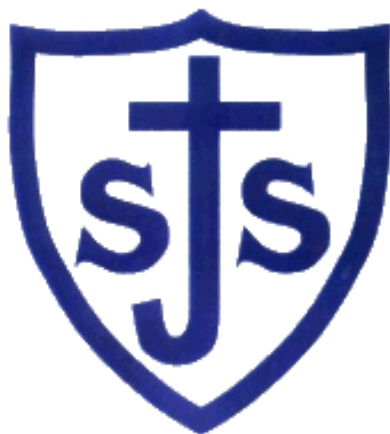


**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
CRAYFORD**



FINANCE AND ANTI-FRAUD POLICY

Learning and growing together with Christ

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1. Introduction

The Governors of St Joseph's Catholic Primary School are committed to ensuring that sound financial controls are in place and adhered to in order to achieve value for money and to be worthy custodians of public money. To achieve these aims the Executive Head Teacher and the Governing Board have drawn up this Finance Policy to provide the guiding principles within which all governors and staff will operate.

This Policy has been drawn up in accordance with the London Borough of Bexley (LA) Scheme for Financing Schools, which should be used in conjunction with this policy and referred to for further guidance and clarification.

This Policy will be reviewed every three years, presented to and agreed by the Governing Board.

2. Principles

The responsibilities of the Governing Board, its committees, the Executive Head Teacher and staff will be clearly defined and limits of delegated authority established, where applicable. Pecuniary interests are declared and a register of these maintained.

The Governing Board is responsible for taking steps to ensure that expenditure reflects best value principles. This is done by;

- Using both performance data and financial benchmarking to compare to similar schools locally and nationally.
- Using fair competition through quotations and tenders, ensuring resources and contracts for services are secured in the most economic, efficient and effective way.

The school will establish sound internal financial controls, based on the LA's Financial Controls, to ensure the reliability and accuracy of its financial transactions.

The budget will reflect the school's prioritised educational objectives through its links to the School Development Plan, which indicates the resource implications of each priority.

The budget will be subject to effective monitoring, allowing the Governors, Executive Head Teacher and staff to maintain financial control by reviewing the current position and taking any remedial action necessary.

The school will be adequately insured against exposure to risk.

The school will ensure that:

- The Budget Share is spent for the purpose of the school only
- Purchasing arrangements achieve value for money
- There are sound procedures for the administration of personnel matters
- There are sound procedures for the administration of payroll matters
- Stocks, stores and assets are recorded and adequately safeguarded against loss or theft
- All income received and due is identified and all collections received, recorded and banked promptly

- The operation of the bank account and the reconciliation of bank balances with accounting records are properly controlled
- The use of petty cash is strictly controlled
- The use of a Procurement Card is strictly controlled
- The School Voluntary Fund and any other non-public funds are administered as rigorously as public funds and subject in independent review / external audit as appropriate
- Any suspected financial/ record keeping irregularity will be reported immediately to the Executive Head Teacher and Governing Board, who will inform the council's Director of Finance, Paul Thorogood
- The school will adhere to current GDPR and Data Protection legislation
- Appropriate training in financial administration will be given to support staff's particular roles and responsibilities.

3. Delegated Authority

The Finance Policy and Scheme of Delegation ensures that no one individual has the authority to perform an entire process where school delegated funds are involved. All staff are made aware of the delegated powers that they have been given.

The **Full Governing Board** has overall responsibility for the management of all of the school's finances covering the revenue budget, other budgets delegated or devolved by the LA and other funds (e.g. the School Voluntary Fund).

The **Finance Committee** is delegated responsibility by the Full Governing Board for the following aspects of financial management;

- Evaluate and recommend the annual budget plan, which shows clear links to the School Development Plan, for approval by the Full Governing Board
- To monitor the actual income and expenditure and forecasts against the agreed budget and report to the Full Governing Board, highlighting any significant variances
- Evaluate and approve any proposed virements over £10,000
- To review the Finance Policy and agree levels of delegation for approval by the Full Governing Board
- To review a Pay Policy for approval by the Full Governing Board
- To make decisions in respect of service agreements and insurance
- Evaluate and report on Tenders for Contract Services to the Full Governing Board
- Benchmark the school's financial performance and report to the Full Governing Board
- To advise the Full Governing Board of any consultations to change the LA Scheme for Financing Schools, to allow the school to respond to any consultation.

The **Executive Head Teacher** is responsible for implementing the decisions of the Governing Board and for the operational management of the school:

- Advising the Governing Board on the school budget
- Ensuring the Governing Board is provided with relevant and timely information for them to discharge their duties

- Alerting or informing the Governing Board of any matters considered relevant
- Ensuring all financial matters are undertaken in compliance with financial regulations and guidance
- Managing the day to day budget in line with the expectations of the Finance Committee
- Ensuring all financial returns are completed and submitted within the required time scales

The Executive Head Teacher delegates the day to day activities of financial management to the School Office Manager and other key personnel within the school.

4. Pecuniary and Non-Pecuniary Interests

It is the responsibility of the Executive Head Teacher and the Governing Board to ensure that staff and governors do not directly or indirectly benefit financially when spending public money.

An interest (both business and personal) is anything that might influence a governor/ Executive Head Teacher to take into account some factor other than the interests of the schools and can be divided into pecuniary and non-pecuniary.

Pecuniary interests are those where an item under discussion may have a financial benefit to the individual governor/ Executive Head Teacher or their spouse, partner or close family member.

Non-pecuniary interests can be defined as any factor that would cause an intelligent observer to think that the judgement of a governor/ Executive Head Teacher is biased.

A register of pecuniary and non-pecuniary interests is maintained by the school, and staff and governors are required to disclose any interest as soon as they are aware of the link and complete the declaration.

Irrespective of whether they have an interest, all members of the Governing Board, senior members of staff and other staff involved in the financial management of the school should complete a declaration annually.

Declaration of pecuniary interests are an agenda item on each Committee / Board meeting to afford officers and governors the opportunity to declare such interests.

5. Internal Financial Controls

The internal financial controls operated by the school follow the financial controls set out in the LA's Scheme for Financing Schools.

Staff are properly trained in the schools financial systems and procedures, and a review of training needs is conducted annually.

There are cover arrangements in place for key financial staff and management. These arrangements include the performance of key tasks and the transfer of responsibility during the period of cover.

Transactional control is supported by systems that include the segregation of duties wherever possible:

- At least two people are involved in the ordering of goods and that one provides a check for the other
- The duty of calculating, checking and recording of money is separated from duty of collecting and paying out money

- Any annotations to original documents are made in permanent form. The use of correcting fluid and the erasure of information is not permitted. Any notes or amendments are properly and clearly initialled and dated
- A complete audit trail should be maintained. All financial transactions are traceable from the original documentation to accounting records both at school and local authority level and vice versa with all checks being carried out on documents being recorded
- Financial records are kept properly and securely in accordance with the requirements of the LA regulations.

The LA conducts the programme of Internal Audit. Audit reports are reviewed by the Governing Board, which ensures that recommendations are implemented.

The Governing Board also ensures the Schools Financial Value Standard (SFVS) is reviewed each year and the chair of governors will sign the completed form prior to sending a copy to the Local Authority. The agreed action plan will be monitored and reviewed.

6. Information Management

Access to financial and operational systems is carefully controlled, and updated for changes to personnel. Data is held in compliance with the DfE guidance on safeguarding children.

Passwords are changed regularly and only known to the password holder.

The school has a Business Continuity Plan that all data needs to be backed up and held off-site. The company which manages the stored data complies with the Data Protection Act 2018 has clear guidelines on how data should be stored and transmitted and adheres to the current European Economic Area (EEA) guidelines.

7. Financial Links to the School Improvement Plan

The annual (and 3 year budget) is linked to the School Development Plan. The Executive Head Teacher and Governing Board review the budget implications of the Plan prior to setting the budget for the following financial year.

8. Monitoring and Virements

The school recognises that the regular monitoring of income and expenditure against the agreed budget is central to effective financial management.

Monitoring reports are submitted to the LA in accordance with its timetable. Governors ensure their meetings are timed to see all monitoring submitted to the LA either prior to submission or soon after. This ensures they have an up-to-date position of the school's finances.

On occasions, virements may need to be carried out. Virements to the approved budget are minuted appropriately and require the following authorisation:

Limits	Authority
Up to £10,000	The Executive Head Teacher, reported to the Finance Committee
From £10,000	The Finance Committee

Virements between capital and revenue, or from ring-fenced grants are not allowed.

9. Insurance

The school is insured through **the LA**, with relevant cover as identified by the schedule received from the LA's Insurance section.

The Executive Head Teacher is responsible for:

- Notifying the insurers/LA of any new risks (new property, equipment)
- Maintaining an asset register which is checked by officers and presented to GB annually
- Ensuring that contracts with third parties include adequate indemnity clauses
- Ensuring that an indemnity is not given to any third party without the written consent of the insurers
- Informing the council's insurance team immediately of all relevant matters (losses or other incidents)
- Ensuring that cover includes school property (such as musical instruments and computers) when off the premises
- Maintaining a check to ensure that claims are processed within the required period
- Ensuring that the police are informed of all claims where this is a requirement of the insurance.

10. Purchasing

The school follows the purchasing guidelines as documented in the LA's Financial Regulations, Contract Standing Orders and Scheme for Financing Schools.

Budgets are discussed and delegated to subject and phase leaders. The budget is reviewed, amended as appropriate and approved by the Executive Head Teacher, in line with the priority needs of the school and the School Development Plan.

11. Purchase Orders

Purchase orders are raised for all goods, services and works, prior to or at the point of placing an order, except in the case of utility bills and in emergencies. This ensures that the estimated cost is committed against the appropriate budget allocation so that it features in subsequent budget monitoring.

The order is completed and signed by the budget holder before being passed to the Finance Office. The Head of School authorises the order, checking that the order is for educational purposes, there are sufficient funds to pay for the purchase and that appropriate quotations have been obtained. Once authorised, a copy of the order must be retained for matching at a later date with the delivery note and invoice.

12. Receipting of goods

A member of staff other than the signatory of the order checks goods and services on receipt against the order to ensure that the order has been satisfactorily fulfilled. The carrier/supplier is notified promptly of any shortages or rejected items.

The delivery note, if present, is clearly signed by the receiving member of staff. Where a delivery note is not present, the invoice is clearly annotated and signed to evidence satisfactory delivery.

In respect of building and other services, the invoice is clearly annotated to confirm that works or services have been checked, and they have been undertaken as directed.

If the goods purchased are not consumables, but of an inventory nature, they are recorded on the inventory on receipt and security marked.

13. Payments

Before payment is made, checks are undertaken to confirm:

- Satisfactory receipt of goods or services, cross-referenced to the order number;
- Expenditure has been properly incurred for the educational purpose of the school;
- Prices accord with quotations, tenders, contracts or catalogue prices and arithmetic is correct;
- The invoice has the correct VAT on and VAT is accounted for correctly in the accounts
- The invoice is correctly coded in accordance with the requirements of Consistent Financial Reporting;
- Discounts are taken where available;
- The invoice has not previously been passed for payment;
- The invoice is signed to confirm authorisation for payment: and
- Appropriate entries have been made in inventories and stock records.

In summary:

Task	Authority
Purchase order raised	Budget Holder
Purchase order approved	Executive Head Teacher or Head of School
Goods / services ordered	School Office Manager/Admin Assistant
Goods receipted	Admin Assistant, Premises Manager/Other Staff
Invoice checked	School Office Manager/Admin Assistant
BACS / cheque authorised	Executive Head Teacher, Head of School plus one other on the mandate

The following thresholds are adhered to, in accordance with the LA's thresholds:

Limits	Authority
Up to £4,999	1 quote (recorded in writing), Executive Head Teacher or Head of School approval
From £5,000 to £24,999	2 quotes (recorded in writing), Executive Head Teacher or Head of School approval
From £25,000 to £99,999	3 written quotes, Executive Head Teacher or Head of School approval
£100,000 to £181,302	Min tender, Governing Board approval
Above £181,302	Full advertised 2 stage competitive tender process, Governing Board approval

All of the above will be minuted at the appropriate committee / Governing Board meeting to ensure that the School is seen to be obtaining value for money at all times.

The school will only enter into an Operating Lease with the prior approval of the LA, and takes professional advice when needed.

The school does not enter into any Hire Purchase agreements, Finance agreements or Finance Leases as this constitutes borrowing which is not permitted.

14. Personnel Matters

Each year the Executive Head Teacher arranges for the calculation of the salary costs of all members of staff, including increments where applicable. These details are used by the Finance Committee for incorporation into the school budget planning process.

The Staffing Committee undertakes an annual review of the Executive Head Teacher's and Head of School's salaries, and recommends to the Full Governing Board for approval.

The Executive Head Teacher undertakes an annual review of all other staff, in accordance with the Governors' Pay Policy and reports to the Full Governing Board.

Details of all salaries are recorded as a confidential item.

15. Payroll Matters

The school has a contract with Bexley LA, which provides payroll services which meets all relevant legislation.

The Executive Head Teacher, or Head of School, signs off the monthly payroll reports once they have been checked for accuracy.

The payroll provider will provide monthly reports which will be checked for accuracy by the Office Manager, including:

- All staff are confirmed as employees of the school
- Claims for expenses and overtime are supported by authorised claim forms signed by the individual making the claim and the Head of School (or Chair of Governors in the case of Executive Head Teacher claims). Expenses are claimed within 3 months of the expenditure.
- Any increments or pay awards are supported by the appropriate authorised paperwork
- The direct debit amount matches the payroll run every month
- The payroll run is compared to the salary budget, and any variations are investigated and confirmed for accuracy
- The budget monitoring and cashflow monitoring are updated for variations above 5%.

The Executive Head Teacher is responsible for ensuring that the statutory obligations around the safe recruitment process are administered and the Office Manager will be responsible for maintaining accurate records of all staff employed by the school in a single central record.

The employment status of all contracted workers is checked in accordance with employed / self-employed (IR35) requirements.

16. Safeguard of Stores and Assets

All staff are responsible for the security of school assets.

Items of value are held in a locked cupboard/cabinet, wherever possible, and all items are visibly security marked to deter theft.

The school maintains an Inventory Register, (to include description of item, date of purchase, value, end user licence, location, serial number etc) which is reviewed and physically checked annually by the Premises Manager who is independent from the officer who maintains it. The check is certified by the Executive Head Teacher, and the findings reported to the Finance Committee, highlighting the condition of the assets and any missing items.

Where assets are written off and disposed of (in line with the LA's Financial Regulations), the Finance Committee agrees this on behalf of the Full Governing Board and the agreement is minuted. Items no longer needed may be sold with agreement from the Full Governing Board.

17. Income

All income received is recorded on the financial information system (FMS). Cash will be receipted, recorded and banked promptly.

The school uses School Gateway for payments received for school trips, school meals etc to minimise the amount of cash handling on site.

The Lettings Policy and schedule of charges is reviewed every three years and approved by the Governing Board. After events it may be necessary to store securely larger sums of money - this will be banked on the next available working day. The agreed level of cash to be held in the school safe at any one time is £3,000.

18. Debt Recovery

The school office will ensure that the level of outstanding debt is regularly monitored. Accurate records will be maintained to detail individual debts and the total value of debt to the school. Where individual debts exceed set limits or agreed calendar points, these will be brought to the attention of the Executive headteacher so that additional actions to seek recovery of these debts can be agreed.

The school may choose to write off a debt where all reasonable avenues to recover the debt have been exhausted, where it is not cost effective to pursue the debt through legal action, or there are extenuating circumstances.

Where debts are required to be written off, after every effort has been made by the Executive Head Teacher and Governors to recoup the monies, the following thresholds apply:

Limits	Authority
Up to £500	Executive Head Teacher
Above £500	The Finance Committee

19. The School Bank Account

The school operates its school bank account(s) in accordance with the regulations in the LA's Scheme for Financing Schools. The school holds the following bank accounts:

- London Borough of Bexley St Joseph's Catholic Primary School
- Barclays Bank St Joseph's School Fund Account

Bank account signatories are updated immediately when there is a change in staffing. The school pays invoices via online banking / BACS and/or cheque ensuring it adheres to all financial controls within the LA's Scheme for Financing Schools and Financial Regulations and all cheques / BACS runs are signed by two signatories.

20. BACS Payments

To minimise the risk of errors or fraud, the following processes are in place for BACS payments:

Supplier details:

- The School Secretary is responsible for checking and maintaining the list of supplier bank details. They are not involved in the payment process or preparing the BACS upload files
- Suppliers provide their bank details in writing on the business's headed paper
- Once this is received, the school phones the business to confirm the bank details
- The letter from the business is signed and dated by the school to confirm the bank details have been checked
- If the business tells the school that their bank details (or any other details i.e. address) have changed, the school always ask for this in writing and follow up with a phone call (identical to new supplier checks)
- The supplier bank details file is stored securely, with restricted access, separately from Smart cards and PINs
- The entered bank details on FMS are checked to the supplier details file by a member of staff who is not involved in the payment process and the entry of supplier details
- The person performing the check certifies each entry in the supplier details file, as evidence that this check has been completed.

Access to Smart Cards & PINS

- Smart cards and PINS are issued to approved authorisers and are only used by the person they are issued to
- PINS are never be shared
- Smart cards and PINS are not stored together.

Checking and authorising the upload

- The BACS run report is run and printed
- An authoriser (not involved in the payment process) checks individual transactions to the invoices and other supporting documentation to confirm that payments have been authorised, are for the correct amount and will be made to the correct supplier
- The authoriser performing the checks signs the report to confirm that checks have been completed
- The audit trail report is run and printed from the day before the last BACS run to the current date.
- An authoriser (not involved in the payment process) reviews the report, which will show any changes that have been made to the supplier accounts

- The Executive Head Teacher signs and dates the file (already checked and signed by the first authoriser) to confirm that they are satisfied that sufficient checks have been completed.
- The authoriser and the Executive Head Teacher then authorises the batch online
- The signed reports are filed with the paid invoices.

21. Direct Debits

The school may set up direct debits against the school bank account (e.g. for payroll) with agreement from the Governing Board and permission from the LA.

A copy of the signed direct debit mandate or email authorisation is retained, so as to evidence that two authorised signatories were party to the agreement.

A valid VAT invoice, where applicable, is always obtained to support the direct debit payment, and any VAT relating to direct debits is claimed as necessary.

Direct Debits are reconciled each month, and reviewed annually.

22. Bank Reconciliations

Bank statements are received/printed out on at least a monthly basis and reconciled in accordance with LA guidelines. The Executive Head Teacher signs and dates the bank statement and reconciliation as soon as possible after the reconciliation has been checked. Copies of the reconciliation are sent to the LA monthly.

23. Petty Cash

The school does not hold any Petty Cash. Any local purchases that are made, all staff complete and sign a claim form with the relevant receipt attached, authorised by the Executive Head Teacher or Head of School prior to payment. Staff should sign and date the claim form on receipt of the reimbursement. Mileage and travel expenses are paid via Payroll.

24. Purchasing Cards

The school has a purchasing card under the LA banking arrangements, which is used by the named individual on the card in accordance with procedures issued by the LA. All transactions are logged and receipts / invoices reviewed and authorised. The card balance is fully paid each month and the card statement reconciled on a monthly basis. The reconciliation is completed by someone other than the card holder, and approved and signed by the Executive Head Teacher or Head of School (unless the card is in the Executive Head Teacher's name, in which case it is signed by the Chair of Governors/Vice-Chair of Governors). Personal credit / debit cards will not be used for the purchase of items for the school.

Card Holder Responsibilities

- The card holder is entrusted with a oneCard to make purchases on behalf of the school as agreed by governors.
- The card holder will be required to sign an agreement on receipt of the card (Appendix B)
- The oneCard must not be used for personal expenditure.

- The card holder must sign the card on receipt and activate the card as soon as possible after receipt.
- The card holder must not keep a written record of the PIN or share this with anyone.
- Only the card holder may use their card.
- The card is kept in the school safe which is only accessible to 3 people, Head of School, Office Manager and Admin Assistant*
- The card cannot be used to withdraw cash.
- The purchasing card is used for purchasing goods in school only, eg online groceries from Sainsbury's for the School Kitchen, resources that can only be purchased online.
- The card holder must notify RBS and the Head Teacher immediately if the card is lost or stolen.
- The card must be cut in half if the card holder leaves the school or no longer needs it in carrying out their duties, witnessed by the Head Teacher, and an email sent to schools finance to confirm this and request the card be cancelled.
- The card must not be used for subscriptions or recurring payments without prior approval.
- The card holder must check available funds/limits before committing expenditure.
- Failure to comply with these responsibilities may result in withdrawal of card privileges and disciplinary action

Amendments

Bexley Council has oversight and authorisation of the oneCard programme for maintained schools, and counter-signs all change requests.

Any changes must be agreed by the governing body and minuted. Changes are usually implemented within 15 working days of being sent to schools finance.

Each school has an administrator and an authorised signatory set up on the oneCard mandate.

For additional card holders or changes to a card holder name:

- Email schools.finance@bexley.gov.uk to request the changes
- The relevant form will be emailed to the school to be completed
- The school's authorised signatory will sign the form and email back to Schools Finance. This signature will be taken as confirmation that the change has been approved by the governing body.
- A Bexley authorised signatory will review the form and either agree to the change by providing the second signature on the form or request further information from the school.
- Bexley will then send the completed form to RBS for processing.
- If a card holder is on long term leave (e.g. maternity) a new card holder may be requested to cover their absence. Please follow the process for an additional card holder.

For changes to card limits:

Each card holder has a monthly limit, as agreed by Governors. If you need to change this limit, the Head Teacher should email schools.finance@bexley.gov.uk to request the change, providing the following information:

- Name of card holder
- Last 4 digits of their card
- New card limit
- Confirmation of agreement by governors

Please note that there is also an overall school monthly limit, so you may need to increase this at the same time.

For cancellations:

Email schools.finance@bexley.gov.uk to request the card be cancelled, providing the following information:

- Name of card holder and
- Last 4 digits of their card

Transactions

- The usual good practice and contract procedure rules apply to card expenditure.
- Expenditure must be approved in advance in line with the school's financial procedures and scheme of delegation.
- A purchase order should be raised wherever possible so that the expenditure commitment is on the financial system. Where a purchase order cannot be raised (e.g. online purchases), the reason should be documented and authorised.
- Receipt of goods or services should be evidenced as usual, and copies of invoices, receipts etc retained in line with financial regulations.
- The card cannot be used for cash withdrawals, alcohol, fuel (unless a school vehicle), personal travel or expenditure, or for any expenditure not on behalf of the school.

Clearspend

Clearspend is the online platform for oneCards, where you can view and download statements.

If you require access to Clearspend, please email schools finance with the following:

- Name
- Email address
- Mobile number (each time you log into Clearspend you will be sent a text with a code to enter)

The School Office Manager is set up as an administrator for the school, so that they can monitor card usage and view and download statements. The administrator cannot grant / remove access, change card limits etc – this is done via Bexley as stated above.

Reconciliation

Card statements can be viewed on Clearspend and should be downloaded monthly.

All reconciliations must be completed within 10 working days of statement availability. Receipts and reconciled statements/document must be retained for 7 years in line with audit requirements. Governors and the Bexley internal audit team may audit card use as part of financial oversight.

1 Card Holder

The card holder should maintain a record of all spend, along with the corresponding receipts, invoices etc, which is checked against the card statement at the end of each month. Any discrepancies should be investigated and resolved as soon as possible. The card holder does not use the card outside of school premises.*

The card holder should sign a hard copy of the statement to confirm accuracy.

2 Reviewer

The signed statement along with the relevant documentation should be given to someone other than the card holder (usually the School Office Manager) at the end of each month for reconciliation.

3. Authoriser (Endorser)

The reconciliation should then be reviewed and authorised by the Head of School.

Purchases made by the Head of School on their card, their card reconciliation should be reviewed and authorised by the Chair of Governors or their designated representative (Executive Head Teacher).

25. Voluntary Fund

The school operates a voluntary fund which has its own bank account, kept separate from the main school bank accounts.

Delegated funds, held in the main school bank account, should not be transferred to the voluntary fund account.

All controls described in this Finance Policy also apply to the Voluntary Fund.

An independent and appropriately qualified person, approved by the Executive Head Teacher, audits the fund accounts annually, and a report is taken to the Finance Committee in the Autumn term.

Any suspected irregularities are reported to the Governing Board immediately.

26. Irregularities

All staff are aware of the school's Whistleblowing arrangements and to whom they should report concerns.

27. Data Protection

St Joseph's School (as Data Controller) adheres to the GDPR and the Data Protection Act 2018 including paying a data protection fee to the Information Commissioner's Office (ICO).

28. Financial Administration

Three members of staff are trained in the use of the finance software and financial administration procedures, in the event of staff absence. The school also purchases a bursarial support contract through EFS which is reviewed on an annual basis.

*amended from the Bexley Model

oneCard Employee Agreement

Name of school: _____

Cardholder name: _____

XXXX

Last 4 digits of card: _____

I agree to comply with the following terms and conditions regarding use of the card:

- I have received and understand that I am being entrusted with a School card and will be making financial commitments on behalf of School.
- I will ensure that the card is kept securely at all times and under no circumstances will allow another person to have access to or use the card.
- I understand that the School is liable to Natwest for all the charges made on the card.
- I agree to use this card for the School's business purchases only and not to charge personal or private purchases.
- I understand that the Head Teacher/London Borough of Bexley may audit the use of this card and report and take appropriate action on any discrepancies.
- I will follow the established procedures for the use of the card.
- I will keep a transaction log and copies of all relevant paperwork, receipts etc and check that all transactions on the monthly statement are valid and correct.
- I have been given a copy of the *London Borough of Bexley – oneCard Guidance* and I understand the requirements for the card's use.
- I agree to return the card immediately upon request or upon notice of termination of employment.
- If the card is lost or stolen, I agree to notify Natwest immediately by telephone and the Head Teacher and Bexley Schools Finance as soon as possible thereafter.
- I understand that misuse of the card may be considered gross misconduct.
- I understand that deliberate fraudulent use may be reported to the appropriate authorities.

Signed: _____

Date: _____

The schools should retain a copy of this signed agreement on file