



TRACKING ASSISTANCE CARDS

Purpose

The St Vincent de Paul Society Canberra/Goulburn is accountable through its annual audit processes and public reporting for all funds it receives through donations and government grants.

A significant proportion of the assistance provided by Conferences is distributed via **Assistance Cards**, which are equivalent to holding and distributing cash.

To meet our accountability obligations, comprehensive records must be maintained to track:

- the funds used to purchase Assistance Cards,
- the movement of cards while in the possession of Conferences, and
- the final issue of cards to Companions (people we assist).

This guidance outlines the **minimum standards** for storing, recording, and issuing Assistance Cards. Conferences that already have systems meeting or exceeding these standards may continue their existing practices.

Conferences whose systems do not meet these standards must make immediate changes to comply.

Responsibilities

The **Conference Treasurer** is responsible for:

- the secure storage and reconciliation of all Assistance Cards,
- maintaining an accurate Assistance Card Register,
- ensuring all transactions are properly recorded, and
- providing required reports and confirmations to the Conference Support Team and Finance Department.

If the Treasurer is unavailable, another authorised Office Bearer may temporarily undertake these duties.

Ordering Assistance Cards

1. Orders for Assistance Cards must be placed in writing with the **Conference Support Team** using the *Conference Order Form* (available on MemberConnect).
 2. Large orders should **not be placed near the end of the financial year**.
 3. At **30 June** each year, the Treasurer must confirm with the Finance Department the **number and value of Assistance Cards held** by the Conference.
-

Storage and Security

- Assistance Cards must be stored in a **locked and secure location** (e.g. locked cabinet or safe).
 - The Treasurer must be able to **reconcile at any time**:
 - cards received,
 - cards issued, and
 - cards remaining on hand.
 - Physical cards and the Register should be stored **separately**, to reduce risk in case of loss or theft.
-

Register of Assistance Cards

A **Register** must be maintained by the Treasurer to record the movement and issue of Assistance Cards.

A sample template is available on the Intranet under *Finance → Assistance Card Resources*.

The Register should include the following information:

Date Card Number(s) Value Issued To Purpose/Companion Initials Balance on Hand Entered By

- The Register must be **kept up to date** and **stored securely**.
 - All entries should be made **in ink or electronically** (no pencil).
 - Periodic reconciliation between the Register and the actual cards on hand must be performed, ideally monthly.
-

End of Financial Year Requirements

At the end of each financial year:

- The Treasurer must complete the stocktake form sent out by Conference Support. The form records the number and value of any Assistance Cards held by the Conference as at **30 June**.
-