

## Month 6 2015/16 Timetable - Agreement of Balances (AoB)

### The NHS Receivables and Payables Reconciliation

Organisations should note the following definitions:

- **Receivable organisation** - this is the organisation sending the invoice/carrying the trade receivable/ 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 (close of play unless stated otherwise)	Detail  <b>Payables/Receivables Reconciliation</b>
<b>Wednesday 30<sup>th</sup> September 2015</b>	<b>Final date for e-mailing September 2015 dated invoices.</b> These invoices relate to activity and services up to and including August and can include September activity and services.
<b>Monday 5<sup>th</sup> October 2015</b>	<b>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 30th September 2015.</b> Payments received up to and including 30th September 2015 must be included in the statement.  Only one statement must be sent to each “Payables” organisation.  A statement must be sent to each “Payables” 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.
<b>Tuesday 6<sup>th</sup> – Thursday 8<sup>th</sup> October 2015</b>	<b>If a statement has not been received by the deadline stated,</b> the “Payables” organisation to inform the “Receivables” organisation. In such cases, the “Receivables” organisation must email a statement immediately.
<b>Friday 16<sup>th</sup> October 2015</b>	<b>Final date for agreement of outstanding Receivables and Payables dated up to 30th September 2015 and above £100,000.</b>
<b>Tuesday (noon) 20<sup>th</sup> October 2015</b>	<b>NHS foundation trusts submit completed FTC Month 6 AoB form</b> to Monitor. Submission is via the Monitor Portal, with the content type ‘ <b>Trust Return</b> ’ and the activity name ‘ <b>FTC 6 Months (AoB only)</b> ’.
<b>Thursday 22<sup>nd</sup> October 2015</b>	Monitor distributes <b>FT to FT</b> mismatch reports to manage clearance of differences.
<b>Tuesday 27<sup>th</sup> October 2015</b>	Monitor distributes <b>FT to wider-NHS</b> mismatch reports to manage clearance of differences.
<b>Friday (noon) 6<sup>th</sup> November 2015</b>	<b>Resubmission (if required) of updated AoB forms (depending on level of mismatch).</b> This should be confirmed by 28 <sup>th</sup> October 2015.