

## **Combe Down Parochial Church Council (PCC) Credit Card Policy**

Combe Down PCC Credit cards are only issued to members of staff if approved by the Treasurer. All credit card holders must adhere to this policy and sign the agreement attached before use.

As a card holder, you are solely responsible for each and every transaction processed on your Combe Down PCC Credit Card.

At no time should cash withdrawals or personal purchases be charged to your Combe Down PCC Credit Card. If this happens in error, Combe Down PCC must be reimbursed immediately.

Reasonable precautions should be taken to prevent fraudulent use of the card. Your Combe Down PCC credit card should not be used by anyone other than you and PIN numbers should not be written down or disclosed to third parties. To protect you from fraudulent transactions it is vitally important that you keep your card safe at all times.

You must check your Combe Down PCC online card statement regularly. If there are any transactions you have not approved then you must contact the card issuer immediately;

**Telephone 0370 6000 459 – open 24 hours**

This is also the number to use **if your card is lost or stolen.**

In both cases you should also inform the finance officer.

Each card is set with a monthly limit, if you are finding that this limit is not sufficient please discuss with the finance officer. Any changes in limits need to be approved by the treasurer.

You should never hand your card over to be used by anyone else.

### **Before each purchase you must:**

- Ensure that the purchase cannot be made another way such as invoicing the office
- Establish there is sufficient budget for the expenditure before committing to the expenditure.
- Ensure that the limits of the Budget and Expenditure Authorisation policy are adhered to before committing to the expenditure.
- Where expenditure is more than £25, and you are *not* the budget holder, complete an expenditure form to be authorised by the budget holder before you commit the expenditure.
- Ensure that you have an itemised till receipt or internet receipt for every transaction - a credit card slip is not acceptable.

**Credit card statement:**

Every month, you will receive your Combe Down PCC credit card statement. It is your responsibility to;

- attach an expenditure form to your statement together with the receipts for every transaction.
- Complete the expenditure form (including expenditure code and department) and provide a brief description of the reason for the expenditure - event, date, meeting travel to etc. For example – ‘train ticket to travel to Bristol on 21/6/17 for meeting with ABC church’ or ‘food and snacks for the Toddler group at St Andrews on 22/7/17’.
- Sign the expenditure form yourself, and pass to the budget holder (if different) and the Vicar (or Warden in the Vicar’s absence) for their authorisation.
- The completed paperwork should be returned to the finance officer within 5 working days of receiving it.

*If you do not have valid receipts, then you may be required to reimburse Combe Down PCC for these costs.*

**If any transactions do not comply with this policy, then Combe Down PCC is entitled to recover these costs from your salary. You will be notified in advance of any such deductions being made. The misuse of a company credit card may result in the card being suspended or cancelled and may result in disciplinary action.**

# COMBE DOWN PAROCHIAL CHURCH COUNCIL

## AMENDMENT TO TERMS AND CONDITIONS OF EMPLOYMENT

Employee: .....

The undernoted amendments have been made to your terms and conditions of employment. The amendments are applicable with effect from .....

The following clause has been added to your contract of employment:

### Commercial Card:

You will be provided with a credit card, which is strictly for business use and not to be used for personal expenditure. The Organisation reserves the right to withdraw any Organisation card from you or to restrict your use of the credit card without giving notice or reasons.

If you are found to be using the Organisation credit card for personal use this may be treated as a disciplinary offence and could lead to disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

Upon the termination of your employment, for whatever reason, the credit card must be returned to the Organisation no later than the final day of your employment.

### Acknowledgement:

I acknowledge receipt of this statement and the copy of Combe Down Parochial Church Council (PCC) Credit Card Policy attached to it. I confirm that I have read and understand it.

Signed by the employee: .....

Date: .....

Signed by: .....

For and on behalf of **Combe Down Parochial Church Council**

Printed Name: .....

Date: .....