



**HELP FILE WITH REGARDS TO THE CMS STANDARDISED ELECTRONIC
MANAGEMENT ACCOUNTS TEMPLATE 2018**



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INTRODUCTION AND PURPOSE

In Circular 23 of 2018, the Council for Medical Schemes (CMS) communicated its intention to introduce a standardised electronic management accounts template as part of the Quarterly Returns submission process.

The CMS standardised electronic management accounts template together with Part 10 of the Quarterly Return is now a new requirement introduced with the 2018 Quarterly Returns. The purpose of this part is to allow schemes to electronically submit the supporting documentation to the quarterly returns, such as the scheme's management accounts, investment reconciliation and 3rd party investment schedules, as well the new CMS standardised electronic management accounts template for schemes to complete.

Electronic submission seeks to facilitate easier submission of the data and reduce wastage in terms of paper, printing, postage and storage costs. Electronic submission will also facilitate completeness of the quarterly return submission, as there are validation rules in place such that if there are no management accounts or 3rd party investment schedules attached then the return will not validate and final submission cannot occur.

The purpose for introducing a set of standardised electronic management accounts is as follows:

- 1) These management accounts will be in electronic Excel format, and will thus be easier to work with, share and store for record purposes;
- 2) Currently each scheme prepares its own set of management accounts based on their own preferences in terms of format and data distribution. By developing a standardised format for the industry, information contained within managements accounts can now be compared across all schemes. This will greatly facilitate the CMS in analysing data, comparing and monitoring;
- 3) The format of the electronic management accounts may assist certain schemes with their own internal reporting; and
- 4) The template may have the potential to replace or enhance other reporting systems of the CMS in the future i.e. better integration between the various systems or reporting tools.

There has been some concerns and questions raised regarding these electronic management accounts, to which the following should be noted:

- 1) This template does not seek to replace a scheme's own set of management accounts, as these are usually based on a scheme's own specific internal reporting requirements, but will instead be a submission requirement to the CMS;
- 2) The submission requirement of this template forms part of the Quarterly Returns, to be uploaded in the new Part 10. Hence this will not be a monthly requirement from schemes, but only as part of the Quarterly Returns submission;
- 3) The information to be completed in the template should match what the scheme is already completing for its own set of management accounts, and hence should not be entirely new or unfamiliar. The data should match and tie up;
- 4) The template has been designed to try and cater for a variety of different schemes and hence may contain numerous fields or rows which may or may not be applicable to any particular individual scheme. Where the template has rows or fields which are not applicable to the scheme, then they are simply not applicable. As mentioned in point 3, the information should match what the schemes already submit as their own management accounts, this is just however in a standardised format;



- 5) Where schemes have additional information not catered for in the standard fields, there are rows or fields which indicate “other (specify)” for schemes to fill in their own specific data and descriptions.
- 6) The template is not designed to be printed, hence will not necessarily be suitable as a printed pack; and
- 7) This template is the first version to be included in the Quarterly Return, and is expected to evolve and improve over time, assisted by industry input. The template will be made available on the CMS website under Publications – guidelines and manuals.

CONTACT US

Should a user experience any problems with the CMS standardised electronic management account template, he or she can contact either:

1. QRTemplate2018@medicalschemes.com , or
2. The relevant financial analyst from the CMS applicable to your scheme.

COMPLETING THE TEMPLATE

Schemes should begin by completing the cover page by inserting the name of the scheme, the scheme’s reference number, the reporting month (i.e. March is Mar), reporting year (i.e. 2018) and the reporting month number (i.e. March is 3).

If the reporting month and year is not completed, then certain pull through, formulas and vlookups will not function correctly.

The narrative can be completed after the template has been filled in and ratios determined. The scheme must provide a short description of the performance of the scheme under the various headings such as claims experience, membership, non-healthcare expenditure.

In general, it should be noted that the template is locked except for cells which need input. The reason for this is to ensure standardisation and protection of formulas. Rows, columns and formulas should not be deleted. There are separate tabs at the end of the workbook to allow for schemes to perform their own rough workings or notes under tabs “Scheme workings1, 2 and 3”.

There are sheets that are automatically populated based on what has been entered in other sheets. Guidance with regards to each part is detailed below.

Part 1 Scheme benefit options

After completing the cover page, schemes should then complete tab “P1 Options”, by inputting the applicable option names in the scheme, their benefit ID (if applicable or known) and a short description of the option in terms of how the scheme sees that specific option fitting in with the overall benefit offering by the scheme.

The completion of option names will filter through to the rest of the template. Unused option rows can be left blank.



Part 2.1 Membership year to date

In tab “P2.1 Membership YTD” schemes must just fill in the columns for average age and pensioner ratio per option. The membership data will pull through from parts “P2.2 Membership Monthly” and “P3.5 Budget”.

Part 2.2 Membership monthly

In tab “P2.2 Membership Monthly” schemes must fill in the monthly members and beneficiaries from January up to the applicable current month and manually fill in the prior December and prior year monthly figure as well.

Schemes must also manually input the prior December and prior year monthly figure for the total scheme average.

Budgeted data for membership is completed in tab “P3.5 Budget” and filters through to tabs P2.2, P2.1. and other sheets which contain budget information.

Part 3.1 Statement of financial performance – consolidated year to date

Tab P3.1 contains information of the scheme’s financial performance year to date, consolidated for all options, with comparisons to budgeted figures year to date, and prior December and prior year monthly figure.

For the financial performance sections P3.1 to P3.5, it is recommended to complete tabs P3.4 and P3.5 first, as information in these will pull through to the other tabs.

Therefore, for tab P3.1, schemes should just manually fill in December and prior year figures as well as the administration fees pabpm for prior December and prior year monthly figure in row 57. The rest will calculate from “P3.4 Option Periodic” and “P3.5 Budget”.

Part 3.2 Statement of financial performance – consolidated periodic results

Tab P3.2 contains information of the schemes financial performance on a periodic monthly basis, consolidated for all options.

Schemes do not need to manually complete any information in P3.2, as this information is populated based on data captured in “P3.4 Option Periodic”.

Part 3.3 Statement of financial performance – year to date option results

Tab P3.3 contains information of the scheme’s financial performance on a year to date basis per individual option.

Schemes do not need to manually complete any information in P3.3, as this information is populated based on data captured in “P3.4 Option Periodic”.

Part 3.4 Statement of financial performance – periodic option results

Tab P3.4 contains information of the scheme’s financial performance on a monthly periodic basis per individual option.



Schemes need to fill in financial data monthly per option from January until the current applicable month. Data is not cumulative, but rather financial data for that month. Year to date data will be totalled in column “N” and option results consolidated at the bottom of the sheet. Hence tab P3.4 is required to be completed first, before tabs P3.1, P3.2 and P3.3 can be finalised.

Budgeted data feeds in from tab “P3.5 budget”.

Part 3.5 Statement of financial performance – periodic option budget

Tab P3.5 contains information of the scheme’s budgeted financial performance on a monthly periodic basis per individual option.

This information needs to be completed for the full year, based on the scheme’s budget per option. Budgeted information in this part feeds through to the other tabs in P3.1 to P3.4.

Information is to be filled in on an individual monthly basis, and not cumulative. Formulas will aggregate the data on a cumulative basis, and consolidate it for the scheme as a whole at the bottom of the sheet.

Budgeted membership and beneficiary data also needs to be filled in on an option level, and will feed through to tabs P2.1 and P2.2.

Part 4 Statement of financial position

Tab P4 contains information of the scheme’s financial position, on a monthly basis, with comparison to the prior December and prior year monthly figure.

Much of the information in tab P4 pulls through from the notes in P6.1 and P6.2, however there is some manual data to be inputted directly in tab P4. Where asked to specify and that field is applicable, please amend descriptions accordingly. The following needs to be manually completed in tab P4:

- All prior December and prior year monthly figures for the particular month
- Plant and equipment
- Inventories
- Other current assets 1 & 2 (including the description if required)
- Accumulated funds
- Revaluation reserves for investments and property & equipment
- Reserves set aside for specific purpose 1 & 2 and Other reserves 1 & 2 (including the description if required)
- Minority Interest
- Borrowings
- Other non-current liabilities 1 & 2
- Annualised Gross Contributions (if other method used)
- Encumbered assets
- Outstanding contributions, in row 91 (prior December and prior year monthly figure)
- Reported claims not yet paid, in row 92 (prior December and prior year monthly figure)
- Annualised risk claims, in row 93 (prior December and prior year monthly figure)



Part 5 Statement of changes in member's funds

Tab P5 contains information of the schemes reserves and accumulated funds, from the beginning of the year to date. All cells are unlocked for entry except for descriptions and totals.

Part 6.1 Notes to the statement of financial position

Tab P6.1 contains information supporting the detail to be contained in the statement of financial position tab P4, hence much of the information inputted here pulls through to tab P4.

All cells are unlocked for entry except for descriptions and totals. Note that some of the information detail is for the current month (e.g. March), and some information (namely totals) for historic monthly capture (January to March). The historic monthly total generally pulls through to tab P4.

Where the scheme needs to use their own specific descriptions, there are rows or fields accommodated for this by use of "other (specify)".

Part 6.2 Notes to the statement of financial performance.

Tab P6.2 contains information supporting the detail to be contained in the statement of financial performance tab P3.1. There is an integrity check section in tab P7, which compares the information inputted in tab P6.2 to tab P3.1.

All cells are unlocked for entry except for descriptions and totals. Where the scheme needs to use their own specific descriptions, there are rows or fields accommodated for this by use of "other (specify)"

Part 7 Integrity checks

Tab P7 is a section of formulas to perform comparisons between various sections of the template to ensure integrity of the data. Currently there are sections for membership, and certain information for the statements of financial position and performance.

Scheme workings

Should schemes wish to perform their own workings or provide additional information or reconciliations, then tabs "Scheme workings1, 2 and 3" are made for this purpose. These are fully unlocked.