

Creech St Michael Parish Council

Policy Title	Pre Paid Debit Card Policy
Applies to	Parish Council Employees
Date Created	01 December 2022
Date Approved by Council	12 December 2022
Minute Reference	9
Author	Clerk and RFO
Review Cycle	Annual
Review Dates	

This policy operates within the controls and limitations set out in the Parish Council Financial Regulations and Standing Orders.

The term "cardholder" is used to identify an individual in possession of a Creech St Michael Parish Council pre paid debit card.

1. Introduction

The Parish Council operates a banking facility with the Unity Trust Bank. The Unity Trust Bank does not provide account holders with a debit card.

To enable Parish Council employees to operate efficiently, the Parish Council provides a pre paid debit card via the provider Soldo for the purposes of purchasing goods and services, where a supplier is unwilling or unable to provide payment via invoice.

2. Scope of Use

The pre paid debit card must only be used to purchase goods or services for the Parish Council from suppliers who are unwilling or unable to provide an invoice to allow for payment via bank transfer. The Parish Council's preferred method of payment is via bank transfer and this should be used in preference to use of the pre paid debit card, when offered by the supplier.

The pre paid debit card must not be used to withdraw cash.

The pre paid debit card must not be used for transactions in currencies other than Pounds Sterling.

The details of the pre paid debit card must not be registered or stored with any other organisation.

The pre paid debit card shall not be used for personal expenditure. In the event that the pre paid debit card is used for personal expenditure, the incident must be reported to the Chair of the Parish Council's Staffing Committee, who will initiate an investigation under the Council's Grievance and Disciplinary Policy. Failure to report the use of the pre paid debit card for personal use to the Chair of the Parish Council's Staffing Committee within 48 hours of the incident occurring or being identified, will result in the initiation of an investigation under the Council's Grievance and Disciplinary Policy.

The cardholder is liable for the integrity of all transactions and proper and controlled use of the card and is responsible for the safe custody of the pre paid debit card and the PIN number. If fraud is detected or suspected, the pre paid debit card will be cancelled immediately with the card provider and the necessary measures will be taken to recover any funds. If the cardholder is found to be liable for any incident of fraud or misuse of the pre paid debit card, they will be reported to the Chair of the Parish Council's Staffing Committee, who will initiate an investigation under the Council's Grievance and Disciplinary Policy.

When a cardholder leaves the employment of the Parish Council, they must return the pre paid debit card to the Chair of the Parish Council Finance Committee who will be responsible for cancelling and destroying the card and obtaining a replacement pre paid debit card.

3. Payment Limits

The pre paid debit card can only be used for payments that are approved by the Parish Council via the Financial Transactions report. The exception to this is for purchases of goods or services that total less than £250.00 in a single transaction, which can be authorised by the Clerk and RFO and reported via the Financial Transactions report.

The Clerk and RFO shall ensure that there is budgetary provision for the pre paid debit card purchases and that there is a sufficient balance on the card to cover the expenditure.

4. Records of Use

The cardholder must obtain a valid receipt for all purchases and this must be presented to the Clerk and RFO before the end of each calendar month in which the transaction occurred. If VAT is charged against the purchase, the receipt must detail the element of VAT and must be in the name of the Parish Council. A failure to provide a valid receipt for a purchase or a valid reason why a receipt was not obtained, will be reported to the Chair of the Parish Council's Staffing Committee, who will initiate an investigation under the Council's Grievance and Disciplinary Policy.

The Clerk and RFO is responsible for maintaining the records for card balances and all transactions.

Appendix 1

Pre Paid Debit Card User Declaration

I consent to being an authorised user of the pre paid debit card from Soldo held by Creech St Michael Parish Council, and I have read and understood the Pre Paid Debit Card Policy and confirm that I will adhere to this policy in my use of the card provided.

Pre Paid Debit Card Number: _____

Employee's Name: _____

Signed: _____

Date: _____

Appendix 2

Employee Departure

I confirm that my last day of work is and the pre paid debit card has been returned to the Chair of the Creech St Michael Parish Council Finance Committee.

Pre Paid Debit Card Number: _____

Employee's Name: _____

Signed: _____

Date: _____

Chair of Finance Committee

I confirm that the pre paid debit card has been returned to the Parish Council and has been destroyed:

Signed: _____

Date: _____