

Debit Card User Policy

Eastville, Midville and New Leake Group Parish Council

Debit Card Use Policy

(Appendix A to Financial Regulations)

Adopted 13/11/2024

To be reviewed: with Financial Regulations review.

Policy Statement

Issuing:

The issue of a Council debit card to an employee 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.

Each employee 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. 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 reported to the issuing bank immediately upon discovery that the card is missing.

In the event of any employee's termination of employment, the employee must return any issued debit card to the Council 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 not permitted, unless explicitly agreed and minute reference 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:

Receipts of debit card transactions must be kept and transactions reported at the next Parish Council meeting.

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