ST HILDA'S
CE HIGH SCHOOL

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Credit Card Policy

Approved by Governing Committee: Business Resources Committee
Ratified by Full Governing Body: 18th June 2026
Next Review Month: June 2027
Policy Owner / Author: KK
Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom** **hope** **community** **dignity** and **equality**
we nurture and support one another to be our very best.
We rejoice in our diversity and celebrate our many achievements.

St Hilda's Church of England Credit Card Policy

The use of the Credit Card by ["the School"] is governed by ***s.2.18*** *of The Scheme.* Under no circumstances can a school have a debit card.

The governing body has approved the use of the Credit Card and these procedures will be included in the 'Schools Finance Procedure Manual' approved by the relevant committee/governing body October 24 of the finance committee or governing body meeting.

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 credit card. The head teacher will 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.

- The head teacher/chair of governors may authorise anyone or more of the following to be a cardholder - head teacher, deputy head teacher, senior teacher
- Each card must have LCC as part of the name on the credit card
- Each card shall be stored in the 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.
- Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police (only if the card has been stolen), the school bursar and the head teacher immediately.
- Should fraud or misuse be suspected, the bank and LCC (Schools Finance Team (SIL) and Internal Audit) should be informed immediately so that the appropriate action can be taken. See ***s.2.27*** of *The Scheme*.
- There shall be 1 credit card account per school and no more than two cardholders in each Primary School and four cardholders in each Secondary School.
- Each credit card account (not each individual card), shall have a maximum spending limit of £5,000 for Primary Schools and £10,000 for Secondary Schools, controlled by the bank but set by the governing body. Limits for special schools will be the appropriate limit given the age range of the pupils
- The credit card balance shall be settled in full automatically each month thereby avoiding credit card interest charges.
- The card statement will be cross referenced with the original purchase receipts by the School Finance Officer. The credit card statement should be entered into the schools financial management system as soon as possible as a 'Cash Book Journal'. The journal must itemise each purchase made on the card (Net and VAT) against the appropriate ledger code ensuring that the total of the journal reflects the total on the credit card statement. The School Finance Officer and School Business Manager will then sign the statement as confirmation of reconciliation. The Cash Book Journal and original purchase receipts, together with the credit card statement, should be kept on file, to

ensure the completeness of the accounting records & ready to be checked during visits by the Schools Financial Advisor (SIL).
- All receipts shall be authorised by the School Business Manager
- The cards shall not be used for personal expenditure under any circumstances or for purchases on behalf of a third party.
- Cash withdrawals are not permitted.
- All authorised cardholders shall sign the 'cardholder consent form' 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. The cost of any unauthorised transactions and were reimbursement is not received then the cardholder will be subject to gross mis-conduct.

Separation of duties is fulfilled by the following:

- If staff require goods via the internet, they must liaise with the Budget Holder and Finance Officer to place the order on line providing they have sufficient budgetary provision and get the Business Manager to authorise the purchase.
- Cardholder makes purchase.
- The School Business Manager authorises receipt of transaction submitted by cardholder
- The Finance Officer records expenditure on the schools accounting system.
- School Business Manager to reconcile direct debit on bank account statement against credit card statement;

Purchases <u>under £200</u>

- May be off-site but <u>must be</u> kept to a minimum and approved prior to purchase
- A VAT (if applicable) receipt must be obtained
- Cardholder must present the receipt for goods/service to the bursar

Purchases <u>over £200</u>

- <u>Must be</u> ordered on the school premises by the authorised cardholder <u>only</u>
- All orders <u>must be</u> delivered to the school address
- A VAT receipt <u>must be</u> obtained
- Must have record of receipt of goods/service at school, i.e., delivery note
- When using the credit card, the money will be taken from the bank account once the purchase is complete although the goods may not have been received

Note: *We understand that non-adherence to this policy/regulations may result in the <u>withdrawal</u> of the credit card facility from the school and in certain circumstances the issuing of a notice of concern or withdrawal of delegation.*

Appendix - School Credit Card Holder Consent Form

I …………………………………….. consent to be a cardholder on the following credit card account held by St Hilda's CE High School

Credit Card Issuer ………..Lloyds…………………………………

I confirm that I have read the School Credit Card Policy and that I will abide by its terms and conditions.

In particular I acknowledge and agree that:

- I will use the account only to purchase items/services on behalf of the school and not use the account for any personal expenditure
- I will only purchase items/services in accordance with the policy
- I will take care of the card whilst in my possession to avoid its loss or theft
- I will <u>not</u> allow the card to be used by any other person
- I will <u>not</u> disclose to any other person, or write down, the Card PIN number
- I will <u>not</u> use the card to withdraw cash
- I understand that upon discovery of loss or theft of the card, I must as soon as possible notify:
- the issuing bank and
- the bursar or head teacher and
- the police (only in the event of theft)
- 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 and understand that I may be subject to disciplinary action
- I agree that, when not required for purchases, I will return the card for safekeeping in the school safe, to the office manager/bursar
- I agree that if I cease to be employed by the school, I will return the card to the head teacher immediately

Note: *I understand that non-adherence to these terms & conditions may result in the <u>withdrawal</u> of the credit card facility from the school and in certain circumstances the issuing of a notice of concern or withdrawal of delegation.*

Signed by Cardholder ………………………………………………. (DATE)

Signed by Head Teacher ………………………………………………. (DATE)

Signed by Chair of Governors ………………………………………………. (DATE)