

REPORT TO: Audit Committee
DATE: 16 December 2010
SUBJECT: Final Accounts 2010/11 - Timetable
SPONSOR: Acting Director of Finance and Corporate Services and Authority
Finance Director
AUTHOR: Acting Director of Finance and Corporate Services

1. PURPOSE OF PAPER

- 1.1 This report provides the Committee with the planning timetable for the close of the accounts for 2010/11. This time table has been agreed with the Chief Executive and the Authority's Finance Director.

2. BACKGROUND

- 2.1 The Committee requested a high level timetable for the close of accounts for 2010/11 so that it could track progress with the intention of avoiding some of the delays and difficulties associated with last year's audit.
- 2.2 The Appendix to this report provides this high level timetable which covers all the various processes associated with the audit of the accounts by the NAO. Behind this timetable is a very detailed work programme which will be monitored on at least a weekly basis by the Head of Finance.
- 2.3 Progress will be reported to the Audit Committee at each of its meetings between now and the presentation of the accounts to the June meeting. Any significant departures from the timetable will be reported to the Chief Constable and Chief Executive as Accounting Officers.

3. RECOMMENDATION

- 3.1 It is recommended that the timetable for the close of the 2010/11 accounts be noted.



Appendix

Timetable for Completion of Final Accounts 2010/11

Week ending	HR Records / Payroll	Skeleton Audit	Interim Audit	Management Commentary	Final Audit	Week ending
8/10/2010	Send payroll samples to NAO					8/10/2010
15/10/2010		Complete template and comparatives				15/10/2010
22/10/2010				Review Remuneration Report		22/10/2010
29/10/2010	NAO HR records audit at FHQ and HRBC	Review template and comparatives (DF&CS and AFD)		BTPA approves Remuneration Report		29/10/2010
5/11/2010			Detailed timetable agreed	Discussions with BTPA on Management Commentary		5/11/2010
12/11/2010						12/11/2010
19/11/2010		Skeleton Audit commences				19/11/2010
26/11/2010						26/11/2010
3/12/2010						3/12/2010
10/12/2010	Possible additional NAO work					10/12/2010
17/12/2010		NAO give comments on draft				17/12/2010
24/12/2010		BTP responds to NAO comments; template signed off by NAO	Draft accounts produced	Management Commentary completed	Draft SIC completed	24/12/2010
31/12/2010						31/12/2010
7/1/2011						7/1/2011
14/1/2011			Draft accounts reviewed (Hof, DF&CS, AFD)			14/1/2011
21/1/2011			Supporting documentation completed	Management commentary reviewed (DF&CS, AFD)	SIC reviewed (DF&CS, AFD)	21/1/2011
28/1/2011			Supporting documentation reviewed (Hof, DF&CS, AFD)			28/1/2011
4/2/2011			Interim Audit commences		SIC reviewed (Tribal)	4/2/2011
11/2/2011						11/2/2011
18/2/2011			Interim Audit completed			18/2/2011
25/2/2011					Detailed timetable agreed	25/2/2011
4/3/2011						4/3/2011
11/3/2011						11/3/2011
18/3/2011						18/3/2011
25/3/2011						25/3/2011
1/4/2011				Draft Management Commentary (including the SIC) and Draft Management Assurance Document to be presented to Audit Committee		1/4/2011
8/4/2011					Deadline for accruals submissions and checking	8/4/2011
15/4/2011						15/4/2011
22/4/2011					Final Accounts ready for review by Corporate Finance	22/4/2011
29/4/2011						29/4/2011
6/5/2011					Supporting documentation reviewed	6/5/2011
13/5/2011					Final Accounts reviewed (HoF, DF&CS, AFD)	13/5/2011
20/5/2011					Audit commences	20/5/2011
27/5/2011						27/5/2011
3/6/2011						3/6/2011
10/6/2011						10/6/2011
17/6/2011						17/6/2011
24/6/2011						24/6/2011
1/7/2011					Final Accounts to Audit Committee	1/7/2011
8/7/2011					Final Accounts to BTPA and signed off by AO	8/7/2011
15/7/2011					Accounts laid by NAO	15/7/2011
22/7/2011						22/7/2011