

Policy A1 – Business Charge Card Policy

1. Purpose

- 1.1 The purpose of this policy is to set out the University of Brighton Academies Trust's policy on the use of a Business Charge Card by authorised academy and Central Services personnel.

2. Introduction

- 2.1 The Trust recognises that there are some suppliers/providers who will only accept on-line card payments. We, therefore, have the facility to have Business Charge Cards with Nat West Bank for use by authorised academy and Central Services personnel.
- 2.2 Final approval of costs are to be authorised by the relevant budget holders but overall control of the card usage is to be monitored and maintained by the Central Finance Team of the Trust. The academy offices will be responsible for recording all payments made by card and ensuring invoices and VAT receipts are obtained.
- 2.3 No changes to arrangements listed below will take place without further consultation with the Risk & Audit Committee/Board of Trustees.

3. Eligibility

- 3.1 The Risk & Audit Committee and Board of Trustees have requested that the number of cards and volume of transactions is kept to a minimum. Card purchases should only be used in exceptional circumstances and when it is not possible to procure in the normal way using electronic BACs or cheque payments (raising a purchase order and paying on receipt of an invoice).
- 3.2 Before a card can be issued a business case must be submitted to the Central Finance Team and it must be approved by the Director of Operational Services or the Chief Executive, following recommendation from the Central Finance Team, prior to application.
- 3.3 Only Principals, Business Managers or Senior Managers are normally eligible to have a card issued in their name on behalf of the academy/ Trust. Normally no more than two cards will be issued per academy.
- 3.4 Limits of credit for each card are to be set individually by the Central Finance Team according to need.
- 3.5 The 'STAFF AGREEMENT RE USE OF CARD' (Appendix 1) should be signed and returned before the Business Charge Card is used.

4. Procedures: Card Issue

- 4.1 The card will be issued by Nat West Card Services Department.
- 4.2 Each card issued will be in the name of the individual on behalf of the academy the member of staff is attached to, or to the trust if they are linked to the central team, each card will have an identification number.
- 4.3 Each member of staff who has a card issued to them is to be made aware of the limit of their individual card. They must sign an agreement which states they understand the conditions of issue.
- 4.4 Any staff member who has been issued with a card and subsequently terminates their employment with The University of Brighton Academies Trust must return their card which will be destroyed on receipt.
- 4.5 Any staff member who is found to be misusing the card in any way will have the card removed from them and appropriate action will be taken, i.e. a report will be made to the Risk & Audit Committee or Board of Trustees for them to act on and appropriate action taken in relation to relevant Trust HR policies.
- 4.6 Use of the card is at the discretion of the card holder on the understanding that the purchase cannot be made by placing orders through the normal route.
- 4.7 All card holders must be aware of the current balance on the card before using it. Receipts for any purchases must be submitted (VAT receipts where applicable) to either their academy Finance Office or Central Finance (if appropriate).
- 4.8 Use of the card by staff should only be made on receipt of an order signed by the authorised budget holder.
 - No cash withdrawals are allowed.
 - No personal purchases are to be made on the card.
 - A PIN number will be issued to the individual card holder for exclusive use.
 - Lost or stolen cards must be reported immediately to the Central Finance Team
 - The card must be used by the named cardholder ONLY.

5. Procedures: Card Repayments

- 5.1 All Business Charge Cards are linked to Nat West Bank and will be paid off in full monthly by a direct debit charge to the current account.
- 5.2 Statements will be issued by the bank which must be reconciled with receipts and signed off by the Central Finance Team / Internal Audit.

6. Review

- 6.1 Any discrepancy in the account will be investigated by the Trusts' Central Finance team in the first instance and then referred to the Principal / Chief Executive / Risk & Audit Committee if necessary.
- 6.2 Copies of signed statements should be retained with financial records for 6 financial years.

7. Policy status and review

Written by:	Academies Director of Operational Services
Owner:	Academies Director of Operational Services
Status:	Approved
Approval date:	November 2015 Merger editorial changes 1 September 2017
Review Date:	

Appendix 1

**NAT WEST BANK BUSINESS CHARGE CARD
STAFF AGREEMENT RE USE OF CARD**

You have been issued with an academy/Trust Business Charge Card

Your credit limit is £

Payments will be made through the Trust's / Academy bank account monthly on a direct debit basis, it is therefore essential that you are aware of the limits of your card.

Only purchases relating to Academy / Trust activities may be processed through the card payment method, with the prior knowledge of the budget holder in the case of any staff other than Principal. VAT receipts should be submitted for reconciliation with the statements.

Should a non-receipted purchase appear on the statement, the Trust / Academy reserve the right to reclaim this expense from the cardholder.

No cash reimbursements should take place through the card facility.

A PIN number will be issued in order to facilitate "chip and pin" transactions. This number must not be released to anyone.

The Trust/Academy has the right to withdraw this facility at any time.

Please acknowledge receipt of the card and acceptance of the above terms and conditions by returning the tear off section below to the Trust Central Finance Team.

To: Finance and Business Services Director

From:

Job Title:

I acknowledge receipt of the Nat West Bank Business Charge Card issued in my name and will adhere to the terms and conditions agreed.

.....Signed

.....Dated