PEVENSEY
PARISH COUNCIL

DEBIT CARD POLICY

Introduction

In view of the increase of internet purchasing from the Clerk and Councillors due to the potential savings that online purchasing may offer and the requirements of maintaining operations. Pevensey Parish Council (PPC) have agreed to have a debit card for its business use. This policy refers only to the use of the debit card.

PPC Financial Regulations section 6/6.18. **Instructions for the making of payments**

Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance and general purpose committee in writing before any order is placed.

The Policy explains the rules of use of the Debit Card.

Policy Statement

The issue of the Councils debit card to the Clerk is authorised by Full Council and monitored by the Finance and General Purpose Committee. The Card will be issued to the Clerk for their use only, no other individual may use the debit card. Should a new card request be made, a business case must be made prior approval.

The financial limit of the debit card shall not exceed £500. The Clerk is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.

The card must be always kept in a locked cash tin in a locked safe in the Clerk’s office, unless the Clerk needs to take it physically out of the office for purchase reasons. It should be returned immediately after use. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. With no exceptions the Responsible Financial Officer (RFO), if different to the Clerk, must also be informed immediately.

In the event of the Clerk’s termination of employment, the Clerk must return the issued debit card to the Chairman and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.

Usage

Cash withdrawals are only permitted by prior approval by the Finance and General Purposes Committee and cannot exceed the financial limit. When making a cash withdrawal the amount must be reconciled with the monthly card and bank statement.

The debit card shall be used for Council business purposes only and in conjunction with the Clerk’s job role. It shall not be used for any non-business transactions nor for any personal purchases.

Reconciliation and Inspection

Every debit card transaction must be recorded on to a debit card Monthly Transaction spreadsheet (example attached). Receipts or all purchases must be submitted with the spreadsheet monthly. The spreadsheet and accompanying receipts are checked, reviewed and authorised by two councillors.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the chair of the Finance and General Purposes Committee must be notified and an investigation initiated.

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 the said transactions.

Fraudulent Misuse of a debit card

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

This policy forms an addition to the Councils Financial Regulations

Policy to be reviewed annually with the Financial Regulations.

	A	B	C	D	E	F	G	H	I
1	PEVENSEY PARISH COUNCIL								
2									
3	For Expenditure from		to		Balance £500				
4	Date	Receipt No	Description	Amount Deposited	Amount withdrawn	Budget Code	Minute Ref	Received By	Approved by
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19	Total			£ -	£ -				
20									
21									