

Greater Glasgow and Clyde NHS Board

Board Meeting

20 December 2016

Director of Finance

Board Paper No. 16/85

PATIENTS' PRIVATE FUNDS - ANNUAL ACCOUNTS 2015/16

RECOMMENDATIONS:

The Board is asked to:

1. Adopt and approve for submission to the Scottish Government Health Directorate the 2015/16; Patients' Private Funds Annual Accounts for NHS Greater Glasgow and Clyde.
2. Authorise the:
 - i) Director of Finance and Chief Executive to sign the Abstract of Receipts and Payments for 2015/16;
 - ii) Chairman and Director of Finance to sign the Statement of Board Members' Responsibilities;
 - iii) Chief Executive to sign the Letter of Representation to KPMG LLP on behalf of the NHS Board.

BACKGROUND

1. NHS Greater Glasgow and Clyde holds the private funds of many of its patients; especially those who are in long term residence and who would have no ready alternative to safekeeping and management of their funds. Each of the Board's hospitals has arrangements in place to receive and hold, and where appropriate manage, the funds of any patients requiring this service. Any funds that are not required for immediate use are invested to generate interest, which is distributed to the patients' accounts based on each individual's balance of funds held.
2. NHS Boards are required to submit audited Annual Accounts for these funds, in the form of an Abstract of Receipts and Payments (form SFR 19), to the Scottish Government Health Directorate.
3. The 2015/16 Abstract of Receipts and Payments for NHS Greater Glasgow and Clyde is attached along with the Statement of Board Members' Responsibilities and Auditors report. KPMG LLP, External Auditors of the NHS Greater Glasgow and Clyde Patients' Private Funds, have indicated that they are prepared to sign their report without qualification.
4. To comply with auditing standards, KPMG LLP require representations from the audited body on certain matters that may have a bearing on the audit. This confirms to the auditors that the audited body has disclosed all relevant information relating to the audit and includes specific representations relating to the disclosure of fraud. A letter containing the appropriate representations is attached and will be signed by the Chief Executive after approval by the NHS Board.

KPMG LLP
191 West George Street
Glasgow
G2 2LJ

20 December 2016

Dear Sirs

This representation letter is provided in connection with your audit of the abstract of receipts and payments of patients' private funds ("the abstract") administered by Greater Glasgow and Clyde NHS Board ("the Board"), for the year ended 31 March 2016, for the purpose of expressing an opinion as to whether the abstract of receipts and payments for the year ended 31 March 2016 has been properly prepared, in all material respects, in accordance with the requirements of the NHS Board Accounts Manual.

The Board confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Board confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Abstract

1. The Board has fulfilled its responsibilities, as set out in the terms of the audit engagement dated 11 December 2014 for the preparation of the abstract which:

- has been properly prepared, in all material respects, in accordance with the requirements of the NHS Board Accounts Manual

The abstract has been prepared on a going concern basis.

2. All events subsequent to the date of the abstract for which IAS 10 Events after the reporting period requires adjustment or disclosure have been adjusted or disclosed.

Information provided

1. The Board has provided you with:

- access to all information of which it is aware, that is relevant to the preparation of the abstract, such as records, documentation and other matters;
- additional information that you have requested from the Board for the purpose of the audit; and
- unrestricted access to persons from whom you determined it necessary to obtain audit evidence.

2. All transactions have been recorded in the accounting records and are reflected in the abstract.

3. The Board confirms the following:

- i) The Board has disclosed to you the results of its assessment of the risk that the abstract may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Board has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the fund and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the abstract communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Board acknowledges its responsibility for such internal control as it determines necessary for the preparation of the abstract that are free from material misstatement, whether due to fraud or error. In particular, the Board acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

4. The Board has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the abstract.
5. The Board has disclosed to you and has appropriately accounted for and/or disclosed in the abstract, all known actual or possible litigation and claims whose effects should be considered when preparing the abstract.
6. The Board confirms that:
 - a) The abstract discloses all of the key risk factors, assumptions made and uncertainties surrounding PPF's ability to continue as a going concern as required to provide a true and fair view.
 - b) No events or circumstances have been identified that may cast significant doubt on the ability of PPF to continue as a going concern.

This letter was tabled and agreed at the meeting of the Board of Directors on 20 December 2016.

Yours faithfully,

Chief Executive, on behalf of the Board

Appendix to the Board Representation Letter of Greater Glasgow and Clyde NHS Board Definitions

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Qualifying Entity

A member of a group where the parent of that group prepares publicly available consolidated financial statements which are intended to give a true and fair view (of the assets, liabilities, financial position and profit or loss) and that member is included in the consolidation by means of full consolidation.

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or

- iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions apply:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled, or jointly controlled by a person identified in (a).
 - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
 - viii. The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.



NHS Greater Glasgow and Clyde
Patients' Private Funds - Annual Accounts
for the Year Ended 31 March 2016



NHS Greater Glasgow and Clyde

Patients' Private Funds - Annual Accounts for the Year Ended 31 March 2016

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NHS Greater Glasgow and Clyde

Patients' Private Funds - Annual Accounts for the Year Ended 31 March 2016

Statement of Board Members' responsibilities

The Scottish Government Health Directorate requires NHS Greater Glasgow and Clyde to prepare an abstract of receipts and payments of Patients' Private Funds for each financial year, which fairly presents the state of the funds administered.

NHS Greater Glasgow and Clyde is responsible for ensuring proper accounting records are maintained, which disclose with reasonable accuracy at any time the financial position of the Patients' Private Funds and enable it to ensure that the statement complies with the requirements of the Scottish Government Health Directorate given in the NHS Board Manual for Accounts. It is also responsible for safeguarding the assets held on behalf of the patients and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As members of Greater Glasgow and Clyde NHS Board, we confirm that the above responsibilities have been discharged during the period from 1 April 2015 to 31 March 2016, and in preparing the abstract of receipts and payments.

J Brown CBE

Chairman

M White

Director of Finance

20 December 2016

NHS Greater Glasgow and Clyde

Patients' Private Funds - Annual Accounts for the Year Ended 31 March 2016

NHS Greater Glasgow and Clyde

Patients' Private Funds – Annual Accounts for the Year Ended 31 March 2016

Independent auditor's report to Great Glasgow and Clyde NHS Board

We have audited the attached abstract of receipts and payments of patients' private funds administered by Greater Glasgow and Clyde NHS Board ("the abstract") for the year ended 31 March 2016 which has been prepared for the reasons and on the basis of the accounting policies set out in note 1 to the abstract.

Our report has been prepared for Greater Glasgow and Clyde NHS Board, as a body, solely in connection with the audit of the abstract. It has been released to Greater Glasgow and Clyde NHS Board on the basis that our report shall not be copied, referred to or disclosed, in whole (save for Greater Glasgow and Clyde NHS Board's own internal purposes) or in part, without our prior written consent.

Our report was designed to meet the agreed requirements of Greater Glasgow and Clyde NHS Board determined by Greater Glasgow and Clyde NHS Board's needs at the time. Our report should not therefore be regarded as suitable to be used or relied on by any party wishing to acquire rights against us other than Greater Glasgow and Clyde NHS Board, as a body, for any purpose or in any context. Any party other than Greater Glasgow and Clyde NHS Board who obtains access to our report or a copy and chooses to rely on our report (or any part of it) will do so at its own risk. To the fullest extent permitted by law, KPMG LLP will accept no responsibility of liability in respect of our report to any other party.

Respective responsibilities of board members and auditor

As explained more fully in the Statement of Board Members' Responsibilities on page 2, the board members are responsible for the preparation of the abstract in accordance with the requirements of the NHS Board Accounts Manual.

Our responsibility is to audit, and express an opinion on, the abstract in accordance with the terms of our engagement letter dated 11 December 2014 and having regard to International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the abstract

An audit involves obtaining evidence about the amounts and disclosures in the abstract sufficient to give reasonable assurance that the abstract is free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the circumstances and have been consistently applied and adequately disclosed; and the reasonableness of significant accounting estimates made by the board members. In view of the purpose for which the abstract has been prepared, however, we did not assess the overall presentation of the abstract which would have been required if we were to express an audit opinion under International Standards on Auditing (UK and Ireland).

In addition we read all the financial and non-financial information in the annual accounts to identify material inconsistencies with the audited abstract and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on abstract

In our opinion the abstract of receipts and payments for the year ended 31 March 2016 has been properly prepared, in all material respects, in accordance with the requirements of the NHS Board Accounts Manual.

KPMG LLP

Registered Auditor

191 West George Street

Glasgow

G2 2LJ

NHS Greater Glasgow and Clyde

Patients' Private Funds - Annual Accounts for the Year Ended 31 March 2016

Abstract of Receipts and Payments (SFR 19)

2015 £		2016	
		£	£
	RECEIPTS		
	Opening Balances:		
195,975	Cash in Bank	232,215	
47,500	Cash on Hand	48,347	
3,536,719	Other Funds	3,417,610	
3,780,194			3,698,172
2,382,387	From or on behalf of Patients		2,277,362
6,891	Interest on Patients' Funds Accounts		6,814
6,169,472	TOTAL RECEIPTS		5,982,348
	PAYMENTS		
2,471,300	To or on behalf of patients		2,088,465
	Closing Balances:		
232,215	Cash in Bank	289,859	
48,347	Cash on Hand	47,481	
3,417,610	Other Funds	3,556,543	
3,698,172	CLOSING BALANCE		3,893,883
6,169,472	TOTAL PAYMENTS		5,982,348
	Closing Balances accounted for as :		
3,697,714	Patients' Personal Accounts		
(140)	Credit Balances	3,893,279	
	Less: Debit Balances	(183)	
3,697,574			3,893,096
598	Interest received but not Credited		787
3,698,172	TOTAL CLOSING BALANCE AS ABOVE		3,893,883

I certify that the above abstract of Receipts and Payments is correct, and in accordance with the Books of Account and that the Register of Valuables has been inspected and checked with property held.

1. Note to SFR19

Director of Finance _____

Date _____

The Scottish Government Health Directorate requires NHS Greater Glasgow and Clyde to prepare, on an annual basis, an abstract of receipts and payments of patients' private funds administered by the Board. The abstract of receipts and payments of the patients' private funds has been prepared by the Board, on a cash basis, in accordance with the requirements of the 2014/15 NHS Board Accounts Manual.

Chief Executive _____

Date _____