

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281 www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Customer Account Use POLICY

It is the Council's policy to facilitate the Town Clerk in the conduct of their business on behalf of the Council through the use of accounts at: Davis DIY, Screw Fix and Budgens

To ensure good financial management and sound governance, authorisation to use the accounts will be issued by the Town Clerk.

Staff members may be authorised to use the accounts on the express permission of the Town Clerk

Processes have been developed to enable the use of these accounts for purchases within the Town Clerk's area of responsibilities.

Account use will be subject to strict terms and conditions of use as well as controls which are set out in the Procedures below.

The Town Clerk and authorised staff will be required to sign a declaration to confirm that they will adhere to this Account Use Policy and Procedures.

PROCEDURES

1. Users may only use the account on the express authorisation of the Town Clerk.
2. Receipts for any purchases using the account must be signed and returned to the Town Clerk.
3. Staff may only use the accounts after they have signed the Declaration of Acceptance and Undertaking agreeing to abide by the Terms and Conditions of Use as detailed in this Policy and Procedures.
4. Authorised staff are responsible for ensuring the security and safekeeping of authorisation cards.
5. If an authorisation card is lost the Town Clerk must be informed immediately
6. It is the Authorised Account user's responsibility to ensure appropriate use of their Card.
7. Any Authorised Cardholder who leaves the employment of the Council or otherwise ceases to be authorised as an account user and must return any authorisation cards immediately.

8. The Town Clerk will ensure the safe storage of all confidential information associated with the accounts, including application forms and Declarations.
9. Accounts are intended to be used to purchase goods where immediate payment is required and the normal payment process cannot be utilised. Accounts must not be used to procure goods/services where the normal ordering/payment systems can be utilised, nor should it be used to circumvent the Council's Financial Regulations.
10. Payments must be authorised in the normal way via the Clerks report monthly.
11. Any non-business use of the accounts or failure to comply with these Instructions may result in action being taken under the Council's Disciplinary Procedure.
12. Accounts may only be used to meet permitted expenditure.
13. The Authorised user is responsible for the safekeeping of their authorisation card.
14. In the event of any suspected fraudulent use of the accounts the authorised user must advise the Town Clerk as soon as they are aware of any possible fraudulent use.
15. There is an overall credit limit of £50
16. Authorised users are responsible for ensuring that appropriate record keeping is maintained for any account use.
17. It is essential that evidence for each transaction is collected and stored safely to meet accounting, VAT recovery and internal control requirements.

Approved by the Finance and Audit Committee on 26th October 2016 (Minute Number 12/8/16)

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AUTHORISED Account User

Declaration of Acceptance and Understanding

Name:

Post Title:

I confirm that I have read and understood the Faringdon Town Council's Account Use Policy and Procedures and confirm that I will adhere to these in my use of the customer accounts.

I confirm that I will, as soon as is practicable, report lost or stolen user cards to the Town Clerk.

I understand that should I fail to comply with any of the terms and conditions of the Accounts Policy and Procedures then authorisation for account use may be withdrawn and that I may be subject to action in terms of the Council's Disciplinary Procedure.

Signed:

Date: