



INTRODUCTION

In order for Rogate Parish Council to ensure it can meet its responsibility to make payments for purchases (online and in a shop) it requires a suitable payment method. It is not appropriate to rely on an employee or Councillor to make these payments.

POLICY

- 1) The pre-payment card is to be provided by Unity Bank in conjunction with the Parish Council banking facilities provided by Unity Bank.
- 2) The pre-payment card account will have two administrators – Finance Committee (FC) Chair and Clerk - who will have joint access to the on-line account.
- 3) Single pre-payment card issued to the Clerk/RFO who has responsibility for:
 - a) Controlling its use
 - b) Obtaining and retaining VAT receipts (in name of Rogate PC where possible)
 - c) Producing monthly record of transactions
- 4) Security - card holder responsible for:
 - a) Safeguarding the card
 - b) Keeping the pin number confidential
 - c) Lost or stolen cards must be reported to the Chair or FC Chair immediately
 - d) In the event of termination of a card holder's employment, the card must immediately be returned to the Chairman to be destroyed/cancelled
 - e) If a cardholder misuses or fraudulently uses the prepayment card this may result in disciplinary action
- 5) Payments:
Clerk can make payments using the card up to spending limits set out in the financial regulations.
- 6) Authorised to use for purchase/payments:
 - a) That cannot be invoiced to the PC or paid by BACS
 - b) Web based purchases that require payment by card
 - c) Not to be used for cash withdrawals
- 7) Crediting the card:
 - a) Normal working pre-payment amount held on card to be £500
 - b) Can be increased to cover exceptional expenses with the authority of the chair or FC Chair
 - c) BACS transfer to the card from Unity Bank Account authorised as per other transactions
- 8) Reconciliation:
 - a) Monthly reconciliation of card usage by reference to spreadsheet, supporting receipts and up to date statement of amount held on the card produced by the issuer.
 - b) Pre-payment card reconciliation to be undertaken by 2 PC members as part of the monthly bank statement reconciliation process.

	Date	Minute ref
Adopted	08/04/2024	17a)