



## **Sprotbrough and Cusworth Parish Council**

Goldsmith Centre, 259 Sprotbrough Road,

Sprotbrough, Doncaster, DN5 8BP

T: (01302) 788093

E: [clerk@sprotbroughandcusworthparishcouncil.gov.uk](mailto:clerk@sprotbroughandcusworthparishcouncil.gov.uk)

W: [www.sprotbroughandcusworthparishcouncil.gov.uk](http://www.sprotbroughandcusworthparishcouncil.gov.uk)

### **DOCUMENT TITLE**

**Debit Card policy**

### **ADOPTION DATE**

18<sup>th</sup> February 2021

### **POLICY**

#### **1. Introduction**

- 1.1 The Council is increasingly making use of the benefit of online shopping as a means of procuring certain goods required for the delivery of Council services. Goods can often be cheaper and can be delivered quickly.
- 1.2 In the absence of a credit/debit card staff members have found themselves using their own debit cards to make online purchases and then refund themselves from Council funds. This is not good practice and staff should not be forced to involve their own finances in serving the Council's needs.
- 1.3 The Council has resolved to obtain a debit/credit card for the Clerk and Responsible Finance Officer (RFO) and this policy sets out the rules that must be adhered to for using the debit card.

#### **2. Rules of Use**

- a. The Card must not be used to withdraw cash.
- b. The Card will be in the name of the Parish Council with the individual name of the Clerk and Responsible Finance Officer on individual cards.
- c. The Clerk and RFO (if separate) will be the only person(s) authorised to use the card.
- d. Purchases of up to £1,000 only will be permitted when using the Card.
- e. A receipt for all purchases must be obtained and kept as part of the records for all purchase ledger items.
- f. All purchases will be logged as part of the Councils finance software package and details of purchases reported to Council alongside other purchases in the usual way.
- g. The PIN number for the card must not be disclosed to anyone under any circumstances.
- h. The bank must be informed immediately if the Card is lost or stolen.

- i. The Councils financial regulations where relevant and which apply to the purchase of goods shall apply equally to purchases using the Card as they would any other purchase.
- j. Insurance against loss arising from the loss or theft of the Card will be maintained with the Councils insurer to the extent that cover is not provided by the card provider itself.
- k. Transactions using the Card will be subject to sample transaction checks as part of the Councils internal financial control processes and will involve specific checks to ensure that purchases are appropriately authorised with a purchase order, receipts obtained and debit amounts stated on the bank statement accord with the transaction receipt.

### **IMPLEMENTATION**

All staff and Councillors and hirers have a responsibility to ensure the policy is implemented within existing resources.

### **MONITORING**

The Policy will be monitored by the Clerk and reported back to the Parish Council and Performance, Review and Staffing Committee where appropriate under the terms of the policy.

### **REVISION DATE**

Policy reviewed August 2024  
Next review date August 2025

### **RELATED POLICIES AND STRATEGIES**

Financial Regulations  
Code of Conduct