



ST JOHN'S COLLEGE
CAMBRIDGE

Our aim is to make your day extra special...



the perfect
Venue

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It distinguishes between assets, liabilities, equity, revenue, and expense accounts, and explains how they are classified and balanced. It also covers the concept of debits and credits, which are essential for recording transactions.

The fourth part of the document focuses on the journalizing process. It explains how to analyze a transaction, determine the accounts affected, and record the entry in the journal. It provides a step-by-step guide to ensure accuracy and consistency in the recording process.

The fifth part of the document discusses the posting process. It explains how to transfer the debits and credits from the journal to the ledger accounts. It also covers the concept of T-accounts and how they are used to organize the ledger data.

The sixth part of the document discusses the trial balance. It explains how to prepare a trial balance to verify the accuracy of the ledger. It also covers the concept of balancing the books and how to identify and correct errors.

The seventh part of the document discusses the preparation of financial statements. It explains how to use the ledger data to prepare the income statement, balance sheet, and statement of owner's equity. It also covers the concept of closing entries and how they are used to reset the accounts for the next period.

The eighth part of the document discusses the importance of internal controls. It explains how to design and implement controls to prevent errors and fraud. It also covers the concept of segregation of duties and how it can be used to reduce the risk of misappropriation of assets.

The ninth part of the document discusses the importance of ethics in accounting. It explains how to identify and avoid conflicts of interest and how to maintain the highest standards of integrity. It also covers the concept of professional responsibility and how it applies to accountants.

The tenth part of the document discusses the importance of communication in accounting. It explains how to effectively communicate financial information to management and other stakeholders. It also covers the concept of transparency and how it can be used to build trust and confidence in the organization.



ST JOHN'S COLLEGE
CAMBRIDGE

*We are delighted that you are considering
St John's College for your wedding, with its wonderful
location and magnificent grounds.*

*Our unique location provides a spectacular backdrop for your
special occasion, along with a choice of elegant rooms.*

*We look forward to welcoming you to
St John's College for your special day.*





THE HALL

The Hall is the most magnificent hall within the Colleges of Cambridge. This splendid room is housed in a 16th century building, with an impressive hammerbeam roof and fine old linen fold panelling. It is ideal for wedding parties.

The Hall can seat up to 300 in comfort and up to a maximum of 300 for receptions and buffets. We are unable to allow music, unless unamplified, or dancing at evening receptions.

WORDSWORTH ROOM

This attractive 450 year old room was where William Wordsworth lived when he was an undergraduate in the 1780's. He described this room in his autobiographical poem, "The Prelude".

The room is ideally suited for weddings between 20 and 50 guests sitting down, or up to 60 for stand up receptions or buffets.





PARSONS ROOM

Steeped in history, this room is named after Charles Parsons, the well-known engineer. Its intimate setting lends itself for smaller parties, seating up to 16 guests, or a maximum of 28 for buffets or receptions.

OLD MUSIC ROOM

Situated in First Court, the Old Music Room, which originally was a teaching room for students, is the ideal venue for drinks receptions for up to 60 guests.

COLLEGE BAR

The traditional College Bar can be used for alcoholic or soft drinks, either on a credit or cash basis, during normal opening hours before or after the wedding. Extensions may be given in certain circumstances.

An idyllic setting in the heart of Cambridge...







THE CEREMONY

Only current members of the College and Alumni (having left the College within the last 5 years) are allowed to marry in the College Chapel.

YOUR WEDDING RECEPTION

You can choose your menu from a large selection of dishes. However, if preferred, we can cater for your own bespoke menu. We have experience of a variety of cuisines from around the world. Our chefs are trained to the highest standards, having trained with some of the world's most renowned chefs.

The wine list has a very exciting variety of wines from around the world, including our house Champagne, Pol Roger.

All guests need to have the same menu, with the exception of those with dietary or allergy issues, which the staff are fully trained to provide. We can also cater for children.

We are members of the Sustainable Restaurants Association. We have also been nominated for the "2015 Wedding Industry Awards".





ACCOMMODATION

During the summer guests can stay in College. Bedrooms can be booked via speedybooker.com and paid for online. These rooms are loaded onto the system every December for the following summer. This only applies to July, August and September.

Your Reception and Wedding Breakfast Includes:

- Typed menus.
- Use of silver cake stand and knife.
- White linen tablecloths and napkins in the Hall, Wordsworth Room or Parsons Room, where appropriate.
- Use of the College Grounds for photographs and reception drinks.
- Flower table arrangements by the College supplier.
- Service and room hire charges.
- A dedicated Hospitality Manager to guide you through one of the most important days of your life.

Our aim is to make your day extra special . . .







RECEPTION CHECK LIST

- Written confirmation of booking sent to St John's College with approximate numbers.
- Deposit paid to secure booking.
- Menu and wine selection chosen one month prior to wedding.
- Final numbers given to the College at least 3 working days prior to the wedding.
- Table plan and place cards delivered to the College 48 hours prior to the wedding.
- Provision made for removal of gifts on the day.
- The College to be informed of cake delivery date, time and type of stand required and other items, e.g. favours.
- Photographer informed of venue, timing and parking availability.
- Chauffeur driven transport from church or Register Office informed of car parking requirements.
- Arrival of guests at the College by whatever means.
- Flowers arranged and discussed with the College.





DIRECTIONS

By Rail

Cambridge is a 50 minute journey from King's Cross and Liverpool Street stations in London. There are also good cross country and north bound services via Peterborough. For further information call the National Rail Enquiry Number 08457 484950 or visit www.nationalrail.co.uk

By Coach

Coach services are available from London Victoria. For further information call 08705 808080 or visit www.nationalexpress.com

By Air

Gatwick, Heathrow and Luton Airports are within a two hour drive and Stansted is just a 40 minute journey to the College.

London Stansted

0844 335 1803 or visit www.stanstedairport.com

London Heathrow

0844 335 1801 or visit www.heathrowairport.com

London Gatwick

0844 892 0322 or visit www.gatwickairport.com

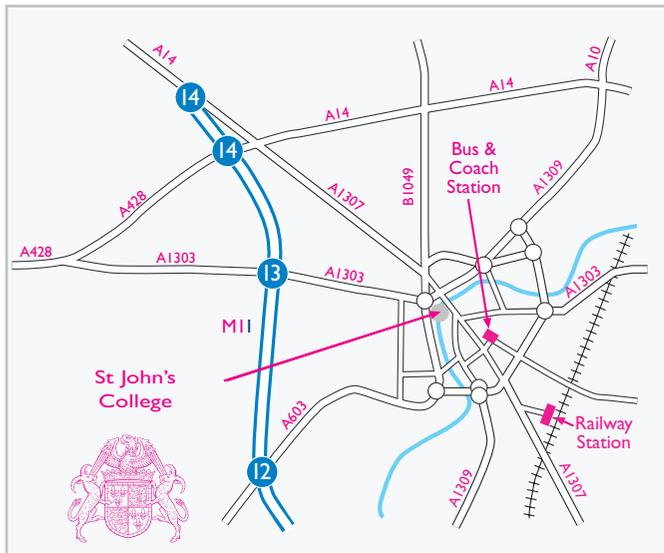
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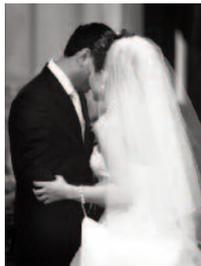
01582 405100 or visit www.london-luton.co.uk



By Road

St John's College is easily accessible from the M11, M1 / A1 and A14 motorways. For up-to-date information go to www.rac.co.uk





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