



**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	25 February 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Annual Statement of Financial Procedures
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Huw Thomas, Director of Finance

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Gwybodaeth/For Information

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

Each year, planned reviews are undertaken of the financial procedures operated by the Health Board. The procedures, which set out the main financial system controls, are reviewed in terms of:

- Relevance
- Best practice
- Audit recommendations
- System change
- Health Board policy

Attached is a list of procedures for review during 2020/21.

Cefndir / Background

The Financial Procedures of the Health Board, and the maintenance thereof, is a key part of internal governance and financial control.

Asesiad / Assessment

When procedures are reviewed, this is undertaken jointly with the appropriate service managers and stakeholders. All procedures are then formally approved by the Finance Committee before they are shared on the intranet and implemented.

Work has been undertaken by the Finance department and as part of an All Wales Technical Accounting sub group, to streamline a number of procedures. This means that of the current list of procedures for review, they will be amalgamated into relevant categories such as Income, cash etc.

It is proposed that 30 procedures are reviewed during 2020-21 – see list attached under Appendix 1.

Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to note the report for information.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	4.4 The Committee's principle duties encompass the following: 4.4.2 Maintain an appropriate financial focus demonstrated through robust financial reporting and maintenance of sound systems of internal control. 5.13 Approve the writing off of losses or the making of special payments within delegated limits. 5.15 Receive a report on all Single Tender Actions and extensions of contracts.
Cyfeirnod Cofrestr Risg Risk Register Reference:	BAF S09-PR20 BAF SO10-PR33
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability 7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Improve efficiency and quality of services through collaboration with people, communities and partners

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Monitoring returns to Welsh Government based on the Health Board's financial reporting system. Activity recorded in the AR and AP modules of the Oracle business system, activity recorded in the procurement Bravo system.
Rhestr Termiau: *Glossary of Terms:	Contained within the body of the report.
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg: Parties / Committees consulted prior to Audit and Risk Assurance Committee:	UHB's Finance Team UHB's Management Team Executive Team Finance Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Financial implications are inherent within the report
Ansawdd / Gofal Claf: Quality / Patient Care:	Risk to our financial position affects our ability to discharge timely and effective care to patients
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Financial risks are detailed in the report.
Cyfreithiol: Legal:	The UHB has a legal duty to deliver a breakeven financial position over a rolling three-year basis and an administrative requirement to operate within its budget within any given financial year.
Enw Da: Reputational:	Adverse variance against the UHB's financial plan will affect our reputation with Welsh Government, the Wales Audit Office, and with external stakeholders
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Appendix 1

Reference	Financial Procedures Review Programme 2020/21	Planned Review date	Category
06/03	VAT	April 2020	Tax
02/03	Road Traffic Accidents Road Traffic (NHS Charges)	May 2020	Other
12/01	Retention of Financial Records	May 2020	Other
03/02 03/03 03/04 03/05	Non Controlled Stores Stock Taking Management of Pharmaceutical Resources within Hospital Pharmacy Departments Consignment Stock	May 2020	Stocks
-	Charitable Funds: Financial Administration and Governance	June 2020	Charitable funds
01/02 01/04 01/05	Loss of Cheques Petty Cash Banking Arrangements – Provider Services	July 2020	Cash procedure
07/01 07/04	Submission of Information to Payroll Pension	Sept 2020	Payroll & Pensions
08/01	Capital Investment	Oct 2020	Capital
16/01	Sponsorship by the private sector	Oct 2020	Other
16/02	Provision of Hospitality	Oct 2020	Other
10/05 10/06	Identification and Charging for overseas visitors for NHS treatment Treatment of Private Patients - control of admission and collection of income	Nov 2020	Private patients/overseas
11/02	Control of Mail	Jan 2021	Other
11/03	Custody of Safe Keys	Jan 2021	Other
11/04	Custody of Unofficial Funds	Jan 2021	Other
11/05	Property found on Hywel Dda LHB premises	Jan 2021	Other
06/01 06/02 06/04 06/05 06/07 14/01	Payment to Creditors Payment of Pharmacy invoices Hospital Travel Cost Scheme Construction Industry Scheme Purchasing Card Procedure and User Guide Requisitioning, Ordering and Receipt of Supplies, Goods and Services Single tender action No Purchase Order No Pay NHS Wales	March 2021	Purchase to Pay