

John Ruskin Primary School and Language Classes

Credit Card Policy

Co-ordinator: **Jonathan Verity**

Last review: September 2017

Next review: September 2020



“Be Responsible, be fair, stay positive and care”

Credit Card Procedures Policy

Latest Review: September 2017

Previous Reviews: October 2015, November 2016

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1. Scope

- a. This policy statement applies to all employees authorised to use a credit card at John Ruskin Primary School and Language Classes who come under the control of the Governing Body.

2. Aims

- a. The Governing Body seeks to ensure effective and robust procedures to ensure proper use of the school credit card.

3. Responsibilities

- a. The Finance Sub Committee will monitor and review this policy annually and recommend approval by the full Governing Body. In addition, the Governing Body will delegate to the Finance Sub Committee the necessary discretion to operate credit card management procedures and arrangements.

4. Terms and Conditions of Use

a. Issue and Safekeeping of Credit Cards

- i. The issue and re-issue of credit cards will be authorised by the Finance Sub-Committee
- ii. The Finance Sub-Committee will designate the Head teacher to be responsible for the establishment and maintenance of a central record of all credit card users and credit cards issued, detailing card numbers, spending limits, issuing and expiry dates.
- iii. Credit cards will not be issued to, or be used by, any member of staff who has not signed the Policy and Procedures document
- iv. The recipient will sign the card immediately upon receipt
- v. Credit cards must be kept with the cardholder at all times
- vi. A written record of PIN numbers must not be kept and PIN numbers to be changed regularly (e.g. every six months).

vii. On leaving the employment of John Ruskin Primary School and Language Classes, the individual's credit card must be returned to the School Business Manager, with a full account of any outstanding expenditure. The School Business Manager will advise the credit card company to block further transactions against that card and the card will be destroyed.

b. **Loss or Theft of Credit Cards** - If a credit card is lost, the cardholder must:

- i. Contact NatWest immediately. A 24 hour service is provided for this purpose – telephone number 0870 010 1152, quoting card number. A delay in contacting NatWest may result in unauthorised use of the credit card for which John Ruskin Primary School and Language Classes may hold the card user liable
- ii. Inform the School Business Manager as soon as the loss is discovered
- iii. Inform the police if loss is a result of theft and obtain a crime reference number

c. **Use of Credit Cards**

- i. The use of school credit cards must only be in exceptional circumstances to obtain goods from suppliers whom we have no account or credit agreement with i.e. Amazon or other wholesaler
- ii. The 'authorisation to pay by credit card' form must be completed by the individual requesting the goods/services (once he/she is satisfied that they have received best value) and counter-signed by the School Business Manager. The order will then be processed by the Finance Officer using the current purchasing procedures.
- iii. The Business/Finance Officer will keep a record of the total charge expected each month, and these figures will be included in any financial reports to Governors.
- iv. The card must **not** be used to withdraw cash
- v. The card must only be used for business related purchases only, unless otherwise agreed by the Headteacher

5. **Payment and Coding**

a. The Business Manager/Finance Officer will:

- i. Check the invoices for the credit card payments against the individual 'authorisation to pay by credit card' forms
- ii. Check the credit card statement against the 'authorisation to pay by credit card' forms.

- iii. Input the total amount on the credit card statement onto the RM Finance system with 5 days of receipt
- iv. Input the individual transactions – using the cash book journal facility – on to the school’s RM Finance system using the ‘authorisation to pay by credit card’ forms. This will ensure the charges are passed to the individual ledger codes and also separate the VAT element
- v. Ensure that balances are cleared monthly before any charges are incurred

6. Monitoring

- i. Usage of credit cards will be subject to audits by the Headteacher. An independent record of these checks will be maintained by the Head teacher and will be available for audit inspections
- ii. Unauthorised use of credit cards will be subject to investigation and may result in potential reclaim from the card user, withdrawal of card and/or disciplinary action

7. Credit Card holders & Credit Card Limits

Current Holders	Limit £
Jonathan Verity	£3,000
Karine Tchong	£3,000
Overall Credit Limit for School	£6,000

Credit Card & Procedures Policy

Date	
Chair of Governors	
Chair of Committee	