



# **FOWLMEERE PARISH COUNCIL**

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

**This Use of Credit Card Policy and Procedures was adopted by Fowlmere Parish Council on 11th October 2022. It is to be reviewed annually which is notated at the end of this document.**

**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.



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### **USE OF CREDIT CARD POLICY AND PROCEDURES ADOPTION AND REVIEW PAGE**

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<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
19th May 2026	Full Council	19th May 2026
next review May 2027		