

Port Hills Athletic Club Incorporated

Debit Card Policy/Procedure

1. Principles

The principles upon which this policy is based includes integrity and accountability. It is the duty of all PRHL committee members to be familiar with the content of this policy and the principles of good communication and no surprises should be adhered to.

2 Prepaid Debit Card

PRHL shall organise for the issuing of a prepaid debit card from Westpac Bank with a limit of \$2,000 to be issued in the name of a nominated officer of the Committee.

3 Membership Payments

The only purpose for which the Westpac Prepaid Debit Card may be used is for payment of membership dues to Athletics New Zealand except as permitted under clause 4. The card will be issued to a nominated individual as agreed by the Committee from time to time. All transactions must be made by the nominated individual.

4 Special Situations

If in the agreed opinion of the Committee some special situation makes it appropriate to use the Prepaid Card for a purpose other than Athletics New Zealand membership payments the Committee may authorise such a usage. This must be agreed by the Committee before any financial commitment is made.

5 Card Loading

The nominated individual shall keep a full detailed record of all the membership transactions and when appropriate shall request the Treasurer to initiate a loading transaction from the PRHL Westpac account to the prepaid card. The Treasurer shall not initial such a transfer without sighting the current detailed report.

6 Reporting

The Treasurer shall provide to the committee a summary of the usage of the prepaid debit card as part of the monthly financial report.

Peter King

14th May 2018