

POLICY FOR USE AND LIMITS OF PREPAID CARDS

Responsibility: Finance & Administration/Full Council
Review Cycle: 3 years/ If process changes made

Date of Adoption/Renewal	Date for review
October 2022 2025	October 2025 2028

Resolution 000742 (2016) allowed for the Clerk/RFO to obtain a prepaid card, in order to cover any expenditure incurred by the Clerk/RFO for Withyham Parish Council. This would replace the current system of the Clerk/RFO being reimbursed following use of personal monies.

The Financial Regulations that refer to the use of bank cards state:

- ~~1.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO, and will also be restricted to a maximum value of £500 per month unless authorised by Council or finance committee in writing before any order is placed.~~
- ~~1.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.~~
- ~~1.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.~~
- 1.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 1.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 1.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Assistant Clerk and RFO and any balance shall be paid in full each month.
- 1.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred unavoidably.

Policy and procedure:

1. The Clerk/~~RFO~~ is authorised to hold a Fairfx pre-paid card for use against expenditure incurred on behalf of Withyham Parish Council.
2. The card limit will be set at £500.
3. On a monthly basis the Clerk/RFO will report to Council any expenditure made against that limit, and provide all receipts, to be considered along with other invoices for payment.
4. Council's authorisation of this amount will allow the ~~Clerk~~/RFO to top up the card back to the £500 limit, and enter the expenditure through the Council's RBS Alpha accounting system.
5. The card is topped up and maintained via the secure Fairfx online platform from Withyham Parish Council's HSBC expenditure account.

Example: In June 2015 the new prepaid card is received and topped up to its limit of £500. The Clerk/~~RFO~~ purchases equipment for the Parish Maintenance Person totalling £45 as well as cleaning products of £5. This makes the prepaid card balance £450. At the July Council meeting, the Clerk reports the £50 expenditure with receipts. Council's agreement allows the ~~Clerk~~-RFO to 'top up' the card by £50, back to the original £500 amount.