

Report to: Audit & Risk Assurance Committee
Agenda item: 5.2
Date: 3 March 2016
Subject: Year End Timetable
Sponsor: Interim Finance Director
Author: Head of Finance and Procurement
For: Information

1. PURPOSE OF PAPER

1.1 This report summarises the key dates from the draft Year End Timetable (further detail attached as Appendix A).

2. BACKGROUND

2.1 The key dates from the draft timetable are:

KEY DATES	TASKS/ACTIONS
Thursday 31 st March	E-FIN Period 13 closes (Period 14 remains open for adjustment journals)
Monday 18 th April	Final date for posting ALL transactions to the General Ledger
Wednesday 27th April	Draft Statement of Accounts ready for review
Friday 6 th May	Papers available for KPMG review
Wednesday 1 st June	Papers available for circulation to members of the Audit and Risk Committee
Wednesday 8th June	Audit and Risk Committee meeting
Wednesday 22nd June	Parliamentary Approval – Statement of Accounts

2.2 The Force Finance Team will continue working with the Authority Finance Director to finalise the timetable including:

1. DfT timelines
2. External Audit list of deliverables and timelines
3. Authority timetable.

3. NEXT STEPS

3.1. Members are invited to note the draft year end timetable.
