



DEBIT CARD POLICY

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 of Cleobury Mortimer Town Council the issue of debit cards to employees for business use may be authorised. 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 designated officers of the Council must be authorised by the Finance Committee 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 £1,000. Upon being issued a debit card the employee shall be advised of their individual financial limit.

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.

Debit cards will be kept in office safe and issued only when required.

The card should only be used for purchases where Petty Cash is not appropriate and invoicing is not possible.

Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing directly by the named cardholder themselves. With no exceptions the Responsible Finance Officer (RFO) 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 Responsible Finance Officer (RFO) 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 when being made to top-up the Petty Cash account and shall not be made for any other purpose. Cash withdrawals cannot exceed the financial limit of the petty cash float itself (£200) and must be authorised in advance by the RFO. When making a cash withdrawal to top-up the Petty Cash accounts, the cash withdrawal must be reconciled with the monthly Petty Cash statement.

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 by the cardholder on to their Debit Card Monthly Transaction spreadsheet. Receipts for all purchases must be submitted with the spreadsheet to the Responsible Finance Officer (RFO) on the 1st working day of each month. The spreadsheet and accompanying receipts are checked by the Responsible Finance Officer (RFO) and subsequently reviewed and authorised by the Town Clerk and signed by two Councillors.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the RFO and Chair of the Finance 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 said transaction/s.

Note: Designated officers of Council for the purpose of this policy and authorised to use a debit card are the Clerk and RFO only.

Fraudulent or Misuse of a Debit Card:

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

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