OTTERY ST MARY TOWN COUNCIL DEBIT CARD POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved		2018
2	Christine McIntyre	Reviewed		1 March 2021
3	Kerry Kennell	Reviewed	September 2023	September 2023
4	Kerry Kennell	Reviewed	July 2026	03/08/2026 C/26/08/11

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 at Ottery St Mary Town Council, (`the Council`) the Council may authorise the issue of a corporate debit card (`the Card`) to employees for business use. This policy refers to the issue and use of the Card.

Policy Statement:

Issuing:

The issue of the Card will be specifically restricted to the Clerk/ RFO (the `Authorised User`) as authorised by the Finance Committee

The debit card will be restricted to a single transaction maximum value of £500.

No other individuals may use the Card. Any purchase exceeding £500 must be authorised in advance by the Mayor and Chair of the Finance and Strategic Planning Committee and reported to the next committee meeting.

The Authorised User, issued with the Card is solely responsible for their safe keeping and usage and for ensuring that the Card are not used by others. In particular, PIN numbers will only be issued to the Authorised User and must be kept confidential, as must the card security (CSC/CVN) number.

A Lost or stolen Card must be reported to the issuing bank immediately upon discovery that the card is missing by the Authorised User themselves. With no exceptions the Mayor and Chair of the Finance and Strategic Planning Committee must also be informed immediately.

In the event of the RFO/Clerk`s termination of employment he/she must return any issued Card to the Finance Committee Chair and the Card will be destroyed. The issuing bank must be advised to cancel the Card to prevent any unauthorised usage.

Usage:

Cash withdrawals are only permitted when using the Debit card 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. When making a cash withdrawal to top-up the Petty Cash account, the cash withdrawal must be reconciled with the monthly Petty Cash statement.

The Debit card shall be used for on-line and in person purchases required in conjunction with the work of the Council.

The Card issued to an Authorised User shall be used for business purposes only and in conjunction with the Authorised User`s ’s job role. They shall not be used for any non-business transactions nor for any personal purchases.

All purchases must be supported by an approved budget and be authorised in accordance with the Council's Financial Regulations.

The use of the card does not remove the requirement to comply with the Council's Procurement Policy and Financial Regulations.

Card details must only be entered on secure websites and shall not be retained on supplier systems unless approved by the RFO.

VAT invoices or receipts must be obtained wherever available to support VAT recovery.

All card purchases must comply with the Council's Financial Regulations, approved budgets and procurement requirements, and all transactions must be reported to members through the monthly payment approval process.

Where the authorised user is absent for an extended period, the Council may temporarily suspend the card or appoint an alternative authorised user by resolution.

Reconciliation & Inspection:

Every Card transaction must be entered by the Authorised User on to the Monthly Payments Schedule with supporting receipts. The Monthly Payment Schedule and accompanying receipts are reviewed and authorised by the Authorised User and the Chair of Finance and Strategic Planning Committee.

The transaction receipts shall be reconciled monthly with the bank statements. In the event of any discrepancy, the Authorised User and Chair of the Finance Committee must be notified and an investigation initiated.

The Authorised User is responsible for obtaining and submitting receipts for all transactions. Failure to produce transaction receipts may result in the Authorised User being held liable for the sum of said transaction/s.

All card transactions shall be reported to the next meeting of Full Council through the normal payment approval process.

Card transactions involving personal data shall be processed in accordance with the Council's Data Protection Policy.

Fraudulent or Misuse of the Card:

If the Authorised User misuses the Card or fraudulently uses Card the card, this will result in disciplinary action being taken against the Authorised User.

Any suspected fraud, theft, irregularity or unauthorised transaction shall be reported immediately to the Clerk, Chair of Finance and Strategic Planning Committee, Mayor and the Council's internal auditor where appropriate.

This policy shall be reviewed annually by the Finance and Strategic Planning Committee and approved by Full Council.