

<b>Title</b>	Credit Card Policy
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>Whistleblowing (TPO/STA/19)</li> </ul>

REVIEWED: SEPTEMBER 2015

NEXT REVIEW: OCTOBER 2018

## 1. Policy Statement

- 1.1 The primary method of payment remains invoicing and this shall be used in preference to card purchases where such is offered by the supplier.
- 1.2 From time to time the Trust may be offered an opportunity to purchase goods or arrange for services for the individual schools from companies that shall not invoice but only accept a direct payment. In order to make use of these offers the school holds a credit card. This policy details the procedures for the use of credit cards by select members of staff within the Trust as outlined in 4.3.

## 2. Who does this policy apply to?

- 2.1 Members of staff within the Trust responsible for purchasing of items.

## 3. Who is responsible for carrying out and reviewing this policy?

- 3.1 The implementation of this policy will monitored by the Principals and Executive Leadership Team and remain under review by The Brooke Weston Trust (Finance & Resources Committee).

## 4. What are the principles behind this policy?

- 4.1 The School Business Manager will ensure that that there is budgetary provision for all purchases. The Trust Finance Director will ensure that there is a sufficient balance available in the bank to cover the expenditure.
- 4.2 All authorised cardholders shall sign to accept that they have personal responsibility for transactions on “their” card which are not conducted with the approval of the Trust in accordance with this policy (refer to Appendix 1 attached). Unauthorised transactions/purchases will be deducted from the cardholder’s salary (see 5.13).
- 4.3 The Finance Committee may authorise any one or more of the following to be a cardholder: CEO, Trust Finance Director, Executive Principal, Principal, Business Manager. Each card carries an annual charge of £36 at the cost of the Trust.

## 5. Procedures

- 5.1 The credit card shall be issued by HSBC, the Trusts bankers.
- 5.2 Each card shall be stored in the school safe when not in use
- 5.3 The PIN number shall remain with the cardholder and not stored or disclosed in any way. The card holder will be the only person with knowledge of the PIN number.
- 5.4 In the event of loss of the pin number the bank will be able to provide cardholders only with the information.
- 5.5 Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police and the Trust Finance Director immediately.
- 5.6 Should fraud or misuse be suspected, the bank should be informed immediately so that the appropriate action can be taken.
- 5.7 The credit card account shall have a spending limit of £2,500 controlled by the bank.

- 5.8 The credit card balance shall be settled in full automatically each month by direct debit thereby avoiding credit card interest charges.
- 5.9 The credit card transaction should be entered in the accounts as soon as possible with the credit card authorisation number, to ensure the completeness of the accounting records and ready to be reconciled when the bank statement reaches the school.
- 5.10 All receipts shall be authorised by the budget holder, the Business Manager and the Trust Finance Director. A copy of this will be kept on the Credit Card file with the credit card statements.
- 5.11 The cards shall not be used for personal expenditure under any circumstances.
- 5.12 Cash withdrawals will not be permitted.
- 5.13 Cardholders shall also authorise the Trust to recover the cost of any unauthorised transactions and where reimbursement is not received then the Trust is authorised to make a salary deduction for the unauthorised amount.
- 5.14 A VAT receipt must be obtained for every transaction, otherwise the Trust reserves the right to reclaim the lost VAT from the cardholder's salary.
- 5.15 Cardholder must present the receipt for goods/service to the School Business Manager.
- 5.16 Purchasing records must allow correct coding in accounts.
- 5.17 All orders, without exception, must be delivered to the Business Manager at the school address.
- 5.18 Prior to online ordering using the security code the cardholder must have a purchase order authorised in advance by the Trust Finance Director.
- 5.19 Separation of duties is fulfilled by the following:
- If staff require goods via the internet they must liaise with the School Business Manager to place the order online providing they have sufficient budgetary provision and request the Trust Finance Director to authorise the purchase.
  - The School Business Manager records expenditure on the schools accounting system.
  - The School Business Manager to reconcile direct debit on bank account statement against credit card statement.

## 6. Policy Review

- 6.1 This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.

**Appendix A**

**The Brooke Weston Trust Credit Card [“the Card”] Cardholder Consent Form**

I consent to be a cardholder on the following credit account held by the Brooke Weston Trust

Credit/Debit Card Issuer: \_\_\_\_\_

Card Number: \_\_\_\_\_

I confirm that I have read the Brooke Weston Trust Credit Card Policy [“the Policy”] and that I will abide by its terms and conditions.

In particular I acknowledge and agree that:

1. I will use the account only to purchase items/services on behalf of the Trust and not use the account for any personal expenditure.
2. I will only purchase items/services in accordance with the policy.
3. I will take care of the card whilst in my possession to avoid its loss or theft.
4. I will not disclose to any other person the Card PIN number.
5. I will only use the Card security number for online purchases where a security number is requested and only on a secure (indicated by padlock symbol) Internet website.
6. I will not use the Card to withdraw cash.
7. I understand that upon discovery of loss or theft of the Card, I must as soon as possible notify:
  - a) the issuing bank; and
  - b) the School Business Manager or Trust Finance Director; and
  - c) the police (only in the event of theft)
8. I understand that I am personally liable for all charges on the Account which relate to transactions which have not been conducted in accordance with the Policy.
9. I accept that I must reimburse the Trust promptly should I cause the Account to incur any unauthorised charges and in the absence of prompt reimbursement, I authorise the Trust to recover all unauthorised charges by deduction from any amounts otherwise owing to me by the Trust, including but not limited to, salary and expenses.
10. I agree that if I cease to be employed by the Trust I will return the card to the Trust Finance Director immediately.

**Agreed by Card Holder**

Name: .....

Date: .....

Signature: .....

Authorised by: .....

Trust Finance Director.....Date.....

Agreed by CEO .....Date.....