

<b>NHS Greater Glasgow and Clyde</b>	<b>Paper No. 24/148</b>
<b>Meeting:</b>	<b>NHS Board Meeting</b>
<b>Meeting Date:</b>	<b>17 December 2024</b>
<b>Title:</b>	<b>2023-24 Patients' Private Funds Annual Accounts</b>
<b>Sponsoring Director/Manager</b>	<b>Colin Neil, Director of Finance</b>
<b>Report Author:</b>	<b>BDO</b>

## 1. Purpose

**The purpose of the attached paper is to:** present the 2023-24 Patients' Private Funds Annual Accounts and BDO External Audit report to the Board for approval.

## 2. Executive Summary

**The paper can be summarised as follows:**

The draft Annual Accounts are enclosed at Appendix A, the Independent Auditors report from BDO is enclosed at Appendix B and draft Letter of Representation is enclosed at Appendix C.

The BDO audit opinion states that:

*In our opinion, the special purpose financial statements of NHS Greater Glasgow and Clyde Patients' Private Funds Annual Accounts ('Patients' Private Funds') for the year ended 31 March 2024 are prepared, in all material respects, in accordance with the 2023/24 NHS Board Accounts Manual.*

On 3 December 2024 the Audit & Risk Committee reviewed the 2023-24 Annual Accounts and Audit report and agreed to recommend them to the Board for approval.

## 3. Recommendations

**The Board is asked to consider the following recommendations:**

The Board is asked to consider the enclosed PPF Annual Accounts and audit report from BDO for the financial year ended 31 March 2024, and, if satisfied, agree to:

1. Adopt the Patient Private Funds Annual Accounts 2023-24
2. Authorise the Chief Executive and the Director of Finance sign the abstract of receipts and payments; and
3. Authorise the Director of Finance to sign the letter of representation on their behalf.

#### **4. Response Required**

This paper is presented for approval

#### **5. Impact Assessment**

The impact of this paper on NHSGGC's corporate aims, approach to equality and diversity and environmental impact are assessed as follows:

- |                        |                       |
|------------------------|-----------------------|
| • Better Health        | <u>Neutral</u> impact |
| • Better Care          | <u>Neutral</u> impact |
| • Better Value         | <u>Neutral</u> impact |
| • Better Workplace     | <u>Neutral</u> impact |
| • Equality & Diversity | <u>Neutral</u> impact |
| • Environment          | <u>Neutral</u> impact |

#### **6. Engagement & Communications**

The issues addressed in this paper were subject to the following engagement and communications activity: N/A

#### **7. Governance Route**

This paper has been previously considered by the following group as part of its development: Audit & Risk Committee 3 December 2024.

#### **8. Date Prepared & Issued**

5<sup>th</sup> December 2024

10<sup>th</sup> December 2024



NHS Greater Glasgow and Clyde  
Patients' Private Funds - Annual Accounts  
for the Year Ended 31 March 2024



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**Statement of Board Members' responsibilities**

The Scottish Government Health and Social Care Directorates require the members of the Board of NHS Greater Glasgow and Clyde ("the Board members") to prepare an abstract of receipts and payments of Patients' Private Funds for each financial year in accordance with the requirements of the 2023/24 NHS Board Accounts Manual, which fairly presents the state of the funds administered.

The Board members are 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 them to ensure that the statement complies with the requirements of the Scottish Government Health and Social Care Directorates given in the 2023/24 NHS Board Accounts Manual. They are also responsible for such internal control as they determine is necessary to enable the preparation of an abstract that is free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets held on behalf of patients and to prevent and detect fraud and other irregularities.

As Board members of NHS Greater Glasgow and Clyde, we confirm that the above responsibilities have been discharged during the period from 1 April 2023 to 31 March 2024, and in preparing the abstract of receipts and payments for that period.

**C Neil**

**Director of Finance**

**17 December 2024**

**INDEPENDENT AUDITOR'S REPORT TO THE BOARD MEMBERS OF NHS GREATER GLASGOW AND CLYDE PATIENTS' PRIVATE FUNDS ANNUAL ACCOUNTS**

**Opinion on the financial statements**

In our opinion, the special purpose financial statements of NHS Greater Glasgow and Clyde Patients' Private Funds Annual Accounts ('Patients' Private Funds') for the year ended 31 March 2024 are prepared, in all material respects, in accordance with the 2023/24 NHS Board Accounts Manual.

We have audited the special purpose financial statements of 'Patients' Private Funds', which comprise the Abstract of Receipts and Payments for the year ended 31 March 2024, and notes to the special purpose financial statements, including a summary of significant accounting policies.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)), including ISA (UK) 800. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the special purpose financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Independence*

We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the special purpose financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

**Emphasis of matter - basis of accounting and restriction on distribution and use**

We draw attention to Note 1 to the special purpose financial statements, which describes the basis of accounting, which is a special purpose framework. The special purpose financial statements are prepared to assist the Board Members to meet the requirements of The Scottish Government Health Directorate and Social Care Directorate. As a result, the special purpose financial statements may not be suitable for another purpose. Our report is intended solely for the Board Members and should not be distributed to or used by parties other than the Board Members. Our opinion is not modified in respect of this matter.

**Other information**

The Board Members are responsible for the other information. The other information comprises the information included in the Patients' Private Funds Annual Accounts other than the Annual Accounts and our auditor's report thereon. Our opinion on the Patients' Private Funds Annual Accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Patients' Private Funds Annual Accounts or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the Patients' Private Funds Annual Accounts themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

### **Responsibilities of the Board Members**

The Board Members are responsible for the preparation of these special purpose financial statements in accordance with the 2023/24 NHS Board Accounts Manual and for such internal control as the Board Members determine is necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's responsibilities for the audit of the special purpose financial statements**

Our objectives are to obtain reasonable assurance about whether the special purpose financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these special purpose financial statements.

#### *Extent to which the audit was capable of detecting irregularities, including fraud*

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Our procedures to detect irregularities include the following:

- Identification of applicable legal and regulatory framework, which include Part 4 of the Adults with Incapacity (Scotland) Act 2000, AWIA Part 4 Policy and Operational Procedures and the Guide to the Purchase of Goods and Services Through the Use of Personal Funds issued by the Scottish Government.
- Discussions with management and those charged with governance regarding these laws and regulatory frameworks, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;

- Evaluation of the susceptibility of the financial statements to fraud. Our assessment of the susceptibility noted that fraud was most likely to arise from manual override of controls regarding payments made on behalf of Adults with Incapacity. This led to additional audit procedures being performed to ensure that these controls were being adhered to.
- An internal assessment of the engagement team's competence in detecting irregularities based on their capabilities and experience, which found no issues regarding a lack of competency.
- Evaluation and testing of the operating effectiveness of management's controls designed to prevent and detect irregularities;
- Vouching balances and reconciling items in management's key control account reconciliations to supporting documentation as at 31 March 2024;
- Testing of payments and receipts to corresponding supporting documentation and appropriate authorisation in line with the entity's financial operating procedures;
- A reconciliation of payments and receipts recorded to the movement of cash in the bank statements.

Our audit procedures were designed to respond to risks of material misstatement in the special purpose financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the special purpose financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the Financial Reporting Council's website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the Board Members, as a body, in accordance with the terms of our engagement letter dated 28 June 2024. Our audit work has been undertaken so that we might state to the Board Members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board Members as a body, for our audit work, for this report, or for the opinions we have formed.



Martin Gill  
BDO LLP, statutory auditor  
Glasgow, United Kingdom  
Date

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

### **1. Note to SFR19**

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 2023/24 NHS Board Accounts Manual.

**NHS Greater Glasgow and Clyde**

**Patients' Private Funds - Annual Accounts for the Year Ended 31 March 2024**

**Abstract of Receipts and Payments (SFR 19)**

2023 £		2024 £	
	<b>RECEIPTS</b>		
	Opening Balances:		
<b>2,477,951</b>	Cash in Bank	2,273,556	
<b>45,000</b>	Cash on Hand	45,000	
-	Other Funds	-	
2,522,951			<b>2,318,556</b>
<b>1,987,332</b>	From or on behalf of Patients		2,219,663
-	Interest on Patients' Funds Accounts		-
4,510,283	<b>TOTAL RECEIPTS</b>		<b>4,538,219</b>
	<b>PAYMENTS</b>		
<b>2,191,727</b>	To or on behalf of patients		1,967,970
	Closing Balances:		
<b>2,273,556</b>	Cash in Bank	2,525,249	
<b>45,000</b>	Cash on Hand	45,000	
-	Other Funds	-	
2,318,556	<b>CLOSING BALANCE</b>		<b>2,570,249</b>
4,510,283	<b>TOTAL PAYMENTS</b>		<b>4,538,219</b>
	Closing Balances accounted for as :		
<b>2,318,556</b>	Patients' Personal Accounts		
-	Credit Balances	2,570,249	
	Less: Debit Balances	-	
2,318,556			<b>2,570,249</b>
-	Interest received but not Credited		-
2,318,556	<b>TOTAL CLOSING BALANCE AS ABOVE</b>		<b>2,570,249</b>

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.

Director of Finance \_\_\_\_\_

Date \_\_\_\_\_

The abstract of Receipts and Payments was submitted and duly approved at the NHS Board Meeting on 17 December 2024.

Chief Executive \_\_\_\_\_

Date \_\_\_\_\_



# NHS Greater Glasgow & Clyde Patients' Private Funds

Audit Completion: year ended 31 March 2024

Report to the Audit and Risk Committee



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# Welcome

## Introduction

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**Martin Gill**  
**Partner**  
e: martin.gill@bdo.co.uk  
m: +44(0)7710 825650

We have pleasure in presenting our Audit Completion Report to the Audit and Risk Committee. This report is an integral part of our communication strategy with you, a strategy which is designed to ensure effective two-way communication throughout the audit process with those charged with governance.

It summarises the results of completing the planned audit approach for the year ended 31 March 2024 and specific audit findings. At the completion stage of the audit, it is essential that we engage with the Board on the results of audit work on key risk areas, including significant estimates and judgements made by Management, critical accounting policies, any significant deficiencies in internal controls, and the presentation and disclosure in the annual accounts.

We look forward to discussing these matters with you at the Audit and Risk Committee meeting on 3<sup>rd</sup> December 2024 and to receiving your input. In the meantime, if you would like to discuss any aspects in advance of the meeting, we would be happy to do so.

This report contains matters which should properly be considered by the Board as a whole. We expect that the Audit and Risk Committee will refer such matters to the Board, together with any recommendations, as it considers appropriate.

We would also like to take this opportunity to thank the Management and staff of the PPF for the co-operation and assistance provided during the audit.

Martin Gill  
Partner

This report has been prepared solely for the use of the Audit and Risk Committee and should not be shown to any other person without our express permission in writing. In preparing this report we do not accept or assume responsibility for any other purpose or to any other person. For more information on our respective responsibilities please see the appendices.

# Overview

## Executive summary

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This summary provides an overview of the audit matters that we believe are important to the audit of the Patients' Private Funds Annual Accounts (Annual Accounts) for the Patients' Private Fund (PPF) for the year ended 31 March 2024.

It is also intended to promote effective communication and discussion and to ensure that the results of the audit appropriately incorporate input from those charged with governance.

### Overview

Our audit work is substantially complete, and we anticipate issuing an unmodified audit report on the PPF's annual accounts for the year ended 31 March 2024.

Outstanding matters are listed on this page in the appendices.

There were no significant changes to the planned audit approach, however, this year BDO did undertake at each site, a petty cash count.

No restrictions were placed on our work.

### Board responsibilities

The Directors are responsible for preparing the Annual Accounts in accordance with the requirements of The Scottish Government Health Directorate and Social Care Directorate.

Our audit of the Annual Accounts does not relieve Management nor those charged with governance of their responsibilities for the preparation of the Annual Accounts.

Further information regarding these responsibilities is provided in the engagement letter.

### Audit report

We anticipate issuing an unmodified audit opinion on the annual accounts.

### Independence

We confirm that the firm and its partners and staff involved in the audit remain independent of the PPF in accordance with the FRC's Ethical Standard.



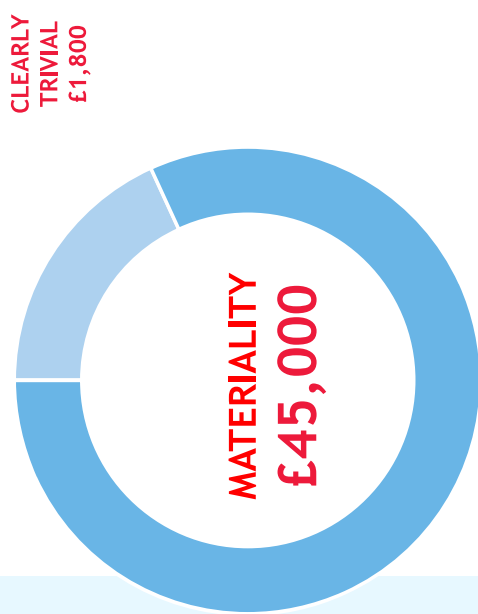
# The numbers

## Executive summary

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**Final Materiality**  
Materiality was determined based on total assets.  
There were no changes to final materiality and triviality from the levels determined at planning.

**Unadjusted audit differences**  
We have identified audit adjustments that, if posted, would reduce reported bank balances by £6,210.





# Key matters

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### Financial reporting

- ▶ We have not identified any non-compliance with accounting policies or applicable accounting framework.
- ▶ No significant accounting policy changes have been made in the current year.

### Other matters that require discussion or confirmation

- ▶ Confirmation on fraud.



# Overview of risks

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As identified in our audit planning report we assessed the following matters as being the most significant risks of material misstatement in the annual accounts. These include those risks which had the greatest effect on: the overall audit strategy; the allocation of resources in the audit and the directing of the efforts of the engagement team.

#	Significant Audit Risk	Significant Management Judgement	Use of Experts Required	Unadjusted error reported	Adjusted error reported	Significant control findings reported	Specific Letter of Representation Point
1	Management override	No	No	No	No	No	No
2	Fraud in income recognition	No	No	No	No	No	No
3	Misstatement of cash	No	No	Yes	No	No	No
4	Existence of expenditure	No	No	No	No	No	No

# Risk 1

## Management override of controls

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### Risk description

- ▶ Management has the ability to manipulate accounting records and override controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

### Details

- ▶ The control procedures of the PPF were identified and assessed. Those that could be evidenced were sample tested to gain assurance over the operation of internal financial controls.
- ▶ Controls identified related to the receipt of funds, as detailed on page 10, withdrawal of funds/expenditure, and the preparation of bank reconciliations.

### Discussion and conclusion

- ▶ No significant issues were identified during our testing over management override.

● Significant risk
Normal risk
● Fraud risk
● Related controls identified to mitigate risk
Significant Management estimates & judgements
● Controls testing approach
● Substantive testing approach



# Risk 2

## Fraud in income recognition

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### Risk description

- The amounts reported in relation to income represent information of significant interest to many users of the annual accounts. This puts income at a greater risk of manipulation, bias and misstatement.
- Income relates to the receipts of funds from patients.

### Details

- We obtained a sample of 17-month end bank reconciliations, spread across all hospitals, to test the control that the reconciliation should be signed as prepared and reviewed each month. No reconciliations sampled had any issues.
- We visited hospitals to complete controls testing. The hospitals visited were chosen based on size. We visited each site that held a material level of cash at the year end as well as site rotations to ensure we attend these hospitals on a rolling basis of at least once every three years.
- For a sample of receipts, we tested the

- control in place to that an Interim Ward Receipt is completed, signed and counter signed.
- For a sample of receipts, we tested the control in place that receipts are recorded in the ward cash book, signed and counter signed by ward staff.
  - We performed a reconciliation of receipts and payments per the bank statements to receipts and payments recorded in Trojan and the Annual Accounts.
- Discussion and conclusion
- We have not identified any significant issues over the recognition of income.

●	Significant risk
	Normal risk
●	Fraud risk
●	Related controls identified to mitigate risk
	Significant Management estimates & judgements
●	Controls testing approach
●	Substantive testing approach



Risk 3

Misstatement of cash

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**Risk description**

- ▶ The balance of cash reported at the year-end is misstated or incorrectly disclosed.
- ▶ Cash balances relate to private funds held on behalf of patients.

**Details**

- ▶ We obtained bank confirmation letters for all bank accounts holding patients' private funds at the year end.
- ▶ We audited the reconciliation between these balances and the balances per the Trojan system as at 31/03/2024.
- ▶ For items that were reconciling between these two amounts, we tested the existence of these items through obtaining supporting documentation.
- ▶ During this testing we identified an incorrect reconciling item that was included in the bank, however due to circumstances of the patient was never banked but was returned to the patient a few days after the year end. This immaterial error is included in the summary of misstatements.

- ▶ We counted both petty cash at the sites we visited as well as the PPF cash on three designated sites; Gartnavel Royal, Leverndale and Stobhill.  
**Discussion and conclusion**
- ▶ We have not identified any significant issues over the recognition of revenue.
- ▶ No issues identified with the Petty cash and PPF count balances on visiting days.

● Significant risk
Normal risk
● Fraud risk
● Related controls identified to mitigate risk
Significant Management estimates & judgements
● Controls testing approach
● Substantive testing approach





# Risk 4

Existence of expenditure

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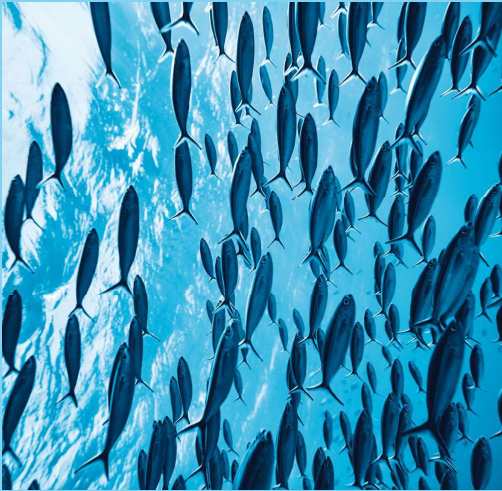
Risk description

- The risk is that the withdrawals made from Patients' Private Fund accounts are not genuine.
- Details
  - We selected a sample of 14 withdrawals from funds during the year from each hospital visited to test the controls regarding authorisation of Cash Requisition Forms.
  - We visited hospitals to complete controls testing. The hospitals visited were Inverclyde Royal Hospital, Leverndale Hospital, Gartnavel Royal Hospital, Gartnavel General, Stobhill Hospital, Dykebar Hospital, Orchardview Hospital and Glasgow Royal Infirmary.
  - We obtained copies of the Cash Requisition Forms and agreed that they had been appropriately signed off by the correct personnel given the patient's capabilities.
  - We also agreed these withdrawals to the Ward Cash Book to record that this cash had in fact been withdrawn.

Discussion and conclusion

- BDO noted no issues with the sample items tested.

● Significant risk
Normal risk
● Fraud risk
● Related controls identified to mitigate risk
Significant Management estimates & judgements
● Controls testing approach
● Substantive testing approach



# Unadjusted audit differences: Detail

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Description of Proposed Audit Adjustment		Assets	L
		Dr/(Cr)	
1	Dr Cash	6,210	
	Cr Bank	(6,210)	
to be the journal that correctly recognises and reduces amounts declared in the bank statements and that held as cash at year end			

# Control environment: Significant deficiencies

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We are required to report to you, in writing, significant deficiencies in internal control that we have identified during the audit. These matters are limited to those which we have concluded are of sufficient importance to merit being reported to the Audit and Risk Committee.

As the purpose of the audit is for us to express an opinion on the PPF's Annual Accounts, you will appreciate that our audit cannot necessarily be expected to disclose all matters that may be of interest to you and, as a result, the matters reported may not be the only ones which exist.

As part of our work, we considered internal control relevant to the preparation of the Annual Accounts such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

Area	Observation & implication	Recommendation	Management response
Bank Reconciliations	We obtained a sample of 17-month end bank reconciliations, spread across all hospitals, to test the control that the reconciliation should be signed as prepared and reviewed each month. Five reconciliations were identified as not being signed as reviewed.	We recommend that each monthly reconciliation is signed to evidence the review and approval of the bank reconciliation.	Management agreed with this recommendation.



# Audit report overview

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## Opinion on annual accounts

We anticipate issuing an unmodified opinion on the annual accounts.

There are no matters disclosed in the annual accounts that we wish to draw attention to by way of ‘emphasis of matter’.

## Irregularities, including fraud

Our report will contain an explain to what extent the audit was considered capable of detecting irregularities, including fraud. Irregularities in this context means non-compliance with laws or regulations.

## Other information

We have reviewed the other information accompanying the Annual Accounts. We have not identified any material misstatements that would need to be referred to in our report.

# Additional matters we are required to report

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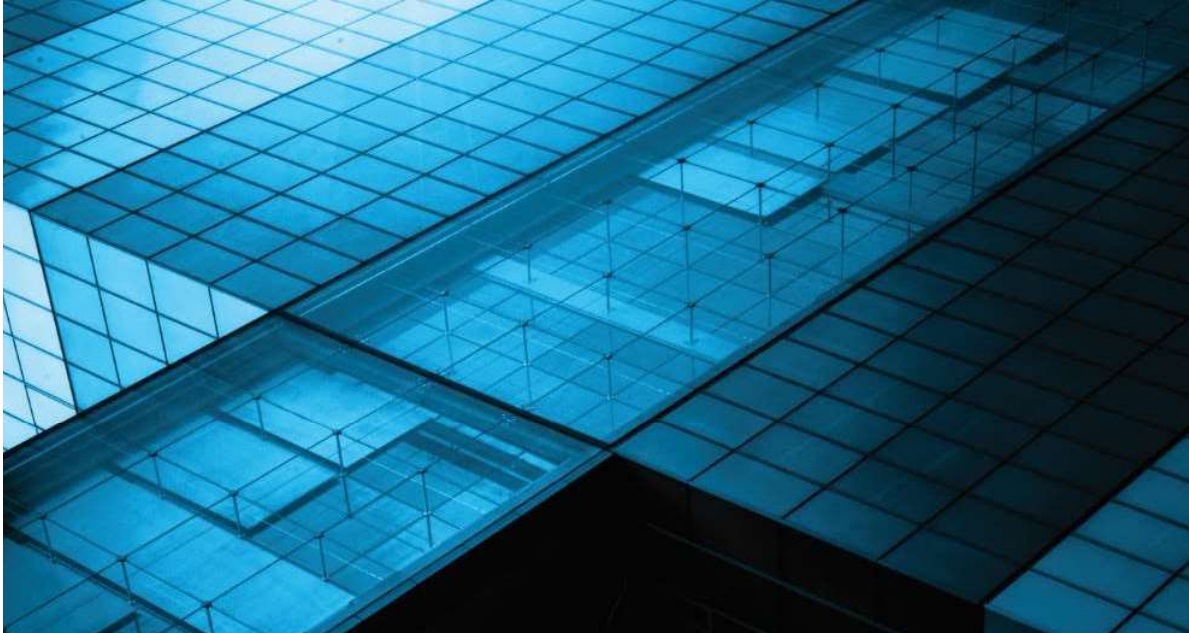
Issue		Comments
1	Significant difficulties encountered during the audit.	No exceptions to note.
2	Written representations which we seek.	We have previously provided a copy of our letter of representation.
3	Any fraud or suspected fraud issues.	No exceptions to note.
4	Any suspected non-compliance with laws or regulations.	No exceptions to note.
5	Significant matters in connection with related parties.	No exceptions to note.

# Outstanding matters

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We have substantially completed our audit work in respect of the annual accounts for the year ended 31 March 2024.

There are no outstanding matters as at the date of this report that could impact our audit opinion.



# Independence and fees

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## Independence

Under ISAs (UK) and the FRC's Ethical Standard, we are required as auditors to confirm our independence.

We have embedded the requirements of the Standards in our methodologies, tools and internal training programmes. Our internal procedures require that audit engagement partners are made aware of any matters which may reasonably be thought to bear on the integrity, objectivity or independence of the firm, the members of the engagement team or others who are in a position to influence the outcome of the engagement.

We were not aware of any other services provided by us to the NHS GGC during the period and up to the date of the preparation of this report, excluding the audit of the NHS GGC Endowment Fund.

We have not identified any other relationships or threats that may reasonably be thought to bear on our objectivity and independence.

We confirm that the firm, the engagement team and the engagement partner comply with the FRC's Ethical Standard and are independent of the fund.

Should you have any comments or queries regarding any independence matters we would welcome their discussion in more detail.

## Fees

As per the engagement letter issued on 28<sup>th</sup> June 2024, the fee for this engagement is £13,000 before disbursements and VAT.







For more information:

Martin Gill

e: [martin.gill@bdo.co.uk](mailto:martin.gill@bdo.co.uk)

m: +44(0)7710 825650

The matters raised in our report prepared in connection with the audit are those we believe should be brought to your attention. They do not purport to be a complete record of all matters arising. This report is prepared solely for the use of the company and may not be quoted nor copied without our prior written consent. No responsibility to any third party is accepted.

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BDO LLP  
2 Atlantic Square  
31 York Street  
Glasgow  
G2 8NJ

Date: 17<sup>th</sup> December 2024  
Our Ref: CN/  
Enquiries to: Colin Neil  
Direct Line: 0141-201-4470  
E-mail: [colin.neil@ggc.scot.nhs.uk](mailto:colin.neil@ggc.scot.nhs.uk)

Dear Madam/Sirs

**Financial Statements of NHS Greater Glasgow and Clyde Patients' Private Funds for the period ended 31 March 2024**

We confirm that the following representations given to you in connection with your audit of the special purpose financial statements (the "financial statements") for the year ended 31 March 2024 are made to the best of our knowledge and belief, and after having made appropriate enquiries of other Board Members and officials of the NHS Greater Glasgow and Clyde Patients' Private Funds ('Patients' Private Funds').

We have fulfilled our responsibilities as Board Members for the preparation and presentation of the financial statements as set out in the terms of the engagement letter, and in particular that the financial statements have been prepared, in all material respects, in accordance with the 2023/24 NHS Board Accounts Manual and for making accurate representations to you.

We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence. In addition, all the accounting records of the Patients' Private Funds have been made available to you for the purpose of your audit as agreed in the terms of the audit engagement and all the transactions undertaken by the Patients' Private Funds have been properly recorded in the accounting records and reflected in the financial statements. All other records and related information, including minutes of all management and Board Members' meetings have been made available to you.

**Laws and regulations**

In relation to those laws and regulations which provide the legal framework within which our business is conducted and which are central to our ability to conduct our business, we have disclosed to you all instances of possible non-compliance of which we are aware and all actual or contingent consequences arising from such instances of non-compliance.

**Fraud and error**

We are responsible for adopting sound accounting policies, designing, implementing and maintaining internal control, to, among other things, help assure the preparation of the

financial statements in conformity with generally accepted accounting principles and preventing and detecting fraud and error.

We have considered the risk that the financial statements may be materially misstated due to fraud and have identified no risks.

To the best of our knowledge we are not aware of any fraud or suspected fraud involving management or employees. Additionally, we are not aware of any fraud or suspected fraud involving any other party that could materially affect the financial statements.

To the best of our knowledge we are not aware of any allegations of fraud or suspected fraud affecting the financial statements that have been communicated by employees, former employees, analysts, regulators or any other party.

### **Misstatements**

You have not advised us of any unadjusted misstatements in the financial statements or other information in the annual report.

### **Litigation and claims**

We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements and these have been accounted for and disclosed in accordance with the requirements of accounting standards.

We have disclosed to you all known contingencies and guarantees whose effect should be considered when preparing the financial statements and these have been disclosed and accounted for and disclosed in accordance with the requirements of accounting standards.

### **Confirmation**

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

### **Other Information**

We have informed you of all the documents that we expected to issue that may comprise other information. The financial statements and any other information obtained by you prior to the date of the auditor's report are consistent with one another, and the other information does not contain any material misstatements.

We confirm that the financial statements are free of material misstatements, including omissions.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware. Each Board Member has taken all the steps that they ought to have taken as a Board Member in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

(Signed on behalf of the Board)

Date: .....