



Order of Saint John of Jerusalem, Knights Hospitaller-Australasia ABN 16 004 656 964

Under the Constitution given by His Late Majesty King Peter II of Yugoslavia
Lieutenant Grand Master O.S.J. Malta H.E. Bailiff Paul Borg OSJ

EFTPOS¹ FACILITIES - POLICY FOR USE BY PRIORIES

Policy Title	EFTPOS Facilities – Policy for use by Priories
Date Adopted	VRS 1.0 - 2 June 2023
Date Revised	VRS 2.0 – 17 October 2023
Next revision due	June 2024

BACKGROUND

At its meeting in Tullamarine on 2 June 2023, the Grand Priory Council considered a report dated 3 May 2023 by the Grand Priory Treasurer about the use of EFTPOS facilities by the Priories (including their Commanderies).

As at the date of the meeting, both the South Australian and Tasmanian Priories were using EFTPOS facilities and the Victorian Priory was considering its use.

The Grand Priory Council approved a policy, noting the importance of revising it regularly to take into account issues and risks identified by the Priories from their ongoing experience.

At its meeting on 17 October 2023, the Grand Priory Council adopted this revised policy.

PURPOSE

The purpose of this policy is to provide a consistent policy for the establishment and use of EFTPOS facilities by the Priories, with the intention of facilitating the effective use of EFTPOS and reducing the risks to the Order of that use.

POLICY

1. A Priory may establish an EFTPOS Facility linked to its cheque account, and use the ABN of the Order (16 004 656 964) to do so.
2. The endorsed EFTPOS provider is TYRO which is supported by our Bankers, the Bendigo Bank. A Priory which uses a different provider as at 17 October 2023 may continue using that brand but is encouraged to convert to TYRO when convenient.
3. The Priory Treasurer or other senior Priory member approved by the Prior must personally securely hold any codes for the facility.
4. Any cash-out option must be securely disabled however the refund facility can be used.
5. The Priory Treasurer with the approval of the Prior may authorise one or more other members of the Priory to use the facility to accept card payments and make refunds, but not themselves delegate that authority to others.

¹ Electronic Funds Transfer at Point of Sale

6. If directed by the Prior at any time, any individual controlling or using the EFTPOS facility or owning or knowing the passcode or equivalent must immediately do all things necessary to cease that control or use including transferring or otherwise vesting ownership and control of the EFTPOS facility and passcode to another person nominated by the Prior.
7. Refunds of card payments should where practicable be made by the Treasurer. However, refunds may be also made by another authorised person if made on the same day as the payment to the Priory.
8. Priors and authorised Administrators must complete accounting records for all transactions to the satisfaction of the Grand Priory Treasurer and the OSJ Auditors.