

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

DYDDIAD Y CYFARFOD: DATE OF MEETING:	22 February 2022
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 2022/23.

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 Sustainable Resources Committee before they are shared on the intranet and implemented across the Health Board.

Work has been undertaken by the Finance department and as part of a Finance Academy Improving Financial Governance Workstream 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 9 procedures are reviewed during 2022-23 – 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	2.4 The Committee's principal duties encompass the following: 2.4.2 Seek assurance that the systems for financial reporting to Board, including those of budgetary control, are effective, and that financial systems processes and controls are operating.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
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:	6. Sustainable use of resources
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders, Standing Financial Instructions and relevant accounting standards.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / 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 Sustainable Resources Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Maintaining good systems of financial control helps deliver value for money.
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable

Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Maintaining good systems of financial control minimises financial risk.
Cyfreithiol: Legal:	Maintaining good systems of financial control minimises potential for legal challenge.
Enw Da: Reputational:	Maintaining good systems of financial control aids the good reputation of the UHB.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Appendix 1

Reference	Financial Procedures Review Programme 2022/23	Planned Review date	Category
06/02	Payment of Pharmacy Invoices	May 22	Core Processing Team
06/04	Hospital Travel Cost Scheme	May 22	Core Processing Team
16/01	Sponsorship by the private sector	May 22	Other
01/06	Cash Imprest Accounts – Rehabilitation Monies	June 22	Financial & Statutory Accounts
14/03	Disposal of Surplus & Obsolete Furniture, Equipment, Sale of Scrap & Waste Materials Procedure	June 22	Purchase to Pay
05/01	Losses & Special Payments Procedure	June 22	Financial & Statutory Accounts
11/01	Oracle E-Business Suit – System Access & Ledger Security	Aug 22	Systems
078	Patient Property & Monies	Aug 22	Financial & Statutory Accounts
02/01	Income & Cash Collection	Nov 22	Other