

To: All NHS Foundation Trust Finance Directors

29 November 2013

Updated April 2014 to add validations requirement to 6 May submission in annex (shown in blue)

Dear Colleague,

Timetable for accounts in 2013/14

We have worked with the Department of Health, NHS England and the NHS Trust Development Authority to develop the accounting timetable for 2013/14 and we are now in a position to publish this. The key submissions are on similar dates to 2012/13, but adjustments have been made to allow for the timing of Easter in April 2014.

I wrote to you earlier this month encouraging you to ensure your finance team has adequate plans in place regarding the consolidation of charitable funds to enable you to submit accounts with an unqualified audit opinion in line with the accounts timetable for 2013/14. A copy of that letter is available [here](#). We recognise that the consolidation of charitable funds presents a challenge for some NHS foundation trusts in 2013/14. We have worked with our colleagues to ensure that the number of working days available to prepare draft accounts is not fewer than in 2012/13. As set out in my letter earlier this month, if your trust is consolidating its charitable funds it is important that you take the opportunity to dry-run this consolidation at month 9.

Monitor plans to issue the FTC template for month 9 during w/c 9 December. The FTC form has been adapted for the consolidation of charitable funds and it is very important that your teams read the FTC Completion Instructions when these are published alongside the template.

The annex to this letter sets out the timetable for the 2013/14 accounts and related submissions to Monitor. If there are any changes required to this timetable, we will communicate these to you as soon as possible, and updates will be posted at www.monitor.gov.uk/accountsprocess.

Yours faithfully



Jason Dorsett
Director of Finance, Reporting and Risk

Annex: Timetable for 2013/14

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.

Date (by end of day unless stated)	Detail
Month 9 timetable	
Tuesday 31st December 2013	Final date for e-mailing invoices dated up to 31st December 2013. These invoices relate to activity and services up to and including November and can include December activity and services.
Monday 6th January 2014	Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices as at 31st December 2013. Please note: <ul style="list-style-type: none"> • Only one statement must be sent to each Payable organisation • A statement must be sent to each Payable organisation even if the balance is under £50,000 but need not be sent if the balance is less than £500. Agreement is not required where the total balance is below £50,000 • Accruals are not subject to agreement at month 9 and statements for accruals are not sent, with organisations recording their own information on the collection form.
Tuesday 7 th January 2014	If a statement has not been received by 7th January 2014. The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Wednesday 15th January 2014	Final date for agreement of outstanding Receivables/Payables dated up to 31st December 2013 and above £50,000.
Thursday 16 th January 2014	Final date for Receivable organisations to e-mail Payable organisations a statement detailing income received to 31st December 2013. The statement will include income that has been invoiced and income received without an invoice. Only one statement must be sent to each Payable organisation. A statement must be sent to each Payable organisation even if the balance is under £100,000 but need not be sent if the balance is less than £5,000. Agreement is not required where the total balance is below £100,000

Date (by end of day unless stated)	Detail
Friday 17 th January 2014	If a statement has not been received by 17th January 2014. The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Wednesday 22 nd January 2014 (5pm)	<p>NHS foundation trusts submit month 9 FTCs to Monitor, with first submission of month 9 receivables and payables</p> <p>These FTCs should be prepared using the agreed receivables/payables position, but the NHS foundation trust's own information on income and expenditure. This submission will be used for consolidating the FTCs, and for receivables and payables AoB information. The income and expenditure WGA tabs will not be used in this submission, but the NHS foundation trust should ensure there are no validation errors in the form. The 'Reconcile to Q3' tab need not be completed at this stage.</p> <p>FTCs uploaded to Monitor Portal as 'Trust Return' and with activity name 'FTC 9 Months'. File name should be "[MARS ID] 1314 FTCs 9 Months.xlsm</p>
Monday 27 th January 2014	<p>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Thursday 30 th January 2014	<p>Monitor distributes DH group mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Tuesday 4 th February 2014	Final date for agreement of income and expenditure above £100,000 in respect of invoices dated up to 31st December 2013.

Date (by end of day unless stated)	Detail
Thursday 6 th February 2014 (Noon)	<p>NHS foundation trusts submit first submission of month 9 income and expenditure and second submission of receivables and payables AoB to Monitor</p> <p>This submission is made by resubmitting the month 9 FTC file. Only the WGA information will be utilised from this submission (a first submission of income and expenditure and a second submission of receivables and payables) together with the 'Reconcile to Q3' tab. The accounts information will not be used and need not be updated. Validation errors can be ignored in this submission. The 'Reconcile to Q3' tab should be completed in this submission</p> <p>FTCs uploaded to Monitor Portal as 'Trust Return' and with activity name 'FTC 9 Months Resubmission'. File name should be "[MARS ID] 1314 FTC 9 Months Resubmission.xlsm</p>
Tuesday 11 th February 2014	<p>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Monday 17 th February 2014	<p>Monitor distributes DH group mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Wednesday 26 th February 2014 (Noon)	<p>NHS foundation trusts submit second submission of month 9 income/expenditure and third submission of receivables/payables (if required) to Monitor</p> <p>All NHS foundation trusts are required to make the submission. WGA information should be updated. The accounts information will not be used and need not be updated. Validation errors can be ignored in this submission.</p> <p>FTCs uploaded to Monitor Portal as 'Trust Return' and with activity name 'FTC 9 Months Resubmission'. File name should be "[MARS ID] 1314 FTC 9 Months Resubmission.xlsm</p>
Monday 3 rd March 2014	<p>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</p> <p>NHS foundation trusts should use these reports to manage the resolution of any remaining material variances to nil before the year end agreement of balances process.</p>

Date (by end of day unless stated)	Detail
Friday 7 th March 2014	<p>Monitor distributes DH group mismatch schedules to NHS foundation trusts</p> <p>NHS foundation trusts should use these reports to manage the resolution of any remaining material variances to nil before the year end agreement of balances process.</p>
Month 12 timetable	
Thursday 20 th March 2014	<p>Final date for sending March dated invoices (email where possible). These invoices relate to activity and services up to and including February and should include estimates for March activity and services where possible.</p> <p>Please note statements are not to be sent until Wednesday 26th March 2014.</p>
Monday 24 th March 2014	<p>Final date for despatch of payments to NHS Bodies for 2013/14. This means that there should be no payments made after 24th March 2014 without prior agreement.</p>
Wednesday 26 th March 2014	<p>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 20th March 2014. Payments received up to and including 24th March 2014 must also be included.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Only one statement must be sent to each Payable organisation • A statement must be sent to each Payable organisation even if the balance is under £50,000 but need not be sent if the balance is less than £500. Agreement is not required where the total balance is below £50,000
Friday 28 th March 2014	<p>If a statement has not been received by 28th March 2014. The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.</p>
Monday 7 th April 2014	<p>Final date for agreement of outstanding Receivables/Payables dated up to 20th March 2014 and above £50,000.</p>
Monday 7 th April 2014	<p>Final date for Receivables organisations to email a statement of Accruals to the Payable organisations, listing all 2013/14 liabilities not invoiced by 20th March 2014</p>
Friday 11 th April 2014	<p>Complete discussions regarding accruals for inclusion in 2013/14 accounts.</p>

Date (by end of day unless stated)	Detail
Wednesday 23 rd April 2014 (9am)	<p>NHS foundation trusts submit unaudited FTCs and accounts to Monitor (refer to FT Annual Reporting Manual for full instructions). This submission will include income/expenditure and receivables/payables WGA data.</p> <p>FTCs uploaded to Monitor Portal as ‘Trust Return’ and with activity name ‘FTC Statement M12-Unaudited’. File name should be “[MARS ID] 1314 Draft FTCs.xlsm”.</p> <p>Accounts uploaded to Monitor Portal as ‘Trust Submission’ with activity name ‘FTC Statement M12-Unaudited’. Note: submissions that accompany FTCs should always use the relevant FTC activity name.</p> <p>There should be no validation errors in this submission.</p>
Friday 25 th April 2014	<p>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Tuesday 29 th April 2014	<p>Monitor distributes DH group mismatch schedules to NHS foundation trusts</p> <p>Variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Tuesday 6 th May 2014 (Noon)	<p>NHS foundation trusts re-submit FTCs to provide updated agreement of balances information to Monitor</p> <p>Accounts information does not need to be updated in this submission and validation errors can be ignored [April 2014 update] but validations 122, 145 and 151 should still be passed, although all other validations can be ignored. The accounts tabs will not be utilised by Monitor in this submission. Any changes to the accounts must be agreed with your auditors and should form part of the audited submission of the accounts and FTCs on 30th May.</p> <p>FTCs uploaded to Monitor Portal as ‘Trust Return’ and with activity name ‘FTC Statement M12-Resubmission’. File name should be “[MARS ID] 1314 Draft FTCs – AoB resubmission.xlsm”.</p>
Friday 9 th May 2014	<p>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</p> <p>Remaining variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>

Date (by end of day unless stated)	Detail
Tuesday 13 th May 2014	<p>Monitor distributes DH group mismatch schedules to NHS foundation trusts</p> <p>Remaining variances should be cleared down to zero and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Friday 30 th May 2014 (9am)	<p>NHS foundation trusts submit audited FTCs and accounts to Monitor (refer to FT Annual Reporting Manual for full details and required submissions on this date, including quality reports assurance work)</p> <p>FTCs uploaded to Monitor Portal as a 'Trust Return' with activity name 'FTC Statement M12-Audited'. File name should be "[MARS ID] 1314 Audited FTCs.xlsm"</p> <p>Accounts and related documents uploaded to Monitor Portal as 'Trust Submission' with activity name 'FTC Statement M12-Audited'. Note: submissions that accompany FTCs will use the relevant FTC activity name.</p> <p>There should be no validation errors in this submission.</p>
In advance of 25 June 2014	<p>Preparation for laying before Parliament</p> <p>You must check that the format of your annual report and accounts is acceptable before printing the final copies of the report. The format should be checked with the DH Parliamentary Office to ensure it can be laid before Parliament. Refer to the FT ARM for full details.</p>
Wednesday 25 th June 2014	<p>NHS foundation trusts submit accounts to DH Parliamentary Office to be laid before Parliament (refer to FT Annual Reporting Manual for detailed guidance around this process)</p> <p>Hard copies must arrive at the Parliamentary Clerk's office for lying before parliament no later than this date. NHS foundation trusts should pay careful attention to the format checklist in the FT ARM and note the requirement to send the draft document to the Parliamentary Clerk for approval prior to printing (see FT ARM for more details).</p>
Friday 11 th July 2014	<p>NHS foundation trusts submit laid full annual report including full statutory accounts to Monitor.</p> <p>This should be a single PDF document containing both the annual report (including quality report opinion) and full statutory accounts for inclusion on Monitor's website. Upload to Monitor Portal as 'Trust Return' with activity name 'Annual Report and Accounts (Parliament)'.</p> <p>All NHS foundation trusts should make this submission, including if the previous audited submission was as laid before Parliament. This must be a single pdf document.</p>