

Appendix 3 - Health and Social Care Partnership Closedown Timetable

Work Area	Task No.	Task Description	2016/17 Dates	Lead Responsibility	Monitored / Actioned By	Comments
1. Capital Expenditure	1	Same as corporate schedule				
2. Capital Expenditure - Fixed Asset Processing	1	Equipment store stock take to be completed	31/03/2017	Equipment Store Manager	Mary	Mary to liaise with equipment store manager
	2	Cut off date for submission of stock certificate and detailed working papers to IS Finance Team	07/04/2017	Equipment Store Manager	Mary	Mary to liaise with equipment store manager
	3	Cut off date for checking, signing and submission of stock certificates to Corporate Accounting	12/04/2017	Principal Accountant - Integration Services	Mary and David	check and agree stock certificate
	4	Calculate net movement in the value of equipment owned by the SW Equipment Store and provide to Principal Accountant - Integration Services	19/04/2017	Corporate	Moira Miller	
3. Creditors Payments	1	Cut off date for submission of 2016/17 supplier invoices to creditors	31/03/2017	Department	David	E-mail to areas to remind them about deadline
	2	Cut off date for processing of 2016/17 SW supplier invoices through payables	07/04/2017	Creditors Section	Creditors	Malcolm to let David know when all blue batches are processed
	3	Final cheque run processed involving SW invoices	10/04/2017	Creditors Section	Creditors	Malcom to let David know when payrun is posted to general ledger
4. Revenue Accruals	1	Accrued/Prepaid expenditure templates issued to department	08/03/2017	Consolidated Team	Astrid	
	2	IS Finance Team issue accrual/prepayment calculation templates to department	10/03/2017	IS Finance Team	David	Issue with instructions and key dates
	3	Department completes accrued/prepaid expenditure template	03/04/2017 to 13/04/2017	Department	Finance Contacts	Provide support to admin and budget holders as necessary, monitor progress
	4	Accrued/prepaid expenditure template submitted to IS Finance Team for checking and consolidation	18/04/2017	Department	Sharon and Mary	Make sure that all of their service's templates have been returned
	5	Cut off date for checking and consolidation of accrued/prepaid expenditure templates for SW	20/04/2017	IS Finance Team	David and Sharon	Review templates and backup
5. PECOS	1	Issue SW PECOS reports to finance contacts for review and follow-up on queries with budget holders.	10/03/2017	IS Finance Team	David	Issue with other year end documents and guidance
	2	Mismatches to be cleared from PECOS system	30/03/2017	Department	Alistair, Karen and Alison	Monitor progress of requisitioners
	3	Unpaid PECOS orders report to be issued to IS Finance Team for inclusion on accruals template	03/04/2017	Consolidated Team	Astrid	
	4	PECOS accruals to be added to central template	04/04/2017	IS Finance Team	Alistair	
6. Debtors	1	Cut off date for processing debtors invoices in 2016/17	30/03/2017	Department	David	Include in year end instructions and issue reminder e-mail. Alistair and Alison to prepare year end recharges to NHS
	2	Cut off date for preparing residential and non-residential care debtors accruals	19/04/2017	IS Finance Team	Moira and Alison	
	3	Calculate adjustment to bad debt provision	18/04/2017	Corporate Team	Corporate	Backup to be provided to David for review and action in 2017/18 to reduce o/s debt
7. Payroll	1	Payroll journal processed in to the general ledger	18/04/2017	Payroll / Consolidated Team	Astrid	Astrid to let David know when completed
	2	Payroll accrual prepared	19/04/2017	IS Finance Team	Mary	Simple prorata approach to be used and adjustments to be prepared
8. CareFirst	1	Cut off for processing of charges to be charged to 2016/17	30/03/2017	Department	David	Instruction in year end guidance and e-mail reminder
	2	Final payables interface generated from CareFirst	30/03/2017	IS Finance Team	Karen	
	3	Snapshot of outstanding transactions taken from CareFirst	31/03/2017	IS Finance Team	Karen	Run year end reports for homecare, residential care, direct payment and adoption
	4	Recommence processing of invoices via CareFirst - all to be charged to April 2017/18 with year end adjustments processed via accrued/prepaid expenditure templates	03/04/2017	Department / Creditors	David	Instruction in year end guidance and e-mail reminder

Appendix 3 - Health and Social Care Partnership Closedown Timetable

Work Area	Task No.	Task Description	2016/17 Dates	Lead Responsibility	Monitored / Actioned By	Comments
9. Long Term Debt - Charging Orders	1	Prepare charging order journal entries and agree with Corporate Team	13/04/2017	IS Finance Team	Sharon	To be checked and agreed with David and Moira Miller
10. Consolidation	1	Take snapshot of general ledger following payrun including last of the SW supplier invoices being processed into 2016/17	12/04/2017	IS Finance Team	David	
	2	Create consolidation template to produce outturn	12/04/2017	IS Finance Team	David	Mary and Sharon to review workings
	3	Report outturn position	21/04/2017	IS Finance Team	David	Pass figure to Caroline Whyte to Agree with Kirsty Flanagan.
END OF PROCESS						