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| ABM University<br>Health Board   |  |
| Date of Meeting: 23 <sup>rd</sup> January 2018<br>Name of Meeting: Audit Committee<br>Agenda item:3d |  |
| Subject  | Annual Accounts Timetable and Closure Plan |
| Prepared by  | Andrew Biston, Head of Accounting          |
| Approved by  | Lynne Hamilton, Director of Finance        |
| Presented by   | Lynne Hamilton, Director of Finance        |

## ANNUAL ACCOUNTS TIMETABLE & CLOSURE PLAN 2017/18

### 1. PURPOSE

- 1.1 To inform the Committee of the Annual Accounts timetable and closure plans for the financial year ending 31<sup>st</sup> March 2018.

### 2. BACKGROUND

- 2.1 The Welsh Government (WG) issued the draft Manual for Accounts and the draft Accounts Proforma Statements for the 2017/18 financial year on 20th December 2017, excluding Chapter 3 (Annual Report) which is expected to be issued mid- January 2018.
- 2.2 Both the Manual and draft Accounts Pro-forma Statements will be discussed in detail at the All Wales Technical Accounting Group at their meeting on 26th January 2018.

### 3. 2017/18 YEAR END ACCOUNTS PREPARATION

- 3.1 To aid agreement of inter NHS debtor/creditor and income/expenditure balances at 31<sup>st</sup> March 2018, interim agreements have been worked through across NHS Wales as at Month 08. This helps to ensure that queries or disagreements are resolved well before the end of the financial year. The reconciliation timetable for Month 12 is as follows:

| Annual Accounts Task  | Date for Completion         |
|---|-----------------------------|
| Issue – Debtor balances statement to other NHS Wales bodies     | 4 <sup>th</sup> April 2018  |
| Sign off date for agreement of NHS Wales debtors and creditors  | 10 <sup>th</sup> April 2018 |
| Issue – Income transactions statement to other NHS Wales bodies | 11 <sup>th</sup> April 2018 |
| Sign off date for agreement of income and expenditure           | 18 <sup>th</sup> April 2018 |

| <b>Annual Accounts Task</b>  | <b>Date for Completion</b>  |
|--|-----------------------------|
| Submit LMS to Welsh Government   | 19 <sup>th</sup> April 2018 |
| Welsh Government to issue debtor & creditor matrix and income and expenditure matrix | 20 <sup>th</sup> April 2018 |

- 3.2 The Finance Directorate has commenced its work on the closure plan for the annual accounts and this will be shared with Wales Audit Office for comments by 26<sup>th</sup> January 2018. This will also be sent to all Finance staff, along with detailed guidance notes by the end of the month and these will be worked through with colleagues at a meeting arranged for 27<sup>th</sup> February 2018.
- 3.3 The Corporate Accounting Team has had 2 of staff changes this year as set out below:
- Finance Assistant - commenced 1<sup>st</sup> October 2017
  - Finance Assistant - commenced 5<sup>th</sup> December 2017
- 3.4 As these staff have no previous experience of the accounts closedown process, the management and closure plan includes close management supervision and additional scrutiny of their accounts notes and supporting working papers
- 3.5 The Health Board has been advised of a change of Team Leader for the WAO Financial Audit Team for the 2017/18 accounts audit with Julie Owens replacing Jason Blewitt. Julie has experience of working on the Health Board accounts audit in previous years and so has some knowledge of the Health Board. No other changes are planned to the team which should ensure continuity through the audit process.
- 3.6 A meeting to discuss Technical Updates, the forthcoming Interim Audit, potential early audit testing, and the overall 2017/18 closedown timetable took place with WAO on 27<sup>th</sup> November 2017, with interim audit work commencing on Monday 8<sup>th</sup> January 2018. This earlier interim audit work is in line with the timescale used during 2016/17 which followed lessons learned from the interim audit process for the 2015/16 accounts which did not commence until February and continued through to the end of March 2016.
- 3.7 As in previous years there is also a requirement to provide direct ledger access to WAO staff on a “read only” basis, as part of the accounts audit. Refresher training will need to be provided by Finance colleagues to all WAO staff within the team who require access to the ledger, in compliance with ABMU ledger access protocols, prior to access being granted.

#### **4. YEAR END TIMETABLE**

- 4.1 A high level timetable incorporating key dates from the Manual for Accounts has been agreed with colleagues across the Finance Directorate and with NWSSP as detailed in the table below.

| <b>Annual Accounts Task</b>                          | <b>Date for Completion</b>            |
|--|---------------------------------------|
| Finalise Health Board Outturn Position               | 11 <sup>th</sup> April 2018           |
| Close Health Board old year financial ledger         | 12 <sup>th</sup> April 2018           |
| Preparation of draft Accounts for Senior Team review | 20 <sup>th</sup> April 2018           |
| Submission of draft Accounts                         | 27 <sup>th</sup> April 2018<br>(noon) |
| Submission of Audited Accounts                       | 1 <sup>st</sup> June 2018 (noon)      |

- 4.2 A further detailed update report will be prepared for the Audit Committee's meeting on the 15<sup>th</sup> March 2018, where the Health Board's approach on key accounting issues will be outlined.

#### **5. RECOMMENDATION**

- 5.1 The Audit Committee is asked to note the current position with regard to the timetable and closure plan put in place to ensure the completion of the 2017/18 Annual Accounts by the due date.