

**DH1/15/221197**

**SECTION D**  
**PATIENTS'/RESIDENTS MONIES**

## **Chapter One**

### **PATIENTS'/RESIDENTS MONIES**

#### **CONTENTS**

|                          | <b>Page</b> |
|--------------------------|-------------|
| 1. Introduction          | 2           |
| 2. Accounting principles | 2           |
| 3. Audit                 | 2           |
| 4. Submission and Laying | 2           |

## **1. INTRODUCTION**

The purpose of the Account of Monies Held on Behalf of Patient/Residents is to account for all such monies held by Trusts. The format of the account is set out in Appendix 4 and it should be prepared annually and submitted to the Financial Accounting Unit of the Finance Directorate. There is no requirement to present this account to the Trust board or to the public.

## **2. ACCOUNTING PRINCIPLES**

- 2.1 The account should be prepared on a receipts and payment basis and should reflect all transactions in the year of account relating to hospital patients and persons in residential accommodation.
- 2.2 Amounts received in the year should include all monies received from or on behalf of patients/residents and brought into account by the Trust.
- 2.3 Interest received should include all interest credited to savings accounts etc. operated by the Trust on behalf of patients/residents.
- 2.4 Amounts paid to or on behalf of patients/residents should reflect all payments made during the year as recorded by the Trust.
- 2.5 In the context of the Schedule of investments refer to the types of account e.g. Post Office Savings, operated by the Trust on behalf of patients/residents.

## **3. AUDIT**

- 3.1 The accounts of monies held on behalf of patients will be audited by NIAO who will provide a 'Properly Presents' opinion.

## **4. SUBMISSION AND LAYING**

- 4.1 Account of Patients Monies should be submitted for Audit in line with the timescales set out for the individual Trust Accounts.
- 4.2 The Account will be laid along with the Trust Accounts, rather than as a separate document.