



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Internal procedures for use of petty cash and credit card.

Petty Cash

1. All income received as cash will be recorded in the receipts book, producing a carbon copy. Each receipt will have
 - a. Date
 - b. Provider
 - c. Recipient
 - d. Amount
 - e. Description of use
 - f. Signed by the both the Council and the provider.
 - g. Both parties to receive a copy of the receipt
2. Income will be placed in the safe immediately.
3. Income that needs to be withdrawn from petty cash will also be evidenced in the receipts book. Each withdrawal will show the following
 - a. Date
 - b. Provider
 - c. Recipient
 - d. Amount
 - e. Description of works provided
 - f. Signed by the Council and the recipient.
 - g. Both parties to receive a copy.
4. All income recorded must be communicated to the RFO at the earliest opportunity.
5. Event income will be counted by a minimum of 1 member and 1 officer at regular intervals and will be banked in the safe. Each time event income is banked written record will be recorded stating the following.
 - a. Date and name of event
 - b. Time of count
 - c. Which stall, if appropriate.
 - d. Name and signature of officer
 - e. Name and signature of member
 - f. The money will then be put in the safe, evidenced by both officer and member.
6. The petty cash policy and financial regulations must be adhered to at all times.

Credit Card

1. Unless it is a regular expenditure which the Council has recognised e.g Fuel as an on going business expenditure to keep the Council running, all expenditure has to be approved by the Town Clerk/ RFO or the Chairman and/or vice- chairman.

2. Unless approved by a Committee of the Council of the Full Council any expenditure over £500 must be approved by the Chair, Vice Chair and Clerk.
3. Where expenditure has occurred due to Health and Safety, no prior approval will be required, however the Clerk/ RFO and Chairman and Vice Chairman must be informed immediately and the Council as soon as practically possible.
4. All expenditure must be evidenced with a receipt, where appropriate 3 quotes in line with Financial regulations and an explanation of the expenditure e.g envelopes purchased to send hedge letters.
5. Credit Cards must be kept in a secure location at all times.
6. Financial regulations must be adhered to.

Approved 13.03.2023