



Holly Park School Debit Card Policy

I Rationale

- 1.1 The use of the debit card by Holly Park Primary School is governed by the “Scheme for Financing Schools” (paragraph 3.7)
- 1.2 The Governing Body has approved the use of the debit card and these procedures will be included in the Financial Management Policy as an appendix pending the policy being updated and approved by the Finance & Premises Committee under its delegated responsibility from the Governing Body.
- 1.3 From time to time the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that shall not invoice but shall only accept a direct payment. In order to make use of these Best Value offers, the school holds a debit card. The Headteacher will always ensure that that there is budgetary provision for all purchases and that there is sufficient balances available in the bank to cover the expenditure. The primary method of payment remains invoicing and this shall generally be used in preference to card purchases where such is offered by the supplier.

2 Key Principles

- 2.1 The Headteacher and Chair of Governors may authorise any one or more of the following to be a debit card holder: Headteacher, Deputy Headteacher, Office Manager and any member of staff needing to purchase items for the running of the school on a regular basis.
- 2.2 The debit card shall be issued by the school’s bankers
- 2.3 Each card shall be kept safely by the named card holders
- 2.4 The PIN for each card shall be known by the cardholder and will not be disclosed to anyone else or written down. The office manager shall keep a confidential log of all cards issued by recording the name of the cardholder and the card number.
- 2.5 In the event of loss of the pin number the bank will be able to provide the cardholders only with the information
- 2.6 Should the card be lost or stolen, the loss shall be reported by the cardholder to either of the Headteacher, Deputy Headteacher or Office Manager immediately who will, in turn, inform the issuing bank and the police
- 2.7 Should fraud or misuse by parties unknown be suspected, the cardholder will inform either the Headteacher, Deputy Headteacher or the Office Manager immediately so that the appropriate action can be taken

- 2.8 The individual debit cards shall have a control transaction limit of £2,000 set by the bank
- 2.9 The debit card transaction should be entered in the accounts as soon as possible with the debit card authorisation number, to ensure the completeness of the accounting records and ready to be reconciled when the bank statement reaches the school
- 2.10 The Headteacher will authorize debit card purchases. No cardholder will authorise their own debit card expenditure therefore creating a separation of duties. The Chair or Vice chair of governors will authorise the Headteacher use of the debit card.
- 2.11 The cards shall not be used for personal expenditure under any circumstances
- 2.12 Cash withdrawals are not permitted. For control purposes a £200 limit shall be set for use by one person. Over this amount it must be countersigned by another person. A Z order should be completed.
- 2.13 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 school in accordance with this policy. Refer to Appendix I attached
- 2.14 Cardholders shall also authorise the school to recover the cost of any unauthorised transactions and where reimbursement is not received then the school is authorised to make a salary deduction for the unauthorized amount and the cardholders will sign to this effect
- 2.15 Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing
- 2.16 A record of delivery for items bought by debit card will be kept.

3 Separation of duties

- 3.1 If staff require goods via the internet they must first get approval from the Headteacher. Once authorised they can then purchase the goods themselves or liaise with the Office Manager to place the order on line. The normal checks must be made to ensure they first have sufficient budgetary provision. In the case of the School Business Manager, he or she will liaise with the Headteacher or Deputy Headteacher.
- To ensure separation of duties, any purchases via debit card will be approved by the Headteacher. Headteacher purchase will be approved by the chair of governors or vice chair.
- 3.2 Barnet school Finance assistant to reconcile the debit entry on the bank statement created via use of the debit card

4 Purchases under £200

- may be off-site
- when using the debit card the money will be taken from the bank account once the purchase is complete although the goods may not have been received
- Authorisation must be sought from the Headteacher

- print off the order confirmation immediately which must be coded and authorised and posted as a direct payment onto the accounting system
- a VAT (if applicable) receipt must be obtained
- cardholder must present the receipt/invoice for goods/service to the Business Manager
- A delivery note is kept

5 Purchases over £200

- must be ordered on the school premises
- Authorisation must be sought from the Headteacher
- all orders must be delivered to the school address
- a VAT receipt must be obtained
- must have record of receipt of goods/service at school, i.e. delivery note
- the Barnet school finance assistant will de-commit the official order and enter the expenditure onto the accounting system to ensure that the school's cash flow is correctly monitored.

6 Monitoring

- 6.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance & Premises Committee.
- 6.2 This policy will be reviewed annually.

Document Control **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Ann Pelham	Revised
1.1	Summer 2014	Finance Committee	Amended, adopted & ratified
1.2	Summer 2015	Finance Committee	Amended, adopted & ratified
1.3	Summer 2016	Finance Committee	Amended, adopted & ratified
1.4	December 2016	Ann Pelham	Amended & Updated following finance audit
1.5	Summer 2017	Finance Committee	Amended & ratified
1.6	Summer 2018	Finance Committee	Amended & ratified
1.7	Summer 2019	Finance Committee	Amended & ratified
1.8	Summer 2020	Finance Committee	Ratified
1.9	Summer 2021	Finance & premises Committee	Amended & Ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

Distribution

Shared with
<ul style="list-style-type: none">• Staff via school server• Parents via Website• Governors via committee meetings

Date for next review
Summer 2022

Holly Park School Debit Card [hereinafter referred to as “the Card”] Cardholder Consent Form

I consent to be a debit cardholder on the bank account held by **Holly Park Primary School** [hereinafter referred to as “the School”]

Debit Card Issuing Bank: _____

Debit Card Number: _____

I confirm that I have read the Holly Park School Debit Card Policy [hereinafter referred to as “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 School 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 debit card whilst in my possession to avoid its loss or theft.
4. I will not disclose to any other person, or write down, 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 the Headteacher, the Deputy Headteacher or the School Business Manager who will take the appropriate action
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 School promptly should I cause the Account to incur any unauthorised charges [“hereinafter referred to as “Unauthorised Charges”] and in the absence of prompt reimbursement, I authorise the School to recover all Unauthorised Charges by deduction from any amounts otherwise owing to me by the School, including but not limited to salary and expenses.
10. I agree that, when not required for purchases, I may return the Card for safekeeping in the School safe, to School Business Manager
11. I agree that if I cease to be employed by the school I will immediately surrender the card to the Headteacher

Signatures to Agreement

Name: _____
(Cardholder)

Signature _____

Date:

Name: _____
(Headteacher)

Signature _____

Date