

Somercotes Parish Council

Use of Parish Council credit card Policy and Procedure

Approved at Council Meeting

Acting Clerk: Kimberley Walker

Chairman: Councillor

Date of Next Review	Review Approved	Signed	Date

Adopted

PURPOSE: Somecotes Parish Council authorises the use of the Parish Council Credit Card by authorised 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 authorised personnel for the purpose of covering holiday or leave of absence.

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.

2.5. Receipts or invoices must be kept for every credit card transaction for council and accounting reconciliation.

2.6. The Assistant Clerk and RFO will check receipts against the credit card statements and will investigate any discrepancies.

3. Card Security

3.1. The Council Credit 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.

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 Parish Office.

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.