0.1 | August 16th, 2024 | Draft | Michael Kingston |