



Department of

# Health, Social Services and Public Safety

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AN ROINN

Sláinte, Seirbhísí Sóisialta  
agus Sábháilteachta Poiblí

MÁNNYSTRIE O

Poustie, Resydènter Heisin  
an Fowk Siccar

**Subject:**

Board Financial Returns

*Circular Reference: HSC (F) 37/2010*

Date of Issue: 4 August 2010

**For Action by:**

Chief Executives of Board

**For Information to:**

Director of Finance of Board

**Summary of Contents:**

2009/10 Board Financial Returns completion and  
Chief Executive Sign-off

**Enquiries:**

Any enquiries about the contents of this Circular  
should be addressed to:

Bryan Dooley  
Strategic Financial Analysis Unit  
DHSSPSNI  
Room D3  
Castle Buildings  
Stormont  
BELFAST  
BT4 3SQ

Tel: 028 9052 2163

Email: [bryan.dooley@dhsspsni.gov.uk](mailto:bryan.dooley@dhsspsni.gov.uk)

**Related documents:**

None

**Superseded Documents:**

**Expiry Date:**

March 2011

**Status of Contents:**

Action

**Implementation:**

Immediate

**Additional Copies:**

Bryan Dooley

## **Board Finance Returns 2009/10**

1. The purpose of this circular is to request that the Chief Executive completes a sign off sheet for Board Finance Returns.

A copy of the sign off sheet is attached at Appendix 1. The purpose of this is to ensure that Chief Executive is aware of the information being given to the Department and the purposes for which it can be used, including publication. The Chief Executive should ensure that guidance has been followed and that the information provided fairly reflects how resources for 2009/10 were spent.

2. Board Financial Return proformas and guidance have already been made available to finance staff.

3. The submission dates for returns are:

- BFR (E) and (S) 10/09/10
- BFR (B) 26/11/10
- BFR (F) 26/11/10

4. I would be grateful for Annex 1 to be completed and signed by the Chief Executive and returned to the Department by 30/11/10.

5. If you have any queries in connection with this circular, please contact myself or Bryan Dooley on 028 90522163.

Yours faithfully

**BRYAN DOOLEY**  
**Strategic Financial Analysis Unit**

**2009/10 Board Financial Return (BFRs)**

I acknowledge that the information contained in the Board Financial Returns may be used by the Department for a variety of purposes, including:

- ❑ to inform political representatives and the wider community through production of a publication;
- ❑ to assist the Department in meeting its accountability requirements including answering PQ and AQs; and
- ❑ to inform other work such as policy development, review, and resource allocation.

**I confirm that the e-mailed returns submitted on the DHSSPSNI proformas have been prepared in accordance with the relevant guidance issued by the Department.**

**I also confirm that the relevant returns have been reconciled to the annual financial statements of the former Boards, as set out in the reconciliation sheets included in the proformas.**

**I consider the following to be major issues/changes impacting on Board finance and activity performance in 2009/10. (please complete the text box below)**

**Signed:** \_\_\_\_\_  
(Chief Executive)

**Date:** \_\_\_\_\_

**Board:** \_\_\_\_\_

*Completed certificates to be returned in hard copy only to:*

*Paul Gibson  
Strategic Financial Analysis Unit  
DHSSPSNI  
Room D3  
Castle Buildings  
Stormont  
BELFAST, BT4 3Q*