



## **FOWLMERE PARISH COUNCIL**

### **USE OF CREDIT CARD POLICY AND PROCEDURES COVER PAGE**

**This Use of Credit Card Policy and Procedures was adopted by Fowlmere Parish Council on 11th October 2022.**

<b>Review Date</b>	<b>Reviewed by</b>	<b>Review accepted by Full Council</b>
16th May 2023	Full Council	16th May 2023
21st May 2024	Full Council	21st May 2024
20th May 2025	Full Council	20th May 2025
next review May 2026		



# **FOWLMERE PARISH COUNCIL**

## **USE OF PARISH COUNCIL CREDIT CARD** **POLICY AND PROCEDURE**

**PURPOSE:** Fowlmere Parish Council authorises the use of the Parish Council credit card by designated individuals, for Council expenditure up to agreed maximum limits.

### **1. Cardholders**

- 1.1.** The Council credit card will be issued for use to the Parish Clerk.
- 1.2.** The credit card may be passed to the Chair of Finance for the purpose of covering holiday or leave of absence.
- 1.3.** No other councillor or employee is authorised to use the credit card.

### **2. Spending**

- 2.1.** The credit card can only be used for approved Parish Council expenditure. It cannot be used for non-Parish Council or personal expenditure.
- 2.2.** Cash withdrawals are not permitted on the card.
- 2.3.** Purchases on the credit card must comply with the approved delegated limits set out in the Council's Financial Regulations.
- 2.4.** Expenditure above the approved delegated limits must have been discussed and agreed by a full council or finance committee meeting.
- 2.5.** Receipts or invoices must be kept for every credit card transaction for council and accounting reconciliation.
- 2.6.** The Clerk will check receipts against the credit card statements and will investigate any discrepancies.

### **3. CardSecurity**

- 3.1.** The Council Credit Card card must normally be kept in the Parish Office.
- 3.2.** If it is necessary to take the card from the Parish Office to make a purchase, the card must be returned as soon as possible after the purchase has been made.
- 3.3.** PIN numbers issued to the card holder must be kept confidential.
- 3.4.** Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The Chair of Finance must also be informed immediately.
- 3.5.** The Clerk must have suitable access to the on-line credit card account.
- 3.6.** In the event of termination of a card holder's employment, the card holder must immediately return the Council credit card to the Chair of Finance.

### **4. Misuse of a Council Credit Card**

- 4.1.** If a cardholder misuses or fraudulently uses a prepaid debit card this may result in disciplinary action.
- 4.2.** Failure of provide a receipt may result in the cardholder being held liable to repay this sum.