St Mary's Roman Catholic Primary School

Wisdom & Faith

Business Charge Card Policy

Adopted and signed for on behalf of governing body: (Name)	
Date	30th November 2022
Policy to be reviewed on	Autumn 2023

Business Card Policy

A School Business Charge Card is required to enable the school to purchase goods where the company being used provides the best value but either an invoice cannot be raised or a credit account cannot be set up.

1. Business Charge Card Issue

1.1. A card will be issued to the members of staff as determined by the Governing Body and agreed by the Local Authority. The card will be personal to the individual and can only be used by the named cardholders. There is no charge to the school or the individual for the provision of a card.

1.2. The Governing Body/LA will determine the number of cards available to each school.

1.3. Each cardholder must sign an agreement to be countersigned by The Headteacher and Chair of Governors, which states they understand the terms and conditions of use. A copy of each Business Charge Card agreement/indemnity should be kept on file in school for information. (Appendix 1). Please note if the agreement concerns a Headteacher it should also be countersigned by a member of the Finance Committee (preferably the Chair).

1.4. Any member of staff who is found to be misusing their card in any way will have the card removed and disciplinary action taken. (Appendix 3 & 5)

1.5. A security PIN will be issued to each cardholder and under no circumstances should this be given to anybody else. Cardholders should never change their PIN to anything obvious (e.g. significant dates) or simple sequence (e.g. 1234)

1.6. Any cardholder who terminates their employment with the school, changes post, is no longer eligible to be a card holder or is requested to return the card, must surrender the card to the Chair of Governors as soon as possible. School must take all action necessary to achieve this.

1.7. Please note any charges incurred arising as a result of a card being misused will be charged to the schools delegated budget.

2. Limits.

2.1. The expenditure limits are as defined by the Governing Body/LA and subject to review at appropriate times. The current limits are detailed below for each school sector:

Cardholder	**Transaction Limit** £	**Monthly Limit** £
Primary School		
Headteacher	250	1000
Designated 1	200	500
Designated 2	200	250

3. Use of the Business Charge Card

3.1. The Business Charge Card may be used to purchase any goods or services relating to Local Management of Schools Delegated Budget activities only i.e Transactions made to pay suppliers that do not except payments via cheque. The Business Charge Card may be used for following types of purchases:-

Online ordering (only use secure sites)
Telephone ordering

All the above are subject to all the appropriate assessment and adherence to the terms and condition regarding usage of cards.
Please refer to the "Secure ordering online guide:-Appendix 2

3.2. Schools are not allowed to use the cards to purchase goods or services that fall into any of the following pre-determined merchant categories of expenditure

a) Personal Services
b) Contractual Freight & Storage arrangements
c) Any purchase by auction
d) Financial Services
e) Miscellaneous commercial supplies
f) Restaurants and bars

3.3. No personal purchases are to be made on the card.

3.4. Cash withdrawals are not permitted. Schools should continue to use their current cheque books should they require monies for petty cash purposes.

4. Security

4.1. Each card holder will be responsible for the security of their own card at all times.

4.2. Suspected fraudulent use of the card is to be reported to Local Authority immediately.

4.3. Lost and Stolen Cards:

If a card is lost or stolen the cardholder should immediately notify the bank of the theft to enable cancellation of the card.

The cardholder should also report a suspected theft to the police immediately and to the Headteacher/Chair of Governors/LA via e-mail at the earliest possible moment.

If a lost card is subsequently found it must not be used under any circumstances. Its recovery should be notified, and the card forwarded to the Headteacher/Chair of Governors immediately for disposal

In the case of a lost or stolen card the Headteacher/Chair of Governors will be responsible for arranging a replacement card

5. Procedure for Purchasing Goods

5.1. The schools ordering procedures must be followed as detailed in the school's internal financial regulations.

E.g. quotes must be obtained to demonstrate that value for money is being achieved

5.2. Supporting documentation must be provided for all purchases e.g. screen printout. For telephone purchases the details should be recorded in an appropriate manner determined by the school.

5.3. Schools should ensure details of authorisations of transactions are maintained.

5.4. Schools should note that some organisations may charge a small handling fee for using the card as payment.

5.5. When purchasing online some providers will ask you to provide the cardholder's address; this is the school address - the school address should also be used for the delivery address. All cards are registered to the school, as such the cardholders address is: St Mary's Roman Catholic Primary School, Crescent Lane, London, SW4 9QJ

6. Record Keeping, Payment of the Bill & Reconciliation

6.1. The school is responsible for ensuring that appropriate systems are in place to accurately record and monitor all expenditure incurred on the card(s). Where possible, schools should ensure that there is a segregation of duties between the cardholder incurring expenditure and the officer reconciling and authorising the monthly statement. At St Mary's RC Primary School the Head teacher /Chair of Governors will review and monitor the recording of all expenditure incurred on the School Business Manager's card and indicate compliance.

6.2. It is highly recommended for each individual cardholder to maintain a manual logging record of all transactions.

6.3. Each individual record should be signed by the cardholder & forwarded to the School Business Manager within the school appendix 4. The cardholder monthly report sheets must be maintained in schools for internal audit purposes.

6.4. A record of Business Charge Card transactions (copy of the logs, bank statement etc) should be reported to the Finance Committee on a termly basis.

6.5. The School shall maintain a summary record of Business Charge Card holders including limits to be reviewed on at least an annual basis see Appendix 1.

6.6. A monthly statement is generated for each card holder and can be accessed through the Headteacher/School Business Manager.

6.7. . It is the responsibility of the School to ensure that this is reconciled on a monthly basis.

6.8. Further to the statement, as per 6.3 above, the school will also have access to all individual transaction details via Access Education Finance.

6.9. Schools are required, for audit purposes when updating the Finance system, to include a description of what transactions were for.

6.10. The school must ensure that expenditure incurred via the card(s) is accurately recorded and reflected within the schools Finance system as per the information provided from the school's financial system.

6.11. The school should make all arrangements to correctly account for VAT on Business Charge Card purchases.

7. VAT Issues

7.1. All appropriate VAT deductions will automatically be accounted for in accordance with Her Majesty's Revenue & Customs (HMRC) procedures for all suppliers.

7.2. .Full separation of transaction and VAT detail will be shown on the monthly statements for all suppliers used.

7.3. Please note schools must obtain a paper invoice for any items purchased from suppliers.

8. General

8.1. The card(s) will remain the property of St Mary's Roman Catholic Primary School, at all times. The School reserves the right to cancel any card, refuse permission to distribute to any requested cardholder and demand return of any card, at any time.

8.2. The provision of Business Charge Cards to the school will remove the need for any employee to use their personal debit/cards to make purchases on behalf of the school. Please refer to scheme of delegation

8.3. Should any school wish to request a review of the current limits of a cardholder within their school, all such requests must be made in writing and submitted to the Headteacher/Chair of Governors.

8.4. The School's Governing Body is required to formally minute an agreement to approve the issue of the card(s), to accept responsibility of its use and to accept all the preceding terms and conditions. Appendix 1

8.5. Schools may consider recording the Business Charge Cards user's post title, rather than name. to avoid having to reauthorise each time there is a staff change. e.g The full governing body authorises the use of the Business Charge Card by the Headteacher and SBM Only

8.6. The above procedures are to also be formally incorporated into the Schools Financial Regulations.

8.7. Any issues, items or queries not covered by the above, shall be dealt with by the Chair of Governors as appropriate.

This is to certify that St Mary's Roman Catholic Primary School has adopted the above policy.

Chair of Governors _____ Date _____

This policy was last reviewed in Autumn 2024

Appendix

Appendix 1	**BUSINESS CHARGE CARD AGREEMENT / INDEMNITY FORM**
Appendix 2	**SECURE ORDERING ONLINE 2**
Appendix 3	**MISUSE OF BUSINESS CHARGE CARD**
Appendix 4	**BUSINESS CHARGE CARD MONTHLY COVER SHEET**
Appendix 5	**BUSINESS CHARGE CARD REQUEST FOR AMENDMENT FORM**
Appendix 6	**BUSINESS CHARGE CARD HOLDERS**

Appendix 1

St Mary's Roman Catholic Primary School BUSINESS CHARGE CARD AGREEMENT / INDEMNITY

NAME OF CARDHOLDER:

POSITION AT THE SCHOOL:

I am an authorised Business Charge Cardholder and I agree to the following conditions of use: -
1. As a cardholder I agree to comply with the terms and conditions as stipulated by the School and Local Authority regarding my use of the card.

2. My Business Charge Card limit is £

3. I have received and understood that I am being entrusted with a Business Charge Card and will be making financial commitments on behalf of the school.

4. I agree to use the Card for official school business purchases only and agree not to charge personal purchases. I understand that the use of the Card will be subject to Internal Audit.

5. I agree to abide by the established procedures for the use of the Card. I understand that failure to do so may result in either removal of the Card or any other appropriate disciplinary actions, including termination of employment.

6. Receipts/vouchers must be obtained for all transactions with the card, including a full VAT receipt where possible, and passed to the Schools Business Manager. Any VAT costs not supported by invoices/receipts will be met from the school's budget.

7. If the card is lost or stolen it is my responsibility to report it to the Bank immediately, giving details also to the School.

8. Under no circumstances will I give the PIN allocated to the Business Charge Card to anybody else.

9. I understand that if I terminate my employment with the school, or change post, and am no longer eligible to be an authorised card holder I must surrender the Business Charge Card to the school

10. I understand that I will be responsible for the security of my own card at all times.

11. I will always follow the school's ordering procedures when making card purchases.

12. I will provide supporting documentation for all card purchases e.g. screen printout. For telephone purchases I will record the details in an appropriate manner determined by the school.

Statement I acknowledge receipt of this school Business Charge Card and will adhere to the conditions of use as above.

_____ _____ Print name _____ Signature

_____ Print name _____ Chair of Governors Signature

Appendix 2

St Mary's Roman Catholic Primary School Shop safely online If you want to use your Business Charge Card on a web-site, then you should use these simple safeguards: ·

Make sure that your card details will be encrypted securely before being sent across the Internet – look for an unbroken key or lock at the bottom of your browser window or check the website address, which should begin https:// ·

Use the latest version of your browser's software and check to be sure your computer's operating system software is up to date. ·

Shop with retailers you know about, or research them first to ensure they are reputable and reliable ·

Keep a record of your Internet transactions, including the retailer's website address.
Any online stores send customers e-mails summarising the purchase details – make sure you save or print these ·

Before buying, read the delivery and return policies that should be on the retailer's website. Can unsatisfactory items be sent back? If the items are faulty, can you get a refund or a credit note? ·

The retailer's web-site should also have information about delivery arrangements and costs, currencies they accept and taxes that apply. ·

Look for a telephone number or email address and note them down in case you have any queries.

Appendix 3

MISUSE OF CARDS

The School Business Manager, under delegated authority of the Headteacher , will monitor the use of School Business Charge Cards and may withdraw a card at any time if a cardholder fails to observe the Business Charge Card Policy.

Specifically, where a Business Charge Card user uses the card to purchase goods / services on behalf of an individual, then they must ensure the card is used strictly in adherence with this Policy and the associated School
Scheme of Financial Regulations. Under no circumstances can the Business Charge Card user bypass this Policy even where their direct Line Manager may inadvertently request this deviation. Any related issue should be referred to the School Business Manager.

The Business Charge Card may not be used for personal purchases even if the card holder intends to repay the cost at a later date. Use of the Business Charge Card for anything other than School business will be treated as a disciplinary offence.

Appendix 4

Business Charge Card Monthly Statement - Cover Sheet

Name of cardholder:	
Month/year	
Statement attached	Yes/No
Amount for travel and subsistence expenses	
Amount for other purchases	
Total bill per attached statement	

I confirm that:

- The Business Charge Card has been used in accordance with the Schools Business Charge Card Policy
- The purchases represent best value for the school

Signature:_____ Date: _____
(Cardholder)

Signature:_____ Date: _____
(School Business Manager in line with policy)

Signature:_____ Date: _____
(Headteacher in line with policy)

Appendix 5

ST MARYS ROMAN CATHOLIC PRIMARY SCHOOL

REQUEST FOR AMENDMENT

(Temporary & Permanent)

ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL

Cardholder: INSERT NAME

Current /New * cardholder - * delete as appropriate

SPECIFIC DETAILS
This section is designed to detail all the variable data so that only this part needs to go to the governors when changes are made/requested.

Business Charge Card Issue
Lloyds Bank issues the Business Charge Card. Business Charge Cards are requested for the following staff only: -
(List the staff here detailing name and job title)

Limits
Please refer to terms and conditions note 2 re current limits available
(Detail the requested total credit limit for each cardholder per transaction based on levels of authority and total credit limit for each card holder).

Headteachers Signature _____ Date_____

Chair of Governors Signature _____ Date _____