

**To:** Group Directors of Operations, Deputy Directors, Service & Dept. Managers,  
Group Senior Finance Managers, Group Finance Managers

**From:** Dinah McLannahan, Chief Finance Officer

**Subject:** STATUTORY ACCOUNTS – 2022/23

**Date:** 24<sup>th</sup> March 2023

Dear all, in advance of the end of the financial year this document sets out three key areas of financial governance to ensure we can effectively finalise the 2022/23 financial position and related reporting.

## 1. DEBTOR INVOICES / CREDIT NOTES

The prompt raising of invoices for goods and services provided by the Trust is crucial to our aim to provide the right care in the right place at the right time by ensuring resources are recognised and made available for patient care in the period in which the care takes place.

Key to achieving this is the timely completion of the Trust's annual statutory accounts. To enable the Trust to meet its year end reporting requirements, the following timetable in respect of invoices / credit notes for NHS bodies and Non-NHS bodies must be adhered to.

### NHS INVOICES / CREDIT NOTES

The Trust is required to agree a schedule of outstanding debtors with other NHS bodies, in accordance with a Department of Health and Social Care (DHSC) nationally published timetable. To satisfy the DHSC's requirements, all requests for raising invoices / credit notes which relate to activity and services provided up to 28 February 2023 must be received in Exchequer Services (Trinity House, Sandwell Hospital) by **no later than Thursday 23rd March 2023**. If you are inputting information directly into Oracle, then data should be input by the same date.

Any invoice requests or direct data input of data, should where possible, also include an estimate for March 2023 activity and services provided and should clearly be marked as "Estimates".

The final date for the receipt of any outstanding **NHS invoice / credit note** requests or data input in respect of activity and services provided by the Trust in relation to financial year 2021/22 is **noon Thursday 30<sup>th</sup> March 2023**. These requests should include any adjustments to estimated requests previously submitted where the final outcome is known. This may result in the need to raise a credit note.

### NON-NHS INVOICES / CREDIT NOTES

The final deadline for receipt of any outstanding requests/data input in Exchequer Services section in respect of activity and services provided by the Trust in relation to financial year 2022/23 is **noon Thursday 30<sup>th</sup> March 2023**. There is no requirement for estimated invoices / credit notes to be raised for Non-NHS customers.

## **GENERAL NOTES**

In the lead up to the financial year end, I would suggest that any requests or data input are dealt with as and when you become aware of the activity or services being provided (i.e. potentially on a daily basis).

**Failure to adhere to these deadlines will mean that we are unable to raise invoices on your behalf and therefore resources for patient care could be lost to the Trust.**

Should you require any further information then please contact either your Group Finance Manager in the first instance or Rasham Sanghera (Exchequer Manager) on extension 5515 or Sarah Norman (Accounts Receivable Controller) on extension 4714. Both can be contacted via email or Teams.

## **2. RAISING PURCHASE REQUISITIONS**

Requisitions should be raised in a timely manner before goods/services are ordered. The final date for raising requisitions relating to the current financial year 2022/23 is **28<sup>th</sup> March 2022**.

## **3. GOODS RECEIPTING**

To ensure that we meet the deadline for the completion of the Trust's statutory accounts for 2022/23 and maintain the accuracy of these accounts, it is of crucial importance that all goods or services received on or before 31 March 2023 are accounted for correctly in this financial year.

**To ensure this it is important that in respect of ordered goods or services, a receipt is registered in Oracle, or the relevant goods received information is notified to your nearest receipts and distribution centre, by no later than 3pm Friday 31<sup>st</sup> March 2023.**

I should be grateful if you would ensure that all appropriate officers within your area of responsibility are made aware of these deadlines.

Kind Regards



**Dinah McLannahan**  
**Chief Finance Officer**

cc  
Simon Sheppard  
Craig Higgins  
Paul Stanaway  
Shameem Kosir  
Rasham Sanghera  
Sarah Norman