

**SWANSEA BAY UNIVERSITY HEALTH BOARD**  
**CHARITABLE FUND ACCOUNTS CLOSURE TIMETABLE FOR 2025/26**  
**TIMETABLE**

Completed
In Progress

TASK NO	WORKING DAY (Inc W/ends)	DAY	DATE	DETAIL	OWNERSHIP	DATE COMPLETED / Notes
1	-41	Weds	18-Feb	Confirmation to WG (per technical update #6) 2025-26 NHS Charities Accounts – Leases Need to email Kirsty Richards (WG)	Liz Gunn	
2	-36	Mon	23-Feb	1st Message to all Fund managers to submit all FCP20 forms for expenditure required in 2025/26 Financial Year	Systems Team/ Cathy Morgans	
3	-28	Tues	03-Mar	Systems Team Run RBNI. (Outstanding Orders available Via QlikSense).and Save on Portal - Review and Clear old RBNI and assist AP in resolving outstanding order queries	Cathy Morgans	
4	-27	Weds	04-Mar	Ensure sufficient cash balance to cover the total restricted funds balance	Liz Gunn	
5	-26	Thur	05-Mar	2nd Message to all Fund managers to submit all FCP20 forms for expenditure required in 2025/26 Financial Year	Cathy Morgans	
6	-22	Mon	09-Mar	Systems Team Run RBNI. (Outstanding Orders available Via QlikSense).and Save on Portal - Review and Clear old RBNI and assist AP in resolving outstanding order queries	Systems Team Run RBNI. (Outstanding Orders available Via QlikSense).and Save on Portal - Review and Clear old RBNI and assist AP in resolving outstanding order queries	
7	-18	Fri	13-Mar	Final Message to all Fund managers to submit all FCP20 forms for expenditure required in 2025/26 Financial Year	Cathy Morgans	
8	-8	Mon	23-Mar	Review of FCP20 forms commences to identify prepayments required	Cathy Morgans	
9	-12	Thur	19-Mar	This is the final date for payment to NHS bodies by BACS (to clear on 24th)	Abby	
10	-8	Fri	23-Mar	Save Year End Accounts Timetable and issue to Audit Wales (via the interim deliverables for upload to Inflo)	Claire Jenkins /Alison McLennan	

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11	-8	Mon	23-Mar	Systems Team Run RBNI. (Outstanding Orders available Via QlikSense) and Save on Portal - Review and Clear old RBNI and assist AP in resolving outstanding order queries	Systems Team / Cathy Morgans	Run regularly in March for review per main timetable and on 31/03
12	-5	Thurs	26-Mar	Final Endowment Payment Run	Abby and AP team	
13	-5	Thurs	26-Mar	Submit NHS Charities High Level Return to WG	Liz Gunn	
14	-1	Mon	30-Mar	NOI Requests to Cathy Morgans by noon (with reminder to get in touch urgently if anything after this date for March)	ALL	
15	0	Tues	31-Mar	Review League of Friends to ensure all NOIs raised or accrued	Cathy Morgans	
16	0	Tues	31-Mar	Last date of goods received on or before 31 Mar to be booked in. Receipting close <b>4pm</b> . Message to fund holders	Oracle Team	per systems
17	0	Tues	31-Mar	ALL AP TEAM OFF THE SYSTEM AT <b>4.00 PM</b>	Rowena Bines AP Team	
18	0	Tues	31-Mar	CLOSE AP PERIOD BY 4.30 PM – RECONCILIATION MUST BE COMPLETED IN EVENING TO CONFIRM OK, RUN THE CREDITORS REPORT, REVIEW AND CONFIRM CORRECT	Rowena Bines AP Team	4.30pm y/e not normal 2.30pm
19	0	Tues	31-Mar	Review of legacies for completeness and classification (restricted/unrestricted)	Alison McLennan	
20	0	Tues	31-Mar	Deadline for raising old year bills/cancellations by 2pm.	Cathy Morgans	
21	1	Weds	01-Apr	Ensure sufficient cash balance to cover the total restricted funds balance	Liz Gunn	
22	1	Weds	01-Apr	All staff off AR System by 2pm. Closedown Debtors. Run Report and agree control balances.	AR Team	
23	0	Tues	31-Mar	RBNI (Systems Team ensure will not reverse in period 13. Must reverse in Month 1. Deadline Midday)	SBU Systems Team	
24	3	Wed-Fri	1st - 3rd April	Review of Charitable Funds to identify any Prepayments commences. Also review of approved FCP20 forms begins to identify any accruals required not processed by Accounts payable - including payments made on 2nd April	Cathy Morgans	This date range includes BH Friday 02/04/2026

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25	2	Thurs	02-Apr	Report of Charitable Funds expenditure over £5k sent to capital team	Cathy Morgans	
26	1	Weds	01-Apr	Any overdrawn Charitable Funds cleared with the exception of League of Friends Funds	Cathy Morgans	Ongoing, but could be finalised on 1st per RBNI dates.
27	2	Thurs	02-Apr	Ensure other income codes (7008) net to zero apart from opening balances journal	Cathy Morgans	
28	2	Thur	02-Apr	First Endowment Payment Run of new financial year. CM to check for accruals.	Sarah Potter/Cathy Morgans	
29	2	Thur	02-Apr	Deadline for Return of Investment Management Valuation for March (1st off the desk report)	Brewin Dolphin	
30	2	Thur	02-Apr	Deadline for completion of all Endowment Recoding required	Cathy Morgans	
31	3	Fri	03-Apr	All Charitable Funds Prepayments and Accruals completed and posted to the ledger by 3pm	Cathy Morgans	Deadline includes BH Friday. Final check of mail etc will be 09/04/26
32	3	Fri	03-Apr	GOOD FRIDAY		
33		Sat & Sun	4th & 5th April	Weekend working	SBU Finance Staff	
34	6	Mon	06-Apr	EASTER MONDAY		
35	7	Tues	07-Apr	Deadline for Completion of Investment Journals from 1st desktop report received - 9am	Liz Gunn	
36	7	Tues	07-Apr	Ty Olwen Cash donations reconciled and miscellaneous payment requested	Cathy Morgans	
37	7	Tues	07-Apr	Month 12 Journals close 9.00am	All	
38	7	Tues	07-Apr	Open period 13 at 9.30am	Simon Golding	

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39	9	Thurs	09-Apr	Deadline for Finalisation of Charitable Funds Financial Position - 10am	Alison McLennan Liz Gunn Cathy Morgans	
40	9	Thurs	09-Apr	Cash (incl FTD) and intercompany balance sheet reconciliations to be completed, close of play	Rhys Lewis, Andrea Giles, Lois Cant	
41	10	Fri	10-Apr	Review and corporate review of cash, FTD and intercompany balance sheet reconciliations	Claire Jenkins Liz Gunn	
42	10	Fri	10-Apr	Soft close for Charitable Funds Ledger 9am no more journals except investment ones from subsequent desktop reports	Claire Jenkins Liz Gunn Cathy Morgans	start b/sh recs and simultaneous review for completeness checks
43	10	Fri	10-Apr	Senior Central Team to start posting all finalising journals to the ledger	R&I Senior Team	
44	13	Mon	13-Apr	All agreed journals completed and posted to the ledger by 1pm	R&I Senior Team	
45	13	Mon	13-Apr	Deadline for 2nd off-the-desk Brewin Dolphin Investment Valuation report sent by Brewin Dolphin	Brewin Dolphin	
46	14	Tues	14-Apr	Deadline for Review of Impact of 2nd off-the-desk Brewin Dolphin Investment Valuation report. Flag to Alison and Claire and confirm impact.	Liz Gunn	
47	14	Tues	14-Apr	Completion of Investment Journals from 2nd desktop report received	Liz Gunn	
48	14	Tues	14-Apr	ALL CHARITABLE FUNDS RECONCILIATIONS COMPLETED AND TO BE PROVIDED TO LIZ GUNN & CLAIRE JENKINS by 5pm	Cathy Morgans Andrea Giles Rhys Lewis	
49	15	Weds	15-Apr	All Charitable Funds balance Sheet Reconciliations Approved by close of play	Claire Jenkins Liz Gunn	
50	16	Thurs	16-Apr	Start preparing the annual accounts working papers 9am	Liz Gunn Cathy Morgans	Thurs 16th AM - start accounts
51		Thurs	16-Apr	2nd Deadline for Finalisation of Charitable Funds Financial Position following any investment adjustments after 2nd desktop report		links with LFR9 below as final confirmation of the position

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52	16	Thurs	16-Apr	Preparation of LFR9 Return in conjunction with final confirmation of CF position	Liz Gunn	
53	17	Fri	17-Apr	Ledger Position Finalised and Ledger Closed	Alison McLennan Liz Gunn Cathy Morgans	
54	23	Thurs	23-Apr	Finalisation and Completion of Charitable Funds LFR 9 - Noon	Liz Gunn	
55	23	Thurs	23-Apr	All Charitable Funds Accounts Notes Completed (Working Papers)	Cathy Morgans Liz Gunn	
56	23	Thurs	23-Apr	Cashflow completed	Liz Gunn	
57	23	Thurs	23-Apr	All accounts working papers prepared	Cathy Morgans Liz Gunn	
58	24	Fri	24-Apr	Accounts Notes Reviewed and Draft Accounts Template Ready and Prepared by Liz Gunn	Liz Gunn	
59	24	Fri	24-Apr	Charitable Fund Accounts Completed for Review by Claire Jenkins/Alison McLennan 5pm	Liz Gunn Cathy Morgans	
60	24	Fri	24-Apr	Final PDF Audit Version of Brewin Dolphin Investment Valuation report likely to be received end of third week of April (Paul Mathias explained 90% of reports are sent by 3rd week in April)	Liz Gunn	
61	28	Tues	28-Apr	Accounts Review Completed and comments fed back	Claire Jenkins Alison McLennan	
62	30	Thurs	30-Apr	Changes to accounts and working papers made following review comments	Liz Gunn Cathy Morgans	
63	52	Fri	22-May	Finalise All Audit Deliverables for Uploading to Inflo	Liz Gunn Cathy Morgans	When Required TBC
64	102	Fri	11-Jul	Completion of Charitable Funds Annual Report	Cathy Morgans Liz Gunn Alison McLennan Charity Team	Deadline TBC if needed to be submitted to Audit Wales with the draft accounts

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65		TBC	01-Oct	Charitable Funds Audit Begins	Audit Wales	
66		TBC		ISA 260 Wash up Meeting	Audit Wales	