



Cash & Banking Policy

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Target Audience	CCG Board CCG Staff
Approving Committee	Chief Finance Officer
Date Approved	December 2014
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Policy Author	Amanda Williams, Head of Financial Accounting and Reporting
Version Number	V2

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.
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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.

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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
V2	June 2018	Amanda Williams	Updated by Head of Financial Accounting and Reporting
V2	June 2018	Jackie Murray	Review by Deputy Chief Finance Officer
V2	July 2018	Ian Boyle	Approved by Chief Finance Officer

Analysis of Effect completed:	By:	Date:
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1. Introduction and Aims

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

POLICY – the group will

- Keep enough liquidity to meet its current commitments

- 1.2 The detailed financial policies identify the financial responsibilities which apply to everyone working for the group and its constituent organisations. The Chief Finance Officer is responsible for approving all detailed financial policies.
- 1.3 The detailed financial policies have effect as if incorporated in the Standing orders of Bolton Clinical Commissioning Group.
- 1.4 The policy applies to all those employed by the CCG, including Governing Body Members, Clinical Leads, Officers and Staff.
- 1.5 Should any difficulties arise regarding the interpretation or application of the detailed financial policy then the advice of the Chief Finance Officer must be sought before acting.
- 1.6 The user of the detailed financial policy should also be familiar with and comply with the provisions of the group's constitution, standing orders, prime financial policies and scheme of reservation and delegation.
- 1.7 Failure to comply with detailed financial policies and standing orders can in certain circumstances be regarded as a disciplinary matter that could result in dismissal.

2. Accountability, Responsibilities and Training

2.1 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.

2.1.1 This advice will take into account guidance and directions issued by the Department of Health and Social Care / NHS England.

2.1.2 In accordance with 'Cash Management in the NHS' the CCG should minimise the use of commercial bank accounts and consider using the Government Banking Service as its supplier for all banking services.

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

3. Policy

3.1 Bank Accounts

3.1.1 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.

3.2 Banking Procedures

3.2.1 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.

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

3.3 Tendering and Review

3.3.1 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.

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

3.4 Petty Cash

3.4.1 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.

3.4.2 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.

- 3.4.3 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.
- 3.4.4 The maximum value of any one disbursement from petty cash is £100.00, reimbursement above this amount for a single payment will only be permitted upon the specific authorisation of the Chief Finance Officer.
- 3.4.5 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.
- 3.4.6 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.
- 3.4.7 “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.
- 3.4.8 Records of petty cash imprests and the associated expenditure will be maintained in a form determined by the Chief Finance Officer.

4 Internet

- 4.1 A list of the group’s detailed financial policies will be published and maintained on the group’s website at www.boltonccg.nhs.uk.

5 Monitoring and review

- 5.1 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.

6 Legislation and related documents

- 6.1 This detailed financial policy should be read in conjunction with the following documents:
- Prime Financial Policies
 - Commissioning Strategy, Budgets, Budgetary Control and Monitoring
 - Expenditure Control
 - Accounting Systems
 - Gifts, Hospitality and Commercial Sponsorship Policy
 - Non Pay Expenditure Policy

- CCG Constitution
- Anti-Fraud, Bribery and Corruption Policy
- Conflicts of Interest Policy
- Cash management in the NHS

7 Other relevant procedural documents

- 7.1 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.

8 References

- NHS Act 2006
- Health and Social Care Act 2012.