



## **Debit/Fuel Card Use Policy**

**Adopted on March 26<sup>th</sup>, 2025**

### **Introduction**

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer, Balderton Parish Council may authorise the issue of debit cards to employees for business use. The council has vehicles/machines requiring diesel/petrol, so fuel cards are used by staff to fuel them. This policy refers only to the issue and use of Council debit cards and fuel cards.

### **Policy Statement**

#### **Issue of cards**

The issue of a Council debit card to an employee must be authorised by the Council and the card issued to a named employee (the Clerk) for their use only; no other individual may use the debit card.

The issue of a Council fuel card to grounds staff must be authorised by the Council and the card issued to a named employee for their use only; no other individual may use the cards.

The staff members are solely responsible for the safe keeping and usage of cards issued to them and for ensuring that the cards are not used by others. In particular, the PIN will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number. Lost or stolen cards must be reported to the issuing bank/fuel card provider immediately upon discovery that a card is missing.

In the event of termination of employment, staff members must return any issued card to the Clerk and the card will be destroyed. The issuing bank/fuel card provider must be advised to cancel the card to prevent any unauthorised usage.

#### **Usage of cards**

Cash withdrawals are not permitted.

Debit card/ fuel card shall be used for business purposes only and in conjunction with the job role of the card holder. It shall not be used for any non-business transactions nor for any personal purchases.

## **Reconciliation and Inspection**

Transactions must be recorded on the council's finance system. Receipts / invoices for all purchases must be kept and signed off by 2 councillors. The transaction receipts / invoices shall be reconciled with the bank statement. In the event of any discrepancy, the Clerk/RFO must notify the Council, and an investigation initiated.

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

## **Fraudulent Use or Misuse of a Debit Card**

If the cardholder misuses the debit/fuel card or fraudulently uses the card, this may result in disciplinary action being taken against the cardholder.

This document and guidance should be read in conjunction with adopted Financial Regulations and Standing Orders.