



Kings Hill Parish Council

Credit Card Policy

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KINGS HILL PARISH COUNCIL CREDIT CARD POLICY

1.0 Purpose of the Policy

1.1 The purpose of this policy document is to:

- To ensure strong financial management and accountability controls are in place for the Council's business credit card transactions.
- To protect both staff and the Council from the risk of fraud and unauthorised expenditure.

2.0 Credit Card Provision

2.1 The Council recognise that the provision of a business credit card helps to achieve best value and efficient processing for some forms of minor business expenditure.

2.2 The Council has two business credit card with a credit limit of £1,000.

2.3 The Parish Clerk and the Finance Office are the named cardholders on the business credit card account. Any requests for additional cardholders must be authorised by the Parish Council.

2.4 The credit card can only be used for Council related expenditure within the Parish Clerk's delegated authority. Use of the card for personal transactions is strictly prohibited.

2.5 The credit card has been set up to pay the full balance automatically each month by Direct Debit.

3.0 Authorisation of Transactions

3.1 The Parish Clerk / Finance Officer will process all credit card transactions.

3.2 All credit card transactions will be reported to the Council for authorisation, via the schedule of accounts, at the next relevant Council meeting following receipt of the monthly credit card statement.

3.3 The credit card can be used for payments online, in-person and on the phone (if absolutely necessary). When online payments are made, the cardholder should be aware of internet security precautions and, where possible, only purchase from reputable and known suppliers with a valid website security certificate. Credit card details and security information should not be supplied via email as this is not a secure method of sharing payment information.

4.0 Credit Card Procedures

4.1 The credit card should only be used for low value and one-off purchases requiring immediate payment and where the payment on invoice option is unavailable.

4.2 The Council's Financial Regulations apply to all transactions made by credit card.

4.3 No cash withdrawals are to be made with the card.

4.4 Original receipts, including VAT receipts, are to be obtained for all card transactions. Prepaid invoices should be made out in the name of Kings Hill Parish Council showing the Council's office address.

4.5 The credit card and PIN should be kept separately in a locked cabinet. If the card is lost or the PIN is compromised, the Parish Clerk / Finance Officer must inform the card provider immediately.

4.6 The Parish Clerk / Finance Officer will monitor the monthly credit card balance as part of the financial monitoring process. Any anomalies identified will be followed up