



Policy and Procedure

Credit and Debit Card

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Our Mission

The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Our mission is the provision, development and future safeguarding of a World Class Catholic Education where every child, member of staff and family matters

The schools, their governors and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity and forgiveness are at the heart of everything we do.

This policy was adopted by the Trust Board

Signature:

Mrs C Hyde
Chair of Trust Board

Date:

6.12.17

THE BISHOP WHEELER CATHOLIC ACADEMY TRUST

Credit and Debit Card Policy and Procedure

SCOPE

This policy statement applies to all employees authorised to use a credit / debit card at all individual academies within the Bishop Wheeler Catholic Academy Trust.

AIMS

The Trust seeks to ensure effective and robust procedures to ensure proper use of credit/debit cards.

RESPONSIBILITIES

The Trust Finance and Audit Committee will monitor and review this policy annually and recommend approval by the Trust Board. In addition, the Trust Board will ensure this policy is adopted by the individual Academy Councils, delegating the day to day procedures as the responsibility of the Headteacher.

TERMS AND CONDITIONS OF USE

1. ISSUE AND SAFEKEEPING OF CREDIT/DEBIT CARDS

- The issue and re-issue of credit/debit cards will be authorised by the Chief Operating Officer.
- The Group Accountant will be responsible for maintaining record of all credit/debit card users and cards issued, detailing card numbers, spending limits, issuing and expiry dates.
- Credit/debit cards will not be issued to, or be used by, any member of staff who has not signed the Policy and Procedures document.
- The recipient will sign the card immediately upon receipt.
- Credit/debit cards must be kept secure at all times. When not in use all credit/debit cards must be kept in the school safe.
- A written record of PIN numbers must not be kept and PIN numbers should be changed regularly (every 6 months).
- On leaving the employment of the Trust credit/debit cards must be returned to the Trust Finance team with a full account of any outstanding expenditure. The Trust Finance team will advise the credit card company to block further transactions against that card, and the card will be destroyed.

2. LOSS OR THEFT OF CREDIT/DEBIT CARDS

- If lost, the card holder should contact Lloyds Bank immediately. A 24 hour service is available for this purpose. Telephone 0800096 9779, quoting card number. A delay may result in unauthorised use of the card for which the school may hold the card user liable.
- Inform the School Business Manager as soon as the loss or theft is discovered.
- Inform the Police if loss is a result of theft, obtaining the crime report number.

3. USE OF CREDIT/DEBIT CARDS

Credit/debit cards should **only** be used when the official ordering procedure using PS Financials either cannot provide best value or is unavailable owing to staff absence or school holidays

- Cards must not be used to withdraw cash.
- Cards must only be used for business related purchases where there is not a more cost effective way
- The types and values of purchases must be within limits agreed with the School Business Manager.

The Finance staff will:

- Check the invoices and delivery notes for card payments.
- Input the amounts on the statements onto PS Financials on receipt of the Bank Statements (sent by the Finance team at The Bishop Wheeler Trust) to reconcile the statements, using correct nominals, cost centres and VAT codes, as advised by the Trust Finance Officer.
- Inform The Bishop Wheeler Trust of the Document Number for each transaction.

MONITORING

Usage of credit/debit cards and location of assets purchased will be subject to spot checks by the Group Accountant who will keep an independent record to be made available to the auditors.

Unauthorised use of credit/debit cards will be subject to investigation and may result in withdrawal of cards and / or disciplinary action.

I have read and understand the Credit/Debit Card Policy and Procedures and confirm that I will adhere to these in the use of the card provided.

Name of Card Holder:Print

Signature: Date:



The 10 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy
St. Joseph's Catholic Primary School Otley, a Voluntary Academy
Ss Peter and Paul Catholic Primary School, a Voluntary Academy
Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy
St Mary's Horsforth Catholic Voluntary Academy
St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy
St Joseph's Catholic Primary School Harrogate, a Voluntary Academy
St Mary's Catholic Primary School Knaresborough, a Voluntary Academy
St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy
Holy Name Catholic Voluntary Academy



The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801

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Trust Board: Mrs D Gaskin