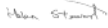


2019 -2021

Potential in Everyone Academy Trust
CEO – David Whitehead



Business Charge Card Policy

Committee	Board of Directors
Version	1.0
Author	Linda Lucas
Approved on	12 July 2019
Signature	
New Review date	July 2021

Associated Documentation	
Trust Anti-Fraud and Corruption Policy	
Finance Policy	
Discipline and Conduct Policy	

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Part A – Policy

1. Policy Statement

Potential in Everyone Academy Trust is committed to ensuring that its systems of financial governance conform to the requirements of both propriety and sound financial management.

A Trust Business Charge card is required to enable the Trust and/or school to purchase goods/services, where the company being used provides the best value, but an invoice cannot be raised, nor a credit account set up.

This policy is intended to provide guidance and assistance in the correct and responsible use of the Trust's Business Charge cards and will be fully incorporated into the Trust's financial policies and regulations.

2. Scope of the policy

This Policy and Procedure applies to all Potential in Everyone Academy Trust's Business Charge card holders.

3. Adoption Arrangements and Date

This policy was adopted by the Board of Directors of Potential in Everyone Academy Trust on 12 July 2019 and supersedes any previous policy.

4. Review of the Policy

This policy will be reviewed on an ongoing basis in line with best practice and legislative requirements and will be reviewed by the Board of Directors every two years or earlier if there is the need.

5. Responsibilities of the Trust

- To ensure there are adequate controls in place for the use of Trust Business Charge cards to prevent and detect fraudulent use
- Ensure that agreed controls are effective, being complied with and are subject to independent verification.

6. Responsibilities of the Employee

- To always comply with the Trust's Business Charge Card Policy
- To always comply with, sign, date and return the Employee Business Charge Card Agreement set out in Appendix C
- To always comply with the terms and conditions of use set by the Trust's bank (received with card)
- To always act with propriety when using a Trust Business Charge card
- To always ensure best value for each purchase
- To always ensure an invoice cannot be raised nor a credit account set up prior to using Trust Business Charge card
- To NOT use a personal loyalty card with a Trust Business Charge card.
- To ensure a VAT receipt for every transaction
- To NOT share their PIN number with anybody else
- To NOT allow their Business Charge card to be used by anybody else, including for contactless pay
- To complete and promptly submit to the Trust Finance Manager the Monthly Summary of Business Charge Card Transactions (appendix D) each month.
- The cardholder may only use the card for business purposes

Part B – Process

7. Business Charge Card Holders

The Trust's nominated card holders are set out in Appendix B. A record of all Trust Business Charge card holders is maintained by the Trust Finance Manager.

The PIN number for each Business Charge Card must only be known only by the cardholder and not disclosed to anyone else or written down. Business Charge Card Holders must not change their PIN to anything obvious e.g. DOB/work telephone number/any Trust DFE number. Business Charge card holders must not knowingly

have the same PIN as another Business Charge card holders at the same location. In the event of loss of the PIN number the bank will only issue the cardholders with a new PIN

Trust Business Charge Card holders must NEVER allow anybody else to use their card for any purpose, including for contactless pay.

8. Issue of Business Charge Cards

The Trust Board will formally minute an agreement to approve the use of the Trust's Business Charge cards, to accept responsibility for their use, and to accept all terms and conditions outlined in this policy.

Business Charge cards must only be issued in the name of Potential in Everyone Academy Trust.

Business Charge cards are issued by the Trust's bank, Lloyds Bank upon receipt of a completed Business Charge Card application form. The purchase card holder will be required to provide personal information on the application form which must be authorised in accordance with the Trust's bank mandate before the card can be issued.

Nominated cardholders must sign an agreement countersigned by the Trust Chair of ~~Governors~~, which states that they understand the terms and conditions of use. The Trust central office will retain the original copy for auditors with a copy kept on the employee's school's personnel file.

Employees found to be breaching the terms and conditions for use of their card will have the card confiscated and disciplinary action will also be taken.

Any costs/charges incurred arising as a result of a Business Charge card being misused will be charged to the employee responsible.

9. Usage

Business Charge cards may only be used by nominated card holders set out in Appendix B and must not be shared with other employees for their use.

Business Charge cards must only be used for low value expenses incurred wholly, necessarily and exclusively for Trust business purposes. The delivery address must always be that of Trust or school name.

Card payments should not exceed the maximum limit for single transactions total monthly spend as agreed by the Trust Board as set out in appendix B.

There must be a clear segregation of duties between the nominated cardholders and the officer responsible for reconciling/authorising the monthly statement.

10. Restrictions on Use

Trust Business Charge cards must not be used for any non-trust business or personal expenses. Selected merchant/retailer types could be restricted by the card issuer to prevent expenditure on non-approved items.

Business Charge cards must not be used for regular payments to creditors.

Business Charge cards must not be used to obtain cash from an automatic transaction machine (ATM) or to guarantee any cheque or obtain cheque encashment.

Trust Business Charge cards should not be used to purchase fuel or other motoring expenses while travelling in a personally owned or leased vehicle. Reimbursement of this expenditure must be made via the travel expense claims process. (Trust Business Charge cards may be used to fuel Trust mini buses).

Only secure sites should be used to make online purchases (for example the website shows the padlock symbol, Verisign, Bobby or is another secure pay site). If there is any doubt as to whether it is a secure site, the purchase should not be made.

Trust Business Charge cards must not be used as a secondary form of payment e.g. PayPal account

Trust Business Charge cards must not be used to make re-occurring payments without prior written permission from the Trust Finance Manager.

Personal loyalty cards must not be used in conjunction with Trust purchase cards.

Card insurance and/or subscriptions for card protection services must not be purchased.

11. Record keeping, reconciliation and payment

All purchases made using a Business Charge card must be authorised in the same way as any other purchase with an official order being raised and a commitment entered onto the accounting system prior to the purchase being made. Purchase order numbers should be quoted on any documentation.

The Trust Board have appointed the Trust Finance Manager to administer Trust's Business Charge cards. This post holder may not be a Business Charge card holder themselves. They will maintain a list of nominated card holders. They will sign new Business Charge cards out to nominated card holders and ensure card holders who resign, sign their card back in on their last day of employment, and for those whose role changes so they are no longer a nominated card holder, sign their card back in on the applicable date of change

Receipts/invoices are required to support every item of expenditure, and a separate VAT receipt/invoice obtained if any purchases contain any VAT charges.

Receipts/invoices must be attached to the payment card statements and provided to the Trust Finance Team, along with a monthly Summary of Business Charge Card Transactions (Appendix D).

The full balance of the Business Charge card must be paid off by the due date, after all outgoing transactions have been checked and the receipts/invoices reconciled to the account statement. All purchases will be reconciled monthly to the card holders Business Charge card statement. All transactions will be authorised monthly by the relevant post holder as set out in Appendix B.

Transactions and supporting documents must be kept for a period of seven years plus the current financial year so that they can be produced if an audit is undertaken.

12. Security

Nominated card holders are personally responsible for their Trust Business Charge cards. Business Charge cards must always be kept secure and **NOT** stored in the school safe when not in use.

PIN numbers must be kept secure, not written down or kept with a nominated card holders' Business Charge card and not disclosed to unauthorised personnel.

Lloyds bank, the Headteacher for school-based staff and the Trust Finance Manager must be notified **immediately** if a Business Charge card is lost or stolen or fraudulent use is suspected.

Business Charge cards will remain the property of Potential in Everyone Academy Trust and in the event of termination of employment or change of circumstances, the cardholder will surrender the card to the Trust Finance Manager on their last day of employment or the applicable date of change.

Contact Information in the event of lost/stolen card

Lloyds Bank 0800 096 9779/(+44 1702 278270 from abroad). Lines are open 24/7

Trust Finance Manager, Elaine Latham

Email: elaine.latham@pieat.org.uk

Work: 01795 606501

Mobile: 07841 633847

13. Misconduct

Failure to follow the Trust's Business Charge Card Policy may result in disciplinary action, including dismissal. Employees should ensure they are familiar with type of conduct which may be regarded as a breach of Trust/school rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendices to the Trust's Discipline and Conduct Policy. E.G. Fraud.

Allegations of misconduct will be managed in accordance with the Trust's Discipline and Conduct Policy procedure.



Appendix A: Contact Information in the event of Lost / Stolen / Misused / Third Party Disclosed Business Charge Card

If a Business Charge Card, PIN or security information has been lost, stolen, misused or disclosed to a third person notify Lloyds Bank immediately by calling the number below:

- **0800 096 9779 (+44 1702 278270 from abroad). Lines are open 24/7**

If a Business Charge Card, PIN or security information has been lost, stolen, misused or disclosed to a third person notify the Trust Finance Manager immediately:

- Email: elaine.latham@pieat.org.uk
- Work: 01795 606501 or
- Mobile: 07841 633847

Appendix B: Trust Nominated Business Charge Card Holders

Central Team

Position	Name	Monthly Limit £	Transaction Authoriser
Chief Executive Officer	David Whitehead	3000	Trust Chair
Chief Financial Officer	Linda Lucas	3000	Chief Executive Officer
Trust Accounts Manager	Emma Thatcher-Pryke	1000	Trust Business Manager
Trust HR Manager	Suzanne Coveney	1000	Trust Business Manager
PA to the CEO	Amanda Risbridger	1000	Trust Business Manager
Total		9000	

Borden CE Primary School

Position	Name	Monthly Limit £	Transaction Authoriser
Headteacher	Karen Godsell	1000	Chief Executive Officer
Office Manager	Lynne Rawlinson	1000	Headteacher
Site Manager	Clive Jacobs	500	Headteacher
Total		2500	

Bredgar CE Primary School

Position	Name	Monthly Limit £	Transaction Authoriser
Headteacher	Karen Godsell	1000	Chief Executive Officer
Admin Officer	Sharon Evans	1000	Headteacher
Site Manager	Clive Jacobs	500	Headteacher
Total		2500	

Minterne Junior School

Position	Name	Monthly Limit £	Transaction Authoriser
Headteacher	Catherine Hurst	1000	Chief Executive Officer
Deputy Headteacher	Kirsty Hadfield	1000	Headteacher
Admin Officer	Lisa Young	1000	Headteacher
Site Manager	Colin Rogers	500	Headteacher
Total		3500	

The Oaks Infant School

Position	Name	Monthly Limit £	Transaction Authoriser
Headteacher	Lyndsey Wood	1000	Chief Executive Officer
Admin Officer	Sarah Noble	1000	Headteacher
Site Manager	Colin Rogers	500	Headteacher
Total		2500	



Appendix C: Employee Trust Business Charge Card Agreement

Trust Purchase Charge Card Agreement – Responsibilities and Restrictions

Please sign your Business Charge card immediately. Each cardholder is personally responsible for the safe custody of their card. The card must always be held securely by the individual. The loss of the card or PIN must immediately report to Lloyds Bank PLC and the Trust Finance Manager by the individual. Both the card holder and the Headteacher (for school issued cards) are jointly liable for the integrity of all transactions and proper and controlled use of the card.

Online purchases can only be made if there is a benefit to the Trust e.g. cheaper price (significantly enough to take into account increased internal administration for this type of transaction), better delivery time, product unique to a supplier and it is a secure site. If there is any doubt whether a site is secure, the purchase should not be made. Online purchases may only be made upon use of the due diligence below:

- Secure online site (EG the website shows the padlock symbol, Verisign, Bobby or is another secure pay site).
- Price
- Assurance of genuine goods, which meet British health and safety standard.
- Full guarantee
- A valid VAT receipt for every transaction

Trust Business Charge cards may only be used after establishing an invoice cannot be raised nor a credit account set and after following the approval process below:

- Complete an order form prior to purchase – clearly marked 'online order' if applicable
- Demonstrate the purchase represents best value by:
 - Up to £1000 – three prices must be sought (from catalogues, price lists etc)
 - £1001+ – obtain three written quotes
- A purchase order must be raised prior to purchasing goods

Trust Business Charge card holders will:

- **NOT** store the PIN with the card, nor disclose PIN or card details to other persons
- **NOT** allow any other person to use their card for any purpose whatsoever
- **NOT** save the card details on any website
- **NOT** use the card to withdraw cash, including foreign currency transactions
- **NOT** use the card as a secondary form of payment e.g. PayPal account
- **NOT** use a personal loyalty card in conjunction with a Trust purchase card.
- **NOT** use the card to set up a reoccurring transaction without prior written permission from the Trust Finance Manager
- **NOT** use the card to purchase card insurance/subscription to card protection services
- **NOT** use the card to make regular payments to creditors
- **NOT** use the card to purchase fuel or other motoring expenses for a personally owned vehicle
- **NOT** use the card for any other delivery address than the Trust or one of its constituent schools
- Ensure card is held securely by the individual and not kept at the school overnight
- Report any instances of unauthorised card use to the Headteacher and Trust Finance Manager
- Refund to the Trust in full any cash withdrawal charge and/or interest charged for inappropriate transactions

I confirm I will adhere to the responsibilities and restrictions imposed on me set out by Potential in Everyone Academy Trust in the Trust's Business Charge Card Policy. I also confirm have read the user guide issued to me by Lloyds Bank with my Business Charge card and will adhere to Lloyds Bank conditions of use.

Signed: (Claimant)		Date	
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This form must be submitted to the Trust Finance Manager

User Authorised on behalf of Potential in Everyone Academy Trust

Signed: (Trust Chair)		Date	
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Appendix D: Monthly Summary of Business Charge Card Transactions

Monthly Summary of Business Charge Card Transactions

Period From:		Period To:	
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School Name:	
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Cardholder Name:	
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Summary of Transactions:

Date	Description of Purchase	Value £	Receipt attached
Total £			

I confirm all purchases adhere to the Trust’s Business Charge Card Policy.

Signed:		Date	
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**This form must be returned to Trust Finance Manager plus any relevant receipts with business charge card statement on the first day of the month following the expenses being incurred to:
 Potential in Everyone Academy Trust, Unit 2, Conqueror Court, Vellum Drive, Sittingbourne ME10 5BH**