

To: All NHS Foundation Trust Finance Directors

15 October 2015

Dear Colleague,

Timetable for accounts in 2015/16

We have worked with the Department of Health, NHS England and the NHS Trust Development Authority to develop the accounts timetable for 2015/16 and we are now in a position to publish this. The key submissions are on similar dates to 2014/15, 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. We have also included more detail in this timetable letter compared to last year to include all of the submissions relating to the annual report and accounts over the year end period.

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.

The annex to this letter sets out the timetable for the 2015/16 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.

Yours faithfully



Jason Dorsett
Director of Finance, Reporting and Risk

Annex: Timetable for 2015/16

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 6 timetable	
(Dates prior to 15 October are omitted. Month 6 timetable previously published here ¹ .)	
Tuesday 20 th October 2015 (noon)	NHS foundation trusts submit completed FTC Month 6 AoB form to Monitor. Submission is via the Monitor Portal, with the content type 'Trust Return' and the activity name 'FTC 6 Months (AoB only)'.
Thursday 22 nd October 2015	Monitor distributes FT to FT mismatch schedules to NHS foundation trusts
Tuesday 27 th October 2015	Monitor distributes DH group mismatch schedules to NHS foundation trusts
Friday 6 th November 2015 (noon)	Resubmission (if required) of updated AoB forms (depending on level of mismatch). This should be confirmed by 28 th October 2015.
Month 9 timetable	
Thursday 31 st December 2015	Final date for e-mailing invoices dated up to 31st December 2015. These invoices relate to activity and services up to and including November and can include December activity and services.
Wednesday 6 th January 2016	Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices as at 31st December 2015. 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 <p>The agreement of balances guidance issued for month 9 will provide guidance on the approach taken to accruals.</p>

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/466485/M6_Timetable_15-16_AoB_FT.pdf

Date (by end of day unless stated)	Detail
Thursday 7 th – Monday 11 th January 2016	If a 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 15 th January 2016	Final date for agreement of outstanding Receivables/Payables dated up to 31st December 2015 and above £100,000.
Tuesday 19 th January 2016	<p>Final date for Receivable organisations to e-mail Payable organisations a statement detailing income received to 31st December 2015.</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. Agreement is not required where the total balance is below £100,000.</p>
Wednesday 20 th – Friday 22 nd January 2016	If a 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.
Thursday 21 st January 2016 (noon)	<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 form². 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] 1516 FTC 9 Months.xlsm</p>
Monday 25 th January 2016	<p>Monitor 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 variations.</p>

² 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 Monitor 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
Thursday 28 th January 2016	<p>Monitor 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 columns inappropriately in resolving variances.</p>
Wednesday 3 rd February 2016	<p>Final date for agreement of income and expenditure above £100,000</p>
Friday 5 th February 2016 (noon)	<p>NHS foundation trusts submit first submission of month 9 income and expenditure 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) 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>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] 1516 FTC 9 Months Resubmission.xlsm</p>
Tuesday 9 th February 2016	<p>Monitor 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 columns inappropriately in resolving variances.</p>
Friday 12 th February 2016	<p>Monitor 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 columns inappropriately in resolving variances.</p>
Wednesday 24 th February 2016 (noon)	<p>NHS foundation trusts submit second submission of month 9 income/expenditure and second submission of receivables/payables 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, 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] 1516 FTC 9 Months Resubmission.xlsm</p>

Date (by end of day unless stated)	Detail
Friday 26 th February 2016	<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 variances before the year end agreement of balances process.</p>
Wednesday 2 nd March 2016	<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 variances before the year end agreement of balances process.</p>
Month 12 timetable	
Monday 21 st March 2016	<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 Tuesday 29th March 2016.</p>
Tuesday 22 nd March 2016	<p>Final date for despatch of payments to NHS Bodies for 2015/16. This means that there should be no payments made after 22nd March 2016 without prior agreement.</p>
Tuesday 29 th March 2016	<p>Final date for Receivable organisations to e-mail Payable organisations a statement detailing outstanding invoices dated and invoiced by 21st March 2016. Payments received up to and including 22nd March 2016 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 £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.
Wednesday 30 th March – Friday 1 April 2016	<p>If a 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>
Thursday 7 th April 2016	<p>Final date for agreement of outstanding Receivables/Payables dated up to 21st March 2016 and above £100,000.</p>
Thursday 7 th April 2016	<p>Final date for Receivables organisations to email a statement of Accruals to the Payable organisations, listing all 2015/16 liabilities not invoiced by 21st March 2016.</p>

Date (by end of day unless stated)	Detail
Thursday 7 th April 2016	<p>Final date for Receivable organisations to e-mail Payable organisations a statement detailing income received to 21st March 2016</p> <p>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.</p> <p>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.</p>
Thursday 14 th April 2016	<p>Deadline for agreement of income/expenditure above £2m balance.</p> <p>Complete discussions regarding accruals for inclusion in 2015/16 accounts.</p>
Friday 22 nd April 2016 (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] 1516 Draft FTC.xlsm".</p> <p>Accounts uploaded to 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>There should be no validation errors in this submission.</p>
Tuesday 26 th April 2016	<p>Monitor 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>
Thursday 28 th April 2016	<p>Monitor 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>

Date (by end of day unless stated)	Detail
Thursday 5 th May 2016 (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, 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 27th 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] 1516 Draft FTC – AoB resubmission.xlsm”.</p>
Monday 9 th May 2016	<p>Monitor 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>
Thursday 12 th May 2016	<p>Monitor 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>
Friday 27 th May 2016 (noon)	<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).</p> <p>FTCs uploaded to Monitor Portal as a ‘Trust Return’ with activity name ‘FTC Statement M12-Audited’. File name should be “[MARS ID] 1516 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>
Friday 27 th May 2016 (5pm)	<p>NHS foundation trusts submit quality report assurance documents to Monitor (refer to FT Annual Reporting Manual for full details and required submissions on this date).</p> <p>Documents uploaded to 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>
Wednesday 22 nd June 2016 (5pm)	<p>NHS foundation trusts reply to Monitor’s letter regarding events after the reporting date.</p> <p>We expect to issue this letter to NHS foundation trusts on 16 June.</p>

Date (by end of day unless stated)	Detail
In advance of 22 nd June 2016	<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>
To arrive by Friday 24 th June 2016	<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 laying 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>
Monday 11 th July 2016	<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>