



Co-op Gold Card Policy 2025

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 on Card: The Lancaster School.

Authorised User: Mrs Kayleigh Emerson and Mrs Emily Wilkinson

(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
- Read and sign the Gold Card policy on an annual basis

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 12th May 2025.

Signature of authorised user:

Date:

Signature Chair of Finance Committee:

Date:

Signature of Chair of Governors:

Date: