

SWANSEA BAY UNIVERSITY HEALTH BOARD : FCP REVIEW PLAN 2020/21

Matthew to complete LCFS Review 2020/21

NO	TITLE	Version to be updated	Updated Version	Date Last Reviewed / Amended	NWSSP Related	Lead Reviewer	Manager Review	Planned Review Period 2020/21				Comments
								Qtr 1	Qtr 2	Qtr 3	Qtr 4	
5	Financial Planning	7.0		Oct-19	-	Samantha Lewis	-				√	Procedure to be sent to Sam in December
6	Budgetary Control	11.0		Nov-19	-	Samantha Lewis	-				√	Procedure to be sent to Sam in December
9	Banking Arrangements	9.0		Nov-19	-	Andrea Giles	Liz Gunn			√		Review Ongoing
10	Income, Fees & Charges & Security of Cash, Cheques & Other Negotiable Instruments	11.0		Jan-20	-	Michael Kenealy	Andrew Biston			√		Interim Review as new SFI's awaiting approval split this out into 2 sections- one for income fees and charges and one for security of cash and cheques etc. There may therefore be a need to split this procedure and renumber whn new SFI's are formally issued
11	Procurement & Contracting for Goods & Services	6.0		Dec-19	Yes	Christine Thorne	Andrew Biston			√		Procedure to be sent to Christine in November
13	Pay Expenditure	7		May-19	Yes	Bev Cokeley / Julian Quirk	Andrew Biston			√		Procedure sent for review 27th October
14	Non Pay Expenditure	8.0		May-19	Yes	Russell Ward/Rowena Bines	Andrew Biston			√		Procedure sent for review 27th October
15	Capital Investment, Fixed Asset Registers and Security of Assets	6.0		Aug-19	-	Carl Smith/Ian Macdonald	Andrew Biston				√	Pushed to Qtr 4 to include new requirements for IFRS 16
17	Disposals & Condemnations, Losses & Special Payments	6.0	7.0	Oct-20	-	Liz Gunn	Andrew Biston		√			Review Complete - Awaiting upload to the intranet
19A	Patients' Property - Acute	7.0		May-19	-	Helen Griffiths	Andrew Biston				√	Procedure to be sent to Helen Griffiths for review in December
19B	Patients Property - Mental Health & LD	6.0		May-19	-	Samuel Evans /Tudor hampton	Liz Gunn			√		Review Commenced
19D	Patients Property - Finance & General Controls	5.0		May-19	-	Samual Evans	Andrew Biston			√		Review Commenced
19E	Found Property	6.0	7.0	Oct-20	-	Liz Gunn	Andrew Biston		√			Review Complete - Awaiting upload to the intranet
20	Funds Held on Trust	11.0		Dec-19	-	Cathy Morgans	Andrew Biston			√		Review Ongoing - Updated Procedure to be shared with CFC in December
21	Retention of Records	8.0	9.0	Oct-20	-	Andrew Biston	-		√			Review Complete - Awaiting upload to the intranet