

DRAYTON PARISH COUNCIL

CREDIT CARD POLICY

POLICY BRIEF AND PURPOSE

Drayton Parish Council may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us keep track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold Parish Council credit cards will use them properly and will know their limitations and responsibilities.

SCOPE

This policy applies to all employees who are eligible to use a Parish Council credit card. It also applies to employees who have the right to approve the use of a Parish Council credit card to their employees.

OPERATION

Drayton Parish Council will take out a credit card in the employee's name. They will be able to use it for business-related expenses and Drayton Parish Council will pay the card bills.

EMPLOYEE CREDIT CARD AGREEMENT

When Drayton Parish Council gives an employee a credit card, they will need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to Drayton Parish Council and that they can process and investigate charges as they see fit. It will also refer to the employee's responsibilities and the consequences of incorrect use.

CREDIT CARD HOLDERS

Credit cards may be allocated to:

- **Parish Clerk/RFO**
- **Maintenance Operative**

EXPENSES ALLOWED ON THE CREDIT CARD

- Minor expenses that have been approved by the Parish Clerk/Council in the pursuit of their business.

Employees may not use the credit card for non-authorized or personal expenses. Employees may not withdraw cash using the credit card.

Employees may not purchase amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

CREDIT CARD LIMIT

The limit of the credit card is £1,000.

Drayton Parish Council may adjust the limits based on the job's specific needs.

EMPLOYEES RESPONSIBILITIES

Employees issued with a credit card will be expected to:

- **Protect it to the best of their ability.** Not leave it unattended or give it to unauthorised people (eg. friends, family, colleagues) even just to hold.
- **Report it lost or stolen as soon as possible.** If, for example, there is a break-in at their home and the credit card is taken, they need to file a police report and call the Council immediately.
- **Use it only for approved reasons.** Follow the instructions in this policy and the employee card agreement, and not to use the card for personal or unauthorised expenses, even if they intend to compensate the charges later.
- **Document all expenses and forward the credit card bills to the Clerk/RFO.** The employee will keep receipts and submit documentation with the date and purpose of the expenses.
- **Authorising and approving credit card invoices.** The Clerk/RFO will authorise and approve credit card invoices within the time limits to avoid late fees.
- **Expenses.** Confirm the particular expense is allowed under this Policy.
- **Credit Card Limit.** Mind the credit card limit and the transaction limit, if any, so that business expenses can be planned properly.
- **Credit Card PIN Number.** Keep the credit card PIN number and physical card secure.
- **Use of the credit card.** Use the card sensibly and avoid unnecessary expenses even if it is allowed under this Policy.

VIOLATION OF THIS POLICY

Drayton Parish Council expects employees to comply with this Credit Card Policy and the Employee Agreement and may take action if the employee violates the Policy. For example:

- If they incur personal or unauthorised expenses, they will need to pay them themselves. If they do this consistently, they may face disciplinary action that could include the loss of the right to have a credit card or even termination depending on the amount and the type of expenses.
- If they lose a receipt, they will need to inform the Clerk/Council immediately. The Council may find a solution if this happens rarely, but if the employee fails to submit receipts consistently, they may lose the right to hold a credit card.
- If they fail to submit expenses on time, and incur late fees, they will need to pay them themselves. Doing this repeatedly will result in the loss of the use of the credit card.
- Giving the credit card to unauthorised people or abusing the expenses limit may result in suspension or termination.
- Making prohibited purchases as mentioned previously (eg. weapons, drugs) will result in immediate termination, and possibly legal action.

Drayton Parish Council has the right to review the employee's credit card use and withdraw it if there is any inappropriate use.

Dated: 3rd February 2022

Review Date: March 2025