

TREASURY/CASH MANAGEMENT POLICY

Date: July 2018

Document Control

Organisation	Falinge Park High School
Title	Treasury/Cash Management Policy
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Owner	J Wellens
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Revision History

Revision Date	Revisor	Previous Version	Description of Revision
July 18	E Baron	Sept 15	Ensure policy complies with LA Umbrella pack and reflects practice.

Document Approvals

This document requires the following approvals:

Approval Sought From	Name	Date
Resources Sub		

Document Distribution

This document will be distributed to:

Individual/Group	Job Title/Group Type	Distribution Date

Objectives

Treasury / cash management is defined as the management of the school's cash and cashflows, its banking arrangements and its investment and money market transactions. It requires the effective control of risks in relation to treasury activities and the pursuit of optimum performance consistent with those risks.

The objectives of our policy are:

- a) To ensure adequate, but not excessive, cash balances are held in our current account, to cover day to day commitments.
- b) To bank with an organisation on the Council's approved list for current accounts
- c) To invest surplus cash to earn an acceptable rate of interest to protect our cash balance against inflation
- d) To ensure that any funds invested are with banks and institutions which meet the minimum requirements in the Council's Treasury Management Strategy
- e) To spread risk between different institutions

Our investment priorities will be:

- a) Above ALL – Security – use high quality counterparties to minimise risk of capital loss
- b) Then – Liquidity – ensure cash is readily available when needed.
- c) Finally – Yield – earn an acceptable rate consistent with inherent risks

Guidelines

Cashflows will be monitored to ensure there are adequate liquid funds to meet current and future commitments.

Surplus funds will be identified throughout the year via cashflow monitoring for investment purposes.

The school will act with reference to the guideline figures provided by the Council's Treasury Team when managing the balance held within its current account and the amount invested.

The school will maintain a Register of deposits & Investments recording the institution with which a deposit is placed, date of deposit, amount and interest rate, date of maturity, amount returned and interest earned.

Borrowing

The school will not overdraw its current account.

The school may not borrow without written permission from both the Council and the Secretary of State.

The school will not offer any form of security to its bank.

Responsibility

The Headteacher and Governing Body have overall responsibility for the security and management of funds.

The day to day management of the treasury / cash management function is controlled by the Office Manager /Director of Resources.

The Director of Resources will liaise with the Headteacher/Governing Body when placing deposits in the school's name with approved institutions. No deposits will be placed without prior agreement with the Headteacher or other signatory subject to the schools bank mandate.

Authorised signatories are set out in the list forwarded to the Schools Finance Team.