



Policy

Credit & Debit Card Policy & Procedure

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The Bishop Wheeler Catholic Academy Trust



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 approved by the Resources Committee on
behalf of the Trust Board**

Signature:

**Mrs Diane Gaskin
Chair of the Trust Board**

Date: 03/05/22

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1.0 Published	December 2017	Trust Policy	KCL/DBY/Chair Trust Board
2.0 Review	May 2022	Trust Policy Review	KCL/GNE

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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 Resources Committee will monitor and review this policy every three years and recommend approval by the Resources Committee. 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 Head of Finance 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 cardholder should contact Lloyds Bank immediately. A 24-hour service is available for this purpose. Telephone 0800 096 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 Trust central finance team 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 cannot provide either 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 Trust Head of Finance.

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 Head of Finance 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 13 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

St Roberts Catholic Primary School, a Voluntary Academy

St John Fisher Catholic High School Harrogate, a Voluntary Academy

St Joseph's Catholic Primary School Tadcaster, a 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.

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