



Hambledon Youth Hut
West Street
Hambledon
PO7 4RW
02392 632242

www.hambledonpreschool.co.uk

10.25 Policy Pre-School Debit cards

Policy Statement

Hambledon Preschool is a charity and as such, trustees of the Pre-school must ensure that the charities assets are safeguarded and that they take steps to ensure that the charity is protected against financial abuse. This policy has been written to ensure that Hambledon Pre-school debit cards are used correctly.

Procedures

Criteria for Issue

Cards are only issued to permanent members of staff with a genuine need to make purchases on behalf of the Preschool. Approval must be sought at a committee meeting and noted in the minutes.

Spending Limits

The spending limit on Hambledon Preschool debit cards is capped at £200.

Use

Hambledon Preschool debit cards must only ever be used by the named card holder. They may be used to purchased goods or supplies for the Preschool that have been previously approved by the committee. They may also be used to withdraw cash for petty cash purposes when the need arises. This must be entered into the petty cash book. The card must be kept securely at all times and the details must not be divulged to another person.

Receipts

All original receipts must be submitted to the book keeper in a timely fashion. Receipts must be kept with other financial records for a period of 6 years. They must be submitted for examination to external accountant at the end of each financial year.

Termination of Employment

Should the card holders employment cease, debit cards must be returned to the book keeper on the last day of employment. The card should be destroyed and cancelled with the bank.

Misuse

Any misuse will be treated in line with the policy on misconduct.

Further Guidance

Internal Financial Controls for Charities (CC8)

www.assets.publishing.service.gov.uk