

PROBUS HUNTERS HILL VISA DEBIT CARD OPERATING PROCEDURE – 6 September 2022

Purpose

The use of the Visa Debit Card must be used solely for the purpose of payment for expenditure incurred on behalf of the club **ONLY** in circumstances where the use of payment by card is necessary.

Some of the uses that the card will be appropriate to be used are:

- Direct charge to the account required by the supplier.
 - Microsoft subscription
 - Any other subscription the Club may wish to participate in.
- For an activity such as the payment of a luncheon such as a deposit /full payment.
- Payment of an asset ordered online
- Payment of expenditure by the holder of the card on behalf of the club.

BASIS OF OPERATION

- The Visa card will be attached to a second Bank account opened in the name of the Club, and identified as Business Transaction account:
 - BSB 062-171
 - Account 10398803
- The operation of this account will only require one signatory for payments, unlike the Club's main account which requires 2 signatories.
The reason for this is, that the operation of payment by credit card can only operate with one signatory.
- Since this is a Debit card account, funds can only be spent if funds exist in the account.
 - a. It will be responsibility of the Treasurer to ensure that sufficient funds are available to meet any expenditure incurred.
 - b. This will take place by the transfer of funds from the main Club account (Society Cheque account, BSB 062-182, A/C 00902310) which will require 2 signatories and the proper authorisation paperwork completed to perform this transfer in the usual manner.
 - c. The amount to be transferred to the Business Transaction account will be determined by the Treasurer based on known expenditure to be incurred, approved at a PMC meeting before this takes place if known and if unexpected, proceed with the transfer and noted at the following monthly PMC meeting.
 - d. The account will have a holding balance minimum of \$200 at all times.
- The custodian of a Visa Debit card will be a member of the Probus Management Committee (PMC) who will be determined and authorised at a meeting of the PMC.
 - a. The decision as to the holder/holders of a card will be based on the frequency of use required to meet payments on behalf of the Club.
 - b. It is the responsibility of the custodian of the Club's Debit card ;
 - i. that the card is kept in a secure place,
 - ii. take all precautions at all times that the PW is kept confidential
 - iii. report to CBA of a lost or stolen card immediately being aware of this

iv. Report any unauthorised transaction to CBA immediately asap.

- Controls made to minimise fraudulent /scam transactions implemented are:
 - a. Cash to be withdrawn from ATM/EFTPOS, set at min limit allowed of \$100.
 - b. No Store internet payment unless authorised by the Treasurer ensuring proper amount of funds are in the account to meet such payment.
 - c. No internet funds to be transferred for gambling purposes.