

# Reading Early Years Schools Federation



## Debit Card Policy

**Chair of Governors: Julia Cottee**

**Executive Head teacher: Joanne Budge**

**Date: February 2025**

**Date to be reviewed: February 2028**

### Policy for Use of Nursery School Debit Card

Each school has a debit card for use to buy items from suppliers e.g. Tesco, Amazon some training providers.

Details are as follows:

- Caversham Nursery School has a Lloyds bank charge card.
- Blagdon has a Barclays debit card attached to the school fund account and a debit card attached to the main school account.
- New Bridge has a Lloyds bank Business charge card attached to the main school account and a Visa business debit card attached to the school fund account.

Details are kept confidentially by the Head of school, Deputy Head and School Business Manger in the Finance files. The cards are in the names of

<b>Nursery School</b>	<b>Name of Cardholders</b>
Blagdon	Mrs Joanne Budge
Caversham	Jean Read
New Bridge	Jean Read

The PIN must not be divulged to anyone other than the named card holder. The card is only to be used when authorised by the Head of School or Deputy Head with agreement from the School Business Manager, Head of School or Deputy Head.

Items can be ordered on the internet; a debit card authorisation form must be completed and signed by the Head, Deputy Head or School Business Manager. Visa card receipts must be given to the School Business Manager to enter into FMS.

The School Business Manager within each school verifies the debit card statement. All receipts are married up with the statements and filed appropriately in the finance records.

A debit card may be made available when:

- There is an operational requirement for flexibility, which the card would offer.
- There is an ongoing need that cannot be met effectively by other arrangements.

**These conditions are to be complied with by all cardholders and users**

#### **Application**

- All requests for Cards should be approved by the Governing Body.
- All cardholders must comply with the Banks instructions.

## Usage

- The card must only be used for the official business of the school.
- Under no circumstances is it permissible for cardholders to use their card for items of personal expenditure.
- The card must only be used by or with the authorisation of the following staff:
  - Mrs J Budge (Executive Head teacher)
  - Jean Read (Head of School at New Bridge and Caversham Nursery)
  - Charlotte Jennings (Head of School at Blagdon Nursery)
  - Helen Freeman (School Business Manager at Blagdon Nursery)
  - Brenda Vockings (School Business Manager at New Bridge and Caversham Nursery)
- An individual transaction should not normally exceed £1,000. Total monthly transactions should not normally exceed £1000. Credit limits will be reviewed at regular intervals and if necessary revised.
- Approval for expenditure should be sought in advance.
- Someone other than the user of the card should reconcile the main bank account and card statement, (this would usually be the School Business Manager) Providing clear separation of duties.
- The use of cards to obtain cash is prohibited.

## Supporting Documentation

- The School Business Manager (SBM) must keep documentation for all transactions when the card is used. Upon receipt of monthly statements, the SBM will check items against retained receipts.
- The school will ensure there is a process agreed with the SBM to record all expenditure incurred monthly in the accounts.
- Full documentation must be attached to monthly expenditure returns to support expenditure. VAT receipts must be retained.

## Security

- It is the responsibility of the cardholder to exercise a duty of care to avoid theft or misuse of the card.
- Lost or stolen cards must be reported immediately to appropriate bank and the SBM.
- If the card does not need to be in regular use, consideration should be given to holding it securely.

## Administration

- The Governing Body, Executive Head teacher or Head of School may require at any time the return of the card, suspension of its use or cancellation.
- All statements and monthly returns should be retained in accordance with financial regulations relating to the retention of documents.
- All cardholders must sign and return to the SBM, the Cardholder Responsibilities/Guidelines form for use of the school debit card.