



## 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 Administrators:	
CGS	£10,000 (Main Budget) £10,000 (School Fund)
KSHS	£10,000 (Main Budget) £10,000 (School Fund)
Estates Officer x 2	£500
Catering Managers:	
CGS	£5,000
KSHS	£5,000
Technology Teacher	£500
CGS x 1	£500
KSHS x2	
Science Technicians:	
CGS	£200
KSHS	£200
PA to Head:	
CGS	£500
KSHS	£500

When not in use the cards are retained securely. It is the responsibility of the charge card holder to ensure their card is held securely at all times.

The policy for use is as follows:

- Charge card transactions are intended to be used for small value purchases where payment by other means is not possible/practicable and to replace the need for petty cash. Examples include booking places on courses, rail tickets and emergency supplies.
- Only the named charge card holder is authorised to pay for transactions on the 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.
- Charge card holders are to complete a monthly spend summary form detailing the transactions and attach this to the supporting paperwork. Receipts or invoices must be retained for every purchase. Any exceptions should be reported to the Finance Team and reasons for the lack of documentation confirmed in writing. Supporting documents should then be forwarded to the Finance Team no later than 27th of the month. Once received by the Finance Team, the expenditure will be entered onto the financial management system against the correct nominal and cost centre codes.
- Upon receipt of the Lloyds monthly charge card statement, the Budget Holder should review the transactions to ensure they match those listed on the monthly summary sheet and confirm that all transactions are valid. The statement should be signed by the card holder to demonstrate this check has been completed and should then be forwarded to the Finance Team
- VAT should be reclaimed where possible for charge card purchases but must only be reclaimed where a valid VAT receipt or invoice is held. Staff must always try to obtain VAT receipts where possible to ensure VAT can be reclaimed by the Trust
- Retailer loyalty card points (e.g. Tesco Clubcard, Nectar etc) must not be accumulated when purchasing items for the Trust
- 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 review and approval.

**Adopted by Trustees on 11 July 2024**

**Next Review Date: July 2026 (two years)**