Cash Management Process

**HSE Corporate Cash Drawdown Operational procedures:**

* Agencies must submit cash requirement reports upon request. Standard data collection forms will be issued from HSE Treasury on a weekly basis in the case of HSE Agencies and on a monthly basis in the case of HSE Voluntary Agencies.
* Cash requests are collated to determine the weekly cash requirement. Voluntary Agency submissions are reviewed to ensure they are in line with Monthly profile. The weekly payment run is determined and the cash ordered from the Department of Health.
* Payment runs are input on the financial system and the remittance advices are sent via email. Payments are normally set up for daily delivery processed on Thursday each week.
* Payment files are exported to the Banks Internet Banking Systems where relevant authorisation takes place and payments are sent.
* Actual cash drawn is monitored against ‘available profile’. Over cashing should be limited and controlled on a managed basis.
* Statutory Cash floats are to be minimised with a daily average recommendation of €5m. Voluntary Agencies Bank Balances are to be kept to a minimum and reduced in so far as practicable.

**Cash Management Procedures – HSE Voluntary Agencies only:**

* A full year’s monthly cash profile for the HSE must be submitted to the DOF each Year. The HSE is held to its own internal monthly profile with the DOF and in turn the HSE holds the HSE agency to their monthly profile.
* Yearly cash profiles are calculated for all agencies whom have to operate within those set budgets.
* In the absence of such a profile, agencies requests are aligned to prior years’ drawdowns taking into account the current financial factors. Voluntary Monthly limits may be exceeded, but only in exceptional cases and by prior authorisation through a cash acceleration process All agencies are required to be cash neutral by year-end. If not then cash overrun becomes first charge on following year.
* Actual cash delivery procedures as described above.

**HSE Corporate, Capital Cash Management Procedures**

* A full year’s monthly Construction and ICT cash profile for the HSE must be submitted to the DOF each January based on projections prepared by HSE Estates and HSE ICT.
* The HSE is held to its own internal monthly profile with the DOF and in turn the HSE holds the HSE business units to their monthly profile.
* The HSE Estate divisions process purchase orders against project budgets held on the Capital Management System (CMS) database and invoices are paid on weekly payment runs on Bankline by EFT.
* Claims made by HSE Voluntaries are posted as invoices and processed for payment on the weekly payment runs.
* The HSE Voluntary claims are made on a Form A which details the project approval and summarises the history of claims.
* A “Form A” is a certified completion document for work done, signed off by the appropriate personnel at HSE Operational level 5 (footnote - 5 For additional information and assistance with this process contact HSE Finance Capital Directorate.)

To validate a Form A the following checks must be completed

* + - The claim must be for an approved project,
    - The claim must not exceed the full total of the capital project,
    - The claim must be within the yearly profile for the project,
    - The form must be valid arithmetically,
    - The form must be properly authorised by two designated signatories, and dated accordingly.
* Additional monies are paid through capital for Clar and Rapid on behalf of Department of Community, Rural and Gaeltacht Affairs and recouped and Pobal funding which are outside the HSE Vote.
* Additional monies are paid through Revenue for Nursing monies on behalf of the Department of Health and Children (DoH&C), which is outside the HSE Vote and are recouped from the DoH&C.