Cathedral Schools Trust

Contents	Page
Introduction	6
Financial Planning The budget cycle Budget Other Government Funding Other Grants and specific funding Funds held in trust Virements Revised Budget Budget Forecast Returns Monitoring and review (including management accounts)	6 6 7 7 8 8 8 8
Independent checking procedures	9
Review of regularity	9
Annual accounts Value for money statement Audit arrangements Work undertaken during accounting period Work undertaken for the year end	10 10 10 10 11
Accounts Return	11
Document retention System Access Back-up Procedures Transaction processing Transaction reports Reconciliations	11 12 12 12 12 12
Cash Management Bank Accounts Deposits Payments and withdrawals Administration Petty Cash Payments Administration E-procurement and Credit Card Payments BACS Payments	13 13 13 13 14 14 14 15 15
Investments	16
Reserves	17
Capital Reserves	17
Endowments	17
Payroll Staff Appointments Payroll Administration Payments	17 17 18 18

Cathedral Schools Trust

Salary advances Overtime Severance payments Compensation payments Ex-gratia payments	19 19 19 20 20
Income ESFA grants Other grants Non-curriculum Trips Curriculum Trips Catering Lettings Sundry income Gift aid Bad debts	20 20 20 20 21 21 21 22 22 22
Purchasing Routine Purchasing E-procurement Orders Orders over £5,000 but less than £10,000 Orders over £10,000 but less that £35,000 Orders over £35,000 but less that £100,000 Orders over £100,000 but less the OJEU threshold Official Journal of the European Union Exemption from the Application of this Policy Trading with connected and related parties Goods and services for private use Forms of Tenders Preparation for Tender Invitation to Tender Tender Acceptance Procedures Tender Opening Procedures Tendering Procedures Insurance Trustees and Governor Expenses Gifts Energy Management	23 23 24 24 25 25 25 25 26 26 26 27 27 27 27 28 28 28 28 29 29 30 30
Fraud	30
Whistleblowing	30
Leasing	31
VAT	31
Fixed assets Asset register Security of assets Disposals Loan of Assets	31 31 31 31 32