

## Closedown Timetable 2005/06

<b>Task</b>	<b>Completion date</b>		<b>Responsible officer</b>
Prepare pro forma Statements including SORP changes	Fri	13 <sup>th</sup> Jan	HF
Issue final accounts timetable	Fri	20 <sup>th</sup> Jan	HF/DK
Send e-mail to check whether balancing of holding codes and cash/refunds are up to date	Mon	30 <sup>th</sup> Jan	HF
Closedown timetable e-mailed to External Audit	Mon	13 <sup>th</sup> Feb	HF
Issue feeder timetable/year-end guidance notes to Directorates and accountants	Mon	13 <sup>th</sup> Feb	HF/DK
Report to CMB on Closedown including timetable			SR/DK
Report to SMT on Closedown including timetable			DK
Report to Audit Committee of Closedown timetable	Mon	20 <sup>th</sup> Feb	SR/DK
Allocation bases for recharging corporate costs to be provided to GE	Mon	27 <sup>th</sup> Feb	JBt, StM
Allocation bases for recharging corporate training to be provided to HF	Mon	27 <sup>th</sup> Feb	AA
Allocation bases for recharge of IT/IEG base budget to be agreed	Mon	27 <sup>th</sup> Feb	JM
Allocation bases for recharge of INFO to be agreed	Mon	27 <sup>th</sup> Feb	GE
Allocation bases for recharge of Property services to be agreed	Mon	27 <sup>th</sup> Feb	CB/KM
Letters to Officers and Members re related party disclosures (to be returned by 31 <sup>st</sup> March)	Wed	1 <sup>st</sup> Mar	K O'K
Supply FRS17 data to WCC	Wed	1 <sup>st</sup> Mar	ASm/DK
Out of date creditor cheques to be processed	Fri	17 <sup>th</sup> Mar	ASm/AU
Last date for receipt of sundry debtor account requests for 2005/06 in Revenues <b>at the Town Hall</b>	Mon	20 <sup>th</sup> Mar	Directorates
Request sent to Members Services to supply details of any business interests recorded by members in Register of Interests	Fri	31 <sup>st</sup> Mar	DK
Stock valuations to be completed	Fri	31 <sup>st</sup> Mar	Directorates
Capital charges for Support services and Admin buildings including estimated deferred charges	Fri	31 <sup>st</sup> Mar	SBch
Balancing and posting government grants to CRA	Fri	31 <sup>st</sup> Mar	HF
Accommodation recharges	Mon	3 <sup>rd</sup> Apr	KM
Completion of 2005/06 valuation programme for properties	Mon	3 <sup>rd</sup> Apr	AH
Provision of valuation schedules to Technical section	Tue	4 <sup>th</sup> Apr	AH
Impairment review information sent to Technical section	Fri	7 <sup>th</sup> Apr	AH
Support Services SLA charges	Fri	7 <sup>th</sup> Apr	HF
Final date for inputting Direct Debits	Fri	7 <sup>th</sup> Apr	ASm/AU
BT bulk bill – 4 <sup>th</sup> quarter	Fri	7 <sup>th</sup> Apr	JM
Journals for stock valuations to be processed	Fri	7 <sup>th</sup> Apr	JM, GE, CS
CRB recharges to Directorates	Fri	7 <sup>th</sup> Apr	ASm

POP accrual journal circulated to accountants	Fri	7 <sup>th</sup> Apr	DE
Analysis of 2005/06 pension payments to WCC across Cedar codes	Mon	10 <sup>th</sup> Apr	ASm
Car loan accounts balanced and journals completed	Wed	12 <sup>th</sup> Apr	CJ
Finalise spreadsheets for FRS 17 calculations	Wed	12 <sup>th</sup> Apr	HF
Completion of central telephone charges	Tue	18 <sup>th</sup> Apr	JM
Journals for depreciation to be processed	Tue	18 <sup>th</sup> Apr	SBch
Journals for notional interest to be processed	Tue	18 <sup>th</sup> Apr	SBch
Journals for impairment to be processed	Tue	18 <sup>th</sup> Apr	SBch
Clear Insurance holding codes	Tue	18 <sup>th</sup> Apr	AR
Recharge of IT/IEG base budget cost centres (plus budget)	Tue	18 <sup>th</sup> Apr	JM
Final ICT SLA and development charges	Tue	18 <sup>th</sup> Apr	JM
Allocation of corporate costs (plus budget)	Tue	18 <sup>th</sup> Apr	GE
Allocation of corporate training (plus budget)	Tue	18 <sup>th</sup> Apr	HF
Allocation of Property services (plus budget)	Tue	18 <sup>th</sup> Apr	KM
Last date for petty cash claims to be received by Payments section	Wed	19 <sup>th</sup> Apr	Directorates
Last date for receipt in Payments section of invoices to be coded in 2005/06	Wed	19 <sup>th</sup> Apr	Directorates
Recharge of IT capital and support services charges to programme areas	Wed	19 <sup>th</sup> Apr	JM
Adjustments to POP accrual to be notified to DE	Thu	20 <sup>th</sup> Apr	Accountants
Jarvis March charges coded to Cedar	Thu	20 <sup>th</sup> Apr	CS
POP accrual posted	Fri	21 <sup>st</sup> Apr	DE
Allocation of INFO charges (plus budget)	Fri	21 <sup>st</sup> Apr	GE
Last date for receipt of internal transfers into accountancy	Fri	21 <sup>st</sup> Apr	Directorates
Review level of insurance provision and adjust as appropriate	Fri	21 <sup>st</sup> Apr	DK/AR
Council Tax and NNDR year end information to be received by accountancy	Fri	21 <sup>st</sup> Apr	RM
Old debtors system balancing information to accountancy	Fri	21 <sup>st</sup> Apr	AC
Housing & Council Tax Benefit expenditure figures to accountancy	Fri	21 <sup>st</sup> Apr	SB
Print of creditors control account produced and reconciled to Cedar	Fri	21 <sup>st</sup> Apr	HF/DE
Print of debtors control account produced and reconciled to Cedar	Fri	21 <sup>st</sup> Apr	AC/DE
Period 13 closed and re-opened for historic journals only	Fri	21 <sup>st</sup> Apr	DE
Last date for transactions relating to Social Care section 31 arrangements	Fri	21 <sup>st</sup> Apr	PT/service accountants
Corporate property pool allocations	Tue	25 <sup>th</sup> Apr	KM
Last date for receipt for debtors and creditors lists to accountants	Wed	26 <sup>th</sup> Apr	Directorates
Journals for property revaluations to be processed	Fri	28 <sup>th</sup> Apr	SBch
Legal services to provide list of contingent liabilities	Fri	5 <sup>th</sup> May	KO'K
Receive FRS 17 information from WCC	Fri	5 <sup>th</sup> May	WCC

Last date for posting entries to schools	Fri	5 <sup>th</sup> May	Directorates/ service accountants
Holding codes cleared	Mon	8 <sup>th</sup> May	Accountants
Housing Benefit subsidy figures to accountancy	Mon	8 <sup>th</sup> May	SB
Verify FRS17 information	Tue	9 <sup>th</sup> May	HF
Journal FRS 17 adjustments	Wed	10 <sup>th</sup> May	HF
Collection fund accounts completed	Wed	10 <sup>th</sup> May	KM
Amra & debt financing items	Wed	10 <sup>th</sup> May	SC
Capital accounts closed	Wed	10 <sup>th</sup> May	JS
Journals for capital financing completed	Thu	11 <sup>th</sup> May	JS
Deferred charges (and grants) written off to revenue accounts	Thu	11 <sup>th</sup> May	SBch
Consolidated bank reconciliation completed	Fri	12 <sup>th</sup> May	LB
Trust Fund accounts closed	Fri	12 <sup>th</sup> May	MG, KM, HF
Revenue Accounts closed	Fri	12 <sup>th</sup> May	HF
Statement of Internal Control finalised	Fri	12 <sup>th</sup> May	TF
ICT accounts cleared to Consolidated Revenue Account	Mon	15 <sup>th</sup> May	HF/JM
Transfer programme areas to CRA	Mon	15 <sup>th</sup> May	HF
Adjustments to reserves	Tue	16 <sup>th</sup> May	HF
Investment income	Tue	16 <sup>th</sup> May	SC
Appropriations to CFR	Tue	16 <sup>th</sup> May	SC
Consolidated Revenue account completed	Wed	17 <sup>th</sup> May	HF
BVACOP analysis of Service areas for CRA sent to HF (unless new Cedar structure in place)	Fri	19 <sup>th</sup> May	Accountants
Balance Sheet completed	Fri	19 <sup>th</sup> May	HF
Final Out-turn report to CMB	Tue	6 <sup>th</sup> Jun	DK
Final date for receiving information for notes to the accounts <b>(see detailed schedule)</b>	Fri	16 <sup>th</sup> Jun	See Statements timetable
Statement of Accounts finished	Fri	23 <sup>rd</sup> Jun	HF
Audit Committee	Fri	30 <sup>th</sup> Jun	SR/DK/HF
Last date for Working papers for Audit Commission in electronic format e-mailed to HF	Mon	17 <sup>th</sup> July	Accountants
Last date for advert of public inspection to appear	Mon	17 <sup>th</sup> July	DK
Last date for R.O information to be produced	Fri	21 <sup>st</sup> July	Accountants
Working papers to Audit Commission	Fri	21 <sup>st</sup> July	HF
External audit starts	Mon	24 <sup>th</sup> July	External Audit
RO/CO forms to ODPM	Mon	31 <sup>st</sup> July	HF,SC
Period of Public Inspection starts (20 working days)	Fri	4 <sup>th</sup> Aug	
Meeting to discuss matters arising during audit	TBA	July/Aug	External Audit, HF, DK
External audit finishes	TBC		External Audit
Meeting to finalise any amendments arising as a result of External audit	TBA		External Audit, HF, DK
Letter of Representation to be sent to Auditors	Mon	4 <sup>th</sup> Sept	SR
Auditors Appointed day	Mon	4 <sup>th</sup> Sept	External Audit
Provisional date for SAS610 meeting with Audit committee or notify changes to the Audit Committee	Mon	20 <sup>th</sup> Sept	DK
Issue of Audit Opinion	Fri	29 <sup>th</sup> Sept	External Audit
Publication of Statements on Council's website	Fri	29 <sup>th</sup> Sep	HF

Statement of Accounts (glossy) published	Fri	20 <sup>th</sup> Oct	HF
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**Abbreviations for Responsible Officers**

AA – Amanda Attfield	HF- Heather Foster	SR – Sonia Rees
SB – Susie Binns	MG – Malcolm Green	AR – Andrew Rewell
SBch – Sam Birch	AH – Alison Hext	ASm – Alun Smith
CB – Colin Birks	CS – Cathy Stokes	JS – Josie Smith
LB – Lin Bradford	CJ – Christine Jones	PT – Pat Turvey
JBt – John Burnett	DK – David Keetch	AU – Andrea Upton
SC – Steve Cameron	StM – Steve Martin	
AC – Alison Cook	RM – Rob Morgan	
DE – Derek Edwards	JM – Joe Morris	
GE – Greg Evans	KM – Karen Morris	
TF – Tony Ford	KO’K – Kevin O’Keefe	