



ASSISTANCE CARD MANAGEMENT

This guide outlines how Conferences should order, store, issue and track Assistance Cards to ensure they are managed securely and responsibly. Because these cards are treated as the equivalent of cash, the processes below help maintain clear accountability, prevent over-ordering and support accurate end-of-year reporting.

Ordering Cards

Only **Conference members with appropriate financial delegation** (usually the Treasurer or President) may place orders.

Use the **Assistance Card Order Form** provided by Conference Support.

- Orders must clearly specify:
- Card types and denominations
- Quantity required
- Delivery address and contact phone number
- Current stock held (total value of unused cards)

Important: Do not over-order. Cards should be ordered for **1 months' supply** only.

Avoid large orders near the end of the financial year due to stock take and reporting requirements.

Storage of Cards

Cards must be stored securely, such as in a locked drawer, cabinet or safe. Access should be limited to authorised Conference members only. Each Conference should decide who needs access, taking into account local arrangements, member availability and the need for cards to be accessible when members are providing assistance. Any card removed from storage must be recorded promptly in CDS or the paper register so all cards can be accounted for.

Where a shared key or access point is used, the Conference must ensure access is controlled and that any card removed is recorded immediately in CDS or the paper register.

Cards are treated as the equivalent of cash. Treasurers must be able to account for all cards on hand and issued.

Recording Card Use

The preferred method for tracking is via **CDS**.

Where one EFTPOS card is used for more than one assistance category, please record separate assistance provided in CDS or the paper register showing the intended split, for example \$50 petrol and \$50 food.

Assistance Provided - List						
Create	Save All					
Name	Funding Source	Assistance Type	Service Date	Site - DEPRECATED	Voucher Code	Assistance Value
Name (Auto)	Please select funding source ▼	Please select a funding source ▼	01/07/2026 📅	Site (Auto)		
Name (Auto)	Please select funding source ▼	Please select a funding source ▼	01/07/2026 📅	Site (Auto)		
Name (Auto)	Please select funding source ▼	Please select a funding source ▼	01/07/2026 📅	Site (Auto)		
Name (Auto)	Please select funding source ▼	Please select a funding source ▼	01/07/2026 📅	Site (Auto)		
Name ⚙	Funding Source ⚙	Assistance Type ⚙	Service Date ⚙	Site - DEPRECATED ⚙	Voucher Code ⚙	Assistance Value ⚙
Assistance: TRANSPORT/TRAVEL - 19/06/2024	Cash	TRANSPORT/TRAVEL	19/06/2024	CALL CENTRE	GW 1234 5678	\$50.00
Assistance: FOOD VOUCHERS - 19/06/2024	Cash	FOOD VOUCHERS	19/06/2024	CALL CENTRE	GW 1234 5678	\$50.00

Record the:

- Card number – for EFTPOS cards please record the last 8 digits and the Pin
- Value
- Date issued
- Member who issued it
- Recipient.

If your Conference needs support entering this information into CDS, **Conference Support can assist**.

Alternatively, a **paper register** must include:

- Card number
- Value and expiry date
- Date issued to member
- CDS ID. Paper copies should not contain companion names.
- Treasurer's sign-off per page

Good Works EFTPOS Cards

These cards have a **12-month expiry**.

If not used or cancelled before expiry, the **value is lost**.

Do **not stockpile** these cards. Order only what can be distributed promptly.

Expiry Management

Treasurers must regularly check card expiry dates.

Expiring cards should be used for assistance or essential purchases before the expiry date.

End of Financial Year

A full card stock take is required as of **30 June**.

Treasurers must complete the Stocktake form and send to the Finance team listing all cards on hand by type and value.

Need Help?

Contact Conference Support conferences@vinnies-cg.org.au