

15 November 2016

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To: All NHS Foundation Trust Finance Directors

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Dear Colleague

Timetable for foundation trust accounts and monthly monitoring in 2016/17

We have worked with the Department of Health and NHS England to develop the accounts timetable for 2016/17 and we are now in a position to publish this. The key submissions are on similar dates to 2015/16, but adjustments have been made to allow for the timing of Easter and bank holidays to preserve the number of working days and/or calendar days between key dates as much as possible.

NHS Improvement plans to issue the Foundation Trust Consolidation (FTC) template for month 9 in 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 list of changes will be provided when we issue the template.

The appendix to this letter sets out the timetable for the 2016/17 accounts and related submissions to NHS Improvement. 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.

Interaction between monitoring returns and FTC templates

For 2017/18 we will be merging the monitoring and FTC templates into one in order to simplify financial information collection for foundation trusts. These will be aligned with the planning form you are currently working with.

For 2016/17 we will continue with monitoring templates and FTC templates in their present form. As we prepare a basis for 2017/18, we will be placing greater emphasis this year on consistency of information between the monitoring and FTC returns at a detailed level. For month 9 and month 12 we will provide extra functionality to enable you to reconcile your monitoring and FTC forms. We will give more information on this in December, but please assist us in ensuring consistency in the returns.

Monitoring timetable

For the first time, we have also included the deadlines for monthly monitoring returns in this letter. We are continuing with monthly monitoring returns being submitted on working day 11 (commonly the 15th of the month) as has been the case for the first half of 2016/17. This date

comes from the deadline by which we are required to report key information to the Department of Health.

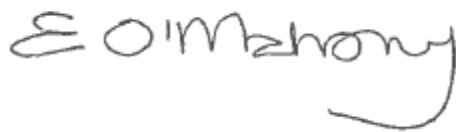
At month 9 and month 12 we are conscious that providers are preparing a set of summarisation schedules (and accounts at month 12) and so we want to use a later deadline for the monitoring return. However our national reporting deadlines are the same in those months. We are therefore issuing a short separate form (termed 'key data') which will collect a small amount of key information on working day 11. The FTC template and the monitoring template will then follow after that. We are conscious that this means there are three returns at month 9 (with 'key data' also submitted at month 12), but we want to avoid requiring submission of a full monitoring return on working day 11 at a time when teams are also working on the FTC template. These dates are all included in the timetable attached.

A similar communication has been issued to the NHS trust sector and for 2017/18 the process will be fully aligned.

Next steps

Thank you for your continued cooperation in providing financial information to us which enables us to meet our obligations. We are working to combine templates for 2017/18 while also seeking to minimise disruptive change. We will keep you updated on our plans.

Yours sincerely

A handwritten signature in blue ink that reads "E O'Mahony". The signature is written in a cursive, slightly slanted style.

Elizabeth O'Mahony
Director of Finance

Foundation trust timetable for 2016/17

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.

We have colour-coded rows in this table as follows:

White row	Agreement of balances process
Yellow row	Monthly monitoring submission
Blue row	'Key data' submission
Green row	FTC / accounts / agreement of balances submission to NHS Improvement
Red row	Other process

Date (by end of day unless stated)	Detail
Thursday 15 th December 2016 (noon)	Submission of month 8 monitoring return to NHS Improvement Template to be uploaded to the NHS Improvement (Monitor) Portal as ' Trust Return ' and with activity name ' Monthly monitoring '. Any financial commentary or other documents that accompany the template should be submitted in the same way.
Friday 30 th December 2016	Final date for e-mailing invoices dated up to 31st December 2016. These invoices relate to activity and services up to and including November and can include December activity and services.
Thursday 5 th January 2017	Date for Receivable organisations to e-mail Payable organisations a receivables statement detailing outstanding invoices as at 31st December 2016. 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 £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 The agreement of balances guidance issued for month 9 will provide guidance on the approach taken to accruals.
Friday 6 th – Tuesday 10 th January 2017	If a receivables statement has not been received the Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Monday 16 th January 2017	Final date for agreement of outstanding Receivables/Payables dated up to 31st December 2016 and above £100,000.
Tuesday 17 th January 2017 (noon)	Submission of month 9 'key data' return to NHS Improvement (see main body of timetable letter) Template to be uploaded to the NHS Improvement (Monitor) Portal as ' Trust Return ' and with activity name ' Monthly monitoring '. Please note 'Key Data' submissions are to allow early view of high level figures. We would not expect any material changes to these key figures unless this has been agreed with your NHS improvement regional contact first.

Date (by end of day unless stated)	Detail
Wednesday 18 th January 2017	<p>Final date for Receivable organisations to e-mail Payable organisations an income statement detailing income received to 31st December 2016.</p> <p>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.</p> <p>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.</p> <p>Agreement is not required where the total balance is below £100,000.</p>
Thursday 19 th – Monday 23 rd January 2017	<p>If an income statement has not been received the Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.</p>
Friday 20 th January 2017 (noon)	<p>NHS foundation trusts submit month 9 FTCs to NHS Improvement (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 form¹. The 'Reconcile to Q3' tab need not be completed at this stage.</p> <p>FTCs uploaded to the NHS Improvement (Monitor) Portal as 'Trust Return' and with activity name 'FTC 9 Months'. File name should be "[MARS ID] 1617 FTC 9 Months.xlsm</p> <p>In case of exceptional technical difficulties, emailed to FT.Accounts@improvement.nhs.uk</p>
Tuesday 24 th January 2017 (noon)	<p>Submission of month 9 monitoring return to NHS Improvement</p> <p>Template to be uploaded to the NHS Improvement (Monitor) Portal as 'Trust Return' and with activity name 'Monthly monitoring'. Any financial commentary or other documents that accompany the template should be submitted in the same way.</p> <p>Please take care to ensure that information in this return is consistent with the FTC. Further information on steps to take to achieve this will be provided in December.</p>
Tuesday 24 th January 2017	<p>NHS Improvement distributes FT to FT mismatch schedules to NHS foundation trusts (receivables and payables only)</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>
TBC (expected 23rd January – 3rd February 2017)	<p>NHS Pensions requests for senior managers' remuneration ('Greenbury')</p> <p>Please note that all requests for disclosure information must be received by NHS Pensions between these dates to enable the necessary information to be provided in time for the submission of draft accounts. NHS Pensions is unable to guarantee that requests or queries received after 3rd February (TBC) will be dealt with by 1 April.</p> <p>NHS BSA is unlikely to confirm this date before December; we will communicate these days when we know them.</p>

¹ It is therefore a matter for the trust whether the WGA transactions (income and expenditure) tabs are completed with the foundation trust's own information, or balancing figures are entered to clear the I&E WGA validations. The WGA transactions tabs are not used by NHS Improvement in this first submission. However the WGA balances tabs and the accounts tabs must be properly completed. The month 9 FTC completion instructions will give guidance on which specific notes and tables in the accounts tabs can be omitted.

Date (by end of day unless stated)	Detail
Friday 27 th January 2017	<p>NHS Improvement distributes DH group mismatch schedules to NHS foundation trusts (receivables and payables only)</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>
Friday 3 rd February 2017	<p>Final date for agreement of income and expenditure above £100,000</p>
Tuesday 7 th February 2017 (noon)	<p>NHS foundation trusts submit first submission of month 9 income and expenditure AoB to NHS Improvement</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). 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 the NHS Improvement (Monitor) Portal as 'Trust Return' and with activity name 'FTC 9 Months Resubmission'. File name should be "[MARS ID] 1617 FTC 9 Months Resubmission.xlsm</p>
Thursday 9 th February 2017	<p>NHS Improvement distributes FT to FT mismatch schedules to NHS foundation trusts</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>
Tuesday 14 th February 2017	<p>NHS Improvement distributes DH group mismatch schedules to NHS foundation trusts</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 15 th February 2017 (noon)	<p>Submission of month 10 monitoring return to NHS Improvement</p> <p>Template to be uploaded to the NHS Improvement (Monitor) Portal as 'Trust Return' and with activity name 'Monthly monitoring'. Any financial commentary or other documents that accompany the template should be submitted in the same way.</p>
Friday 24 th February 2017 (noon)	<p>NHS foundation trusts submit second submission of month 9 income/expenditure and second submission of receivables/payables to NHS Improvement (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, 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 the NHS Improvement (Monitor) Portal as 'Trust Return' and with activity name 'FTC 9 Months Resubmission'. File name should be "[MARS ID] 1617 FTC 9 Months Resubmission.xlsm</p>
Tuesday 28 th February 2017	<p>NHS Improvement 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 variances before the year end agreement of balances process.</p>
Friday 3 rd March 2017	<p>NHS Improvement 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 variances before the year end agreement of balances process.</p>

Date (by end of day unless stated)	Detail
Wednesday 15 th March 2017 (noon)	Submission of month 11 monitoring return to NHS Improvement Template to be uploaded to the NHS Improvement (Monitor) Portal as ' Trust Return ' and with activity name ' Monthly monitoring '. Any financial commentary or other documents that accompany the template should be submitted in the same way.
Thursday 23 rd March 2017	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. Please note statements are not to be sent until Wednesday 29th March 2017.
Friday 24 th March 2017	Final date for despatch of payments to NHS Bodies for 2016/17. This means that there should be no payments made after 24 th March 2017 without prior agreement.
Wednesday 29 th March 2017	Date for Receivable organisations to e-mail Payable organisations a receivables statement detailing outstanding invoices dated and invoiced by 23rd March 2017. Payments received up to and including 24 th March 2017 must also be included. 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 £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.
Thursday 30 th March – Monday 3 rd April 2017	If a receivables statement has not been received the Payable organisation is to inform the Receivable organisation. In such cases, the Receivable organisation must email a statement immediately.
Friday 7 th April 2017	Final date for agreement of outstanding Receivables/Payables dated up to 23rd March 2017 and above £100,000.
Friday 7 th April 2017	Final date for Receivables organisations to email a statement of Accruals to the Payable organisations, listing all 2016/17 liabilities not invoiced by 23 rd March 2017.
Friday 7 th April 2017	Final date for Receivable organisations to e-mail Payable organisations an income statement detailing income received to 23rd March 2017 The statement will include income that has been invoiced and income received without an invoice e.g. Grants, R&D payments etc. Only one statement must be sent to each Payable organisation. An income statement must be sent to each Payable organisation for balances over £2m and agreement reached. Receivable organisations may issue statements below this level if they wish.
Tuesday 18 th April 2017	Deadline for agreement of income/expenditure above £2m balance. Complete discussions regarding accruals for inclusion in 2016/17 accounts.
Wednesday 19 th April 2017 (noon)	Submission of month 12 'key data' return to NHS Improvement (see main body of timetable letter) Template to be uploaded to the NHS Improvement (Monitor) Portal as ' Trust Return ' and with activity name ' Monthly monitoring '. Please note 'Key Data' submissions are to allow early view of high level figures. We would not expect any material changes to these key figures unless this has been agreed with your NHS improvement regional contact first.

Date (by end of day unless stated)	Detail
Wednesday 26 th April 2017 (9am)	<p>NHS foundation trusts submit unaudited FTCs and accounts to NHS Improvement (Monitor)</p> <p>This submission is of:</p> <ul style="list-style-type: none"> • Draft FTCs • Draft accounts <p>Route for submission:</p> <ul style="list-style-type: none"> • NHS Improvement (Monitor) Portal only <p>The FTC will include income/expenditure and receivables/payables WGA data.</p> <p>FTCs uploaded to the NHS Improvement (Monitor) Portal as ‘Trust Return’ and with activity name ‘FTC Statement M12-Unaudited’. File name should be “[MARS ID] 1617 Draft FTC.xlsm”.</p> <p>Accounts uploaded to the NHS Improvement (Monitor) Portal as ‘Trust Return’ with activity name ‘FTC Statement M12-Unaudited’. Note: submissions that accompany FTCs should always use the relevant FTC activity name.</p> <p>In case of exceptional technical difficulties, emailed to FT.Accounts@improvement.nhs.uk</p> <p>There should be no validation errors in this submission.</p>
Friday 28 th April 2017 (5pm)	<p>Submission of month 12 monitoring return to NHS Improvement</p> <p>Template to be uploaded to the NHS Improvement (Monitor) Portal as ‘Trust Return’ and with activity name ‘Monthly monitoring’. Any financial commentary or other documents that accompany the template should be submitted in the same way.</p> <p>Please take care to ensure that information in this return is consistent with the FTC.</p>
Friday 28 th April 2017	<p>NHS Improvement distributes FT to FT mismatch schedules to NHS foundation trusts</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 3 rd May 2017	<p>NHS Improvement distributes DH group mismatch schedules to NHS foundation trusts</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 10 th May 2017 (noon)	<p>NHS foundation trusts re-submit FTCs to provide updated agreement of balances information to NHS Improvement (Monitor)</p> <p>This submission is of:</p> <ul style="list-style-type: none"> • FTCs for resubmission of agreement of balances <p>Route for submission:</p> <ul style="list-style-type: none"> • NHS Improvement (Monitor) Portal only <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 NHS Improvement (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 1st June.</p> <p>FTCs uploaded to the NHS Improvement (Monitor) Portal as ‘Trust Return’ and with activity name ‘FTC Statement M12-Resubmission’. File name should be “[MARS ID] 1617 Draft FTC – AoB resubmission.xlsm”.</p>

Date (by end of day unless stated)	Detail
Friday 12 th May 2017	<p>NHS Improvement distributes FT to FT mismatch schedules to NHS foundation trusts</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 17 th May 2017	<p>NHS Improvement distributes DH group mismatch schedules to NHS foundation trusts</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 31 st May 2017 (noon)	<p>NHS foundation trusts submit audited FTCs and accounts to NHS Improvement (Monitor)</p> <p>This submission is of:</p> <ul style="list-style-type: none"> • Audited FTCs • Audited accounts • Final text of the annual report (including original signed statement of accounting officer's responsibilities) • Original signed audit report (opinion) on the accounts • Original signed copy of the auditor's report on the FTCs • A copy of the auditor's final ISA (UK&I) 260 report • Original signed annual governance statement (can be included in the annual report) • Original signed Chief Executive's and Finance Director's certificate on the FTCs <p>Route for submission:</p> <ul style="list-style-type: none"> • Uploaded to NHS Improvement (Monitor) Portal • AND posted <p>All files uploaded to the NHS Improvement (Monitor) Portal as a 'Trust Return' with activity name 'FTC Statement M12-Audited'. FTC file name should be "[MARS ID] 1617 Audited FTC.xlsm"</p> <p>It would be helpful please if every file name were to begin with the trust's MARS ID.</p> <p>In case of exceptional technical difficulties, emailed to FT.Accounts@improvement.nhs.uk</p> <p>There should be no validation errors in this submission.</p> <p>Posted (first class before the last post on Wednesday 31 May 2017) to: FT Accounts, NHS Improvement, Wellington House, 133-155 Waterloo Road, London, SE1 8UG</p> <p>Please clearly write the trust's MARS ID on the package envelope.</p>

Date (by end of day unless stated)	Detail
Wednesday 31 st May 2017 (5pm)	<p>NHS foundation trusts submit quality report assurance documents to NHS Improvement (Monitor)</p> <p>This submission is of:</p> <ul style="list-style-type: none"> • Original signed auditor's limited assurance report (opinion) on the quality report • A copy of the auditor's private report to governors on quality report assurance <p>Route for submission:</p> <ul style="list-style-type: none"> • Uploaded to NHS Improvement (Monitor) Portal • AND posted <p>Documents uploaded to the NHS Improvement (Monitor) Portal as 'Trust Return' with activity name 'Quality reports submission'.</p> <p>Note: It is also acceptable to include these documents with the accounts submission and use the 'FTC Statement M12 – Audited' activity on the Portal, but please do not use the FTC activity name after 12 noon. If the quality reports assurance documents are uploaded after 12 noon, please use the quality reports activity name as detailed here.</p> <p>It would be helpful please if every file name were to begin with the trust's MARS ID.</p> <p>Posted (first class before the last post on Wednesday 31 May 2017) to: FT Accounts, NHS Improvement, Wellington House, 133-155 Waterloo Road, London, SE1 8UG. These can be included with the accounts submission above.</p> <p>Please clearly write the trust's MARS ID on the package envelope.</p>
Thursday 22 nd June 2017 (5pm)	<p>NHS foundation trusts reply to NHS Improvement (Monitor)'s letter regarding events after the reporting date. We expect to issue this letter to NHS foundation trusts on 15th June.</p>
Thursday 22 nd June 2017	<p>Parliament step 1: 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 Department of Health Group Accounting Manual (DH GAM) for full details.</p>
Monday 26 th June 2017	<p>Parliament step 2: NHS foundation trusts submit accounts to DH Parliamentary Office to be laid before Parliament (refer to DH GAM for detailed guidance around this process).</p> <p>Hard copies must arrive at the Parliamentary Clerk's office for laying before parliament no later than this date. NHS foundation trusts should pay careful attention to the format checklist in the DH GAM and note the requirement to send the draft document to the Parliamentary Clerk for approval prior to printing (see DH GAM for more details).</p> <p>This should be the full annual report and full statutory accounts (as one document) Five hard copies should be posted to the Parliamentary Clerk's office to arrive on or before Monday 26 June.</p> <p>PDF of the annual report and accounts document to be sent to MB-SI@dh.gsi.gov.uk.</p> <p>Postal address: The Parliamentary Clerk, Department of Health, Room 402, Richmond House, 79 Whitehall, London, SW1A 2NS</p> <p>Please clearly state your organisation name (not MARS ID) on the package label.</p>

Date (by end of day unless stated)	Detail
Wednesday 12 th July 2017	<p>NHS foundation trusts submit laid full annual report including full statutory accounts to NHS Improvement (Monitor)</p> <p>Route for submission:</p> <ul style="list-style-type: none"> • NHS Improvement (Monitor) Portal only <p>This should be a single PDF document containing both the annual report (including quality report opinion) and full statutory accounts for inclusion on NHS Improvement's website. Upload to the NHS Improvement (Monitor) Portal as 'Trust Return' with activity name 'Annual Report and Accounts (Parliament)'.</p> <p>The file name should begin with the trust's MARS ID.</p> <p>All NHS foundation trusts should make this submission, including where the previous audited submission was as laid before Parliament. This must be a single pdf document.</p>