

**FP09/10 OPERATING CASH MANAGEMENT PROCEDURE**

**APPENDIX A**

DESCRIPTION OF TASK	PRIMARY RESPONSIBILITY	FREQUENCY
<b>Identifying Surplus Cash</b>		
Obtain bank balances and transactions from core banking system	Cash and Controls Supervisor	Daily
Reconcile daily cashbook balance to the bank balance	Cash and Controls Supervisor	Daily
Update actual and forecast cash flow schedules for daily, weekly and monthly position	Cash and Controls Supervisor (plus Finance Manager / Deputy HoFA as appropriate)	Daily
<b>Investment Process</b>		
Identify surplus cash available (in conjunction with the CCS) and outstanding investments, and enter onto appendix C	Finance Manager (Financial Accounts)	As required
Undertake analysis of suitable investment opportunities available to the Trust including contacting the institutions for prevailing interest rates and checking credit ratings of institutions. Rank investments and enter onto appendix C	Finance Manager (Financial Accounts)	As required
Complete appendix D with recommending investment opportunity and pass to two authorised signatories	Finance Manager (Financial Accounts)	As required
Review the calculation of surplus cash and resulting investment recommendation detailed on appendix D. If in agreement with recommendation, authorise and return to SFA.	Executive CFO / Deputy CFO / Head of Financial Accounts or Financial Management / Deputy HoFA	As required
Place the investment with the approved institution	Finance Manager (Financial Accounts) / Senior Financial Accountant	As required
Complete CHAPS and arrange for funds to be transferred as per IAF instruction (if not a rollover of an existing investment)	Cash and Controls Supervisor	As required
Update cashbook	Cash and Controls Supervisor	As required
<b>Monitoring of Investments</b>		
Update investment register	Senior Financial Accountant	As required
Benchmark performance of investments	Finance Manager (Financial Accounts)	As required