



BDMAT
Birmingham Diocesan
Multi-Academy Trust

Credit Card Policy

Issued: March 2018
Next review due: Spring 2021



1.0 Introduction

The purpose of this document is to provide clear guidance to employees on the issue and usage of Company Credit Cards, all individuals must have due regard to the best interest of Birmingham Diocesan Multi-Academy Trust (BDMAT).

2.0 Card Issue

A Corporate Credit Card may only be issued by the Central Finance Team, where their functions and duties would be enhanced by the use of a Corporate Credit Card. Each Corporate Card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign the attached declaration. Only authorised personnel may use the card. No more than one card shall be issued per cardholder.

3.0 Card Usage

3.1 From time to time the school / BDMAT Central may be offered an opportunity to purchase goods or arrange for services for the school / BDMAT from companies that shall not invoice but shall only accept a direct payment.

3.2 The primary method of payment remains invoicing and this shall generally be used in preference to card purchases where such is offered by the supplier.

- The credit card shall be issued by Lloyds, BDMAT's bankers.
- Each card shall be stored in a safe / locked drawer when not in use.
- The PIN number for each card shall be known only by the cardholder and not disclosed to anyone else or written down.
- Each card needs to be stored securely when not in use, for example in the safe.
- In the event of lost or stolen cards the loss shall be reported by the cardholder to the issuing bank, the police (if stolen) and Finance Director immediately.
- Should fraud or misuse be suspected, the bank should be informed immediately so that the appropriate action can be taken.
- The credit card account shall have a spending limit of £2,000 controlled by the bank.
- The balance on the credit card will be paid from the school's account / central account in full every month.
- The credit card transaction should be entered into the accounts as soon as possible with credit card authorisation number, to ensure the completeness of the accounting records & ready to be reconciled when the bank statement reaches the school / BDMAT.

- All receipts shall be authorised by either the Head Teacher, Chair of Governors, Finance Director or a designated person.
- The cards shall not be used for personal expenditure under any circumstances.
- Cash withdrawals are not permitted unless prior permission is obtained from the Finance Director.
- All authorised cardholders shall sign to accept they have personal responsibility for transactions on “their” card which are not conducted with the approval of the school and/or Central Finance Team in accordance with this policy. Refer to Appendix 1.
- The cardholder shall also authorise the Central Finance Team to recover the cost of any unauthorised transactions and where reimbursement is not received then the Central Finance Team is authorised to make a salary deduction for the unauthorised amount.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing (see appendix).

3.3 Separation of duties is fulfilled by the following.

- If staff require goods via the internet they must liaise with the School Business Manager (school-based staff) or Finance Director (centrally based staff) to place the order online providing they have sufficient budgetary provision and get the Head Teacher or the deputy to authorise the purchases (school based staff) or Finance Director (centrally based staff).
- The School Business Manager / Finance Director authorises the purchase order and the use of the card offsite.
- Cardholders only can make purchases.
- The School Business Manager / Finance Director records expenditure on the schools Hoge 100.
- The Headteacher / CEO authorises receipt of transactions submitted by the cardholder.
- The Finance Director will review receipt of transactions raised by Headteacher.
- School Business Managers / Finance Director reconcile direct debit on bank accounts statements against credit statement.



APPENDIX 1 Credit Card ["the Card"] Cardholder Consent Form

I consent to be cardholder on the following credit card account held by **Birmingham Diocesan Multi-Academy Trust**.

School: _____

Credit Card Issuer: _____

Card Number: _____

I confirm that I have read the BDMAT Credit Card Policy ["the Policy"] and that I will abide by its terms and conditions.

I acknowledge and agree that:

1. I will use the account only to purchase items/services on behalf of school or BDMAT and not use the account for any personal expenditure.
2. I will only purchase items/services in accordance with the Policy.
3. I will take care of the card whilst in possession to avoid its loss or theft.
4. I will not disclose to any other person, or write down, the Card PIN number.
5. I will only use the Card security number for online purchases where a security number is requested and on a secure (indicated by padlock system) Internet website.
6. I will not use the Card to withdraw cash unless prior permission is obtained from the Finance Director
7. I understand that upon discovery of loss or theft of the Card, I must as soon as possible notify:
 - a. The issuing bank; and
 - b. School Business Manager/Central Finance
 - c. The police (only in the event of theft)
8. I understand that I am personally liable for all charges on the account which relates to transactions which have not been conducted in accordance with the Policy.
9. I accept that I must reimburse BDMAT promptly should I cause the Account to incur any unauthorised changes ["Unauthorised Charges"] and in the absence of prompt reimbursement I authorise BDMAT to recover all Unauthorised Charges by deduction from any amount otherwise owing to me by BDMAT, including but not limited to salary and expenses.
10. I agree that if I cease to be employed by BDMAT I will immediately return the card to the Headteacher/Central Finance.

Staff member: _____ Central Finance: _____

Signed: _____ Signed: _____

Date: _____ Date: _____