



Holly Park School Credit Card Policy

The use of the Credit Card by Holly Park School is governed by the “Scheme for Financing Schools” (paragraph 3.7).

The Governing Body has approved the use of the credit card

From time to time the school may need 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 credit card. The Headteacher will ensure that there is budgetary provision for all purchases.

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.

Credit Card signatories:

1. Ann Pelham (Head teacher)
2. Maria Michael (Deputy head teacher)
3. Michelle Hounslow (Office Manager)

All holders of a school credit card must sign a Credit Card Consent Form (Appendix I)

- The Headteacher/Chair of Governors may authorise any one or more of the following to be a cardholder: Deputy Headteacher or Office manager. The Chair of Governors will authorise the Headteacher as a cardholder.
- The credit card shall be issued by Natwest Bank, the school’s bankers.
- Each card shall be stored in a school safe when not in use.
- The PIN number for each card shall be known only by the cardholder and not disclosed to anyone else or written down.
- In the event of loss of the pin number the bank will provide the cardholders only with the information.
- Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police, the Office Manager and the Headteacher immediately.
- Should fraud or misuse be suspected, the bank will be informed immediately so that the appropriate action can be taken.
- The credit card will have a spending limit of £2,000 controlled by the bank.
- The credit card balance shall be settled in full automatically each month by direct debit thereby avoiding credit card interest charges.
- All receipts shall be authorised by the either the Headteacher, Chair of Governors or Deputy Head.
- The cards shall not be used for personal expenditure under any circumstances.
- Cash withdrawals are not permitted. For control purposes a £100 limit shall be set.
- All authorised cardholders have personal responsibility for transactions on “their” card which are not conducted with the approval of the school in accordance with this policy.

- 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 unauthorised amount.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing.

Separation of duties is fulfilled by the following:

- If staff require goods via the internet they must liaise with the Office Manager to place the order online providing they have sufficient budgetary provision and the Headteacher or the Deputy Headteacher have authorised the purchase order.
- The cardholder makes the purchase.
- The Office Manager records expenditure on the schools accounting system.
- The Headteacher authorises receipt of transaction submitted by cardholder
- Finance Officer to reconcile direct debit on bank account statement against credit card statement.

General:

- a. Purchases over £200 must be ordered on the school premises
- b. Telephone orders are not permitted.
- c. The official Z order is to be signed by an authorised signatory.
- d. For purchases over £500 a second signatory from the list is to be obtained and must not be the purchasing officer/cardholder
- e. All orders must be delivered to the school address.
- f. There must be a record of receipt of goods/service at school, i.e. delivery note.
- g. The Finance Officer 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.
- h. Purchasing records must allow correct coding in accounts.

INTERNET:

All internet purchases must be made on school premises

Before goods are purchased via the internet:

- a. The Head Teacher or Deputy Head Teacher authorises a purchase Z order.
- b. The purchase Z order is signed by the Office Manager .
- c. There must be sufficient funds in the budget heading to meet costs.

- d. Cardholder (Office Manager/HT/DHT) makes purchase.
- e. A VAT (if applicable) receipt must be obtained.
- f. Order confirmation is printed off immediately and attached to purchase order
- g. The Finance Officer records the coded authorised expenditure on the schools accounting system.
- h. When using the credit card for online purchases the money will be charged against the card immediately although the goods have not been received.
- i. Finance Officer reconciles direct debit on bank account statement against credit card statement.

OFFSITE:

The Headteacher authorises the use of the card offsite

- a. Purchases must be under £200
- b. a – e, g- i above apply.
- c. Cardholder must present the receipt for goods/service to the Office Manager .
- d. As soon as possible after use, the cardholder completes the purchase Z order
- e. The Head Teacher, Deputy Head or Chair of Governors authorises the purchase on the purchase Z order.

Monitoring



This policy will be reviewed biannually by the Finance & Premises Committee.

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Written September 2022	Ann Pelham	New Policy written as a draft as we have a new credit card
1.1	Autumn 2022	F&P	Reviewed & adopted
1.2	Autumn 2023	F&P	Reviewed

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		Dec 2023
Chair of Governors	Clare Hegarty		Dec 2023

Distribution

Version	Shared with	Date
1.0	<ul style="list-style-type: none">• Staff via school server• Governors via meetings	

Review

Date for next review
Autumn 2025

Appendix I



HOLLY PARK SCHOOL School Credit Card ["the Card"] Cardholder Consent Form

I consent to be a cardholder on the following business charge card account held by Holly Park School ["the School"]

Credit Card Issuer: NatWest

I confirm that I have read the Holly Park 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 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 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 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 Secretary
 - c. the School Bursar
 - d. the Chair of Governors; and
 - e. 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 School promptly should I cause the Account to incur any unauthorised charges ["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 will keep the Card for safekeeping in a School safe or my office key cabinet
11. I agree that if I cease to be employed by the school I will return the card to the Headteacher , who will confirm this to the Chair of Governors.

Signed: Signed:

Name: Chair of Governors:

Date: Date: