

SWANSEA BAY UNIVERSITY HEALTH BOARD : FCP REVIEW PLAN 2022/23

NO	TITLE	Version to be updated	Date Last Reviewed	Date Last Amended	NWSSP Related	Lead Reviewer	Manager Review	Planned Review Period 2022/23				Comments
								Qtr 1	Qtr 2	Qtr 3	Qtr 4	
5	Financial Planning	7.0	Nov-20	Oct-19	-	Geraint Norman/Ian MacDonald	-				√	Procedure to be sent for review in November
6	Budgetary Control	11.0	Nov-20	Nov-19	-	Samantha Moss	-				√	Procedure to be sent to Sam in December
9	Banking Arrangements	9.0	Nov-21	Nov-19	-	Andrea Giles	Liz Gunn			√		Review Commenced
10	Income, Fees & Charges & Security of Cash, Cheques & Other Negotiable Instruments	11.0	Nov-20	Jan-20	-	Andrea Giles	Liz Gunn			√		Detailed Review to be undertaken as new SFI's split this out into 2 sections- one for income fees and charges and one for security of cash and cheques etc. There may therefore be a need to split this procedure and renumber issued
11	Procurement & Contracting for Goods & Services	7	Dec-21	Dec-21	Yes	Keir Warner	Andrew Biston				√	To be provided to Keir Warner for any required updates in Nov 2022
13	Pay Expenditure	7	Feb-21	Feb-21	Yes	Bev Cokeley / Julian Quirk	Andrew Biston			√		To be provided to Bev Cokeley/ Julain Quirk for any required updates in Nov 2022
14	Non Pay Expenditure	8.0	Feb-21	Feb-21	Yes	Russell Ward/Rowena Bines	Andrew Biston				√	To be provided to Accounts Payable for Review in Nov 2022
15	Capital Investment, Fixed Asset Registers and Security of Assets	6.0	Nov-20	Aug-19	-	Carl Smith/Ian Macdonald	Andrew Biston				√	Pushed to Qtr 4 to include new requirements for IFRS 16
17	Disposals & Condemnations, Losses & Special Payments	8.0	Dec-21	Dec-21	-	Liz Gunn	Andrew Biston			√		Review Commenced
19A	Patients' Property - Acute	7.0	Nov-20	May-19	-	TBC	Andrew Biston				√	Confirmation being sought as to most appropriate Nursing Reviewer
19B	Patients Property - Mental Health & LD	6.0	Nov-20	May-19	-	Andrea Giles/Tudor Hampton	Liz Gunn			√		Review Commenced
19D	Patients Property - Finance & General Controls	5.0	Nov-20	May-19	-	Andrea Giles	Andrew Biston			√		Review Commenced
19E	Found Property	6.0	Nov-20	Oct-20	-	Liz Gunn	Andrew Biston			√		Review Commenced
20	Funds Held on Trust	12	Dec-20	Dec-20	-	Cathy Morgans	Andrew Biston			√		Review Complete - Final Amendments being made. Planned to upload to intranet in November
21	Retention of Records	10	Dec-21	Dec-21	-	Andrew Biston	-			√		Review Commenced