

# Kenmore Park Infant & Nursery School



## Debit Card Policy



# Debit Card Policy

## Validation grid

<b>Title</b>	Debit Card Policy
<b>Author</b>	Rutinderjit Mahil-Pooni
<b>LA compliance</b>	London Borough of Harrow
<b>Target Audience</b>	Senior Leadership Team, Office staff, Finance Committee, Site Manager
<b>Stake holders consulted</b>	Senior Leadership Team, Finance Committee, Office staff, Site Manager
<b>Curriculum / non curricular</b>	Non curricular
<b>Associated Policies / Documents</b>	All finance related policies
<b>New Policy or Review of existing policy</b>	Review
<b>Date of Submission</b>	May 2023
<b>Date for Review</b>	September 2024
<b>Date ratified by Governors</b>	

<b>Headteacher</b>		Rutinderjit Mahil-Pooni
<b>Chair of Governors</b>		Nilesh Parekh



## Use of Debit Card Policy

The use of the Debit Card by Kenmore Park Infant & Nursery School is governed by the “Scheme for Financing Schools” (paragraph 3.7).

From time to time the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that do not invoice but shall only accept a direct payment. In order to make use of these Best Value offers the school holds a debit card. The Headteacher will ensure that there is budgetary provision for all purchases and that there is sufficient balances available in the bank to cover the expenditure.

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 card holders are the Headteacher, Deputy Headteacher, Finance Officer and the Site Manager.
- The debit card is issued by Natwest, the school’s bankers.
- The debit card shall be stored safely at all times and in the school safe when not in regular use.
- The PIN number for the card shall be known only by the cardholder and not disclosed to anyone else or written down.
- In the event of loss of the PIN number the bank will be able to provide the cardholder only with the information.
- Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police, the school finance officer and the Chair of Finance.
- Should fraud or misuse be suspected, the bank should be informed immediately so that the appropriate action can be taken.
- The monthly card limit will be set at £5000. Each cardholders has a set limit of £1000 per month. In exceptional circumstances this limit can be temporarily changed following a request made by the Headteacher to the FMS team stating the reason.
- The debit card transaction should be entered in the accounts as soon as possible with an accompanying receipts , to ensure the completeness of the accounting records & ready to be reconciled when the debit card statement reaches the school.
- All receipts shall be authorised by the Headteacher or a designated person.
- The card shall not be used for personal expenditure under any circumstances. If the purchase card is used in error for personal use, the card holder must inform the finance officer and/or headteacher immediately and look at reimbursing the sum (in the form of a cheque made payable to the school) as soon as possible.
- Cash withdrawals are not permitted.

- The cardholder shall sign to accept that they have responsibility for transactions on the card.
- The cardholder shall also authorise the school to recover the cost of any unauthorised transactions and where reimbursement is not received then the school is authorised to make a salary deduction for the unauthorised amount.

Separation of duties is fulfilled by the following:

- If staff require goods via the internet they must liaise with the School Finance Officer to place the order on-line providing they have sufficient budgetary provision and get the Headteacher or the Deputy to authorise the purchase.
- The Budget holder completes a purchase order proforma for the online purchase.
- The Headteacher authorises the purchase by signing the purchase order.
- The Deputy Headteacher will check the purchase card statement and initial to confirm the payment.
- The card may be used offsite when goods and services cannot be ordered on line. The majority of purchases must be ordered on the school premises.
- The finance officer records expenditure on the school's accounting system.
- The finance officer will use the purchase card when requested as part of best value by budget holders for goods listed on the order forms. The purchase order form will be signed by the Headteacher. Authorisation of payments will be made by the Deputy Headteachers as part of the BACs run once the purchase order and amounts have been checked. On receipt of goods the school admissions officer or relevant budget holder will check items received against the order and sign the invoice.
- The finance officer reconciles the debit entry on the Debit Card statement created via the use of the debit card.
- All orders must be delivered to the school address.
- A VAT receipt must be obtained.
- The school must have record of receipt of goods/service at school i.e. delivery note.
- The finance officer will de-commit the official order and enter the expenditure onto the accounting system to ensure that the school's cash flow is correctly monitored.