PREPAID CARD POLICY
WORTHING DISTRICT SCOUT COUNCIL

This policy has been approved by the Worthing District Scout Council Trustee Board ("the Trustee Board") and governs the issue and use of prepaid expense cards (both physical and virtual).

"Relevant team leader" in this policy is the manager of the person in one of the following roles: DLV/TL1424/Programme Team Lead/Volunteering Development Team Lead/Support Team Lead/District Chair

1. Issue of Cards
Expense cards may be issued to approved volunteers where there is a clear operational need.
Cardholders will be issued based on the recommendation of the relevant team leader and the trustee board informed at the next meeting.
The Trustee Board reserves the right to withdraw a card from a cardholder at any time.

2. Cardholder Responsibilities
The card shall be issued in the cardholder's name. The cardholder is responsible for ensuring that the card and all associated details are kept secure and used appropriately, whether physical or virtual.
The PIN and CVV must remain confidential and known only to the cardholder. The cardholder may register or use the card within a digital wallet (e.g. Apple Pay or Google Pay), but remains fully responsible for all transactions made.
The cardholder must take all reasonable steps to prevent loss, theft, or misuse of the card.

3. Use of the card
The card must only be used for legitimate Worthing District Scout Council ("WDSC") expenditure.
Personal use is strictly prohibited. The cardholder is personally responsible for any unauthorised payments that cannot be evidenced as WDSC business.
Any accidental personal transactions must be reimbursed without delay.

4. Approval of Expenditure
The relevant team leader is responsible for ensuring that purchases are in line with policy. If a payment is clearly non-scouting, the relevant team leader will liaise with the cardholder and reach agreement on resolution; and can as an interim measure get the card suspended.

5. Receipts and Record Keeping
All payments using this card must be fully evidenced and capable of independent verification.
Receipts must be provided ideally within a maximum of 30 days of the transaction using one of the following methods:

- Scans or photos emailed to receipts@worthing-scouts.org.uk
- Photos uploaded to the Wise platform
- Physical receipts provided to the District Treasurer

6. Reconciliation and Oversight
The District Treasurer, using the tools in Xero will obtain statements for the cards.

All transactions must be reviewed and reconciled against submitted receipts as part of financial oversight.

7. Queries
Any queries regarding this policy should be directed to the District Treasurer on treasurer@worthing-scouts.org.uk

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I confirm that I have read and understood this policy and agree to comply with its requirements. I acknowledge my responsibility to reimburse without delay any personal, unapproved, or unaccounted expenditure.

Signature of Card Holder .....

Print Name of Card Holder .....

Date Signed ...../...../.....20.....

Card issuing approved by: .....

Role: .....

Please return a photo/scan of this form to treasurer@worthing-scouts.org.uk