

No.	Target Date	Area	Topic	Task	Responsible Officer	Completed
1	Fri 17th Dec 2010	Code of Practice	Code of Practice	Order the new guidance notes	Jessica Lacey	Done, received 30th Dec
2	Fri 31st Dec 2010	Admin	Forms	Set-up accruals forms for 2010/11 distribution	Leanne Lock	Done 20th Dec 2010
3	Fri 31st Dec 2010	IFRS Transition	Fixed Assets	Agree with Estates all Investment Properties needing	Jessica Lacey	Done 30th Dec 2010
4	Fri 31st Dec 2010	IFRS Transition	Fixed Assets	Agree with Estates all Assets Held for Sale needing	Jessica Lacey	Done 30th Dec 2010
5	Fri 14th Jan 2011	IFRS Transition	Leases	Re-issue all lease information originally gathered in Winter 09/10 and ask for updates	Leanne Lock	
6	Wed 19th Jan 2011	Meetings	Accounts, Audit & Risk Committee	Present year-end update to committee	Karen Curtin	
7	Fri 21st Jan 2011	IFRS Transition	Balance Sheet	Complete set-up of new tree and test it on Excellerator report	Leanne Lock / Louise O'Neill	
8	Tue 25th Jan 2011	IFRS Transition	Balance Sheet	All grants information to be returned to Technical Accountant	Service Accountants	
9	Fri 28th Jan 2011	IFRS Transition	Comprehensive I&E	Complete 2009/10 I&E by segments under IFRS for Audit Commission review.	Joanne Kaye / Jessica Lacey	
10	Fri 28th Jan 2011	IFRS Transition	Fixed Assets	Prepare journal for recategorisation of Investment fixed assets	Jessica Lacey	
11	Fri 28th Jan 2011	IFRS Transition	Fixed Assets	Prepare journal for recategorisation of Held for Sale fixed assets	Jessica Lacey	
12	Fri 28th Jan 2011	IFRS Transition	Fixed Assets	Prepare journal to write-off Revaluation Reserve balances held for Investment properties	Jessica Lacey	
13	Fri 28th Jan 2011	IFRS Transition	Investments	Ensure all 2009/10 investments are recategorised on the balance sheet under the new Cash & Cash Equivalents policy	Linda Burgess / Jessica Lacey	
14	Fri 28th Jan 2011	Notes to the Accounts	Skeleton Statements	Prepare Excel spreadsheets ready for 2010/11 figures	Leanne Lock / Sarah Robinson	
15	Fri 28th Jan 2011	Statement of Accounts	Skeleton Statements	Prepare Word document ready for 2010/11	Leanne Lock	
16	Fri 28th Jan 2011	IFRS Transition	Fixed Assets	Consider previous years impairments and prepare any journals necessary to reverse transactions	Jessica Lacey	
17	Fri 28th Jan 2011	IFRS Transition	Inventory	Read and understand the changes in the Code for inventory valuation basis and consider material impact on 2009/10	Sarah Robinson / Jessica Lacey	
18	Fri 28th Jan 2011	Key Tasks	Charter Housing	Information request - VAT sharing & environmental warranties	Joanne Kaye	
19	Wed 2nd Feb 2011	IFRS Transition	Balance Sheet	Complete analysis of all grants and journal accordingly if they have conditions attached or not	Service Accountants / Jessica Lacey	
20	Wed 2nd Feb 2011	IFRS Transition	Balance Sheet	Complete analysis of all provisions to categorise between < / >1	Karen Curtin / Jessica Lacey	
21	Fri 4th Feb 2011	IFRS Transition	Compensated Absences	Prepare journal for 2009/10 flex / annual leave accrual	Joanne Kaye	
22	Fri 4th Feb 2011	IFRS Transition	Fixed Assets	Complete the revaluation of the 3 test property assets under componentisation	David Marriott	
23	Fri 4th Feb 2011	IFRS Transition	Leases	Prepare journal entries for material changes to 2009/10 leases data on the balance sheet	Leanne Lock / Jessica Lacey	
24	Fri 11th Feb 2011	IFRS Transition	Balance Sheet	Complete restatement of 2009/10 balance sheet under IFRS for Audit Commission review.	Jessica Lacey	
25	Wed 16th Feb 2011	Statement of Accounts	Statement of Accounting Policies	Review new Statement of Accounting Policies with HoF prior to AARC approval	Jessica Lacey	
26	Fri 18th Feb 2011	Notes to the Accounts	Group Accounts	Read and understand the changes in the Code for Group Account eligibility and requirements	Jessica Lacey	
27	Fri 25th Feb 2011	Statement of Accounts	Balance Sheet	Circulate updated balance sheet code list to Responsible Officers	Leanne Lock	
28	Fri 25th Feb 2011	Statement of Accounts	Audit	Review Annual Audit Letter 2009/10 and action issues raised	Jessica Lacey	
29	Fri 25th Feb 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Read and understand the changes in the Code for related party transactions	Sarah Robinson	
30	Fri 25th Feb 2011	IFRS Transition	Comprehensive I&E	Complete set-up of new tree and test it	Leanne Lock / Louise O'Neill	
31	Fri 25th Feb 2011	IFRS Transition	Movement on Reserves Statement	Set-up new Agresso Excellerator report	Leanne Lock / Jessica Lacey	
32	Tue 1st Mar 2011	Systems	Asset Register	Begin testing on new asset register system	Jessica Lacey	
33	Thurs 3rd Mar 2011	General	General	Last BoE base rate announcement for 2010/11	Jessica Lacey	
34	Fri 4th Mar 2011	Collection Fund	Collection Fund	Provide County Council with the figures for their share of outturn surplus/deficit on Collection Fund for 2009/10	Leanne Lock	
35	Fri 4th Mar 2011	Key Tasks	RSG and NNDR Redistribution	NNDR 1 Return 2010/11 - copy of return for audit evidence	Leanne Lock	
36	Fri 4th Mar 2011	Key Tasks	Accruals	Send accrual forms and guidance notes to Service Accountants and Service Managers	Jessica Lacey	
37	Fri 11th Mar 2011	Key Tasks	Fixed Assets	Capital programme as at 28th Feb 2011 to be reviewed for potential capital spend on assets and financing implications	Jessica Lacey	
38	Fri 11th Mar 2011	Key Tasks	Petty Cash	Send out a list of petty cash and imprest floats and certificates to holders	Sarah Best	
39	Fri 11th Mar 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Agree distribution list, prepare and issue letters	Sarah Robinson	

40	Fri 11th Mar 2011	Treasury	Treasury	Chase LAAP Bulletin on capitalisation accounting entries for Glitnir, Iceland bank £6.5m investment if not already received and consider implications	Jessica Lacey
41	Fri 11th Mar 2011	Balance Sheet	S106	Apply 2010/11 interest to all S106 accounts	Sarah Robinson
42	Fri 11th Mar 2011	Notes to the Accounts	Fixed Assets	Obtain draft property asset revaluations from Estates and consider against componentisation policy	Jessica Lacey
43	Fri 18th Mar 2011	Key Tasks	Inventory	Issue inventory certificates and guidance notes (with IFRS valuation method changes)	Sarah Robinson
44	Fri 18th Mar 2011	Notes to the Accounts	Group Accounts	Contact CMT to satisfy requirement for Group Accounts	Jessica Lacey
45	Fri 18th Mar 2011	BVACOP	BVACOP	Review BVACOP Service Analysis and ensure compliance	Karen Muir
46	Fri 18th Mar 2011	IFRS Transition	Fixed Assets	Ensure all leased property assets have been considered for land / buildings split	David Marriott
47	Mon 14th Mar 2011	Meetings	Accounts, Audit & Risk Committee	Present year-end update to committee	Jessica Lacey
48	Thurs 17th Mar 2011	Balance Sheet	S106	Complete all working paper forms for S106 monies	Sarah Robinson
49	Tue 22nd Mar 2011	Notes to the Accounts	Fixed Assets	Send email to Responsible Officers to begin non-property asset impairment review	Jessica Lacey
50	Wed 23rd Mar 2011	Notes to the Accounts	FRS 17 - Pensions	FRS 17 data request to Payroll	Denise Taylor
51	Wed 23rd Mar 2011	Notes to the Accounts	Officers Emoluments	Issue information request to Payroll Department	Sarah Robinson
52	Wed 23rd Mar 2011	Notes to the Accounts	Members Allowances	Issue information request to Payroll Department	Sarah Robinson
53	Mon 28th Mar 2011	Systems	Asset Register	Ensure system is ready to receive 2010/11 entries	Jessica Lacey
54	Tue 29th Mar 2011 @ 12pm	Key Tasks	Creditors	Deadline for receiving invoices into Creditors team	All Departments
55	Wed 30th Mar 2011 @5pm	Key Tasks	Creditors	Deadline for authorising creditor invoices for payment in 2010/11 on Agresso	All Departments
56	Thurs 31st Mar 2011	Key Tasks	Investments	Produce daily investment summary	Linda Burgess
57	Thurs 31st Mar 2011	Notes to the Accounts	Debtors Control Account	Produce list of debtors balances & reconcile debtors control account 31st March	Sandra Madeley / Leanne Lock
58	Thurs 31st Mar 2011	Key Tasks	Investments	Send (DA) letters to Banks/Building Societies for investments at 31st March	Linda Burgess
59	Thurs 31st Mar 2011	Notes to the Accounts	Creditors Control Account	Out of date cheques to 31st March to be written off	Ruth Hopkins
60	Thurs 31st Mar 2011	Notes to the Accounts	Creditors Control Account	Produce list of outstanding creditors & reconcile control account including CIS	Linda Burgess / Leanne Lock
61	Thurs 31st Mar 2011	Notes to the Accounts	Collection Fund	NNDR rateable value at 1st April and 31st March	Leanne Lock
62	Thurs 31st Mar 2011	Notes to the Accounts	Collection Fund	Process NNDR accounts for council properties	Sarah Robinson
63	Thurs 31st Mar 2011	Notes to the Accounts	Notes to the Collection Fund	CTB 1 2009/2010	Leanne Lock
64	Thurs 31st Mar 2011	Notes to the Accounts	Notes to the Collection Fund	NNDR multipliers for year	Leanne Lock
65	Thurs 31st Mar 2011 @ 12pm	Key Tasks	Debtors	Last date for raising debtor invoices. After this they must be accrued.	All Departments
66	Thurs 31st Mar 2011	Key Tasks	Creditors	Last date for creditor invoices to be input into Agresso period 12. After this they must be accrued.	All Departments
67	Fri 1st Apr 2011	Systems	Agresso	Close accounting period 12	Louise O'Neill
68	Fri 1st Apr 2011	District Audit	Audit	Agree start date of audit with the Audit Commission	Jessica Lacey
69	Fri 1st Apr 2011	Key Tasks	Bank Reconciliation	All bank accounts reconciled and agreed to necessary systems and signed-off by Technical Accountant	Jo Harwood / Julie Richards
70	Fri 1st Apr 2011	Key Tasks	Agresso	List of commitments from Purchase Ordering System	Ruth Hopkins
71	Fri 1st Apr 2011	Key Tasks	Agresso	Purchase Orders for goods not received by 31st March rolled forward	Linda Burgess / Louise O'Neill
72	Fri 1st Apr 2011	Notes to the Accounts	Creditors Control Account	Unpresented cheques list at 31st March: Agresso Creditors	Ruth Hopkins
73	Thu 7th Apr 2011	Key Tasks	Investments	Reconcile 2010/11 investments to Agresso & classify between long/short term and compliance to Cash & Cash Equivalents	Linda Burgess
74	Thu 7th Apr 2011	Key Tasks	Investments	Accrued interest receivable as at 31st March to be calculated	Linda Burgess
75	Thu 7th Apr 2011	Key Tasks	Investments	Average 7 day interest rate actual calculation to Accountancy	Linda Burgess
76	Thu 7th Apr 2011	Notes to the Accounts	Mortgages to Owner Occupiers	Compile mortgage reconciliation from Gemini year-end mortgage report	Ruth Hopkins
77	Fri 8th Apr 2011	Key Tasks	Petty Cash	Send reminders	Sarah Best
78	Fri 8th Apr 2011	Key Tasks	Statutory Returns	Capital Estimate Return 10/11	Jessica Lacey
79	Fri 8th Apr 2011	Notes to the Accounts	Contingent Assets & Liabilities	Send email to EXT requesting details of any new disclosures	Jessica Lacey
80	Fri 8th Apr 2011	Notes to the Accounts	Fixed Assets	Complete all non-property impairment review	Jessica Lacey
81	Fri 8th Apr 2011	Notes to the Accounts	Fixed Assets	Complete property impairment review	David Marriott
82	Fri 8th Apr 2011	Notes to the Accounts	Fixed Assets	Obtain final property asset revaluations from Estates	Jessica Lacey
83	Fri 8th Apr 2011	Notes to the Accounts	Bad Debt Provisions	Calculate Bad Debt Provision from aged debt analysis	Sandra Madeley

84	Fri 8th Apr 2011	Key Tasks	Compensated Absences	Obtain flex / annual leave data from HR as at 31st March 2011 and prepare journal	Joanne Kaye
85	Mon 11th Apr 2011	Key Tasks	Internal Invoices	Final deadline for receipt of internal invoices	All Departments
86	Mon 11th Apr 2011	Key Tasks	Investments	Obtain valuation from Investec as at 31st March 2011	Linda Burgess
87	Mon 11th Apr 2011	Key Tasks	Petty Cash	Deadline for petty cash imprest certificates to be received	Sarah Best
88	Mon 11th Apr 2011 - 9am	Key Tasks	Accruals agreed by Service Accountants	Last date for accruals to be sent to Service Accountants for processing	Service Managers
89	Tue 12th Apr 2011	Key Tasks	Investments	Check accrued interest receivable, provided by Linda Burgess	Sarah Best
90	Tue 12th Apr 2011	Key Tasks	Petty Cash	Reconciliation of balances to Agresso	Sarah Best
91	Tue 12th Apr 2011 - 5pm	Key Tasks	Accruals agreed by Service Accountants	All accruals to be processed	Service Accountants
92	Fri 15th Apr 2011	Statement of Accounts	Section 15 & 16 Statutory Date	Agree draft advertisement with DA and HoF	Jessica Lacey
93	Fri 15th Apr 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Deadline for return of completed declaration forms	Sarah Robinson
94	Mon 18th Apr 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Issue 1st reminders letters	Sarah Robinson
95	Mon 18th Apr 2011	Notes to the Accounts	FRS 17 - Pensions	Prepare FRS17 working papers and reconciliation statements in advance of receipt of data	Jessica Lacey
96	Tue 19th Apr 2011	Notes to the Accounts	Analysis of Capital Expenditure	Analyse all expenditure for additions on Fixed Asset Register or write-off to revenue (REFCUS)	Jessica Lacey
97	Tue 19th Apr 2011	Key Tasks	Suspense	Ensure all suspense accounts cleared	Leanne Lock
98	Tue 19th Apr 2011	Notes to the Accounts	Asset Register	Update Asset Register system for acquisitions, disposals and revaluations	Jessica Lacey
	Fri 22nd Apr 2011	Good Friday	Office Closed		
	Mon 25th Apr 2011	Easter Monday	Office Closed		
99	Thu 21st Apr 2011	Notes to the Accounts	Asset Register	Run Asset Register depreciation calculation and enter journal	Jessica Lacey
100	Thu 21st Apr 2011	Key Tasks	RSG and NNDR Redistribution	Agree to DCLG grant notification and post to I&E Account	Karen Muir
101	Thu 21st Apr 2011	Key Tasks	Housing Benefits	Reconciliation of Rent Allowances	Denise Taylor / Julie Richards
102	Thu 21st Apr 2011	Key Tasks	Insurances	Insurances recharges balanced and journalled	Sarah Best
103	Thu 21st Apr 2011	Key Tasks	Insurances	Leased Cars: actual costs calculated and journalled to cost	Sarah Best
104	Thu 21st Apr 2011	Key Tasks	Insurances	Check depot charges have been posted	Sarah Best
105	Thu 21st Apr 2011	Key Tasks	Insurances	Check that employee related insurances are allocated to cost	Sarah Best
106	Thu 21st Apr 2011	Key Tasks	Miscellaneous	Adjust car parking income to correct year	Denise Taylor
107	Thu 21st Apr 2011	Key Tasks	Miscellaneous	Excess parking charges balanced and summarised	Denise Taylor
108	Thu 21st Apr 2011	Notes to the Accounts	Loans to Parish Councils	Loans to parish councils reconciled	Sarah Best
109	Thu 21st Apr 2011	Key Tasks	Homelessness	DCLG Homelessness Grant Notification - reconcile to Agresso	Joanne Kaye
110	Thu 21st Apr 2011	Key Tasks	Planning Delivery Grant	Identify exp to be matched from PDG, transfer to service revenue account and complete DCLG notification reconciliation	Joanne Kaye
111	Thu 21st Apr 2011	Notes to the Accounts	Loans to Parish Councils	Letter to parish councils confirming year-end balance	Sarah Best
112	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Reconcile parish precepts	Leanne Lock
113	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Council tax bad debts provision journal	Leanne Lock
114	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	NNDR bad debts provision - calculate, agree with RSM & journal	Leanne Lock
115	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Council Tax - calculate	Leanne Lock
116	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Council tax payers account - complete journals	Leanne Lock
117	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Clear housing landlords Council Tax liabilities	Leanne Lock
118	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	NNDR grant entitlement agreed and journalled	Leanne Lock
119	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	NNDR cost of collection grant and discretionary relief journal	Leanne Lock
120	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Complete all Council Tax journals	Leanne Lock
121	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Complete all NNDR journals	Leanne Lock
122	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Agree cash receipts, refunds and suspense for NNDR payers and costs	Leanne Lock
123	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	NNDR payers analysis of write-offs	Leanne Lock
124	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Provide aged debt analysis of Council Tax & NNDR gross arrears as at 31st March	Leanne Lock
125	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Split of NNDR payers charitable relief between discretionary and mandatory elements	Leanne Lock
126	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Agree council tax suspense account balance to c/fwd	Leanne Lock
127	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	War Widow disregards	Leanne Lock
128	Thu 21st Apr 2011	Key Tasks	Budget/Outturn Reporting	Instruct HoS to carry out Pre-Provisional Outturn Review	Karen Muir
129	Thu 21st Apr 2011	Key Tasks	Housing	Balance Sheet - Ferriston Flats	Joanne Kaye
130	Thu 21st Apr 2011	Key Tasks	Housing	Balance Sheet - Orchard/Fairway Flats	Joanne Kaye
131	Thu 21st Apr 2011	Key Tasks	Housing	Balance Sheet - 68 Springfield Avenue	Joanne Kaye

132	Thu 21st Apr 2011	Notes to the Accounts	Collection Fund	Collection Fund - transfers to General Fund.	Leanne Lock
133	Thu 21st Apr 2011	Notes to the Accounts	Notes to the Collection Fund	NNDR rateable value at 1st April 2010 & 31st March 2011	Leanne Lock
134	Thu 21st Apr 2011 - 1pm	Systems	Agresso	All Agresso entries to be completed. Entries after this date must be authorised by Jessica Lacey.	All of Finance
135	Thu 21st Apr 2011 - 1pm	Systems	Agresso	Password protect accounting period 13	Louise O'Neill
136	Thu 21st Apr 2011	Key Tasks	Budget/Outturn Reporting	Period 13 budget monitoring reports produced	Service Accountants
137	Thu 21st Apr 2011	District Audit	Checklists	Obtain Code, Capital, and Working Paper Requirements	Jessica Lacey
138	Thu 28th Apr 2011	Notes to the Accounts	FRS 17 - Pensions	Check FRS 17 data received from Actuary	Jessica Lacey
139	Thu 28th Apr 2011	Collection Fund	Collection Fund	Provide County Council with 2010/11 figures for Council Tax Arrears, impairment of doubtful debts, Council Tax Overpayments and Prepayments	Leanne Lock
140	Thu 28th Apr 2011	Key Tasks	Statutory Returns	Capital Programme Return Q4 2010/11	Sarah Robinson / Jessica Lacey
141	Thu 28th Apr 2011	Key Tasks	Inventory	Completed inventory certificates and supporting documentation received	Sarah Robinson
142	Thu 28th Apr 2011	Key Tasks	VAT	VAT share	Joanne Kaye
143	Thu 28th Apr 2011	Key Tasks	Revenue	Clear-down internal recharges	Sarah Best
144	Thu 28th Apr 2011	Statutory Returns	Statutory Returns	VAT Accounts & March return completed & journals input	Sarah Robinson
145	Thu 28th Apr 2011	Key Tasks	Capital	All capital transactions finalised	Jessica Lacey
	Fri 29th April 2011	Bank Holiday	Office Closed		
	Mon 2nd May 2011	Bank Holiday	Office Closed		
146	Tue 3rd May 2011	Notes to the Accounts	FRS 17 - Pensions	Prepare and enter all FRS17 entries using information provided by Barnett Waddingham	Jessica Lacey
147	Tue 3rd May 2011	Notes to the Accounts	Collection Fund	Reconcile OCC & TVPA Precept account in Agresso to payments schedule	Leanne Lock
148	Tue 3rd May 2011	Statement of Accounts	Statement of Responsibilities	Review Statement of Responsibilities	Head of Finance
149	Tue 3rd May 2011	Notes to the Accounts	Disabled Facilities Grants	DCLG DFG grant notification reconciliation	Joanne Kaye
150	Tue 3rd May 2011	Key Tasks	LABGI Grant	DCLG LABGI grant notification reconciliation	Joanne Kaye
151	Tue 3rd May 2011	Key Tasks	Regional Housing Capital Pot	DCLG RHCP grant notification reconciliation	Joanne Kaye
152	Tue 3rd May 2011	Notes to the Accounts	Audit Fees	Undertake analysis of Audit Fees	Leanne Lock
153	Tue 3rd May 2011	Key Tasks	Housing	Disabled Facilities Grants - reconcile to housing spreadsheet	Joanne Kaye
154	Tue 3rd May 2011	Key Tasks	Miscellaneous	Analysis of Burial Effects (with Environment Dept).	Denise Taylor
155	Tue 3rd May 2011	Key Tasks	Miscellaneous	Lease car contributions reconciled to Agresso and details provided to Accountancy	Sarah Best
156	Tue 3rd May 2011	Notes to the Accounts	Members Allowances	Collate payroll info	Sarah Robinson
157	Tue 3rd May 2011	Notes to the Accounts	Car Loans	Car loans balanced and summarised	Denise Taylor
158	Tue 3rd May 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Issue 2nd Reminder Letters	Sarah Robinson
159	Fri 6th May 2011	Key Tasks	Miscellaneous	Concessionary fares accounts	Karen Muir
160	Fri 6th May 2011	Key Tasks	Miscellaneous	Check balance on "Deposits in Lieu of Bonds" CC50293 &	Joanne Kaye
161	Fri 6th May 2011	Notes to the Accounts	Financial Instruments	Prepare all financial instruments information for notes to the accounts	Jessica Lacey
162	Fri 6th May 2011	Key Tasks	Budget/Outturn Reporting	Allocation of budget from 10004 relocation expenses to revenue accounts	Karen Muir
163	Fri 6th May 2011	Key Tasks	Housing/Planning Related Grants	Finalise reconciliation's	Joanne Kaye
164	Fri 6th May 2011	Key Tasks	Inventory	Reconcile inventory certificates to Agresso	Sarah Robinson
165	Fri 6th May 2011	Notes to the Accounts	Payments in Advance	Identify leasing prepayments and prepare journals	Leanne Lock
166	Fri 6th May 2011	Statement of Accounts	Fixed Assets	All Asset Register transactions to be finalised and notes drafted	Jessica Lacey
167	Fri 6th May 2011	Notes to the Accounts	Notes for the Statement of Accounts	All notes (as per Appendix 1) to be complete with relevant working paper header sheet and supporting documents	All of Finance
168	Wed 13th May 2011	Notes to the Accounts	Collection Fund	Agree final, or estimated, NNDR3	Leanne Lock
169	Wed 13th May 2011	Notes to the Accounts	Collection Fund	Net down year end collection fund journal for Sect 44a Discretionary Charitable Relief already journalled for budget	Leanne Lock
170	Wed 13th May 2011	Notes to the Accounts	Collection Fund	Check that journal has not been raised for balance of contribution to NNDR Pool for previous year	Leanne Lock
171	Wed 13th May 2011	Notes to the Accounts	Collection Fund	Final subsidy claim estimate	Leanne Lock
172	Wed 13th May 2011	Notes to the Accounts	Collection Fund	Finalise HB Debtors	Leanne Lock
173	Wed 13th May 2011	Key Tasks	Payroll	Payroll feeder account reconciliation	Sarah Robinson
174	Wed 13th May 2011	Key Tasks	Pension	Compensatory pensions costs reconciled and allocated	Denise Taylor
175	Wed 13th May 2011	Notes to the Accounts	Creditors	Prepare creditors schedule / working papers	Leanne Lock
176	Wed 13th May 2011	Notes to the Accounts	Debtors	Prepare debtors schedule / working papers	Leanne Lock

177	Wed 13th May 2011	Notes to the Accounts	Receipts in Advance	Prepare receipts in advance schedule / working papers	Leanne Lock
178	Wed 13th May 2011	Notes to the Accounts	Statement of Internal Control / Annual Governance Statement	Completion of the Statement of Internal Control / Annual Governance Statement	Chief Finance Officer
179	Wed 13th May 2011	Key Tasks	Budget/Outturn Reporting	Issue Month 13 Budget Monitoring Reports for sign off	Karen Muir
180	Wed 13th May 2011	Notes to the Accounts	Audit Fees	Confirm note with Audit Commission - before final publication of the Accounts	Leanne Lock
181	Wed 13th May 2011	Key Tasks	Inland Revenue	Inland Revenue Tax (not PAYE) balanced and summarised.	Sarah Best / Denise Westlake
182	Wed 13th May 2011	Key Tasks	Miscellaneous	Factory and shop rents deposits summarised	Joanne Kaye
183	Wed 13th May 2011	Key Tasks	Capital Expenditure	Financing of capital expenditure in 2010/11	Jessica Lacey
184	Fri 15th May 2011	Key Tasks	Recharges	Support service and internal recharges allocated to services	Sarah Best
185	Fri 15th May 2011	Key Tasks	Budget/Outturn Reporting	Prepare report on variances between budget and actual: summary copy to Head of Finance.	Karen Muir
186	Fri 15th May 2011	Key Tasks	Budget/Outturn Reporting	Variance analysis by Directorate - budget/actual, actual to previous year's outturn for Chief Accountant	Service Accountants
187	Fri 15th May 2011	Key Tasks	Budget/Outturn Reporting	Issue final month 13 Budget Monitoring Report for sign-off	Karen Muir
188	Fri 15th May 2011	Statement of Accounts	Balance Sheet	Reconcile all Balance Sheet Accounts	All Officers
189	Mon 16th May 2011	Notes to the Accounts	FRS 8 - Related Party Transactions	Refer to Legal / Chief Executive all FRS8 declaration forms not received	Sarah Robinson
190	Thu 19th May 2011	Notes to the Accounts	Earmarked Reserves	Final Review of Reserves	Head of Finance
191	Thu 19th May 2011	Statement of Accounts	Balance Sheet	Compile statement for 2010/11 SofA	Jessica Lacey
192	Thu 19th May 2011	Statement of Accounts	Income and Expenditure Account	Compile statement for 2010/11 SofA	Jessica Lacey
193	Thu 19th May 2011	Statement of Accounts	STRGL	Compile statement for 2010/11 SofA	Jessica Lacey
194	Thu 19th May 2011	Statement of Accounts	Cash Flow Statement	Finalise Cashflow Statement & Working Papers	Leanne Lock
195	Thu 19th May 2011	Statement of Accounts	Collection Fund	Finalise Statement & Working Papers	Leanne Lock
196	Thu 19th May 2011	Statement of Accounts	Explanatory Foreword	Update the Explanatory Forward bringing in new areas to be	Head of Finance
197	Thu 19th May 2011	Notes to the Accounts	SMGFB	Compile note for 2010/11 SofA	Jessica Lacey
198	Thu 19th May 2011	Notes to the Accounts	Glossary of Terms	Review glossary and compare with other authorities	Leanne Lock
199	Thu 19th May 2011	Key Tasks	Budget/Outturn Reporting	Revenue / Capital Outturn to CMT	Karen Muir
200	Thu 19th May 2011	Key Tasks	Payroll	Reconciliation of payroll control accounts	Denise Taylor
201	Thu 19th May 2011	Key Tasks	Recharges	Produce definitive list of all internal recharges	Sarah Best
202	Thu 19th May 2011	Key Tasks	Analytical Review	Deadline for analytical review to be complete - based on £100,000 or 10%	Karen Curtin
203	Fri 20th May 2011	Statement of Accounts		First draft of Statement of Accounts finished	Jessica Lacey
204	Fri 20th May 2011	Key Tasks		Accounting Period 13 closed on Agresso	Louise O'Neill
205	Mon 23rd May 2011	Internal Audit	Draft Statement of Accounts	Give a copy of the draft statement to PWC for review	Jessica Lacey
	Mon 30th May 2011	Bank Holiday	Office Closed		
206	Mon 6th Jun 2011	Key Tasks	Budget/Outturn Reporting	Revenue / Capital Outturn to Executive	Karen Muir
207	Tue 7th June 2011	Statement of Accounts	Draft Statement of Accounts	High level review of draft SofA to be complete	Karen Curtin
208	Tue 7th June 2011	Statement of Accounts	Draft Statement of Accounts	Send draft statement & covering report to AARC for 15th June meeting	Karen Curtin
209	Tue 7th June 2011	Annual Report	Annual Report	Annual Report to be finished	Communications / Karen Muir
210	Wed 15th Jun 2011	Meetings	Accounts, Audit & Risk Committee	Informal review of Statement of Accounts	
211	Fri 17th Jun 2011	Statement of Accounts	Draft Statement of Accounts	Send final statements and covering report to AARC for 22nd June meeting	Karen Curtin
212	Wed 22nd Jun 2011	Meetings	Accounts, Audit & Risk Committee	Sign off of 2010/11 Accounts (Subject to Audit)	
213	Thu 23rd Jun 2011	Statutory Returns	Whole Government Accounts	Start Whole of Government Accounts (WGA)	Leanne Lock / Jessica Lacey
214	Tue 28th Jun 2011	Statement of Accounts	Section 15 & 16 Statutory Date	Send advertisement to Banbury Guardian	Jessica Lacey
215	Thu 30th Jun 2011	Statement of Accounts		Statutory deadline for completion of the 2010/11 Statement of Accounts	
216	Thu 30th June 2011	Statement of Accounts	Section 15 & 16 Statutory Date	Obtain copy of advert in today's Banbury Guardian	Jessica Lacey
217	Mon 4th July 2011 (TBC)	District Audit	Audit	All working papers and spreadsheets to be completed ready for audit inspection to start	All Staff
218	Thur 14th July 2011 (TBC)	Statement of Accounts	Section 15 & 16 Statutory Date	Accounts on Deposit	Jessica Lacey
219	Fri 15th Jul 2011 (TBC)	Statutory Returns	Statutory Returns	Revenue Outturn Forms 10/11	Leanne Lock / Jessica Lacey
220	Fri 15th Jul 2011 (TBC)	Statutory Returns	Statutory Returns	Capital Outturn Forms 10/11	Leanne Lock / Jessica Lacey
221	Fri 29th Jul 2011	Statutory Returns	Whole Government Accounts	Deadline for WGA unaudited to CLG	Leanne Lock / Jessica Lacey
222	Wed 10th Aug 2011 (TBC)	Statement of Accounts	Section 15 & 16 Statutory Date	Accounts off Deposit	Jessica Lacey
223	Thur 11th Aug 2011 (TBC)	Statement of Accounts	Section 15 & 16 Statutory Date	Public Inspection	Jessica Lacey
224	Fri 9th Sep 2011	Statement of Accounts	Statement of Accounts	Sent audited accounts and covering report to AARC for 21st Sep meeting	Karen Curtin
225	Wed 21st Sep 2011	Meetings	Accounts, Audit & Risk Committee	Sign off of audited 2010/11 Statement of Accounts	

226	Thu 22nd Sep 2011	Statement of Accounts	Communication	Advertise completion of audit of accounts in Local Press and Internet	Jessica Lacey
227	Mon 31st Oct 2011	Statutory Returns	Whole Government Accounts	Audited Whole of Government Accounts to CLG	Jessica Lacey
228	TBA	District Audit	Checklists	Completion of SoRP Checklist	Leanne Lock / Jessica Lacey
229	TBA	District Audit	Checklists	Completion of Capital Checklists	Leanne Lock / Jessica Lacey