



Bolton Clinical Commissioning Group

Cash & Banking Policy

Policy Number	CASH001
Target Audience	CCG Board CCG Staff
Approving Committee	CCG Executive
Date Approved	17 December 2014
Last Review Date	December 2014
Next Review Date	December 2016
Policy Author	Amanda Williams/NHS Audit North West
Version Number	Final v1.2

Applicable Statutory, Legal or National Best Practice Requirements	Under the provisions of its Constitution, the Group is required to prepare detailed financial policies to support its prime financial policies. This document serves to discharge that responsibility for this subject-area.
---	--

The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

This document can only be considered valid when viewed via the CCG's intranet. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one online.

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Version Control Sheet

Version	Date	Reviewed By	Comment
V1.0	November 2013	NHS Audit North West	Initial drafting
V1.1	August 2014	Amanda Williams	Final draft
V1.2	December 2014	Jackie Murray	Review by Deputy Chief Finance Officer
V1.2	December 2014	Annette Walker	Review by Chief Finance Officer
V1.2	December 2014	CCG Executive	Approval

Analysis of Effect completed:	By:	Date:
-------------------------------	-----	-------

Contents

Section	Page	
1	Introduction	4
1.1	Objective	
1.2	Scope	
2	Definitions	4
3	Other Relevant Procedural Documents	4
4	Roles and Responsibilities	4
5	Main Body of the Document	4
6	Consultation Process	6
7	Dissemination and Implementation	6
7.1	Dissemination	
7.2	Implementation	
8	Process for Monitoring Compliance and Effectiveness	7
9	Standards/Key Performance Indicators	7
10	References	7

1 Introduction

Under the provisions of its Constitution, the Group is required to prepare detailed financial policies to support its Prime Financial Policies. This document serves that responsibility for this subject-area.

1.1 Objective

The overall objective of this policy is to provide assurance that the financial probity of the CCG is attained and maintained.

1.2 Scope

The policy applies to all those employed by the CCG, including Governing Body Members, Clinical Leads, Officers and Staff.

2 Definitions

2.1 No specific definitions are required.

3 Other Relevant Procedural Documents

3.1 This policy should be read in conjunction with the following documents:

- Prime Financial Policies.
- Commissioning Strategy, Budgets, Budgetary Control and Monitoring Policy;
- Expenditure Control;
- Accounting Systems.

4 Roles and Responsibilities

4.1 The key roles and responsibilities are set out in the following sections.

5 Policy

5.1 General

5.1.1 The Chief Finance Officer is responsible for managing the CCG's banking arrangements and for advising the CCG Governing Body on the provision of banking services and operation of accounts. This advice will take into account guidance/ Directions issued from time to time by the Department of Health/NHS England. In line with 'Cash Management in the NHS' the NHS should minimise the use of commercial bank accounts and consider using the Government Banking Service as its supplier for all banking services.

5.1.2 The Audit Committee shall be requested to approve the banking arrangements, prior to their implementation.

5.2 Bank Accounts

5.2.1 The Chief Finance Officer is responsible for:

- Commercial bank accounts and accounts operated through the Government Banking Service;
- cash flow forecasting;
- ensuring payments made from bank accounts do not exceed the amount credited to the account except where arrangements have been made;
- ensuring bank reconciliations are completed promptly, and all variances analysed and resolved;
- reporting to the Governing Body any arrangements made with the CCG's bankers for accounts to be overdrawn;
- monitoring compliance with NHS England guidance on the level of cleared funds.

5.3 Banking Procedures

5.3.1 The Chief Finance Officer will prepare detailed instructions on the operation of bank accounts which must include the conditions under which each bank account is to be operated, and the names and authorised signatures of those authorised to sign cheques or other orders drawn on the CCG's accounts.

5.3.2 The Chief Finance Officer must advise the CCG's bankers in writing of the conditions under which each account will be operated.

5.4 Tendering and Review

5.4.1 For any funds held outside the Government Banking Service, the Chief Finance Officer will review the banking arrangements of the CCG at regular intervals to ensure they reflect best practice and represent best value for money by periodically seeking competitive tenders for the CCG's banking business.

5.4.2 Such competitive tenders should be sought at least every 5 years. The results of the tendering exercise should be reported to the Governing Body.

5.5 Petty Cash Imprests - General

5.5.1 Petty Cash expenditure should be restricted to those purchases, where there is no alternative method of payment, for example urgent purchases of small value items. The use of Petty Cash should not be seen as a means for bypassing other expenditure controls. It should not be used for Payroll, Staff Travel or Subsistence expenses, where it is possible that tax implications may apply.

5.5.2 "Borrowing" from petty cash and the resultant use of "IOUs" is strictly forbidden. All cash disbursed must be used solely for the purposes of the CCG.

5.5.3 The maximum value of any one disbursement from Petty Cash is **£100**, and reimbursement above this amount for a single payment will only be permitted upon the specific authorisation of the Chief Finance Officer.

5.5.4 Records of petty cash imprests and the associated expenditure will be maintained in a form determined by the Chief Finance Officer.

5.6 Operation of Imprests

5.6.1 Petty cash floats or imprests must initially be authorised by the Chief Finance Officer or appropriate delegate, as must any requests for increases or reductions in the level of an existing petty cash float/imprest.

5.6.2 All Petty Cash must be kept in a locked box, which preferably should be placed in a secure fireproof safe. Access to the safe/petty cash box should be restricted to a designated officer.

5.6.3 Reimbursement of petty cash shall not be made unless it is backed up by a suitable receipt from the claimant, indicating the expenditure that has been made and for which they are seeking reimbursement and authorised by the appropriate budget manager or budget holder.

6 Consultation

Key individuals/groups involved in the development of the document to ensure it is fit for purpose once approved.

Name	Designation
Annette Walker	Chief Finance Officer
Jackie Murray	Deputy Chief Finance Officer
Amanda Williams	Head of Financial Accounting and Reporting

7 Dissemination and Implementation

7.1 Dissemination

These detailed financial policies identify the responsibilities which apply to everyone working for the CCG. They do not provide detailed procedural advice and should be read in conjunction with the detailed departmental and operational procedure notes. This policy will be available to all staff on the CCG Website.

7.2 Implementation

The policy will be presented to staff as part of the induction arrangements for new starters in relevant posts.

8 Process for Monitoring Compliance and Effectiveness

- 8.1 The effective operation of these arrangements will be monitored by the Chief Finance Officer as a part of the routine monitoring of operational performance in the CCG. In addition, and on a risk basis, it will feature in the internal audit work programmes.

9 Standards/Key Performance Indicators

- 9.1 There are no specific performance indicators relating to this policy as such.

10 References

- 10.1 Not applicable.