



Nottinghamshire   
Local Medical Committee

Representing and supporting GPs

# FOCUS ON...

ISSUE 7: JULY 2023

**UNDERSTANDING YOUR  
PRACTICE FINANCES**

OUR EASY TO READ  
SUMMARY OF CURRENT  
ISSUES FOR GENERAL  
PRACTICE

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# Understanding your practice finances

The key to any successful business is having a thorough understanding of the financial accounts.

*“Practices need to keep on top of their income and expenditure, carry out constant reviews of expenditure and be mindful of any opportunities to expand their income.” Ramsay Brown and Partners*

It can seem daunting to begin with, but it is extremely important each partner has a detailed understanding of the practice finances.

**As your LMC, we strongly recommend that all partners in the partnership have full oversight and understanding of the practice finances.**

**Finances should never be left to just one individual to manage and access.**

**If in doubt, ask!**



For any further support on this or anything else please email us at [liaison@nottslmc.co.uk](mailto:liaison@nottslmc.co.uk) or call on 0115 977 1341.

# If you are a partner in a GP practice, can you answer the following questions?

Who can access the practice bank accounts and who can authorise transactions and payments?

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Do you know how to access the practice bank accounts?

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How much expenditure can an individual partner 'sign off' before approval from another partner/the partnership is needed?

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Do you know how to access and run your payroll system?

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# If you are a partner in a GP practice, can you answer the following questions? (continued)

Who has access to Open Exeter, CQRS and PCSE?

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How much can an employee/partner spend before approval is needed?

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How regularly do you meet with your practice accountant, and do you fully understand the information they provide you with?

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When are claims submitted to NHS England and the ICB? How often and by whom? Do you know how much you receive as a result?

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# If you are a partner in a GP practice, can you answer the following questions? (continued)

Do you have a robust financial plan in place for your practice?

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Do you know how much all your staff are paid? Do you have oversight of this? How is employee pay decided? How often is this reviewed and by whom?

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How often do you meet as a partnership to discuss practice finances?

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How are drawings divided between partners?

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# If you are a partner in a GP practice, can you answer the following questions? (continued)

Who signs off the partnership accounts?

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How are profits and losses distributed?

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When was your partnership agreement last updated?

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What are the rights and responsibilities of each partner?

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How often do you review your practice business plan?

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# If you are a partner in a GP practice, can you answer the following questions? (continued)

Who owns the practice premises and how are they paid for?

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Do you know the difference between reimbursable/non reimbursable costs?

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How often do you meet as a partnership to discuss practice finances?

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How are financial decisions made?

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