All Saints Schools Trust

ASST Purchase Card Policy 2021

Category:	Financial Management
Authorised By:	Finance & Audit Committee / Trust Board
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1 Statement of Intent

All Saints Schools Trust (ASST) is committed to ensuring that its systems of financial governance conform to the requirements of both propriety and sound financial management.

This includes making sure that there are adequate controls in place over the use of the school payment cards, required to enable the school to purchase goods/services, where the company being used provides the best value but an invoice cannot be raised or a credit account set up.

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

Each school's nominated card holders are:

1. ASST - Melanie Barrow, CEO
2. LAX – Melanie Barrow, Executive Headteacher
3. STR – Hannah Hunt, Head of School
4. EYE – Melanie Barrow (Gemma Watts), Executive Headteacher (Headteacher wef 01.01.2022)
5. WTH – Claire Flatman, Executive Headteacher
6. FRS – Mark Taylor, Headteacher
7. OCC – Gemma Watts (until 31.12.2021), Head of School wef 01.01.2022
8. DEN - Charys Rushbrook, Head of School
9. CHR - Amie Reeve, Head of School
10. GRW – Claire Flatman, Executive Headteacher
11. HWK – Daryl Jones, Headteacher

The PIN number for each Purchase Card shall be known only by the cardholder and not disclosed to anyone else or written down. No Purchase Card Holders within the school are allowed to change their PIN to anything obvious e.g. DOB / School telephone number or the same PIN as other Purchase Card holders within the school. In the event of loss of the PIN number the bank will be able to provide the cardholders only with the information.

2 Issue of Purchase Cards

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

Purchase cards must only be issued in the name of ASST and each individual school.

Nominated cardholders must sign an agreement (Appendix A) countersigned by the CEO and/or CFO, which states that they understand the terms and conditions of use. A copy of each agreement should be kept on the ASST file.

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

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

3 Usage

Purchase cards should only be used by nominated officers and must not be shared with other members of staff for their personal use.

Purchase cards must only be used for low value expenses incurred wholly, necessarily and exclusively for school business purposes. The delivery address should always be that of each individual schools.

Card payments should not exceed the maximum limit for single transactions (£1,000) or for daily and total monthly spend (£1,000), as agreed by ASST.

There must be a clear segregation of duties between the nominated cardholders and the officer responsible for reconciling/authorising the monthly statement (completed by Central Finance Team).

4 Restrictions

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

Purchase cards should not be used for regular payments to creditors unless this is the only payment method accepted by the supplier.

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

Except in emergencies, the school's payment 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.

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.

Personal loyalty cards must not be used in conjunction with the payment cards issued by ASST.

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

5 Record keeping, reconciliation and payment

All purchases made using a purchase 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 Administration Officer/Assistant in each school will be appointed to administer the signing in and out of cards, they will not be a card signatory themselves, but will maintain a list of those staff members who are authorised signatories.

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 Headteacher along with a summary of expenditure.

The full balance of the payment card will be paid off by the due date (by direct debit), after all outgoing transactions have been checked by the Central Finance Team (CFT) for all purchases made by the Headteacher and by the Headteacher for all other purchases and the receipts/invoices reconciled to the account statement.

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

6 Security

Purchase Cards must be kept secure at all times and stored in the school safe (or locked filing cabinet if there is no safe) when not in use.

PIN numbers must be kept secure and not disclosed to unauthorised personnel.

The bank, Headteacher and CFO must be notified immediately if a purchase card is lost or stolen or fraudulent use is suspected.

Purchase cards will remain the property of All Saints Schools Trust and in the event of termination of employment or change of circumstances, the cardholder will surrender the card to the Headteacher on their last day of employment or the applicable date of change.

ASST PURCHASE CARD (CARD) EMPLOYEE AGREEMENT

APPENDIX A

Name ……..…… Mr./Mrs./Miss/Ms School……..……

Purchase Card Issuer: Lloyds Bank Single transaction limit £1000 Monthly transactions limit £1000

As a cardholder I agree to comply with the following terms and conditions regarding its usage:

I confirm that I have read All Saints Schools Trust ("Trust") Purchase Card Policy ["the Policy"], and understand that failure to follow the established procedures may result in either revocation of my card privileges or disciplinary actions in accordance with the Trust's policy.

I will use the card only to purchase items/services on behalf of the School.

I will not use the account for any personal expenditure nor to withdraw cash.

I understand that limits have been set for single/monthly transactions.

I understand the Card is a form of payment and does not supercede the Trust's purchasing procedures.

I understand that the Card should only be used for items of low value spend e.g. train tickets/books. An official purchase order must be raised for high value transactions.

I will provide supporting documentation for all Card purchases e.g. screen print out. For telephone purchases I will record the details in the appropriate manner determined by the School.

Receipts/vouchers will be obtained for all transactions with the Card, including a full VAT receipt/invoice if applicable.

I will keep sufficient records/paperwork to enable monitoring of expenditure and Card usage. I understand that the Trust/School will be entitled to audit the use and associated records of my Card.

I understand that I am the only person authorised to spend on my Card and I will not lend my Card to any other person to use.

I will not disclose to any other person, or write down, the Card PIN number and will only use on a secure (indicated by padlock symbol) Internet website.

I will take care of the Card whilst in my possession to avoid its loss or theft. I understand that upon discovery of loss or theft of the card, I must as soon as is possible notify: a) the issuing bank to comply with their instructions on what procedures to follow; and b) the CFO c) the police (only in the event of theft)

I understand that I am personally liable for all charges on the Account that relate to transactions which have not been conducted in accordance with the Policy.

I accept that I must reimburse the Trust promptly should I cause the Account to incur any unauthorised charges and in the absence of prompt reimbursement, I authorise the School to recover all unauthorised Charges by deduction from any amounts otherwise owing to me by the school, including but not limited to salary and expenses.

I agree that, when not required for purchases, I will return the Card for safekeeping in the school safe, to either the Administration Officer/Assistant.

I agree to return the Card immediately upon request or upon termination of my employment.

Signed ……..…….. Date…… CEO/CFO: ……..……