



FINANCIAL PROCEDURES POLICY

	Page
1- GOVERNANCE	3
2- FINANCIAL PLANNING5
3- PURCHASING & PAYMENT OF INVOICES...	7
4- CASH HANDLING & PETTY CASH	10
5- RECONCILIATION OF ACCOUNTS, FINANCIAL REPORTING, ETC.....	12
6- LETTINGS	14
7- PAYROLL	15
8- DATA SECURITY	17
9- PRIVATE FUND	17
10- ASSET REGISTER	18
11- INSURANCE.....	19
ANNEXES	20
1-List of staff with access to safe	
2-List of staff authorised to sign cheques	
3-Reference documents for the management of schools	
4-Annual Calendar	
5-Best value	
6-Recommendation on how to transport and store money	
7-Credit Cards for Schools Terms and Conditions	

FINANCIAL MANAGEMENT POLICY & PROCEDURE NOTES

The objectives of this policy are to set guidelines for the establishment of sound and effective financial procedures. By complying with the current financial regulations and adopting good working practices such as:

- establishing proper financial management arrangement and accounting procedures, in line with the LEA, OFSTED and DCFS recommendations,
- maintaining a reliable system of internal controls,
- ensuring that resources are properly allocated and that the principle of best value is adopted,
- outlining the areas of responsibility within the school,
- ensuring that the requirements of accountability are fulfilled,
- ensuring appropriate training is undertaken by staff,

the school aims to operate in a transparent, ethical and accountable way which will promote effective management.

This document was first approved in 2003 and will be reviewed every year thereafter.

1- GOVERNANCE

Responsibilities and Delegation

Governors are responsible for ensuring that the school's finance is managed effectively and for approving and monitoring the budget. They establish the financial limits of delegated authority and approve virements.

A Finance Committee has been established by the Governing Body. Its responsibilities include:

- To review, discuss and finalise a draft annual budget for submission to the Governing Body for approval,
- To monitor expenditure against budget during the year,
- To review letting charges annually and recommended new rates to the Governing Body for approval,

Governors full responsibilities are detailed in the Governors' Guide which includes the Terms of Reference for all Committee and Working Parties.

The **headteacher** has overall responsibility for the school's activities and is therefore considered to be the person with overall delegated responsibility for the financial management of the school. The headteacher should ensure that:

- ◆ the governing body is provided with financial information and advice,
- ◆ proper and adequate financial system and controls are in place,
- ◆ accounts are prepared and maintained as required by the governing body and the LEA and DCFS.

The headteacher may purchase any single item which is within the limit of delegation agreed by the governing body without the approval of governors. Purchases above this agreed level must receive the prior approval of the Governing Body.

The headteacher delegates most of the day to day financial management to the **finance officer** while retaining ultimate responsibility. As a matter of expediency the finance officer might be authorised to sign documents on behalf of the headteacher as long as the documents are later initialled by the headteacher.

Reporting to Governors

Finance governors receive monthly statements: DES Summary. The headteacher reports every half-term to the Finance & Premises Committee and to the Full Governing Body. The DES Summary is discussed at each meeting and variances are analysed in the Budget Monitoring Report monthly. At the end of the financial year an analysis of the school financial position is presented to governors (see

Financial Plan). Changes of circumstances e.g. staffing, are discussed regularly. Virements are discussed when necessary. Progress in Budget Planning is discussed at each meeting in the Spring and Summer Term.

Register of Business Interest

The Governing Body must update annually a register of business interests for each member of the governing body and the headteacher. The Clerk holds the register.

Whistle Blowing Policy

Should an irregularity be suspected concerning financial management or financial propriety at the school, staff or governors should refer to the school's Whistle Blowing Policy for more information. This policy is held in the staff handbook.

2- FINANCIAL PLANNING

The budget is the financial dimension of the school development plan. By identifying and allocating financial resources, the school prioritises its targets and objectives and facilitates the achievement of its educational aims.

Activity	Detailed task	Responsibility and other supports
Planning the budget	To estimate allowance, income, grants, etc	LEA, Headteacher, FO
	To identify and propose priorities in relation to the SDP,	Headteacher, FGB, SMT, FO
	To check pupils numbers and forecast future intakes,	Headteacher, School Secretary, FO
	To review and propose changes in staffing needs,	Headteacher, FGB
	To draft budgets options,	Headteacher, FO
	To evaluate options,	Headteacher, FGB
	To prepare final draft,	FO, Headteacher
Approving the budget	To propose final budget draft,	Headteacher/Finance and Premises Committee
	To agree final draft	FGB
Monitoring and reviewing the budget	To review monthly DES summary (from LEA) and detailed Budget Monitoring spreadsheet and investigate discrepancies,	FO and Headteacher
	To report about financial matters to FGB each half term	Headteacher, FO

	To monitor monthly LEA's summary DES sheet.	FO, Headteacher, Finance and Premises Committee, FGB
	Written monthly review of budget, analysis of variations and discrepancies	FO, Headteacher, Finance Committee
	Benchmarking – annual review	FO, Headteacher, Finance Committee
Virements	To recommend virements,	FO, Headteacher
	To approve expenditure virements,	FPC (followed by review by FGB)
	To approve income virements	Headteacher
	To sign virement forms,	Headteacher

3- PURCHASING & PAYMENT OF INVOICES

Purchasing procedures have been put in place to ensure that the school follows the fundamental principles of: **probity, accountability and value for money**. The school abide by the principles laid in the **Dorset Scheme of Financial Management** and by the **Standing Orders on Contracts and Sub-Contracts** drafted by Dorset LA (see appendix pages for Standing Orders). Purchasing guidances for staff have been handed out to all budget holders or members of staff with purchasing responsibilities (e.g IT Technician).

Segregation of duties is used whenever possible: requisition orders are placed by members of staff and authorised by the headteacher and the finance officer. The finance officer processes invoices and cheques are signed by the headteacher. It is not however possible to have complete segregation of duties due to the limitation of staffing arrangements.

The school is careful to apply the principles of **best value** and uses whenever possible known suppliers with proven capacity to provide quality, quantity and timely delivery at a competitive price. DCC contract prices are taken into account and compared with other suppliers. A **Best Value Statement** is reviewed every Spring Term by Governors and signed by the Headteacher and Chair of Governors. A review of all orders placed over £5,000 take place at the same meeting. *(see appendix pages for Best Value documents)

Non-order invoices are discouraged as much as possible.

E-purchasing or telephone orders should only be authorised when representing best value or when good cannot be purchased by any other means. Orders should be supported by a requisition form and the issue of an official order. Great care should be taken in selecting reputable suppliers. When payment has to be made before goods are delivered the value of the order should not exceed £250. If goods fail to be delivered within a reasonable time the Finance Officer should first chase up by telephone and then by letter.

Credit Card terms and conditions can be found in annexe (9) of this document. Expenditure must be limited to a maximum of £1,000 per month and single transactions cannot exceed £250 in accordance with the E-purchasing and telephone ordering guidelines.

Budget holders are responsible for the management of their budget account within the limit of their budget and in relation to the SIP.

The **limit of delegation to the headteacher** has been set up at £4,000 for any individual items, however governors wish to be informed of any item purchased for a value over £3,000

All purchases estimated to be **above £20,000 should be put to tender**. The governors should ensure that at least three contractors are invited to submit tenders.

Three quotations should be submitted to the governing body **for estimates of £10,000 and up to £20,000**. Evidence of prices obtained should be retained.

Estimates under £10,000 should follow the **principles of best value for money**.

Leasing arrangements for such items as photocopy machines are entered after seeking advice from Procurement Department. The headteacher has delegated responsibility to enter into a leasing contract.

Before engaging any building and repair contractors not known by DCC the Finance Officer will obtain a completed **CIS Employment/Self Employment Questionnaire** from the contractor. This will be sent along with the following information to the creditor’s team at County Hall.

- Sole Trader – UTR (Unique Tax Reference) and NI (National Insurance) Number.
- Limited Company - UTR (Unique Tax Reference) and CRN (Company Registration Number)
- Partnership - UTR (Unique Tax Reference) and NI (National Insurance) Number for both partners.

Self-employed peripatetic teachers or contractors are paid directly by DCC who withhold tax if necessary

Activity	Detailed task	Responsibility
Placing orders	Requisition orders,	Budget holders
	Responsible for agreeing on requisition orders within limit of account budget,	Headteacher and FO
	Responsible for agreeing on requisition orders above limit of account budget,	Headteacher
	Responsible for agreeing purchase above delegated limit,	FGB
	Responsible for obtaining quotes,	Budget holders or FO
	Responsible for seeking tenders,	FO

	<p>Responsible for placing official orders,</p> <p>Responsible for signing orders,</p> <p>Responsible for placing summary orders,</p>	<p>FO</p> <p>Headteacher</p> <p>FO</p>
Deliveries	<p>Responsible for checking delivery against order,</p> <p>Responsible for returning and/or exchanging goods</p>	<p>Budget holders, FO, School Secretary</p> <p>Budget holder, FO, School Secretary</p>
Invoices and Payments	<p>Responsibility for checking invoices against order and certify that good have been received</p> <p>Responsible for processing invoices and writing cheques</p> <p>To sign payment slips</p> <p>Authorised signatures on Allowance Account cheques (1 signature only)</p> <p>Authorised signatures on Private Fund cheques (2 signatures minimum)</p>	<p>FO</p> <p>FO</p> <p>Headteacher</p> <p>Headteacher, or Deputy Head</p> <p>Headteacher, FO, Deputy Headteacher</p>

4- CASH HANDLING & PETTY CASH

Cash handling should be kept to a minimum and whenever possible and practical transactions should be done by cheques. Monies should be kept in a safe and secure place and whenever possible promptly paid into the bank accounts. Receipts are given for cash received from lettings residential trips and music lessons. No receipt is given for amounts below £10. Please refer to the school's separate Cash Handling Policy for more details (Appendix

Cash is usually collected for the following purposes:

- fields trips,
- uniforms,
- lettings,
- personal telephone calls
- fund raising,
- donations, etc

Cash received should be promptly counted, by the finance officer (or school secretary in her absence) and put away in the fireproof safe.

Audit recommendations on safe limits and transit of money should be adhered to. (see Cash Handling Policy).

Petty cash money should be kept to a minimum. Payment from the petty cash fund should be limited to minor items and any purchase over £5.00 must be approved in advance by the budget holder and the Headteacher using the Petty Cash Requisition Form. Petty cash expenditure on individual items must not exceed £20.

All expenditure should be supported by receipts identifying any VAT paid. Staff are requested to sign a receipt acknowledging reimbursement for expenditure.

The following guidelines should be followed when handling cash:

- avoid counting cash in public,
- avoid leaving cash unsecured in an un-attended area or room,
- use the fire proof safe to store cash
- receipt are given for cash received from lettings or on request

Activity	Detailed task	Responsibility
Collection of money	Collection of curriculum related money e.g. field trips, music,	TAs
	Collection of money from lettings,	Caretaker, School secretary
	Collection of money for uniform, book bags etc	Office staff
	Collection of money for fund raising, donations, private calls and any other sources,	FO
Cash received	Counting and recording of money,	TAs, FO
	Banking money,	FO, Admin Officer
	Providing receipt for cash received	Office staff, music co-ordinator, caretaker
Petty cash management	Access to petty cash fund,	FO, Headteacher
	Payment from petty cash fund,	FO
	Recording of petty cash fund expenditure and receipts,	FO
	Signature for cash received	FO
	Signature for reimbursement claims	Staff

5- RECONCILIATION OF ACCOUNTS, FINANCIAL REPORTING AND COLLATION OF INFORMATION

The school needs to continually monitor its financial progress and report on it to various bodies, such as the governors, the LEA, OFSTED and the DCFS.

The school also needs to complete various claims in relation to income or expenditure.

Finally, information gathering is an important factor to the effective management of the school's finance.

The list of reports, claims and returns and their submission deadlines, is usually defined by the LEA or the DCFS

Activity	Detailed task	Responsibility
Reconciliation of bank statements	Monthly reconciliation of bank statements for allowance and private accounts. Investigation of discrepancies.	FO
LMS return	Monthly preparation of LMS and VAT return, Agreed by,	FO Headteacher
Automatic reconciliation of allowance account	Monthly reconciliation of schools data with information sent by LEA,	FO
Absence Insurance Claims	Monthly preparation of absence claims for personnel on sick leave, Agreed by,	FO, School Secretary Headteacher
Travel Claims	Checking travel claims prepared by claimant, Agreed by,	FO, School Secretary Headteacher

Threshold Grant Claims	Annual preparation of Threshold Grant Claims, Agreed by,	FO Headteacher
CENSUS	CENSUS preparation, Agreed by,	School Secretary Headteacher
CFR return	Preparation of annual return, Agreed by,	FO Headteacher

6- LETTINGS

At Parley First School income generated by lettings represents an important percentage of the total budget and contributes to the financial health of the establishment.

It is difficult to exercise segregation of duties regarding the management of lettings, however the limited amount of regular hirer and the establishment of letting fees facilitate the monitoring of letting income by governors.

The school has a **lettings policy** which establishes the general conditions for letting the school premises.

The **charging policy** is the responsibility of governors and the full governing body has a yearly review of lettings fees and acts **upon recommendation of the Letting Working Party**.

Records are kept for booking and invoices.

A **letting contract** establishes the condition of let for each individual hirer.

Activity	Detailed task	Responsibility
Lettings fees	Establishment of charging policy,	FGB
Contracts	Authorisation of letting, Preparation of individual letting contracts,	Headteacher School secretary
Booking and Invoicing	Monthly preparation of booking forms and invoicing,	FO
Collection of fees	Monthly collection of fees and follow up if necessary,	FO, caretaker

7- PAYROLL

The governing body seeks to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life, particularly with respect to their remuneration. The governing body appoints all teaching and management staff. The headteacher has delegated power to appoint support staff.

Payroll is contracted to Dorset County Council.

The school is responsible for:

Activity	Detailed task	Responsibility
Staff Contracts	Ensuring all forms are completed during recruitment together with any variations of contract are sent to DCC for processing. Once DCC have set up the contract, check on DES that the details are correct.	Headteacher, School Secretary, FO
Weekly/monthly returns	To complete overtime claims and supply teacher claims and send to DCC to meet payroll deadlines. To complete monthly staffing return indicating starters, leavers and sickness or other absence. If applicable to complete absence insurance claims.	Headteacher, School Secretary
Monthly payroll printout	To check monthly printout for irregularities, including staff that have left or are not employed by the school. If actual payroll	Finance Officer

	expenditure is different from budget, investigate any discrepancies.	
Nominal Roll	To check staff contract details are correct	Headteacher, Finance Officer
Budgeting	To review staffing structure and finalise staffing options.	Headteacher. Finance Committee, FGB
Pay Review	To implement the school's pay To proceed with Head's Performance Review and make recommendations to the salary committee	Salary Committee Head's Performance review group

Payroll and personnel records are confidential and only accessible by the headteacher, finance officer and school secretary.

8- DATA SECURITY

The security of confidential data regarding staff or finance issues is a matter that the school takes seriously.

Data will be protected and access will be restricted by implementing the following safeguards:

- the installation and regular up-dating of an anti-virus software will help prevent the destruction of valuable data,
- sensitive paper based data will be kept in a lockable filing cabinet,
- computers based information will only be accessible via the use of passwords,
- electronic transfer of information will be done via a secured web-site,
- daily back-up should be taken of the administrative network and back-up tapes should be stored in a location away from the server. Weekly and monthly should be stored off site to ensure the protection of information,
- the confidentiality of any personal information held is in line with the Data Protection Act 1998,
- new staff are made aware of the IT Security Standards as drafted by DCC,
- staff and pupils are provided with an Acceptable use of the Internet policy,
- licences are held for all software applications,
- the inventory gives full details of serial numbers in the event of total loss or theft of equipment.

9- PRIVATE FUND (MANAGEMENT & AUDIT)

The school holds a small private fund which is used for the collection of money from sources such as:

- uniforms,
- fundraising,
- field trips,
- sundry

The headteacher has delegated responsibility to decide how money from private fund will be spent. The fund is managed by the finance officer and is audited/independently examined once a year by a suitably knowledgeable person who has been approved by the Head/Governing Body of the school and has no direct connection with administering the fund. After the account has been audited/independently examined, the auditor certifies the account. The headteacher and Governors receive an audit report which is minuted.

10- ASSET REGISTER

The governing body is responsible for the safe custody and physical control of stores and equipment and is required to monitor the inventory of moveable, non capital assets. **Desirable assets (e.g. electrical appliances or IT equipment) with a value of £80 and above should be registered in the inventory book.**

The headteacher is responsible for ensuring that assets under his/her control are correctly recorded in the Inventory Book.

Disposal of assets should follow the procedure set up by Dorset County Council.

Activity	Detailed task	Responsibility
Updating/maintaining the inventory book	Physical check of equipment against relevant records,	FO
	Annual check signed by head	FO, Headteacher
	Recording of new asset,	FO, Headteacher
Equipment security marked	Computers and electrical equipments are security marked	IT Technician
Monitoring	Annual monitoring of Inventory Book	FGB
Items taken on loan	Recording special book valuable asset taken on loan by members of staff	Staff

Disposal of assets	Disposal of assets with nil or nominal value,	Headteacher
	Disposal of assets with market value,	FGB, Headteacher

11- INSURANCE

The school has opted to purchase its insurance protection through the LEA.

The school is covered by the LEA scheme for sickness insurance for teaching and support staff.

Reviewed Annually

Reviewed : Summer 2011

Next Review Due: Summer 2012

APPENDIX

1- List of staff with access to safe,

The following persons are authorised to access the fireproof safe:

- Mrs M Pike - Headteacher
- Mrs K Wischhusen – Finance Officer
- Mrs A Walon – Administrative Assistant
- Mrs D Flynn – School Secretary

2- List of staff authorised to sign cheques

The following persons have authority to sign cheques from the **allowance account** (1 signature required):

- Mrs M Pike – Headteacher
- Mrs J French – Deputy Headteacher

The following persons have authority to sign cheques from the **private account** (2 signatures required):

- Mrs M Pike – Headteacher
- Mrs J French – Deputy Headteacher
- Mrs K Wischhusen – Finance Officer

3- Reference documents used for the management of school finance

The following documents are being used in the management of the school finance:

- Keeping Your Balance – 2000 – Ofsted
- Getting the best from your budget – 2000 – Ofsted
- Scheme of Financial Management – 2008 – Dorset LEA
- VAT Reference Manual
- School's Cash Handling Policy
- School's Letting Policy
- Whistle Blowing Policy
- Financial and Administrative Regulation – Dorset 2008
- Standing Orders on Contracts and Sub-Contracts – Dorset 2008

4- Annual Calendar

Information gathering by both schools and the LEA is important to the smooth running of the scheme. There are a number of strategic dates both annually and monthly which should be met for information to be both timely and accurate.

Information required	For whom	Frequency	Deadline
LMS return	Financial Services	Monthly	Before the end of the final week of each month
Virement forms	Financial Services	Monthly – as required	Before the end of the week following the end of each month
Absence Insurance Claims	Human Resources	Monthly	At the end of the month
Supply / overtime claims	Human Resources	Monthly / Weekly	Payroll closure date
Travel claims	Financial Services	Monthly	Payroll closure date
School CENSUS	Strategic Services	Autumn Spring Summer	By stated dates
Budget Setting Forms	Financial Services	Annually	15 May
Revised Estimates	Accountancy	Annually	30 October
CFR	Accountancy	Annually	June
Audit of Unofficial Funds		Annually	Autumn Term

5- Working within best value

Governors need to be aware of ‘best value’ when making decisions regarding the school. On a financial level it will help them to make good use of the funds they have available and will provide the evidence they need to support their financial plans during an Ofsted inspection. The principles of best value can also be used in other management areas.

The key principles of best value are described as the ‘four Cs’:

Challenge
Consult
Compete
Compare

Here are some ways in which governors can use the four Cs in the overseeing of Parley First School.

<p>Challenge</p> <ul style="list-style-type: none"> • We question why we do things. • We are open to change. • We have high expectations of everyone. • We set challenging targets for school improvement. • We expect high standards of behaviour. 	<p>Consult</p> <ul style="list-style-type: none"> • We provide clear information about the school. • We consult on major changes to, and financial decisions that will affect, the school. • We actively seek a wide range of opinions on our work. • We keep people informed of the results of consultation.
<p>Compete</p> <ul style="list-style-type: none"> • We have robust financial procedures to get the best service at the best price. • We make financial decisions in the best interests of the children and the parents. • We monitor customer satisfaction with services, particularly those which are charged for. • We regularly investigate alternative sources of supplies and services. 	<p>Compare</p> <ul style="list-style-type: none"> • We use a wide range of data to compare our school with others. • We expect to perform well when compared with similar schools. • We aim to ensure that all decisions on school spending are made with a view to cost-effectiveness.

PARLEY FIRST SCHOOL – Best Value Statement

This statement confirms the best value principles adopted by the Governors and school managers. Best value will be included annually as an agenda item at the Spring Term meeting of the full Governing body, when the Best Value statement will be reviewed and signed by the Headteacher and Chair of Governors.

Best value goes beyond the traditional *value for money* principles of economy, efficiency and effectiveness. Best value is about continually reviewing, challenging and improving the use of resources in a way that leads to:

- The raising of education standards
- Continuous improvement

Best value supports and influences all management and decision-making activities, including:

Target setting	Managing implementation
Planning for improvement	Monitoring and evaluating the performance of the school
Allocating resources to priorities	Managing the performance of staff
Improving the school environment to ensure it is safe and fit for purpose	

Best value principles involve the school and governors reviewing and questioning:

- School performance
- Routines
- Processes

Governors and school managers will **challenge** assumptions:

- Regularly review and question performance, school routines and processes to ensure they are in line with the School Development Plan.
- Consider if there are better ways to achieve the desired results and if current methods are the most economical, efficient and effective.
- Consider who the stakeholders are and if school aims are in their best interests.
- Question whether procedures are competitive compared with possible alternatives.

Governors and school managers will **compare** performance to judge how well they are using resources to meet their educational aims. The analysis of performance data, backed by appropriate improvement actions, is crucial to successful best value management.

- Consider what the school is achieving, compared with what should be achieved and how this compares with similar schools.
- Review whether the school is a relatively high/low performer and why this should be.
- Compare whether all subjects and classes are performing consistently well and investigate any discrepancies.
- Use Dorset and/or national benchmarking data to compare costs. Any significant differences will be investigated and reported to Governors meetings.

- Link the results of all comparisons to the School Development Plan when forming an action plan to bring performance up to the level of the best.

Gathering local views and forging purposeful partnerships with outside bodies can not only support continuous improvement, but also secure efficient and effective services. At various points in the school's management cycle, the governors and school managers will **consult**, as appropriate, with the following stakeholders:

Pupils	Parents	Governors
Teaching and support staff	Professional associations	The LA and Diocese
The local community	Neighbouring schools	Suppliers
Employers	Early years development of children partnerships	
Schools and colleges that are destinations for leavers		

The final best value principle is **compete**. Being competitive means making sure the school is providing or buying the appropriate service at the best possible price. Governors and school will:

- Promote fair competition through quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way
- Review financial administration procedures, including competitive tendering, to ensure the system is appropriate.
- Question historic practice, eg, is one supplier used regardless of price.
- Review contracts regularly and before the renewal date to ensure best value. Check Contract Review Schedule annually.

Governors and school managers will ensure that:

- ◆ A basic Best Value Check Form is completed and attached to all orders placed over £5,000.
- ◆ Best value is reviewed annually (and more often if possible) at Governors Meetings and staff meetings.

At the Spring Term full Governors meeting each year:

1. The Best Value check forms from the previous year will be reviewed.
2. The progress of the annual budget plan and Best Value Statement will be monitored, with the School Development Plan, in order to determine the extent of continuous improvement.
3. The Best Value Statement is discussed, amended as appropriate and signed by the Headteacher and Chair of Governors for the next financial year.
4. The Contract Review Schedule is discussed.

6- Recommendations on how to transport and store money

See separate Cash Handling Policy

7- Credit Cards for Schools – Terms and Conditions



The following terms and conditions apply to the Dorset County Council School Finance credit card:

- Ownership of the card is with the LA.
- Cards will be issued in the name of the Head Teacher.
- Only one card will be issued per school.
- The Governing Body will nominate authorised users to have day to day control of the card.
- The card is for school use only and must not be used for personal purchases.
- The card is for authorised users to use on behalf of the school only and must not be handed out to other members of staff.
- The monthly limit per card will vary depending on the size of the school.
- No cash withdrawals are permitted.
- A direct debit will be setup and payment taken in full each month. It is your responsibility to make sure that the account has sufficient funds in hand.
- Charges for defaulting on payments will be sent to the School.
- Compliance with instructions from RBS regarding lost or stolen cards is mandatory.
- Failure to comply with the above terms and conditions may result in the card being withdrawn

Issue of Cards

Cards should be applied for on the appropriate forms, available from the SAFSO Team.

Completed RBS forms, duly signed, must be returned to the SAFSO Team.

On receipt of the card you will be required to return the acceptance of conditions form duly signed.

Cardholders

Cardholders/authorised users will be responsible for the card, reporting to Royal Bank of Scotland Customer Services – Tel. 0870 6000459 - if it is lost or stolen.

The card must be kept in a secure place eg, the school safe and should not be taken home at any time. It is good practice to keep the card in an envelope which is sealed and signed after each use.

Approved transactions

The following conditions apply to all credit card transactions:

- Cardholders/authorised users will be held responsible for any transactions which are not approved;
- Payment in advance of receipt for goods and services with the credit card is permitted provided that schools can demonstrate that by doing so they obtained best value;

- The person with day to day control of the card must ensure that they have the approval of the budget holder and that there are sufficient funds available before making any purchase;
- Cardholders/authorised users must ensure that standing orders on contracts and financial procedures are being followed;
- Credit cards can only be used to make purchases where it is not possible to make normal commercial credit arrangements;
- Credit cards may be used to make purchases from the internet or over the telephone but not for building or utility bills;
- Cardholders/authorised users must ensure that they obtain full VAT receipts for all relevant purchases.

When making purchases from internet suppliers:

- Cardholders/authorised users should provide the e-mail address of the school;
- Goods and services must be delivered to the school not to a private address;
- Internet orders must only be through a school computer that is linked to the Internet through the school firewall;
- Cardholders/authorised users should always check that they are not being overlooked when using a credit card on-line. Many secure Websites use password access to authenticate cardholders and these must remain confidential;
- On-line purchases should only be made on a secured web page. A secured page should have a little padlock (that is locked) displayed in the lower right corner of your browser. The web address will start “https” (other Web sites normally start “http”). Cardholders/authorised users can check the level of security that the site has in place by moving the mouse pointer onto the padlock to see what number is displayed. If the number is less than 40 the site should not be used for on-line purchases because this does not give a sufficiently secure connection to protect sensitive, financial or personal information;
- Purchases should not be made through links to on-line shops in e-mails, as they may link to fraudulent sites, and addresses should be typed manually.
- Cardholders/authorised users should be wary when an on-line service they have already registered for asks for verification of billing information by sending it again via an on-line form. This is likely to be a fraudulent attempt to steal your credit card details and personal information. Even if the request seems legitimate cardholders/authorised users should not respond on-line, just call the company on the telephone.
- Credit card/payment information should not be sent to a merchant via e-mail or instant messenger (MSN Messenger etc.). If payment information cannot be sent via a secured web page, then cardholders/authorised users should telephone the supplier instead. Internet sites will often record all details (name, address etc.) for the purchase before switching to a secure web page for entering card details;
- Cardholders/authorised users should never give personal details that are commonly used for identity verification (e.g. mother's maiden name) over an insecure internet connection. Even over the telephone, this information should only be given if the company ABSOLUTELY requires it.

Record keeping

Following receipt of an internal requisition, the nominated officer places an order and prints off a copy of the order confirmation/receipt as appropriate.

The Finance Officer/Bursar raises the order on the School's computerised finance system. Copies of the e-mail confirmations should be kept with the copy of order.

All receipts, credit card slips and delivery notes should be handed to the Finance Office/Bursar.

On receipt of goods the Finance Officer/Bursar should process an invoice

On receipt of Bank Statement the Credit Card Statement should be reconciled.



Undertaking by the cardholder – to be signed with the application form

School Name

Name of Cardholder

I confirm that I have read the attached notes and agree to abide by the Guidance for Cardholders

Signed Date



Undertaking by the cardholder – to be signed once the card is received

School name.....

Card holders name.....

I confirm that I have received

Credit card number.....

For use with bank account number.....

I confirm that I have read and understood the guidance for cardholders and the Nat West OneCard Terms and conditions and I undertake to comply with these conditions

Signed..... Date.....

Please send the original of this undertaking to the School Administration & Financial Support Team, Dorset County Council, County Hall, Colliton Park, Dorchester, DT1 1XJ.

Retain a copy for yourself and give a copy to the nominated day to day user of the system