

SOP 404 Monthly reports for DECC and DETI (including forecasts)

This procedure describes how the monthly reports for DECC and DETI are compiled	Author	Peter Bailey
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	Date	17 February 2015

Approvals

Version	Review Date	Prepared By	Reviewed By	Approved By
1	31 March 2015	P Bailey	T Ahmed	T Ahmed

Change History

Version	Date	Description	Initials

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1. Introduction

This procedure describes how the monthly reports for DECC and DETI are compiled

2. Overview/description of procedure

The monthly reports for DECC and DETI describe all the cash movements on their respective Citibank accounts with supporting analyses of the relevant payment runs.

In summary the format comprises:

- Balance at beginning of month
- Cash movements for the month being:
 - Payments:
 - The monthly transfer to the respective RBS accounts to fund the overdrafts. This payment in turn comprises:
 - Each payment run in the month (analysis required for each run)
 - Less: Return payments into to the RBS accounts
 - Other cash movements eg ad hoc CHAPS payments and any related bank charges
 - Funding(s) received from DECC/DETI
- Resulting in the balance at end of month

Your title will appear here

Procedure

To this data is then added the forecasts for the immediate and following months to give an indication of the cash requirements in those periods

3. Procedure

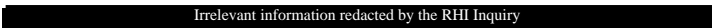
- See in the Appendix an example of a monthly reconciliation
- Details of the cash movements on the Citibank and RBS accounts are to be found in the Bank statements spreadsheet for the Citibank and RBS accounts
- The supporting analyses for the payment runs are obtained from the Payments Analysis. Participant names must **NOT** be shown. Each payment run must be put on a separate tab on the file
- The forecasts are provided by Marc Tichsler
- The report is filed in Sharepoint at XXXXX

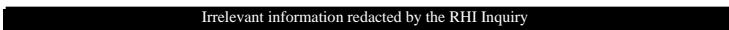
4. Timing

- The reports need to be delivered to DECC/DETI by the second working week after the month end

5. Contacts

- The reports are sent to

-  Irrelevant information redacted by the RHI Inquiry

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6. Areas of responsibility

- A Band D/E must approve the report. They can also prepare the report.