MELBOURN PARISH COUNCIL

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Version 1
Review Date: June 2023

POLICY AND PROCEDURE : Credit Card

PURPOSE: Melbourn Parish Council recognises that cost savings may be made by purchasing some goods online. The vast majority of online purchases require payment by either credit or debit card. MPC's prepaid debit cards are best suited to purchases of relatively low value so that the agreed balance on the cards is not exceeded and the cards do not require constant topping up. Therefore, Melbourn Parish Council authorises the use of a Parish Council credit card, by designated individuals, for online purchases. The expenditure must be approved Parish Council expenditure and must not exceed a maximum balance of £[*2,000*].

1. **Card Holder**

   1.1. A credit card will be issued for the Parish Office (for use by the Clerk). No other individuals may use the card.

   1.2. The limit on the credit card, agreed by the Parish Council, is currently £[*2,000*].

2. **Spending Procedures**

   2.1. The credit card can be used for approved Parish Council expenditure only. The credit card must not be used for non-Parish Council or personal expenditure.

   2.2. Cash withdrawals are not permitted on the credit card.

   2.3. Purchases on the credit card must comply with the approval limits set out in the Council's Financial Regulations. Purchases up to £200 can be made under the Clerk's delegated authority for items required for the Parish Office or to carry out their statutory duties. Expenditure over £200, or not relating to the Parish Office or statutory duty, must be approved by the Clerk and Chair of the Council, or

appropriate committee, before the purchase is made. Expenditure is limited to a maximum of £[*2,000*] in any single transaction.

2.4. Receipts or invoices must be kept for every credit card transaction for approval by the RFO. The Clerk and Assistant Clerk are responsible for obtaining and submitting receipts.

2.5. The RFO will check receipts against the credit card statements and will investigate any discrepancies.

2.6. The RFO will be responsible for carrying out the monthly reconciliation of the credit card. The credit card balance will be cleared automatically in full each month.

2.7. Details of credit card transactions will be reported at the next Parish Council meeting.

3. Card Security

3.1. The Parish Office card must be kept in the Parish Office. If it is necessary to take the card from the Parish Office to make a purchase, the card must be signed out and returned as soon as possible after the purchase has been made.

3.2. The credit card PIN number must be kept confidential at all times. Unauthorised individuals will not be permitted to use the cards.

3.3. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The RFO must also be informed immediately and will, in turn, advise the Chair.

3.4. The Clerk and RFO must have suitable access to the on-line credit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.5. In the event of termination of a card holder's employment, the RFO will immediately inform the card issuer with a request that a new card is issued.

4. Misuse of a Credit Card

4.1. If a cardholder misuses or fraudulently uses the credit card this may result in disciplinary action.

4.2. Failure of provide a receipt may result in the card holder being held liable to repay this sum.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 27 June 2022

Review Policy: Every 12 months