

# Co-op Gold Card Policy



The Lancaster  
SCHOOL

<b>Approved by:</b>	Governing Body Miss N Haughton	<b>Date:</b> 16 <sup>th</sup> May 2022
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<b>Last reviewed on:</b>	May 2021
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<b>Next review due by:</b>	May 2023
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# **Co-op Gold Card Policy 2022**

## **Introduction**

The Governing body recognises that it is ultimately responsible for the financial management of the school and has produced this policy document to help it fulfil those responsibilities.

The school Dividend Gold Card is issued by the Co-op for the purchase of healthy and nutritious breakfast food and drink. The Lancaster School provides a Breakfast Club, which is run by staff members. School receives a grant of £350 at the beginning of each academic year (equating to £9.21 per week). School reimburses the co-op for any purchases that exceed the grant allowance.

The Governors will authorise use of the Co-op Gold Card as set out below and review on an annual basis.

## **Authorised Gold Card holders**

### **Name**

Miss E Booth  
Mrs K Emerson

(All other previous cards held in school have been cancelled)

## **Who will**

- Only order products as required by the school for the running of the Breakfast Club
- Submit to the School Office itemised till receipts for all purchases on the Gold Card

## **School Business Manager/Administrator**

The School Business Manager/Administrator will:

- Act as the administrator for the Gold Card
- Highlight any suspicious transactions
- Reconcile monthly statement to till receipts, maintain records of transactions and produce, if required, for external or internal auditors.

Policy considered and accepted at the Finance Committee Meeting 16<sup>th</sup> May 2022

Signature Chair of Finance Committee .....

Date .....

Signature Chair of Governors .....

Date .....