

Great Finborough Parish Council

DEBIT CARD POLICY

Adopted on: 8th September 2025

1. Introduction

In view of the increase in internet purchasing due to the potential savings that online purchasing may offer, and the convenience of paying by debit card in local shops and businesses (where cash is less welcome or not taken at all), the Council may authorise the use of Debit Cards to the Responsible Financial Officer (RFO) for business use. This policy refers only to the issue and use of Council debit cards.

2. Policy Statement

The issue of a Council debit card to the RFO must be authorised by the Council and be issued for their use only. No other individual may use the debit card and the card number must not be disclosed to any third party (except for the purpose of a transaction or to report it lost or stolen).

The spending limit of the debit card shall not exceed £500 and no one transaction may exceed £100.

The RFO 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 (not even other employees of the Council). In particular, the PIN number 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 RFO's termination of employment, they must return any issued debit card to the Chairman of the Council and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised use.

3. Usage

Cash withdrawals shall not be made.

A debit card issued to the RFO shall be used for business purposes only and in conjunction with their job role. It shall not be used for non-business transactions or any personal purchases.

Only secure websites must be used to make purchases.

If a purchase includes VAT, a proper VAT receipt or invoice, addressed to the Council, must be obtained.

4. Reconciliation and Inspection

Each debit card transaction must be recorded on the payments schedules which are presented to the Council. The RFO must retain related receipts for Examining Councillor and Internal Audit to check against the debit card statement.

The transaction receipts will be reconciled monthly with the bank statements. In the event of any discrepancy, this must be raised with the bank and reported to Full Council.

The RFO is responsible for obtaining and submitting receipts for all transactions. Failure to produce a receipt may result in the RFO being held liable for the sum of the transaction.

5. Fraudulent or Misuse of a Debit Card.

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

This policy forms an addendum to the Council's Financial Regulations (see Financial Regulations 9).

Signed:

Dated: