

**Section 39 Annual Compliance Statement 2017 – Principal Updates compared to Section 39
Annual Compliance Statement 2016**

Annual Compliance Statement 2017	Annual Compliance Statement 2016
Annual Compliance Statement – Implementation (Page 3)	
<ul style="list-style-type: none"> ▪ The Statement needs to be approved by the Board of Directors / Governing Body, signed by the Chairperson and one other Member¹ on behalf of the Board of Directors / Governing Body, and be submitted to the Executive before the end of May each year, together with a copy of the Provider's audited Annual Financial Statements (in respect of the previous financial year). 	<ul style="list-style-type: none"> ▪ The Statement needs to be approved by the Board of Directors / Governing Body, signed by the Chairperson and one other Member¹ on behalf of the Board of Directors / Governing Body, and be submitted to the Executive before the end of May each year, together with a copy of the Provider's audited Annual Financial Statements (in respect of the previous financial year).
Part 1 Annual Compliance Statement Template: Section A : Board Compliance Statement	
<p>5. Finance</p> <p>5.1 The Annual Financial Statements of the Provider for the period covered by this Compliance Statement have been audited and have, along with the external auditor's certificate, the external auditor's management letter and any Management Response and/or Representations letter issued to the external auditors, been supplied to the HSE Named Contact, as per the Service Arrangement, for examination by them.</p> <p>5.2 The Provider has submitted its Annual Financial Monitoring Return to the HSE Named Contact, as per the Service Arrangement.</p> <p>5.3 The Provider has complied with the Department of Public Expenditure and Reform Circular 13/2014.</p> <p>5.4 The Provider's Auditors have been made aware of the requirements of the Executive under the Service Arrangement.</p> <p>5.5 An adequate financial control system is in place which includes written financial procedures.</p> <p>5.6 The number and type of bank accounts and credit card facilities are known to the Board and there is a formal Board process in place for the opening and closure of all bank accounts and credit card facilities. The Board are aware of all signatures to the organisation's bank accounts and credit cards and are satisfied that bank accounts and credit card accounts are being used appropriately.</p>	<p>5. Finance</p> <p>5.1 The Annual Financial Statements of the Provider for the period covered by this Compliance Statement have been audited and have, along with the external auditor's certificate, the external auditor's management letter and any Management Response and/or Representations letter issued to the external auditors, been supplied to the HSE Named Contact, as per the Service Arrangement, for examination by them.</p> <p>5.2 The Provider has complied with the Department of Public Expenditure and Reform Circular 13/2014.</p> <p>5.3 The Provider's Auditors have been made aware of the requirements of the Executive under the Service Arrangement.</p> <p>5.4 An adequate financial control system is in place which includes written financial procedures.</p> <p>5.5 The number and type of bank accounts and credit card facilities are known to the Board and there is a formal Board process in place for the opening and closure of all bank accounts and credit card facilities. The Board are aware of all signatures to the organisation's bank accounts and credit cards and are satisfied that bank accounts and credit card accounts are being used appropriately.</p>
Section B: Board Declaration of Compliance / Compliance with Exceptions	
<p>Strong due diligence procedures were exercised by the Board to satisfy itself in relation to the completeness and accuracy of this Compliance Statement. In this regard, having made enquiries of, and sought and considered formal written assurances from, the [insert title of post holder], this Compliance Statement (comprising Part 1 and Part 2 - submitted herewith) was approved by the Board of Directors / Governing Body and signed by the Chairperson and one other Member of [insert Name of Section 38 Provider] at its meeting dated [Insert date].</p>	<p>Having made enquiries of, and sought and considered formal written assurances from, the [insert title of post holder], this Compliance Statement (comprising Part 1 and Part 2 - submitted herewith) was approved by the Board of Directors / Governing Body and signed by the Chairperson and one other Member of [insert Name of Section 38 Provider] at its meeting dated [Insert date].</p>