Brockenhurst Village Trust



Debit Card Policy

Version	1.0
Agreed by	Brockenhurst Village Trust Board
Date ratified	July 2026
Next review due	July 2027
Related documents	• Financial Control Policy • Conflict of Interest Policy • Business Continuity Plan • Risk Management Policy • Finance Procedures

Brockenhurst Village Trust

Policy Document Review Table

Date of Review	Reviewed By	Key Changes Made

Brockenhurst Village Trust

BUSINESS DEBIT CARD USE POLICY

1. PURPOSE

This policy sets out rules for the proper use, security, and control of the organisation's debit card(s), ensuring funds are used appropriately and safeguarded at all times. It should be implemented in accordance with the Trusts Financial Control Policy (FCP).

2. SCOPE

This policy applies to:

- All staff, trustees, or volunteers authorised to use a business debit card
- Any transactions made using the organisation's debit card(s)

3. AUTHORISED USERS

- Debit cards may only be issued to **approved individuals** authorised by the company Treasurer.
- A list of authorised cardholders must be maintained and reviewed regularly (see the last page of this policy for current list).
- Cards must **not be shared** under any circumstances.

4. PERMITTED USE

Debit cards must only be used for **legitimate business purposes**, including:

- Approved purchases for operations (e.g. supplies, services)
- Online payments for authorised services or subscriptions
- Pre-approved purchases where other payment methods are not practical

Personal use is **strictly prohibited**.

5. SPENDING LIMITS

To maintain financial control, the following limits apply:

- **Per transaction limit:** £3000 for pre-budgeted items
- **Daily limit:** £10,000 for exceptional circumstances in accordance with the FCP.

Additional requirements:

- Any purchase over £1000 must be **pre-approved** by the company Treasurer unless it is in line with the agreed annual budget
- Higher limits must be formally authorised and recorded in line with the FCP

6. APPROVAL PROCESS

- Routine purchases should follow agreed budgets

- Non-routine or higher-value purchases must be approved in advance and documented (email/message is acceptable)

7. NO CASH WITHDRAWALS

- **Cash withdrawals using the debit card are strictly prohibited.**
- This includes:
  - ATM withdrawals
  - Cashback transactions at tills
- No exceptions are permitted unless:
  - Explicitly authorised in advance by [Treasurer/Trustees], **and**
  - Recorded with a clear written justification

8. RECEIPTS AND RECORD KEEPING

- A **receipt must be obtained for every transaction**
- Cardholders must:
  - Submit receipts promptly (e.g. within 7 days)
  - Provide a brief description of the purchase purpose
- All transactions must be recorded in the organisation's financial system

9. SECURITY REQUIREMENTS

Cardholders must:

- Keep the card **secure at all times**
- Never write down or share the **PIN**
- Not store card details in unsecured locations
- Only use trusted, secure websites for online purchases

If a card is:

- Lost or stolen → report **immediately** to the bank and management
- Suspected of misuse → report immediately

10. MONITORING AND REVIEW AND RECONCILIATION

- All debit card transactions must be:
  - Reviewed regularly (e.g. monthly) by [Treasurer/Trustee not holding the card]
- Bank statements should be checked against receipts and records
- Any discrepancies must be investigated promptly

11. MISUSE

Misuse includes:

- Personal spending
- Unauthorised purchases
- Cash withdrawals in breach of section 7

Consequences may include:

- Withdrawal of card access
- Repayment of funds
- Further disciplinary action if applicable

12. CARD CANCELLATION AND RETURN

- Cards must be returned immediately when:
    - The holder leaves the organisation
    - Their role no longer requires card use
- Cards may be cancelled at any time by management

13. REVIEW OF POLICY

This policy should be reviewed annually or when:

- There are changes to banking arrangements
- Issues or risks are identified

Current List of BVT Debit Card Holders – Updated June 2026

1. Sarah Neller – Operations & Development Manager