

Section D (NAG 4) FINANCE and PROPERTY

Policy: Trading Accounts

Date of Review: August 2024

Next Review: August 2027

Reviewers: Principal, Account Administrator

Goal

To ensure that all trading accounts are run efficiently and profitably.

Objectives

1. To provide extra income for the College.
2. To enable the Principal to exercise discretion in the allocation of that income.

Guidelines

1. Trading Accounting
 - Uniform
 - Hireage of Facilities, including Canteen Licence Fee, Tenancy of Core School house
 - Internal Resources are managed in line with the College's authorised accounts procedures.
2. A Senior Leadership Team (SLT) member will oversee each trading account to monitor income and expenditure and be responsible for the budget on a monthly basis.
3. Trading Accounts are prioritised to meet College needs as authorised by the Principal, Executive and the Board of Trustees.

Chairperson

Principal

Date