



Robert Carre Trust

Charge Card Policy

The Trust currently has 10 charge cards. These are assigned to the members of staff listed below:

Name	Card Limit
Finance & Regulatory Accountant	£10,000
Finance Administrators:	
CGS	£15,000 (School Fund)
KSHS	£10,000 (Main Budget)
	£15,000 (School Fund)
Site Manager	£1,000
Catering Managers:	
CGS	£5,000
KSHS	£5,000
Technology Teacher (CGS)	£200
Science Technicians:	
CGS	£200
KSHS	£200

When not in use the cards are retained securely.

The policy for use is as follows:

- A charge card may be used where best value is gained by purchasing from a supplier which does not accept payment by other means or where paying by invoice is not practicable. Examples include booking places on courses, rail tickets and online orders. In such cases booking can only be made on the internet or over the telephone. Charge cards may also be used with internet based suppliers such as Amazon.

- Only staff with financial responsibilities are authorised to place orders for goods and services through the internet or over the telephone for payment by charge card.
- A charge card may be used as an alternative to the use of reimbursement via expense claim as this provides flexibility for smaller purchases with an accurate audit trail.
- Prior to using the charge card, authorisation for the purchase must be obtained from the budget holder. This may take the form of a signed requisition as orders for charge card purchases cannot be placed on the financial management system.
- Once the charge card statements are received these are sent to card holders to complete a spend summary form detailing the transactions and the supporting paperwork including the receipts. Once received, the expenditure must be entered onto the financial management system against the correct nominal and cost centre codes.
- VAT should be reclaimed where possible for charge card purchases but must only be reclaimed where a valid VAT receipt or invoice is held
- Cash withdrawals may not be made using charge cards.
- The use of the charge cards is subject to the usual rigorous audit processes.
- Charge cards should be stored securely and pins should be memorised and destroyed. They should not be written down or stored.
- Charge card details should not be stored online on websites such as Amazon. They should be re-entered each time.
- The accounts for the charge cards are paid in full by direct debit each month.
- The charge card statements are reconciled together with the bank account reconciliation each month by the Finance Administrators. Once reconciled, the charge card statements should be passed to the Finance Manager, F&R Accountant or Director of Finance and Resources for approval.
- The Budget Holder should also sign their monthly card statement as confirmation that all transactions are valid
- Charge cards are only to be used by the cardholder.

Adopted at the meeting of the Board on 20 September 2022

Next Review Date: July 2024 (two years)