

Leaffield Parish Council Debit Card Policy

Adopted by Leaffield Parish Council on 14 December 2022
Last approved on 13 February 2024

Introduction

Leaffield Parish Council may authorise the issue of a debit card to the Clerk/RFO for business use, to allow the purchase of goods and services for the council. This policy only refers to the issue of use of Council debit cards.

Issue

- The issue of a Council debit card to the Clerk/RFO must be authorised by the Council.
- The card will be issued to a named Clerk/RFO for their use only.
- No other individual is permitted to use the debit card.

The Clerk/RFO is solely responsible for the safe keeping and usage of the debit card. They must ensure that the cards is not used by others. In particular, the PIN must be kept confidential, as must the card security number. The card must be kept in a safe location. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing.

In the event of employment termination, the Clerk/RFO must return any issued debit card to the Council and the card must be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.

Usage

Cash withdrawals are not permitted.

A debit card issued to a Clerk/RFO shall only be used for business purposes and in conjunction with the employment role. It shall not be used for any non-business transactions nor for any personal purchases.

Usage shall be limited as per Financial Regulation 6.18, *“Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum of £500 unless authorised by council in writing before any order is placed.”*

Reconciliation and inspection

Every debit card transaction must be entered into the accounting system and noted in the monthly finance report. Receipt/invoices must accompany every transaction.

The transactions must be reconciled monthly with the bank statement.

The cardholder is responsible for obtaining and submitting the receipts/invoices for all transactions. Failure to produce transaction receipts may result in the cardholder being held liable for the sum of the transaction.

Fraudulent Use and Misuse of a Debit Card

If the cardholder misuses the debit card, or fraudulently uses the card, this may result in disciplinary actions being taken by the Council.