

Policy Title: Use of Eftpos/Flexi Debit Visa Cards Policy

Classification: Finance

Monitored by: Finance Officers

Approved by: GM Operations

Effective Date: March 2021

Review Date: March 2023

Objective: To ensure all staff have the choice to obtain an eftpos/Flexi Debit Visa card to use for kindergarten purchases under the financial delegations allocated to them.

Commitment: HCK is committed to ensuring that our financial management policies can protect the Association from loss and can withstand scrutiny when audited.

Related Documents:

- Financial Management Policy
- Use of kindergarten funds and trade accounts for personal purchases Policy
- Use of Eftpos/Flexi Debit Visa Cardholder Agreement (attached)
- Eftpos/Flexi Debit Visa Card Request Form (attached)

Policy Details:

1. The Board delegates authority to the General Manager Operations to approve individual staff members to have an Eftpos/Flexi Debit Visa card, conditional on agreement of the terms stated.
2. The use of Eftpos/Flexi Debit Visa cards will be controlled as follows:
 - a) A separate eftpos bank account is set up under the Association/Kindergarten's main account.
 - b) The transfer of funds to this account must be approved by one General Manager and one other authorised signatory.
 - c) The level of funds in this account is kept at:
 - i) Association - \$3,000 or less, unless there is a known expenditure to be covered, eg: accommodation when on a business-related trip.
 - ii) Kindergarten - \$400 or less, unless there is a known expenditure to be covered, eg: kindergarten excursion.
3. All permanent members of Association staff are eligible to hold an Eftpos/Flexi Debit Visa card. The decision to hold a card will be made by the individual staff member and their Head Teacher/Manager.
4. Staff will sign the Use of Eftpos/Flexi Debit Visa Cardholder Agreement to confirm acceptance of terms.
5. A register of all cardholders will be maintained at the Association office.

Review:

This policy will be reviewed biennially.

Use of Eftpos/Flexi Debit Visa card – Cardholder Agreement



All cardholders will agree to the following terms:

- Keep the card protected at all times
- Keep the PIN confidential
- Use the card for Association/kindergarten business only
- Purchase within their delegated authority limit
- Retain a GST receipt and detailed invoice or receipt for each purchase
- Notify the BNZ immediately if the card is lost or stolen and advise the Association asap
- Return the card to the Association on ceasing employment or when requested by the General Manager Operations.

Each cardholder will sign a copy of this agreement to confirm their acceptance of these conditions.

Signature Section for Cardholders

I have read and understood this Agreement and agree to abide by it.

Signed: _____

Name: _____ (Please Print)

Date: _____

Kindergarten Finance Officer use only

Card Number: _____

Card cancelled on: _____

Card returned: Yes/No

Eftpos/Flexi Debit Visa card – Request Form



Kindergarten Name	
Date	

Cardholder Name	
Signed copy of Eftpos/Flexi Debit Visa Card Agreement is attached.	YES/NO
Authorised by Head Teacher/Manager	Signature Date

