



## **Caddington Parish Council Pre-paid Debit Card Policy**

Caddington Parish Council authorises the use of a prepaid debit card by designated individuals, for Council expenditure up to an agreed maximum balance and within the approval limits set out in the Council's Financial Regulations.

The first port of call for all Caddington Parish Council payments is by invoice and BACS payment authorised in accordance with Caddington Parish Council Financial Regulations. Where this is not possible, payment with a pre-loaded cash card is the next preferred option, this is in order to reduce staff out of pocket expenses.

### **1. Card Holders**

1.1. A prepaid debit card will be issued to the Parish Clerk. No other individuals may use the card.

### **2. Spending and Top-up Procedures**

2.1. The prepaid debit card can be used for approved Parish Council expenditure only and in conjunction with the employee's job role. The card cannot be used for non-Parish Council or personal expenditure.

2.2. Cash withdrawals are not permitted on the card.

2.3. Purchases on the prepaid debit card must comply with the approval limits set out in the Council's Financial Regulations.

2.4. The balance on the card will not normally be maintained at more than £200. If additional funds are required on the card to enable operational expenditure, top-ups will be authorised by the Chair of the Council, up to the delegated limit of £500.

2.5. Any requests to top-up the prepaid debit card must be approved by the Chair of the Council and will only be up to the agreed maximum levels. The Chair of the Council will check the card account online before authorisation.

2.6. Receipts/invoices must be kept for every debit card transaction. The Clerk is responsible for obtaining and submitting receipts.

2.7. All card transactions will be reported at the next Full Parish Council meeting along at the same time as other payments are reported.

### **3. Card Security**

3.1. The Parish card will normally be kept securely at the Clerk's home. If it is necessary to take out the card to make a purchase, the card must be returned as soon as possible after the purchase has been made.

3.2. PIN numbers will be issued to the card holder and must be kept confidential and secure. The card holder must not allow unauthorised individuals to use the card.

3.3. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The Chair must also be informed immediately and the loss reported at the next Full Parish Council meeting.

3.4. The Clerk, Chair and Vice Chair will have suitable access to the on-line debit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.5. In the event of termination of a card holder's employment, the card holder must immediately return any Council debit card.

### **4. Misuse of a Prepaid Debit Card**

4.1. If a cardholder misuses or fraudulently uses a prepaid debit card this may result in disciplinary action.

4.2. Failure of provide a receipt may result in the card holder being held liable to repay this sum.

Caddington Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

Agreed 9<sup>th</sup> October 2023.

Reviewed: May 2024

Date of next review: May 2025