

Rodney Stoke Parish Council

Debit Card Use Policy

Introduction:

Due to the increase in online purchases and subscriptions, and the cost savings that online purchases may offer, Rodney Stoke Parish Council may authorise the issue of debit cards to the Clerk for business use. This policy refers only to the issue and use of Council debit cards.

Policy Statement

Issuing:

The issue of a Council debit card to the Clerk must be authorised by the Council and be issued to a named employee for their use only, no other individual may use the debit card.

The Clerk issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.

Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing.

In the event of the Clerk's termination of employment, the Clerk must return any issued debit card to the Council. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage. All subscription payments must be transferred to a replacement card issued to the replacement Clerk.

Usage:

Cash withdrawals are not permitted.

There will be a limit of £200 per transaction, unless explicitly agreed and Minuted by the Council.

A debit card issued to an employee shall be used for business purposes only and in conjunction with the employee's job role. It shall not be used for any non-business transactions nor for any personal purchases.

Reconciliation & Inspection:

Every debit card transaction must be entered into the accounting system. Receipts for all purchases must be uploaded to the accounting system and approved by the Council in the payment schedule.

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The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO must notify the Council and initiate an investigation.

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

Fraudulent or Misuse of a Debit Card:

If the cardholder misuses the debit card or fraudulently uses the card, this may result in disciplinary action being taken against the cardholder.

This policy forms an addendum to the Council's Financial Regulations.

This document is to be read in conjunction with adopted Financial Regulations and Standing Orders.

To be reviewed: Annually