



# Accounting Systems Policy

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<b>Target Audience</b>	<b>CCG Board CCG Staff</b>
<b>Approving Committee</b>	<b>CCG Executive</b>
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<b>Applicable Statutory, Legal or National Best Practice Requirements</b>	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.

**Version Control Sheet**

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

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# **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.

The threshold for authorisation in respect of financial control requires the CCG to have “appropriate and effective financial reporting, management and governance in order to meet its statutory reporting duties and in-year financial performance reporting requirements.”

## **1.1 Objective**

The policy of the CCG in this respect is that it will run an accounting system that creates management and financial accounts.

## **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 in this context.

# **3 Other Relevant Procedural Documents**

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

- Expenditure Control;
- Records Management Policy;
- Corporate Records Archiving Policy and Procedure;
- Freedom of Information Policy
- Commissioning Strategy, Budgets, Budgetary Control and Monitoring Policy.

# **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, who is responsible for the accuracy and security of the computerised financial data of the CCG, shall:

- devise and implement any necessary procedures to ensure adequate (reasonable) protection of the CCG's data, programs and computer hardware from accidental or intentional disclosure to unauthorised persons, deletion or modification, theft or damage, having due regard for the Data Protection Act 1998.
- ensure that adequate (reasonable) controls exist over data entry, processing, storage, transmission and output to ensure security, privacy, accuracy, completeness, and timeliness of the data, as well as the efficient and effective operation of the system;
- ensure that adequate controls exist such that the computer operation is separated from development, maintenance and amendment;
- ensure that an adequate management (audit) trail exists through the computerised system and that such computer audit reviews as the Director may consider necessary are being carried out.

5.1.2 The Chief Finance Officer shall need to ensure that new financial systems and amendments to current financial systems are developed in a controlled manner and thoroughly tested prior to implementation. Where this is undertaken by another organisation, assurances of adequacy must be obtained from them prior to implementation.

5.1.3. The Officer with responsibility for Information Governance shall publish and maintain a Freedom of Information (FOI) Publication Scheme, or adopt a model Publication Scheme approved by the Information Commissioner. A Publication Scheme is a complete guide to the information routinely published by a public authority. It describes the classes or types of information about which the CCG makes publicly available.

### **5.2. Contracts for computer services with other health bodies or outside agencies**

5.2.1. The Chief Finance Officer shall ensure that contracts for computer services for financial applications with another health organisation or any other agency shall clearly define the responsibility of all parties for the security, privacy, accuracy, completeness, and timeliness of data during processing, transmission and storage. The contract should also ensure rights of access for audit purposes.

5.2.2. Where another health organisation or any other agency provides a computer service for financial applications, the Chief Finance Officer shall periodically seek assurances that adequate controls are in operation.

### **5.3 Requirements for computer systems which have an impact on corporate financial systems**

5.3.1. Where computer systems have an impact on corporate financial systems the Chief Financial Officer shall need to be satisfied that:

- systems acquisition, development and maintenance are in line with corporate policies such as an Information Technology Strategy;
- data produced for use with financial systems is adequate, accurate, complete and timely, and that a management (audit) trail exists;
- CCG staff have access to such data;
- such computer audit reviews as are considered necessary are being carried out.

### **5.4 Specific requirements**

5.4.1. The Chief Financial Officer shall consider and, where appropriate, confirm the CCG's intention to use the Integrated Single Financial Environment (ISFE) accounting ledger system procured by NHS England. This system covers general ledger functions, purchase ledger, sales ledger, cash management and management reporting functionality.

5.4.2 Where an alternative system is being considered, the Chief Finance Officer should seek the approval of the Audit Committee under the provisions of the Prime Financial Policies.

## **6 Consultation**

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

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

## **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 The following key performance indicators are appropriate in this context:

- Internal or External Audit review of the subject-area with no material weaknesses noted;
- Policy updated prior to or upon the stated expiry date.

## **10 References**

10.1 Not applicable.