

To: All NHS Foundation Trust Finance Directors

7 November 2014

Dear Colleague,

### **Timetable for accounts in 2014/15**


We have worked with the Department of Health, NHS England and the NHS Trust Development Authority to develop the accounting timetable for 2014/15 and we are now in a position to publish this. The key submissions are on similar dates to 2013/14, but adjustments have been made to allow for the timing of Easter in April 2015.

Monitor plans to issue the FTC template for month 9 before mid December, but this is dependent upon us receiving final confirmation of the Department of Health's information requirements. An instructions document together with a full change log will be provided when we issue the template.

Annex 1 to this letter highlights the key changes in the timetabled processes compared to those in 2013/14.

Annex 2 to this letter sets out the timetable for the 2014/15 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 also be posted at [www.gov.uk/monitor/accountsprocess](http://www.gov.uk/monitor/accountsprocess).

Yours faithfully



Jason Dorsett  
Director of Finance, Reporting and Risk

## Annex 1: Key changes in 2014/15

The full timetable is set out in annex 2. The timetable contains the following key changes from last year which we wanted to highlight to you.

### Submissions

We have simplified the file upload process for FTCs and accounts related submissions – **all files should be uploaded as a 'Trust Return'** rather than a 'Trust Submission'. Please note that other files you provide to Monitor may still use both so you should refer to the instructions attached to the relevant Monitor submission.

When preparing your annual report and accounts for laying before Parliament, the e-mail address to use when confirming the format with the Department of Health Parliamentary Office has changed. Instead of emailing Tim Elms directly, please send a PDF copy of the report with your full contact details (email address and direct telephone number) to [MB-SI@dh.gsi.gov.uk](mailto:MB-SI@dh.gsi.gov.uk). In the subject line, please give the name of your trust and the words "for checking". You will receive a response to confirm that the format is acceptable and you can then proceed with printing. Full details will be set out in annex 2 to chapter 1 of the *NHS Foundation Trust Annual Reporting Manual 2014/15*, the post-consultation version of which will be published soon.

Following enquires we have received, you are reminded that your annual report and accounts should be published on your website as soon as they have been laid before Parliament.

### Agreement of balances thresholds

Over recent weeks, the Department of Health, Monitor, NHS England and the NHS Trust Development Authority have been working on analysing the processes for agreement of balances and looking at whether thresholds for the issuing and agreement of statements could be revised.

The amended thresholds are set out in the timetable in annex 2, and are summarised below. Full details will be provided in the agreement of balances guidance document, which will next be updated in advance of the month 9 exercises.

#### Issuing statements

Area	Old policy	New policy	Change
M9 R&P	£500	£2,500	Increase
M9 I&E	£5,000	£10,000	Increase
M9 accruals	No statements	No statements	No change
M12 R&P	£500	£2,500 *	Increase *
M12 I&E	Statements can be sent but not mandatory	Statements can be sent but not mandatory	No change
M12 accruals	No de minimis	No de minimis	No change

Note that organisations are still able to send statements at a lower level than these if they have automated processes for issuing statements and wish to continue doing so.

### Agreeing statements

<b>Area</b>	<b>Old policy</b>	<b>New policy</b>	<b>Change</b>
M9 R&P	£50,000	£100,000	Increase
M9 I&E	£100,000	£100,000	No change
M9 accruals	n/a – no statement	n/a – no statement	No change
M12 R&P	£50,000	£100,000 *	Increase *
M12 I&E	If statements are sent, agreement is optional	If statements are sent, agreement is optional	No change
M12 accruals	Statement issued but agreement not mandatory	Statement issued but agreement not mandatory	No change

\* Please note that the continued use of higher thresholds for receivables and payables at month 12 is subject to the satisfactory conclusion of the month 9 exercise. The thresholds set out here are the current intention, but these thresholds for month 12 will be confirmed prior to the start of the month 12 exercise.

## Annex 2: Timetable for 2014/15

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
<b>Month 9 timetable</b>	
Wednesday 31 <sup>st</sup> December 2014	<b>Final date for e-mailing invoices dated up to 31<sup>st</sup> December 2014.</b> These invoices relate to activity and services up to and including November and can include December activity and services.
Tuesday 6 <sup>th</sup> January 2015	<b>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices as at 31<sup>st</sup> December 2014.</b> Please note: <ul style="list-style-type: none"> <li>• Only one statement must be sent to each Payable organisation</li> <li>• 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 £2,500. Agreement is not required where the total balance is below £100,000</li> <li>• 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.</li> </ul>
Wednesday 7 <sup>th</sup> January 2015	<b>If a statement has not been received by 7<sup>th</sup> January 2015.</b> The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Thursday 15 <sup>th</sup> January 2015	<b>Final date for agreement of outstanding Receivables/Payables dated up to 31<sup>st</sup> December 2014 and above £100,000.</b>
Monday 19 <sup>th</sup> January 2015	<b>Final date for Receivable organisations to e-mail Payable organisations a statement detailing income received to 31<sup>st</sup> December 2014.</b>  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.  <b>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 £10,000.</b> Agreement is not required where the total balance is below £100,000.
Tuesday 20 <sup>th</sup> January 2015	<b>If a statement has not been received by 20<sup>th</sup> January 2015.</b> The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.

Date (by end of day unless stated)	Detail
Wednesday 21 <sup>st</sup> January 2015 (noon)	<p><b>NHS foundation trusts submit month 9 FTCs to Monitor, with first submission of month 9 receivables and payables</b></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 <b>for receivables and payables AoB information</b>. 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 '<b>Trust Return</b>' and with activity name '<b>FTC 9 Months</b>'. File name should be "[MARS ID] 1415 FTC 9 Months.xlsm</p>
Friday 23 <sup>rd</sup> January 2015	<p><b>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</b></p> <p>Variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Wednesday 28 <sup>th</sup> January 2015	<p><b>Monitor distributes DH group mismatch schedules to NHS foundation trusts</b></p> <p>Variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Wednesday 4 <sup>th</sup> February 2015	<p><b>Final date for agreement of income and expenditure above £100,000</b> in respect of invoices dated up to 31st December 2014.</p>
Friday 6 <sup>th</sup> February 2015 (noon)	<p><b>NHS foundation trusts submit first submission of month 9 income and expenditure AoB to Monitor</b></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) 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, except for the specific agreement of balances validations referred to in the summary timetable on the Cover sheet of the FTC form.</p> <p><b>The 'Reconcile to Q3' tab should be completed in this submission.</b></p> <p>FTCs uploaded to Monitor Portal as '<b>Trust Return</b>' and with activity name '<b>FTC 9 Months Resubmission</b>'. File name should be "[MARS ID] 1415 FTC 9 Months Resubmission.xlsm</p>
Tuesday 10 <sup>th</sup> February 2015	<p><b>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</b></p> <p>Variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>

Date (by end of day unless stated)	Detail
Friday 13 <sup>th</sup> February 2015	<p><b>Monitor distributes DH group mismatch schedules to NHS foundation trusts</b></p> <p>Variations should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed columns inappropriately in resolving variances.</p>
Wednesday 25 <sup>th</sup> February 2015 (noon)	<p><b>NHS foundation trusts submit second submission of month 9 income/expenditure and second submission of receivables/payables to Monitor.</b></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, except for the specific agreement of balances validations referred to in the summary timetable on the Cover sheet of the FTC form.</p> <p>FTCs uploaded to Monitor Portal as ‘Trust Return’ and with activity name ‘FTC 9 Months Resubmission’. File name should be “[MARS ID] 1415 FTC 9 Months Resubmission.xlsm</p>
Friday 27 <sup>th</sup> February 2015	<p><b>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</b></p> <p>NHS foundation trusts should use these reports to manage the resolution of any remaining variances before the year end agreement of balances process.</p>
Wednesday 4 <sup>th</sup> March 2015	<p><b>Monitor distributes DH group mismatch schedules to NHS foundation trusts</b></p> <p>NHS foundation trusts should use these reports to manage the resolution of any remaining variances before the year end agreement of balances process.</p>
<b>Month 12 timetable</b>	
Friday 20 <sup>th</sup> March 2015	<p><b>Final date for sending March dated invoices (email where possible).</b> 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><b>Please note statements are not to be sent until Thursday 26<sup>th</sup> March 2015.</b></p>
Tuesday 24 <sup>th</sup> March 2015	<p><b>Final date for despatch of payments to NHS Bodies for 2014/15.</b> This means that there should be no payments made after 24<sup>th</sup> March 2015 without prior agreement.</p>
Thursday 26 <sup>th</sup> March 2015	<p><b>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 20<sup>th</sup> March 2015.</b> Payments received up to and including 24<sup>th</sup> March 2015 must also be included.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• Only one statement must be sent to each Payable organisation</li> <li>• 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 £2,500. Agreement is not required where the total balance is below £100,000.</li> </ul>

Date (by end of day unless stated)	Detail
Friday 27 <sup>th</sup> March 2015	<b>If a statement has not been received by 27<sup>th</sup> March 2015.</b> The Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Thursday 9 <sup>th</sup> April 2015	<b>Final date for agreement of outstanding Receivables/Payables dated up to 20<sup>th</sup> March 2015 and above £100,000.</b>
Thursday 9 <sup>th</sup> April 2015	<b>Final date for Receivables organisations to email a statement of Accruals</b> to the Payable organisations, listing all 2014/15 liabilities not invoiced by 20 <sup>th</sup> March 2015.
Wednesday 15 <sup>th</sup> April 2015	<b>Complete discussions regarding accruals for inclusion in 2014/15 accounts.</b>
Thursday 23 <sup>rd</sup> April 2015 (noon)	<p><b>NHS foundation trusts submit unaudited FTCs and accounts to Monitor (refer to FT Annual Reporting Manual for full instructions).</b> This submission will include income/expenditure and receivables/payables WGA data.</p> <p>FTCs uploaded to Monitor Portal as ‘<b>Trust Return</b>’ and with activity name ‘<b>FTC Statement M12-Unaudited</b>’. File name should be “[MARS ID] 1415 Draft FTC.xlsm”.</p> <p>Accounts uploaded to Monitor Portal as ‘<b>Trust Return</b>’ with activity name ‘<b>FTC Statement M12-Unaudited</b>’. 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>
Monday 27 <sup>th</sup> April 2015	<p><b>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</b></p> <p>Variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Wednesday 29 <sup>th</sup> April 2015	<p><b>Monitor distributes DH group mismatch schedules to NHS foundation trusts</b></p> <p>Variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Wednesday 6 <sup>th</sup> May 2015 (noon)	<p><b>NHS foundation trusts re-submit FTCs to provide updated agreement of balances information to Monitor.</b></p> <p>Accounts information does not need to updated in this submission and validation errors can be ignored, except for the specific agreement of balances validations referred to in the summary timetable on the Cover sheet of the FTC form. 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 29<sup>th</sup> May.</p> <p>FTCs uploaded to Monitor Portal as ‘<b>Trust Return</b>’ and with activity name ‘<b>FTC Statement M12-Resubmission</b>’. File name should be “[MARS ID] 1415 Draft FTC – AoB resubmission.xlsm”.</p>

Date (by end of day unless stated)	Detail
Friday 8 <sup>th</sup> May 2015	<p><b>Monitor distributes FT to FT mismatch schedules to NHS foundation trusts</b></p> <p>Remaining variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Wednesday 13 <sup>th</sup> May 2015	<p><b>Monitor distributes DH group mismatch schedules to NHS foundation trusts</b></p> <p>Remaining variances should be cleared and organisations must ensure they do not use the Accrued, Adjusted or Disputed lines inappropriately in resolving variances.</p>
Friday 29 <sup>th</sup> May 2015 (noon)	<p><b>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).</b></p> <p>FTCs uploaded to Monitor Portal as a 'Trust Return' with activity name 'FTC Statement M12-Audited'. File name should be "[MARS ID] 1415 Audited FTC.xlsm"</p> <p>Accounts and related documents uploaded to Monitor Portal as 'Trust Return' 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 <sup>th</sup> June 2015	<p><b>Preparation for laying before Parliament</b></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>
Thursday 25 <sup>th</sup> June 2015	<p><b>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).</b></p> <p>Hard copies must arrive at the Parliamentary Clerk's office for laying before parliament no later than this date. <b>NHS foundation trusts should pay careful attention to the format checklist in the FT ARM</b> 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 10 <sup>th</sup> July 2015	<p><b>NHS foundation trusts submit laid full annual report including full statutory accounts to Monitor.</b></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>