

## Expense Card Policy

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### What is this expense card policy?

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

### Who issues the expense cards?

Expense cards can be issued to budget holders / trustees / approved volunteers, as required, which will be recommended by the Chair / Treasurer / Lead Volunteer to the Trustee Board for approval.

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

### What are the responsibilities of the 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 can 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 electronic transfer to the 1st Findon Valley Scout Group's bank account without delay.

### What funds will be held?

Reasonable funds will be maintained, dependant on the cardholder, and any agreed transactions, where applicable. The balance held on the Equals Money plc card provider account will be monitored by the Treasurer / Trustee Board.

### What funds can be spent?

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.

### **What supporting documentation should be provided?**

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 / accounting software, 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.

### **Who to contact**

If you have any queries relating to this prepaid expense card policy, please contact us the Chair / Treasurer / Group's Lead Volunteer.

### **Version number and date of the last review**

Version Number 1 – 24/11/2025

Review date – November 2026