

Hamfallow Parish Council **Debit Card Policy**

Purpose of the Policy

Hamfallow Parish Council along with many other councils has decided to phase out the use of Petty Cash wherever practicable. To facilitate this the Parish Clerk/Responsible Financial Officer (on behalf of the council) has been issued with a bank debit card. This debit card is to allow the council to make best use of electronic banking, purchases and generally conduct its business in the most efficient and cost-effective manner.

Conditions/Limitations of Use

The Parish Clerk/RFO is solely responsible for both the security of the debit card and the PIN number.

If the card is lost, stolen, suspected cloned or fraudulent use the Clerk will inform the bank immediately. This should also be reported to the Hamfallow Parish Council Chairman.

The Clerk/RFO is the only person authorised to make transactions using the council's Debit Card.

The Clerk/RFO is only permitted to make transactions relating to council business and is restricted by their delegated authority or emergency powers.

All Card transactions are to be reported back to full council in the usual manner via the Budget Review Document.

Spending limits are to be in accordance with the Hamfallow Parish Council Financial Regulations document.

Approved & Adopted: 6th July 2023

Review Date: July 2024