



BEARSTED PARISH COUNCIL
COUNCIL PRE-PAID 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, Bearsted Parish Council uses a pre-paid debit card for its business use. This policy refers only to the use of the aforementioned pre-paid pre-paid debit card.

Policy Statement

The issue of a Council pre-paid debit card to the Clerk is authorised by the Finance and General Policy Committee issued to the Clerk for their use only, no other individual may use the pre-paid debit card. Should a new card request be made, a business case must be made prior approval.

The financial limit of the pre-paid debit card shall not exceed £1000. 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 kept in the locked cash tin in the locked back office at all times, 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 pre-paid debit card to the Chairman and the card will be destroyed. The issuing bank must be advised to cancel the pre-paid debit card to prevent any unauthorised usage.

Usage

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

The pre-paid debit card shall be used for 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 pre-paid debit card transaction must be recorded on to a Pre-paid 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 by a further member of staff and subsequently 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 Policy 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 Pre-paid 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 addendum to the Councils Financial Regulations

Date Adopted	
Date of Review	

To be reviewed annually with the Financial Regulations

BEARSTED PARISH COUNCIL

Multipay Card Expenditure

For expenditure from		to	Balance £1,000.00	
Date	Receipt No.	Description	Amount Deposited	Amount Withdrawn
				Budget code
				Minute referenc
				Received By
				Approved By
Total		0	£0.00	£0.00