Agreement of Balances 2019-20: Financial year Quarter 2 Time Table

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Agreement of Balances 2019 to 2010: Financial Year Quarter 2 Timetable

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Document purpose:
Consultation

Target Audience:
NHS England, NHS Improvement, Providers (NHS Trusts AND Foundation Trust) and Arm’s Length Bodies.

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The NHS Receivables and Payables Reconciliation

Organisations should note the following definitions:

Receivable organisation - this is the organisation sending the invoice/is carrying the trade receivable/is receiving the income i.e. the supplier or provider

Payable organisation – this is the organisation receiving the invoice/carrying the trade payable/recording expenditure i.e. the purchaser or commissioner

Please note that agreement between counterparties and submission to DHSC are not mandated for month 6. However, parties are encouraged, following the exchange of statements, to raise and respond to queries from counterparties.
# Payables and Receivables / Reconciliation Time Table

<table>
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<tr>
<th>Date: Close of play, unless otherwise stated</th>
<th>Details: Payables / Receivables Reconciliation</th>
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| Monday 30th September 2019 (21st working day) | • Final date for e-mailing September 2019 dated invoices.  
• These invoices relate to activity and services up to and including August and can include September activity and services. |
| Thursday 3rd October 2019 (3rd working day) | • Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 30th September 2019.  
• Payments received up to and including 30th September 2019 must be included in the statement.  
• Only one statement must be sent to each “Payables” organisation (NB: NHS England entities are treated as separate organisations for AoB purposes – see Appendix 3 of Guidance).  
• A statement need not be sent if the balance is less than £2,500. |
| Friday 4th – Tuesday 8th October 2019 (4th – 6th working days) | • If a statement has not been received by the deadline stated, the “Payables” organisation should inform the “Receivables” organisation (using the 1920 M6 AoB Contact List issued by DHSC via National bodies).  
• In such cases, the “Receivables” organisation must email a statement immediately. |
| Friday 4th October 2019 onwards (4th working day onwards) | • Period of discussion between counterparties where deemed necessary to resolve local issues. |

Note - There is no requirement to send I&E statements.