



ST LUCIA BOWLING CLUB INC ISSUE OF DEBIT CARD POLICY

Endorsed by the Management Committee June 2019

General

Expenditure by Club members on behalf of the Club is generally incurred using cash and/or personal credit/debit card, with subsequent reimbursement to the member's account.

In restricted instances, issue of a Club Debit Card may be justified.

Policy

The issue of debit cards to Club officers and staff carries inherent fraud and misappropriation risks. Solid internal controls are required and the following control procedures/best practices for the issue of debit cards by St Lucia Bowling Club shall apply:

- No debit card shall be issued without prior approval of the Management Committee.
- An individual transaction limit of \$1,000 and a monthly cumulative spending limit of \$2,500 using the debit card shall apply.
- Support documentation such as original invoices and receipts shall be submitted to the Treasurer for all debit card transactions within 48 hours of such transaction.
- Card holder to be prohibited making any personal use of debit card.
- Card holder to be prohibited from drawing cash on the debit card.
- Treasurer to review debit card receipts and statements monthly and report status of each review to Management Committee.
- Documentation of the all of the above shall be retained for 3 years.