

TRUST BOARD – 18 DECEMBER 2013
Annual Report & Accounts Timeline

PURPOSE	To inform the Trust Board of the key dates and deadlines for the 2013/14 Annual Report and Accounts
PREVIOUSLY CONSIDERED BY	Audit Committee, December 2013
Objective(s) to which issue relates *	<input checked="" type="checkbox"/> 1. To continuously improve the quality of our services in order to provide the best care and optimise health outcomes for each and every individual accessing the Trust's services <input type="checkbox"/> 2. To excel at customer service, achieving outstanding levels of communication and patient, carer and GP satisfaction <input type="checkbox"/> 3. To provide and support the best standards of integrated care for the elderly and those with long term conditions by developing key partnerships and services <input type="checkbox"/> 4. To consolidate services and enhance local access to specialist services in order to deliver high quality, safe, seamless, innovative and integrated services which are sustainable <input type="checkbox"/> 5. To support the continued development of the Mount Vernon Cancer Centre and provision of leading local and tertiary cancer services <input type="checkbox"/> 6. To improve our staff engagement and organisational culture to be amongst the best nationally
Risk Issues (Quality, safety, financial, HR, legal issues, equality issues)	Late delivery of accounts if timetable not adhered to
Healthcare/ National Policy (includes CQC/Monitor)	There are national deadlines within the schedule
CRR/Board Assurance Framework *	<input type="checkbox"/> Corporate Risk Register <input type="checkbox"/> BAF
ACTION REQUIRED *	
For approval	<input type="checkbox"/>
For discussion	<input type="checkbox"/>
For decision	<input type="checkbox"/>
For information	<input checked="" type="checkbox"/>
DIRECTOR:	Director of Finance
PRESENTED BY:	Director of Finance
AUTHOR:	Deputy Financial Controller / Company Secretary
DATE:	December 2013

We put our patients first We work as a team We value everybody We are open and honest
We strive for excellence and continuous improvement

* tick applicable box

2013-14 FINAL ACCOUNTS TIMETABLE – KEY DATES

Date	Trust Accounts	Annual Report	Charity Accounts	Charity Annual Report
February – March 2014		Draft Annual Report: led by Associate Director of Public Affairs		Draft Annual Charity Report – led by Acting /Head of Charity
		- Draft Annual Governance Statement: led by Company Secretary		
28 February 2014	Related parties letters sent out: led Financial Controller			
10 March 2014	Audit Committee - Inform of any new accounting rule changes	Audit Committee - Draft Annual Governance Statement for consideration		
24 March 2014				CTC meeting - Draft Annual Charity Report for comment
28 March 2014	Related parties responses due back & collated			
11 April 2014		Annual Report content to be returned to Associate Director of Public Affairs		
22 April 2014 (tbc)	Submission of un-audited accounts including consolidation of Charity accounts		Submission of un-audited accounts including consolidation of Charity accounts	
24 April 2014 –	Auditors commence on site for 3 weeks (auditing Charity concurrently)		Auditors commence on site for 3 weeks (auditing Charity concurrently)	
28 April 2014		Draft Annual Report to be ready for audit		Draft Annual Report to be ready for audit
12 May 2014			CTC meeting - review of draft accounts (and approval if able)	CTC Approval of Charity Report subject to insertion of

				final accounts
19 May 2014	Audit Committee approval of final Accounts	Audit Committee approval of final Annual Report	Joint *CTC & Audit Committee approval of final Charity Account	
21 May 2014	Submission of Final Accounts & Annual Report to Board	Submission of Final Accounts & Annual Report to Board	Submission of Final Charity Accounts & Annual Report to Board	Submission of Final Charity Accounts & Annual Report to Board
28 May 2014	Trust Board approval	Trust Board approval	Trust Board approval	Trust Board approval
9 June 2014 (TBC)	Final date for submission of final audited accounts (tbc)		Final date for submission of final audited accounts (tbc)	

* CTC to be invited to attend

Notes

The submission dates for un-audited and audited accounts are unconfirmed, but are assumed to be in line with 2012/13. As with 2012/13 there is only a short gap between Audit Committee and Trust Board in May.

The Charity audit will take place at the same time as main Trust accounts as they are to be consolidated with the Trust's accounts. As a consequence of consolidation, Charity Trustee Committee will need to approve the Charity accounts prior to the Trust Board on 28 May 2014. Charity Trustee Committee is scheduled for 12 May 2014. It is proposed that CTC attend the Audit Committee on 19 May 2014 to jointly approve the Annual Reports and Accounts.