

**2014-15 YEAR-END SUMMARY TIMETABLE**

Activity	Responsible Officer	2014-15 Deadline
Training CDC	Denise Taylor, Leanne Lock, Brian Wallace	10:30am Wed 11 Mar
Creditors deadline for receiving invoices in Finance	All Services	12pm Tues 24 Mar
<b>Creditors deadline for authorising invoices for payment in 2014-15 on Agresso</b>	<b>All Agresso Authorisers</b>	<b>4pm Wed 25 Mar</b>
<b>Deadline for raising Debtor invoices in Agresso</b>	<b>All Services</b>	<b>4pm Wed 25 Mar</b>
Agresso closed to all Services	All Services	5pm wed 25 Mar
Creditors Final cheque and BACS payments run	Ruth Hopkins	Fri 27 Mar
Debtors final run	Sue Brennan	Fri 27 Mar
Accounting period 12 closed on Agresso	Sarah Robinson	5pm Tues 31 Mar
Fixed Asset Valuations & Impairments completed and sent to Finance	John Slack	Tues 31 Mar
<b>Purchase Orders for goods not received by 31<sup>st</sup> 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 4pm Wed 25 March) and an accrual will be automatically raised.</b>	<b>All Services</b>	<b>Tues 31 Mar</b>
Petty Cash / Imprest accounts balanced and certificates returned to Finance	All Services	Tues 31 Mar
Inventory Certificates returned to Finance	All Services	Tues 31 Mar
<b>Deadline for submission of Accruals forms to Finance</b>	<b>All Services</b>	<b>5pm Wed 8 Apr</b>
<b>Final deadline for receipt of Internal Invoices</b>	<b>All Services</b>	<b>5pm Wed 8 Apr</b>
Deadline for all accruals to be processed	Sarah Robinson	Fri 10 Apr
All Capital projects finalised		Fri 10 Apr
Fixed Assets & Impairment to be completed by Finance	Chris Ayriss	Thurs 16 Apr
Period 13 Draft Budget Monitoring reports produced	Service Accountants	Fri 17 Apr
Period 13 Budget Monitoring Reports for final sign-off (issued 30/4/15)	Service Accountants	Wed 6 May
Period 13 revenue accounts closed	Sarah Robinson	Wed 6 May
<b>Revenue/Capital Outturn to JMT</b>	<b>Paul Sutton</b>	<b>Fri 8 May</b>
All Balance Sheet accounts closed and reconciled	All Finance	Wed 13 May
"Draft" Statement of Accounts CDC		Wed 20 May
Informal review of Statement of Accounts at AARC CDC		Wed 24 June
Sign "subject to audit" Statement of Accounts at AARC CDC		Wed 24 June
Revenue/Capital Out-turn forms completed and returned to CLG		Fri 10 July
Whole of Government Accounts forms completed and returned to CLG		Fri 31 July
Accounts on deposit advertised		July (TBC)
Audit of the Statement of Accounts 2014-15		July (TBC)
Public Inspection		Aug (TBC)
Sign-off final audited Statement of Accounts at AARC CDC		Wed 23 Sept