

Corporate Credit Card Policy

Sponsor:	Corporate Director – Business Services
Owner:	Head of Finance – Transactional Services
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Distribution:	Non-Confidential; Internal Use and External Use

1. Purpose

The purpose of this policy is to set the requirements in scope users must adhere to for using corporate credit cards.

2. Scope

This policy is applicable to those individuals who hold a corporate credit card, their direct line manager, and the budget holders for the areas that the credit card is used (can be multiple).

3. Roles and Responsibilities

All colleagues in scope have a responsibility to adhere to this policy.

4. Policy

Barnardo's issues credit cards for its paid colleagues, to enable them to incur expenditure (purchasing goods or services) on behalf of Barnardo's and as part of the duties of their role. Here we set out the circumstances whereby it may be more effective to use a credit card, as opposed to more usual means of paying for goods (e.g. via an invoice) and where it is not appropriate to use a corporate credit card.

How to access a corporate credit card:

To apply for a corporate credit card, you will need to [read the guidance on Inside Barnardo's](#), and then complete the [application form](#) which will need to be approved by your line manager, the budget holder for the primary area you expect to incur costs and by the Head of Finance (Transactional Services). Please also consult with your finance business partner and consider other cards held within your team/service before making an application. You will also need to complete the [Employee Agreement form](#).

When you should not use a credit card:

A corporate credit card should not be used for the following expenditure / purchases.

- Any personal spend. The corporate credit card cannot be used to buy anything for yourself or someone you know, that is not related to your work at Barnardo's.
- Travel and subsistence. As set out in our [expenses policy](#), you must use our travel portal for booking of transport and hotels and your own finances to pay for subsistence and other travel costs (i.e. not covered by portal). These must then be reclaimed using our expenses process in [Dynamics 365](#). By exception (and with approval of your line manager and budget holder), credit cards may be used for low value frequent travel (e.g. contactless travel such as tube/bus or station/airport parking).
- To pay for goods / services for which we receive an invoice (for example utility bills). Invoices must be sent to APinvoices@barnardos.org.uk, who will process the payment. If the supplier is requesting payment urgently, you should escalate this via the [Business Services hub](#).
- To set up any regular payment arrangement, like a monthly direct debit/ charge. You must contact Accounts Payable to advise on most appropriate method of payment if unable to find a suitable alternative.
- Withdrawal of cash (blocked from use by the card provider)

The policy sponsor is the ultimate decision maker on whether expenditure incurred on a corporate credit card is in line with the spirit and substance of this policy.

When you can use your credit card:

The primary reason for applying for, issuing and holding a corporate credit card is that you, in your role, regularly purchase low value goods or services (not those items listed above) whereby the use of a corporate credit card is the most effective means of acquiring the goods or services. This is restricted to a small number of activities, as the vast majority of regular purchasing of goods or services should be completed with an existing supplier and paid for on receipt of an invoice.

The default monthly expenditure limit is £2,500 per corporate credit card. Requests for higher limits will only be considered with a clear business rationale ([see Cardholder's guidance](#)).

The types of expenditure we might expect a corporate credit card to be used for is set out below (not exhaustive):

- Food, beverages and restaurants for Barnardo's service users.
- Courses, education and educational equipment (where not available through a current supplier);
- Hobbies or recreational activities carried out with Barnardo's service users as part of your therapeutic work with them

- Short term accommodation or travel for Barnardo's service users.
- Prizes or gift vouchers for partaking in e.g. charity events. It is essential that the activity is in line with the charity's objectives. In general, gift vouchers for service users should be procured through our e-vouchers partner and not via credit card.
- Where immediate payment is required and we currently have no alternative source of payment (e.g. some direct marketing spend). This must be done in agreement with accounts payable (can be contacted via Business Services hub)

Requirements of corporate credit card users

As part of agreeing to hold a corporate credit card, you must comply with the following requirements;

- All expenditure must be in line with the [Barnardo's authorisation policy](#). Where approvals are required this must be done via email and stored for audit purposes.
- All expenditure must be coded on the online system to the applicable cost centre and account code to which the purchase relates by the **18th of the following month**. This is an important process and you are responsible for making sure this is done.
- Invoices / applicable evidence (receipts) for all purchases must be retained and scanned into the online system in a timely manner.
- Keeping the card and the PIN number safe and secure and taking other standard precautions associated with card safety and security.
- Signing the card immediately as soon as you receive it. This includes renewal or replacement cards.
- Taking all other reasonable precautions to prevent fraudulent use of the card
- Should you leave Barnardo's you must notify Accounts Payable and ensure card is destroyed and returned ([in line with the Cardholder's guidance](#)).

If you already hold a credit card, you may be asked to send this back to the finance department based on our regular review of credit card use.

Budget holder /Line Manager responsibilities

All budget holders are responsible for taking reasonable steps to ensure compliance in line with this policy which includes: -

- Regular review of spend to make sure in accordance with policy, that required approvals have been sought and timely coding being done.
- Periodic reviews to make sure credit cards still required.
- Should the holder of the card leave Barnardo's, the line manager must inform accounts payable and ensure the card is closed before the individual leaves the charity.
- Investigating, flagging up and escalating to Head of Finance (Transaction Services) or internal audit any suspected misuse of card or concerns on use.

Misuse of the card or breach of this policy (including withdrawal, suspension or cancellation of credit card)

Use of the credit card will be subject to regular audit. Please note that any misuse will be subject to Barnardo's disciplinary procedures. Barnardo's reserve the right to withdraw, suspend or cancel a credit card at any time and without notice if:

- The reason for the credit card being issued is no longer valid,
- There are reasonable grounds for suspecting fraudulent activity or unauthorised use of the card,
- There is reason to believe the security of the credit card or card details has been compromised,
- Your expenditure is persistently not coded regularly in a timely manner and you fail to retain receipts as required under this policy

Anyone whose credit card has been removed from them as a result of misuse or non-compliance will not be able to apply for a new card.

5. Associated Legislation, Guidance, References and Documents

The requirements in this policy should be considered alongside the requirements of other Barnardo's policies and procedures, in particular the following:

- Anti-Bribery and Corruption Policy
- Anti-Fraud Policy
- Authorisations Limits Policy
- Gifts and Hospitality Policy
- Expenses Policy
- Procurement Policy
- Procurement Rules
- Responsible Procurement Policy
- Other Finance policies and procedures

6. Risk Assessment

The Policy Owner, with assistance from relevant individuals will undertake a detailed risk assessment of the risks relating to Barnardo's corporate credit cards at least every three years, using this to inform required changes to this policy, any associated processes and procedures or training / awareness-raising as required.

7. Compliance and Oversight

In addition to the compliance and oversight arrangements set out under Roles and Responsibilities, the following applies:

- The Policy Owner will ensure that management information demonstrating adherence to and compliance with this Policy is produced and provided to relevant parties as required. The most appropriate format and frequency of such management

information will be determined by the Policy Owner in conjunction with those relevant parties.

- The Audit & Assurance team will periodically and independently review adherence to and compliance with this Policy and associated procedures and processes across the Charity in line with their approved audit and inspection plans

8. Document History

Version	Date	Author	Status	Approval (by / when)	Comments
0.1	14/11/2019	Financial Controller	Draft		Split policy and guidance procedures plus some minor changes.
0.2	09/03/2023	Director BS	Draft		Simplify policy – remove ‘procedural elements’
0.3	29/09/2023	Finance Controller	Approved	Richard Moore	Clarifications on use and split of responsibilities