

Appendix 2

2011/12 YEAR-END SUMMARY TIMETABLE

Activity	2011/12 Deadline
Deadline for receiving invoices into Creditors	12pm Wed 28 th Mar
Deadline for authorising invoices for payment in 2011/12 on Agresso	5pm Thurs 29 th Mar
Deadline for raising Debtor invoices	12pm Fri 30 th Mar
Final cheque and BACS payments run	Fri 30 th Mar
Accounting period 12 closed on Agresso	5pm Fri 30 th 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 30 th March) and an accrual will be automatically raised.	Mon 2 nd Apr
Deadline for submission of Accruals forms to Finance	5pm Tue 10 th Apr
Deadline for all accruals to be processed	Fri 13 th Apr
Final deadline for receipt of Internal Invoices	Fri 13 th Apr
Petty Cash / Imprest accounts balanced and certificates returned to Finance	Mon 16 th Apr
Impairment review to be completed	Tue 17 th Apr
Period 13 Draft Budget Monitoring reports produced	Mon 23 rd Apr
All Capital transactions finalised	Fri 27 th Apr
Inventory Certificates returned to Finance	Mon 30 th Apr
All final period 13 adjustments and Revenue Accounts closed	Fri 18 th May
Issue final period 13 Budget Monitoring Report for sign-off	Tue 22 nd May
All Balance Sheet accounts closed and reconciled	Tue 22 nd May
"Draft" Statement of Accounts	Fri 25 th May
Informal review of Statement of Accounts at AARC	Wed 20 ^h June
Sign "subject to audit" Statement of Accounts at AARC	Wed 27 th June
Revenue Out-turn forms completed and returned to CLG	Fri 13 th July
Accounts on deposit	July (TBC)
Audit of the Statement of Accounts 2011/12	Aug (TBC)
Public Inspection	Aug (TBC)
Sign-off final audited Statement of Accounts	Wed 21 st Sept