



BUSINESS CHARGE CARDS POLICY

To be reviewed: **Annually**

Next review: **Summer 2021**

Date Approved by the Genesis Education Trust Board: **11 May 2020**

POLICY FOR USE OF BUSINESS CHARGE CARDS WITHIN GENESIS EDUCATION TRUST

1. Business Charge Cards

- The Board of Directors should authorise the use of any such cards, taking into account the potential risks
- Business Charge Card accounts must be cleared in full at the end of each month to avoid infringing schools' borrowing restrictions
- Clear, written control systems must be approved by the Directors and those using the cards must be aware of the systems

3.8 Use of charge cards

- The Board have approved the use of the following Business Charge Cards by the staff authorized below who have read and agree to follow the procedures laid down below. If a member of staff who has been authorized is absent another member of staff may be authorized to use the card with the prior written consent of the Headteacher of the school:

St. Mary's & Saviour's C of E Primary School – Mr Kevin Parker (SSO) £2,000 – for DIY and sundry goods for the Federation

St. Mary's & Saviour's C of E Primary School – Mrs Karen Brown (Breakfast & ASC Supervisor) £3,000 – for food and resources for the Breakfast & ASC and refreshments for meetings with parents/other professionals/Governor & Director meetings for **St. Saviour's only**

St. Mary's & Saviour's C of E Primary School – Mrs Camel Smith (Office Manager) £5,000 – for food and resources for the Breakfast & ASC and refreshments for meetings with parents/other professionals/Governor & Director meetings for **St. Mary's only**

St. Mary's & Saviour's C of E Primary School – Ms Ellen Hanley (Estates Officer) £5,000 – resources for both schools

- The Chief Operations Officer is appointed to control the use of the cards and will oversee the following:
 - 1 cards will be stored in the school safe at all times except when officially issued to an authorised user
 - 2 the spending limit on any specific card is *£5000 for the Senior Office Manager & Estate Officer and £2,000 for the Site Services officer and £3,000 for the Clubs & meetings*

3 cards can only be used in conjunction with the core purpose of the school

Procedures for the use of Business Charge Cards at Genesis Education Trust

The Board of Directors have agreed to implement the use of 4 Business Charge Cards. The following procedures have been put in place to control the use of the card.

The Board of Directors authorise the cards to be used after giving consideration to the risks and the controls needed:-

- i) Authorised users – Mr K Parker, Mrs K Brown, Mrs C Smith and Ms E Hanley.
- ii) Maximum value to use on the cards spending limit will be £15000 in total for all 4

The Business Manager/Finance Manager and Officer who are not card signatories shall monitor the issue of the card to authorised staff.

Documentary proof of any goods purchased with the charge card, including details of the nature and cost of those goods (such as vouchers, receipts), should be returned to the person responsible for recording card transactions as soon after each purchase as is reasonably practical.

Transactions should be reconciled to statements by someone other than the cards' signatories. Schools should ensure that charge card transactions are reconciled to the bank statements at least on a monthly basis.

SignedDirector of Finance

Date.....

- A review of the use of the cards should be carried out on a regular basis by the Business Manager/ Chief Operations Officer