

Additional Evidence Available in Support of Treasury Management Practices

TMP 1 – TREASURY MANAGEMENT RISK MANAGEMENT

- Counterparty Lists
- Sector Treasury Services – Credit List (weekly list provided by Sector)
- Interest Rate Forecasts
- Treasury Management Procedure Notes
- Standard Settlement Instructions

TMP 2 – PERFORMANCE MEASUREMENT

- Investment Analysis Review – Monthly Report provided by Sector
- Quarterly Performance Analysis Review of Public Sector Cash Managers provided by Sector
- Interest against budget
- Returns against LIBID benchmarks and Sector model portfolios

TMP 3 – DECISION MAKING AND ANALYSIS

- Cash flow and investments spread sheet

TMP 4 – APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

- Specified and Unspecified Investments
- Money Market Funds Report

TMP 5 – ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS

- Staff job descriptions
- Treasury Management Organisation Chart & Responsibilities (including absence cover)
- NatWest Bankline user profiles and guidance
- Contact details – Banks, Call accounts, Brokers, Debt Management Office
- Bank Mandate

TMP 6 – REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

- Treasury Management reporting timetable (forward plan)
- Treasury Management Policy & Strategy 2010/11
- Treasury Management regular reports

TMP 7 – BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

- Financial Planning and Control reports including investment income

TMP 8 – CASH AND CASH FLOW MANAGEMENT

- Cash Flow Model spread sheet

TMP 9 – MONEY LAUNDERING

- Anti-Money Laundering Policy
- Anti-Money Laundering Guidance Notes

TMP 10 – STAFF TRAINING AND QUALIFICATIONS

- Training Courses Record

Additional Evidence Available in Support of Treasury Management Practices

- Training Courses Information

TMP 11 – USE OF EXTERNAL SERVICE PROVIDERS

- Contract and letter of engagement to Sector Treasury Services Ltd

TMP 12 – CORPORATE GOVERNANCE

- None