

*'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow  
weary,  
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



## **Kennington Academy**

Multi Academy Trust Policy

Common Trust Policy, Use as Published

Charge Card Policy

*...‘Everyone who uses what he has will get more. He will have much more than he needs.  
But the one who does not use what he has will have everything taken away from him.’  
Parable of the Talents. (Matthew 25:14- 30)*

Date adopted by Trust Board:

Date of Review: Feb 2019

Date of next Review: Feb 2022

Date Adopted by Local Governing Body:

## Introduction

Academies within the Trust have the option to use Business Charge Cards through Lloyds bank only. Academies may have up to two Charge Cards with an overall purchase limit of £1,000 per month. The limits may be increased if appropriate with the authorisation of the Finance & Business Director.

Business charge cards are generally held by:

- Headteacher
- School Business Manager or Finance Officer
- Chief Executive Officer
- Finance & Business Director

Use is intended for purchases where it is impractical to use the preferred purchasing route. Examples of where a business charge card may be a suitable alternative are for Internet purchases, and for authorised business travel and accommodation bookings (e.g. school trips). While it is recognised that there can be advantages in using business charge cards, such as improved efficiency, saving time and reduction of transaction costs, business charge cards are **not** intended to operate as an alternative to the School's usual purchasing arrangements. The majority of purchasing should go through Civica purchasing processes and invoicing. The principles of Best Value and Value for Money must be used with all business charge card purchases. Business charge cards should only be used for online e-purchasing when there is a clear and demonstrable advantage to be obtained.

Business charge cards are non-transferable as they are issued in the name of the individual cardholder.

Each cardholder is personally responsible for the safe custody of their card. The card should be held securely at all times and any loss of cards should be reported immediately. The cardholder is liable for the integrity of all transactions and proper and controlled use of the business charge card. **Breaching these terms and conditions may result in withdrawal of the card.** All receipts must be produced and reconciled monthly to the monthly statement by the Finance Team.

## Authorisation

Charge card transactions can only be made once a purchase order has been raised and authorised by the appropriate signatory.

Cardholder	Authorisation
Chief Executive Officer	Finance & Business Director
Finance & Business Director	Chief Executive Officer
Head Teacher	Chair of Governors or Senior Leader
SBM/Finance Officer	Head Teacher or Senior Leader
Premises Officer	SBM or Senior Leader
Breakfast Club Coordinator	SBM or Senior Leader

The Head Teacher or Senior member of staff will check each Academy's monthly reconciliation to ensure that the business charge card system is operating correctly.

## Card Security

The Business charge card should be kept with the card holder at all times

- NEVER display your card Number around your work area
- NEVER give your card Number to someone else
- ONLY the cardholder should place an order using his or her Card Number.

When off the Academy premises the business charge card should be held securely, and due care taken against it being lost or stolen.

When the card is no longer required, or the member of staff leaves school employment, arrangements should be made immediately with the Finance & Business Director for the card to be destroyed and cancelled. The use of the card for any purpose that is not in accordance with the guidelines in this document will be dealt with under the formal disciplinary procedure. If fraud is detected the card will be immediately cancelled and necessary measures taken including recovery of funds and any additional costs incurred. Fraudulent usage will be viewed as gross misconduct and may result in summary dismissal. Business charge cards should not be used for personal purchases under any circumstances.