

ASHELDHAM & DENGIE PARISH COUNCIL

DEBIT CARD POLICY

ADOPTED ON 14/05/2018

INTRODUCTION

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations, Asheldham & Dengie Parish Council may authorise the issue of debit cards to employees for business use. This policy refers only to the issue and use of Parish Council debit cards.

POLICY STATEMENT

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

The financial limit of each issued debit card shall not exceed £1000. Upon being issued a debit card the employee shall be advised of their individual limit.

Each employee issued with a debit card is solely responsible for its safe keeping, 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.

Lost or stolen cards must be reports to the issuing bank immediately upon discovery that the card is missing. With no exceptions the Parish Council must also be informed immediately.

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

USAGE

No cash withdrawals should be made using the debit card unless authorised in advance by the Parish Council and agreed in the minutes. Any cash withdrawals must be reconciled with the monthly statements and presented at the monthly Parish Council meeting.

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 AND INSPECTION

Every debit card transaction must be recorded by the cardholder on the monthly reconciliation. Receipts on all purchases must be presented and checked with the reconciliation by the Parish Council at each monthly meeting. The reconciliation must then be signed by a Councillor.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of a discrepancy the Parish Council should initiate an investigation.

The card holder 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 OR MISUSE OF DEBIT CARD

If the cardholder missuses 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 Parish Council's Financial Regulations. To be reviewed annually with the Financial Regulations.