

2013-14 YEAR-END SUMMARY TIMETABLE

Activity	2013-14 Deadline
Training CDC	10:30am Mon 25 Mar
Deadline for receiving invoices into Creditors	12pm Wed 26 Mar
Deadline for authorising invoices for payment in 2013-14 on Agresso	5pm Thurs 27 Mar
Deadline for raising Debtor invoices	12pm Mon 31 Mar
Final cheque and BACS payments run	Mon 31 Mar
Accounting period 12 closed on Agresso	5pm Mon 31 Mar
Purchase Orders for goods not received by 31 st March to be rolled forward into the next financial year. Where the goods/services have been received and we do not have an invoice, a Goods Received Note needs to be produced on Agresso (by 27 March) and an accrual will be automatically raised.	Wed 2 Apr
Petty Cash / Imprest accounts balanced and certificates returned to Finance	Thurs 3 Apr
Inventory Certificates returned to Finance	Thurs 3 Apr
Deadline for submission of Accruals forms to Finance	5pm Tue 8 Apr
Deadline for all accruals to be processed	Fri 11 Apr
Final deadline for receipt of Internal Invoices	Fri 11 Apr
All Capital projects finalised	Fri 11 Apr
Impairment review to be completed	Tue 15 Apr
Period 13 Draft Budget Monitoring reports produced	Fri 17 Apr
Issue final period 13 Budget Monitoring Report for sign-off	Wed 7 May
Revenue/Capital Outturn to JMT	Fri 9 May
Period 13 revenue accounts closed	Wed 14 May
All Balance Sheet accounts closed and reconciled	Tue 20 May
"Draft" Statement of Accounts CDC	Fri 30 May
Informal review of Statement of Accounts at AARC CDC	Wed 25 June
Sign "subject to audit" Statement of Accounts at AARC CDC	Wed 25 June
Revenue/Capital Out-turn forms completed and returned to CLG	Fri 11 July
Whole of Government Accounts forms completed and returned to CLG	Thurs 31 July
Accounts on deposit advertised	July (TBC)
Audit of the Statement of Accounts 2013-14	July (TBC)
Public Inspection	Aug (TBC)
Sign-off final audited Statement of Accounts at AARC CDC	Wed 24 Sept