

ABMU HEALTH BOARD : FCP REVIEW PLAN 2019/20

Len to complete LCFS Review 2019/20

NO	TITLE	Version to be updated	Updated Version	Date Last Reviewed / Amended	NWSSP Related	Lead Reviewer	Manager Review	Planned Review Period 2019/20				Comments
								Qtr 1	Qtr 2	Qtr 3	Qtr 4	
5	Financial Planning	6.0		Oct-18	-	Val Whiting	-				√	Procedure to be sent to Val in December
6	Budgetary Control	10		Nov-18	-	Samantha Lewis	-				√	Procedure to be sent to Sam in December
9	Banking Arrangements	8.0		Oct-18	-	Andrea Giles	Liz Gunn			√		Review Complete - Final Check being undertaken by Head of Accounting
10	Income, Fees & Charges & Security of Cash, Cheques & Other Negotiable Instruments	9.0		Oct-18	-	Crystal Jenkins	Andrew Biston			√		Security of cash and cheques element reviewed, Income fees and charges element being updated to remove Bridgend Clinic - NWSSP reviewing their element to be returned by 7th December.
11	Procurement & Contracting for Goods & Services	5.1		Mar-18	Yes	Keir Warner	Andrew Biston			√		Sent to Keir 7th November to be returned by 13th December
13	Pay Expenditure	7		Jul-18	Yes	Bev Cokeley / Julian Quirk	Andrew Biston			√		Updates received from Bev and Julian - being reviewed
14	Non Pay Expenditure	8.0		Sep-18	Yes	Russell Ward	Andrew Biston			√		Updates received from Rowena and Russell - being reviewed
15	Capital Investment, Fixed Asset Registers and Security of Assets	5.0	6.0	Aug-19	-	Carolyn Blockley	Andrew Biston		√			Update completed in August 2019. Awaiting upload to intranet
16	Stores & Receipt of Goods	2.0		Apr-13	-	Andrew Biston	N/A					No longer required as relates to Bridgend Stores
17	Disposals & Condemnations, Losses & Special Payments	6.0		Sep-18	-	Liz Gunn	Andrew Biston		√			Review Complete - Final Check being undertaken by Head of Accounting
19A	Patients' Property - Acute	6.0		Sep-18	-	Helen Griffiths	Andrew Biston				√	Procedure to be sent to Helen Griffiths for review in December
19B	Patients Property - Mental Health & LD	5.0		Jul-18	-	Samuel Evans	Liz Gunn				√	Review Commenced
19D	Patients Property - Finance & General Controls	4.0		Sep-18	-	Samual Evans	Andrew Biston				√	Review Commenced
19E	Found Property	6		Aug-18	-	Crystal Jenkins	Andrew Biston				√	Review Commenced
20	Funds Held on Trust	10		Oct-18	-	Crystal Jenkins	Andrew Biston			√		Review Ongoing - Updated Procedure to be shared with CFC in December
21	Retention of Records	6.0	8.0	Sep-18	-	Andrew Biston	-			√		Review Complete - Final Check being undertaken by Head of Accounting