

## Closedown Timetable 2006/07

Task	Completion date		Responsible officer
Issue final accounts timetable	Fri	26 <sup>th</sup> Jan	HF
Send e-mail to check whether balancing of holding codes and cash/refunds are up to date	Mon	29 <sup>th</sup> Jan	HF
Closedown timetable e-mailed to External Audit	Mon	12 <sup>th</sup> Feb	HF
Issue feeder timetable/year-end guidance notes to Directorates and accountants	Mon	12 <sup>th</sup> Feb	HF
Report to CMB on Closedown including timetable	Tue	27 <sup>th</sup> Feb	DP/HF
Supply FRS17 data to WCC	Wed	28 <sup>th</sup> Feb	ASm
Prepare pro forma Statements including SORP changes	Wed	28 <sup>th</sup> Feb	HF
Out of date creditor cheques to be processed	Fri	16 <sup>th</sup> Mar	ASm/AU
Last date for receipt of sundry debtor account requests for 2006/07 in Revenues <b>at the Town Hall</b>	Mon	19 <sup>th</sup> Mar	Directorates
Memo sent to Members Services to supply details of any business interests recorded by members in Register of Interests	Fri	30 <sup>th</sup> Mar	HF
Stock valuations to be completed	Fri	30 <sup>th</sup> Mar	Directorates
Capital charges for Support services and Admin buildings including estimated deferred charges	Fri	30 <sup>th</sup> Mar	SBch
Balancing and posting government grants to CRA	Fri	30 <sup>th</sup> Mar	HF
Letters to Officers re related party disclosures	Fri	30 <sup>th</sup> Mar	AMc
Accountants meeting with External audit re working papers		TBA	Accountants
Provision of 2006/07 valuation schedules to Technical section	Mon	2 <sup>nd</sup> Apr	AH
Impairment review information sent to Technical section	Thu	5 <sup>th</sup> Apr	AH
Final date for inputting Direct Debits	Thu	5 <sup>th</sup> Apr	ASm/AU
BT bulk bill – 4 <sup>th</sup> quarter	Thu	5 <sup>th</sup> Apr	IT accountant
Journals for stock valuations to be processed	Thu	5 <sup>th</sup> Apr	IT accountant, GE, CS
CRB recharges to Directorates	Thu	5 <sup>th</sup> Apr	ASm
POP accrual journal circulated to accountants	Thu	5 <sup>th</sup> Apr	DE
Analysis of 2005/06 pension payments to WCC across Cedar codes	Tue	10 <sup>th</sup> Apr	ASm
Accommodation recharges	Tue	10 <sup>th</sup> Apr	BR
Car loan accounts balanced and journals completed	Wed	11 <sup>th</sup> Apr	CJ
Finalise spreadsheets for FRS 17 calculations	Wed	11 <sup>th</sup> Apr	HF
Report to Audit Committee on Closedown timetable	Fri	13 <sup>th</sup> Apr	DP/HF
Final ICT SLA and development charges	Fri	13 <sup>th</sup> Apr	IT accountant
Completion of central telephone charges	Mon	16 <sup>th</sup> Apr	IT accountant
Allocation of corporate training (plus budget)	Tue	17 <sup>th</sup> Apr	BR
Journals for depreciation to be processed	Tue	17 <sup>th</sup> Apr	SBch
Journals for impairment to be processed	Tue	17 <sup>th</sup> Apr	SBch
Clear Insurance holding codes	Tue	17 <sup>th</sup> Apr	AR
Recharge of IT/IEG base budget cost centres	Tue	17 <sup>th</sup> Apr	IT accountant

(plus budget)			
Allocation of Property services (plus budget)	Tue	17 <sup>th</sup> Apr	BR
Last date for petty cash claims to be received by Payments section	Wed	18 <sup>th</sup> Apr	Directorates
Last date for receipt in Payments section of invoices to be coded in 2006/07	Wed	18 <sup>th</sup> Apr	Directorates
Recharge of IT capital and support services charges to programme areas	Wed	18 <sup>th</sup> Apr	IT accountant
Allocation of corporate costs (plus budget)	Wed	18 <sup>th</sup> Apr	BR
Adjustments to POP accrual to be notified to DE	Thu	19 <sup>th</sup> Apr	Accountants
Jarvis March charges coded to Cedar	Thu	19 <sup>th</sup> Apr	CS
Allocation of INFO charges (plus budget)	Thu	19 <sup>th</sup> Apr	BR
POP accrual posted	Fri	20 <sup>th</sup> Apr	DE
Support Services SLA charges	Fri	20 <sup>th</sup> Apr	BR
Last date for receipt of internal transfers into accountancy	Fri	20 <sup>th</sup> Apr	Directorates
Review level of insurance provision and adjust as appropriate	Fri	20 <sup>th</sup> Apr	DP/AR
Council Tax and NNDR year end information to be received by accountancy	Fri	20 <sup>th</sup> Apr	RM
Old debtors system balancing information to accountancy	Fri	20 <sup>th</sup> Apr	AC
Housing & Council Tax Benefit expenditure figures to accountancy	Fri	20 <sup>th</sup> Apr	AB/MT
Print of creditors control account produced and reconciled to Cedar	Fri	20 <sup>th</sup> Apr	DE
Print of debtors control account produced and reconciled to Cedar	Fri	20 <sup>th</sup> Apr	DE
Period 13 closed and re-opened for historic journals only	Fri	20 <sup>th</sup> Apr	DE
Last date for transactions relating to Social Care section 31 arrangements	Fri	20 <sup>th</sup> Apr	SM
Corporate property pool allocations	Tue	24 <sup>th</sup> Apr	BR
Last date for receipt for debtors and creditors lists to accountants	Wed	25 <sup>th</sup> Apr	Directorates
Pooled budget memorandum accounts to PCT	Thur	26 <sup>th</sup> April	SM
Legal services to provide list of contingent liabilities	Fri	4 <sup>th</sup> May	KO'K
Receive FRS 17 information from WCC	Fri	4 <sup>th</sup> May	WCC
Last date for posting entries to schools	Fri	4 <sup>th</sup> May	Directorates/ service accountants
Holding codes cleared	Tue	8 <sup>th</sup> May	Accountants
Housing Benefit subsidy figures to accountancy	Tue	8 <sup>th</sup> May	AB/MT
Verify FRS17 information	Tue	8 <sup>th</sup> May	HF
Journal FRS 17 adjustments	Wed	9 <sup>th</sup> May	HF
Collection fund accounts completed	Wed	9 <sup>th</sup> May	Corporate Accountant
Debt financing items	Wed	9 <sup>th</sup> May	HF/SBch
Capital accounts closed	Wed	9 <sup>th</sup> May	JS
Journals for capital financing completed	Thu	10 <sup>th</sup> May	JS
Pooled capital receipts entries	Thu	10 <sup>th</sup> May	JS
Deferred charges (and grants) written off to revenue accounts	Thu	10 <sup>th</sup> May	SBch
Journals for property revaluations to be	Fri	11 <sup>th</sup> May	SBch

processed			
Consolidated bank reconciliation completed	Fri	11 <sup>th</sup> May	LB
Trust Fund accounts closed	Fri	11 <sup>th</sup> May	MG, HF, Property accountant
Revenue Accounts closed	Fri	11 <sup>th</sup> May	HF
ICT accounts cleared to I&E Account	Mon	14 <sup>th</sup> May	HF/ IT accountant
Transfer Directorate spend to I&E	Mon	14 <sup>th</sup> May	HF
Adjustments to reserves	Tue	15 <sup>th</sup> May	HF
Investment income	Tue	15 <sup>th</sup> May	SBch
Appropriations to CFR	Tue	15 <sup>th</sup> May	HF/SBch
I&E account completed	Wed	16 <sup>th</sup> May	HF
Letters to Members re related party disclosures	Fri	18 <sup>th</sup> May	AMc
BVACOP analysis of Service areas for I&E sent to HF	Fri	18 <sup>th</sup> May	Accountants
Balance Sheet completed	Fri	18 <sup>th</sup> May	HF
Statement of Internal Control finalised	Mon	11 <sup>th</sup> Jun	TF
Final date for receiving information for notes to the accounts <b>(see detailed schedule)</b>	Fri	15 <sup>th</sup> Jun	See Statements timetable
Statement of Accounts finished	Fri	22 <sup>nd</sup> Jun	HF
Audit Committee	Fri	29 <sup>th</sup> Jun	
Last date for R.O information to be produced	Fri	6 <sup>th</sup> July	Accountants
RO/CO forms to ODPM	Fri	13 <sup>th</sup> July	HF/Corporate Accountant
Last date for Working papers for Audit Commission in electronic format e-mailed to HF	Mon	16 <sup>th</sup> July	Accountants
Working papers to Audit Commission	Mon	30 <sup>th</sup> July	HF
External audit starts	Mon	30 <sup>th</sup> July	External Audit
Last date for advert of public inspection to appear		TBA	
Period of Public Inspection starts		TBA	
Meeting to discuss matters arising during audit		TBA	External Audit, HF, DP
External audit finishes	Fri	31 <sup>st</sup> Aug	External Audit
Meeting to finalise any amendments arising as a result of External audit		TBA	External Audit, HF, DP
Letter of Representation to be sent to Auditors		TBA	SR
Auditors appointed day		TBA	External Audit
Provisional date for SAS610 meeting with Audit committee		TBA	
Issue of Audit Opinion	Fri	28 <sup>th</sup> Sep	External Audit
Publication of Statements on Council's website	Fri	28 <sup>th</sup> Sep	HF

### Abbreviations for Responsible Officers

AB – Alison Bowen	HF- Heather Foster	DP – David Powell
SBch – Sam Birch	MG – Malcolm Green	BR – Bob Rawlinson
CB – Colin Birks	AH – Alison Hext	AR – Andrew Rewell
LB – Lin Bradford	CJ – Christine Jones	ASm – Alun Smith
AC – Alison Cook	KO’K – Kevin O’Keefe	JS – Josie Smith
DE – Derek Edwards	AMc – Alan McLaughlin	CS – Cathy Stokes
GE – Greg Evans	SM – Sarah Meredith	MT – Mike Toney
TF – Tony Ford	RM – Rob Morgan	AU – Andrea Upton