

Prepaid Expense Card Policy



The following policy has been approved by 1st Crowmarsh Gifford Scout Group's Trustee Board to govern the issuance and use of pre-paid cards, both virtual and physical.

Expense cards can be issued to approved volunteers as required, which will be recommended by the Lead Volunteer to the Trustee Board for approval.

The Trustee Board has the right to remove a card from a cardholder.

The card shall be in the holder's name. It is their responsibility to ensure that the card and the details are kept safe and used appropriately, whether physical or virtual. The PIN and CVV must remain confidential and known only to the cardholder. The cardholder must not register their card in, or use their card from, a digital wallet (e.g. Apple Pay or Google Pay).

Personal use is prohibited. Any accidental personal transactions must be reimbursed via cheque or electronic transfer without delay.

Reasonable funds will be maintained, dependant on the cardholder, and any agreed transactions, where applicable. The balance held on the Online Scout Manager account will be monitored by the Treasurer.

Expense cards must only be used in accordance with the cardholder's existing financial authority. A card's balance or limit does not override any per-transaction limit set by the authorisation schedule.

At the discretion of the Trustee Board, expenditure may be pre-approved, and the transaction will therefore not be subject to further authorisation.

Any expenditure that takes a budget outside its pre-approved limit must be approved by the Trustee Board. All payments using this card must be accounted for as if they were cash payments, and appropriate receipts must be provided, having been photographed into the expense card's portal or provided to the Treasurer.

Statements for the card must be obtained, on behalf of the Trustee Board, by someone other than the cardholder. These must be reviewed and reconciled back to the appropriate receipts.

If you have any queries relating to this prepaid expense card policy, please contact the Treasurer by email at cgscoutstreasurer@outlook.com or phone.