

**2015-16 YEAR-END SUMMARY TIMETABLE**

<b>Activity</b>	<b>Responsible Officer</b>	<b>2015-16 Deadline</b>
Communications to all Services	Denise Taylor,	Tues 8 Mar
Deadline for receiving invoices into Creditors	All Services	12noon Wed 23 Mar
<b>Deadline for authorising invoices for payment in 2015-16 on Agresso</b>	<b>All Agresso Authorisers</b>	<b>4pm Thurs 24 Mar</b>
<b>Deadline for raising Debtor invoices</b>	<b>All Services</b>	<b>4pm Tues 29 Mar</b>
Agresso closed to all Services	All Services	5pm Tues 29 Mar
<b>Purchase Orders for goods not received by 31 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 29 March) and an accrual will be automatically raised.</b>	<b>All Services</b>	<b>Tues 29 Mar</b>
Creditors Final cheque and BACS payments run	Ruth Hopkins/David Symons	Tues 29 Mar
Debtors final run	Bev Conway/Sue Brennan	Thurs 31 Mar
Accounting period 12 closed on Agresso	Rachel Ainsworth	5pm Thurs 31 Mar
Fixed Asset Valuations & Impairments complete and sent to Finance	John Slack	Thurs 31 Mar
Petty Cash / Imprest accounts balanced and certificates returned to Finance	All Services	Thurs 31 Mar
Inventory Certificates returned to Finance	All Services	Thurs 31 Mar
<b>Deadline for submission of Accruals forms to Finance</b>	<b>All Services</b>	<b>5pm Fri 8 Apr</b>
<b>Final deadline for receipt of Internal Invoices</b>	<b>All Services</b>	<b>5pm Fri 8 Apr</b>
Deadline for all accruals to be processed	Bryan Eggbeer	Mon 11 Apr
All Capital projects finalised		Mon 11 Apr
Fixed Assets & Impairment to be completed by Finance	IT&PA	Mon 18 Apr
Period 13 Draft Budget Monitoring reports produced	Denise Taylor	Mon 18 Apr
Issue final period 13 Budget Monitoring Report for sign-off	Denise Taylor	Wed 4 May
Period 13 revenue accounts closed	Rachel Ainsworth	Wed 4 May
All Balance Sheet accounts closed and reconciled		Fri 13 May
"Draft" Statement of Accounts CDC		Fri 27 May
<b>Revenue/Capital Outturn to JMT</b>	<b>Paul Sutton</b>	<b>Wed 15 June</b>
Informal review of Statement of Accounts at AARC CDC		Wed 29 June
Sign "subject to audit" Statement of Accounts at AARC CDC		Wed 29 June
Whole of Government Accounts forms completed and returned to CLG		Mon 11 July
Revenue/Capital Out-turn forms completed and returned to CLG		Mon 11 July
Accounts on deposit advertised		July (TBC)
Public Inspection		July (TBC)
Audit of the Statement of Accounts 2015-16		(Starting) Mon 15 Aug
Sign-off final audited Statement of Accounts at AARC CDC		Wed 21 Sept