

**NFR D – Financial Reporting  
Key Control Checklist**

	<b>Risk</b>	<b>Key Control</b>	<b>Section Reference</b>	<b>Preventative or Detective</b>	<b>Frequency of Control</b>
1	<ul style="list-style-type: none"> <li>▪ Disclosure risk</li> <li>▪ Completeness risk</li> </ul>	All disclosure notes in the AFS must be approved by the Chief Financial Officer.	2.2	Preventative	Transaction dependent
2	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	The HSE is not allowed to enter into any finance agreements without the sanction of the Minister of Finance (Circular No. 01/2021 Control of Secured Borrowing by General Government).	2.9	Preventative	Transaction dependent
3	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	For write-offs of amounts greater than €30,000, approval must be sought by the Chief Financial Officer, Hospital Groups, or the Head of Service or Function, or the Head of Finance, or a Delegated approver as well as the DoH through finance sanctions.	2.14	Preventative	Transaction dependent
4	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	HSE staff must be aware of the policies regarding the Audit File when posting journals. Sufficient and accurate evidence of all transactions must be documented and maintained in an appropriate manner. This ensures the audit trail is maintained on all income and expenses including the purpose of the income or expense and the reasoning behind its journal entry.	2.14 2.25	Preventative	Transaction dependent

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5	<ul style="list-style-type: none"> <li>▪ Completeness risk</li> <li>▪ Accuracy risk</li> </ul>	<p>Each accrual must provide supporting evidence for why it is required.</p> <p>For more on this, see Section 2.21 of NFR D.</p>	2.21	Preventative	Transaction dependent
6	<ul style="list-style-type: none"> <li>▪ Completeness risk</li> <li>▪ Accuracy risk</li> </ul>	<p>Staff who manage goods must examine materials which are obsolete or slow moving on a regular basis (at least twice yearly). Further details on what should be examined can be found in Section 3.2 of NFR D</p>	3.2	Preventative	At least twice yearly
7	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	<p>Reports on all write-offs less than €30,000 should be sent to the Assistant Chief Financial Officer at agreed intervals.</p>	3.2	Preventative	Transaction dependent
8	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	<p>Specific stock security measures:</p> <ul style="list-style-type: none"> <li>▪ Where possible, there should be a separate entry to offices attached to the supplies department.</li> <li>▪ The receiving area should be separated from stock holding areas.</li> <li>▪ The issuing area should be clearly separated from stock holding areas and receiving areas.</li> <li>▪ It is also important that all storage areas are suitable for the items that are held.</li> <li>▪ These areas must be kept clean and tidy to allow easy access to all</li> </ul>	3.3	Preventative	Transaction dependent

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		stock and to ensure the working environment remains safe for all staff and visitors.			
9	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	<p>A year–end stock take must be carried out in all locations where significant stocks are held.</p> <p>For more on the year-end stock take including the Manager’s responsibilities please see Section 4 of NFR D.</p>	4	Preventative and Detective	Annually
10	<ul style="list-style-type: none"> <li>▪ Misappropriated funds</li> <li>▪ Fraud risk</li> </ul>	Legal Awards and Settlements in excess of €50,000 or court awards against the HSE which have a wider public interest must receive prior specific approval of the DoH.	6.1	Preventative	Transaction dependent