



## Credit Card Policy / Procedure

Full Council Approved: June 2015  
Reviewed: Oct 2018, Feb 2022, May 2022, Feb 2024  
Due for next Review: February 2027

<b>Fleet Town Council Credit card limit:</b>	£6,000
<b>Approved credit card holders:</b>	General Manager – The Harlington Facilities and Open Spaces Manager Projects and Committee Officer Senior Duty Manager

### Credit Card limits

1. The overall credit card limit for the council is £6,000 and shall not be changed without the authorisation and resolution of Full Council.
2. See Appendix 1 for allocation of credit card limits per role.
3. Only 5 card holders are permitted.

### Use of credit cards

1. The credit cards may only be used when carrying out Fleet Town Council authorised business.
2. No private expenditure shall be incurred even if private funds are transferred or repaid immediately, to offset expenditure.
3. In accordance with Fleet Town Council's Financial Regulations, an official order or letter shall be issued for all work, goods and services.

### Approval of credit card expenditure

1. All expenditure incurred on Fleet Town Credit cards shall be supported by a VAT invoice and attached to the relevant credit card statement.
2. The officer issued with a Fleet Town Council credit card shall provide, and be responsible for, the production of supporting documentation within one week of the statement being due to be paid.
3. Allocation of expenditure to cost centres and codes to be included by the card holder onto the credit card statement prior to authorisation by the Executive Officer/Responsible Financial Officer.
4. All expenditure incurred on corporate credit cards shall be authorised monthly by the Executive Officer/Responsible Financial Officer.
5. Monthly credit card statements shall be checked and signed off by 2 councillors from the Policy and Finance Committee each month.

6. Expenditure incurred on the Fleet Town Council credit card that is not supported by documentation and budgetary allocations may result in the expenditure having to be repaid to the Council.

## **Management of Cards**

All cards issued:

1. Shall be signed on the reverse side of the card upon receipt, prior cards destroyed by cutting the card and returning it to the Executive Officer/Responsible Finance Officer.
2. Shall not be for any use other than that outlined in this document and in accordance with Fleet Town Council Financial Regulations.
3. Cards must not be used to withdraw cash.
4. Shall be the responsibility of each person issued with a card, including the security of the card. The PIN should not be disclosed.
5. If lost, shall be reported immediately to the relevant bank by the holder and cancelled. The loss shall be reported to the Executive Officer/Responsible Finance Officer.
6. Shall not be permitted to be used by any person other than the card holder.
7. Shall require each Card holder to sign a receipt for the credit card and agree to abide by the Council's Credit Card Policy. This will be countersigned by the Executive Officer. The Chairman of the Council will countersign the Executive Officer's receipt on behalf of Fleet Town Council.
8. Shall require the authorisation to be revoked in the event of designated staff leaving FTC employment.

## **Payment**

1. The credit cards shall be subject to automatic payment in full by direct debit each month.

## **Breaches of this Policy and Procedure**

Breaches of this policy and Procedure will be investigated and appropriate actions taken according to the outcomes from an investigation. Any irregularity or misuse will be reported to the Police.

This policy procedure shall be reviewed at least once during the life of the council.



## RECEIPT FOR FLEET TOWN COUNCIL CREDIT CARD

Name: .....

Position: .....

Credit Card Number: .....

Credit Limit Issued:.....

I have read and understood Fleet Town Council's Credit Card Policy and Procedure and shall abide by this document when expending Council's funds on the issued credit card.

I acknowledge that failure to abide by Fleet Town Council's Credit Card Policy and Procedure will result in investigation and potential disciplinary action which may lead to a finding of gross misconduct and dismissal.

Signed:.....

Title: .....

Name: .....

Date: .....

Counter Signed: .....

Title: Executive Officer / Chairman of Council

Name: .....

Date: .....

## Appendix 1

The overall credit card limit for the council is £6,000 and shall not be changed without the authorisation and resolution of Full Council.

A credit card limit is allocated to the following posts:

General Manager	£2,000
Facilities and Open spaces Manager	£1,500
Project and Committee Officer	£1,000
Senior Duty Manager	£1,500