

**Trust Board meeting: Wednesday 13 March 2013**  
**TB2013.46**

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| <b>Title</b> | <b>Arrangements for Approval of Annual Accounts</b> |
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| <b>Status</b>  | A paper for decision                         |
| <b>History</b> | Minute TB38/13 (Meeting of 12 February 2013) |

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|----------------------|--|------------------|--------|-------------|
| <b>Board Lead(s)</b> | Mr Mark Mansfield, Director of Finance and Procurement |                  |        |             |
| <b>Key purpose</b>   | Strategy   | <b>Assurance</b> | Policy | Performance |

## Summary

This report proposes a timetable for the approval of annual accounts for 2012/13.

## Arrangements for Approval of Annual Accounts

### Introduction

1. This report proposes a timetable for the approval of annual accounts for 2012/13.

### Background

2. Annual accounts for the organisation are expected to be produced according to the following timetable:

|                |                          |
|----------------|--------------------------|
| 22 April 2013: | Draft annual accounts    |
| 10 June 2013:  | Audited annual accounts. |

3. The Trust Board meeting on 8 May will receive the draft accounts and an updated report on the process of external audit for those statements. The Audit Committee will meet on the same day to consider matters arising from the draft accounts.

### Approval of Accounts

4. The audited annual accounts are due to be submitted to the Department of Health on 10 June. Prior to this submission the Trust Board should meet to approve the accounts based on a recommendation from the Audit Committee. The current timetable for Board meetings does not allow for this action to be carried out. It is therefore proposed that the following approach be followed:

6 June: 3.00 pm: Audit Committee meets to agree audited accounts and propose approval for Trust Board

6 June: 5.00 pm: Trust Board meets to adopt audited accounts and approve submission to the Department of Health.

5. It is therefore recommended that an additional Trust Board meeting be called for 5.00 pm on 6 June in order to adopt the annual accounts following audit.

### Recommendation

6. The Board is asked to approve the request for an additional public meeting at 5.00 pm on 6 June.

**Mark Mansfield, Director of Finance and Procurement**

**6 March 2013**