

CLOSURE OF ACCOUNTS TIMETABLE 2015/16



Task Ref.	Sequence No	Category	Type	Task Description	Start	Deadline	Date Completed	Responsible Group(s)	Lead Officer(s) and Role
A1	1	Guidance	Planning	Preparatory work - Planning and implementation of a programme for the Final Accounts Process 2015/16. Finalise closure timetable process	25-Jan-16	29-Jan-16	29-Jan-16	Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A2	2	Guidance	Quality & Standards	Check Technical guidance FREM 1516 and Amendments to the FREM/Railways & Transport Act/Taxes	25-Jan-16	29-Jan-16	29-Jan-16	Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A3	3	Activity	Balance Sheet monitoring	Balance sheet monitoring Period 10	27-Jan-16	27-Jan-16	27-Jan-16	Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A4	4	Activity	Reserves	Review of Reserves prior year	29-Jan-16	29-Jan-16	29-Jan-16	Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A5	5	Technical Review	Leases	Review leases and lease arrangements/Properties opt to tax and VAT arrangements/Finance & Operating leases-review for potential embedded finance leases	Ongoing	15-Feb-16		Corporate Financial Control Team	Julie Carter (Capital Accountant)/Janette Gill (Closure Consultant)
A6	6	Advisory	Audit deliverables	KPMG preliminary Audit	01-Feb-16	19-Feb-16		KPMG / Corporate Financial Control Team	Adam Lerer (KPMG) / John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A7	7	Review	Assets	Review of Capital/CAPEX and Asset Verification	01-Feb-16	26-Feb-16		Corporate Financial Control Team	Julie Carter (Capital Accountant) / Janette Gill (Closure Consultant)
A8	8	Activity	Debtors	Generate year end debtor reports for review against Debtors Control Account balances - Balance Aged Debtor reports to Sales Ledger Control Accounts	Ongoing	Ongoing		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
	8	Activity	Debtors	Invoice matching exercise - allocate cash to invoices / cleanse customer accounts	Ongoing	Ongoing		Finance Transaction Centre	Joanna O'Neill (Transaction Team Leader)
A9	9	Activity	Creditors	Generate year end creditors reports for review against Creditors Control Account balances - Balance Aged Creditor reports to Purchase Ledger Control Accounts	Ongoing	Ongoing		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
	9	Activity	Creditors	Invoice matching exercise - allocate cash to invoices / cleanse supplier accounts	Ongoing	Ongoing		Finance Transaction Centre	Maryanne Buzec (Transaction Centre Manager)
A10	10	Review	Audit planning	KPMG workplan	01-Feb-16	31-Mar-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A11	11	Advisory	Audit deliverables	Agree Audit Dates	01-Feb-16	01-May-16		KPMG / Corporate Financial Control Team	Adam Lerer (KPMG) / John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A12	12	Advisory	Memo	Closure of Accounts Memo	04-Feb-16	18-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A13	13	Review	Related Parties	Related Parties - check guidance as to Prior years disclosure is compliant /request details from TOC's	04-Feb-16	08-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A14	14	Guidance	Planning	Templates for Statements & Disclosures with Version Control. Set up electronic folders for filing Working Papers and closing model. Set up one for Auditor Working Paper Requirements	05-Feb-16	12-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A15	15	Review	Quality & Standards	Checking Tool - Data integrity - Set up inter-linkages	05-Feb-16	26-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)

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A16	16	Review	GL	Cost Centre & Account Code Hierarchies - assurance	Ongoing	09-Feb-16		Corporate Financial Control Team / Financial Systems Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant) / Hermann Neisewand (Systems Developer)
A17	17	Guidance	Quality & Standards	Check Financial Statements 2014/15 and Trial Balance - Opening 2015/16 and closing balances 2014/15	Ongoing	10-Feb-16	29-Jan-16	Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A18	18	Activity	Accounting policies	Statement of Accounting Policies -agree them with BTPA	10-Feb-16	22-Feb-16		British Transport Police Authority	Charlotte Vitty (DoF BTPA) / Janette Gill (Closure Consultant)
A19	19	Briefing	Closing workshops	Closure Manual/ Technical Guidance/ Training - Organise a series of Finance briefings for closing process	10-Feb-16	22-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A20	20	Activity	Pension Fund	Last years Actuaries - check opening and closing balances	10-Feb-16	22-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A21	21	Activity	Quality & Standards	Complete review of Group Relationships IFRS 10/IFRS 11 and IFRS 12	10-Feb-16	22-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A22	22	Activity	Capitalisation of salaries	Finalise Capitalisation review including a review of Finance and operating leases	10-Feb-16	18-Apr-16		Corporate Financial Control Team	Julie Carter (Capital Accountant) / Charles Le Fevre (Head of Financial Governance and Management Accounts)
A23	23	Notification	Audit planning	Prepare Officer Availability Timetable for Audit	11-Feb-16	28-Feb-16		Corporate Financial Control Team	Vruti Patel (Financial Accountant)
A24	24	Activity	Quality & Standards	Mapping GL if applicable	11-Feb-16	22-Feb-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A25	25	Review	Debtors	Review of outstanding Accounts receivable Debt and action write-offs with approval as appropriate.	Ongoing	24-Feb-16		Corporate Financial Control Team / British Transport Police Authority	John Parmenter (Interim FC)/Janette Gill (Closure Consultant) / Vicky Tanner (Income Manager BTPA)
A26	26	Technical Review	Assets	Agree valuation methodology i.e. Indexation (currently) & review Properties with Lease arrangements/any opt to tax properties	Ongoing	26-Feb-16		Corporate Financial Control Team	Julie Carter (Capital Accountant) / Janette Gill (Closure Consultant)
A27	27	Advisory	Accruals	Submit Electronic Accruals & Prepayments schedules for completion & Return by due date of 11 April 2016	22-Feb-16	11-Apr-16		Divisional Finance and FHQ Management Accounts	Matt Baker / Tim Johnson / Charles Le Fevre
A29	29	Activity	Impairment Assets	Impairment guidance and forms for completion despatched	29-Feb-16	31-Mar-16		Corporate Financial Control Team	Julie Carter (Capital Accountant)/Janette Gill (Closure Consultant)
A30	30	Instruction	Creditors	All old year payments to be finalised to ensure posted to the old year	01-Mar-16	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A31	31	Advisory	Open Purchase Orders	GRN's POPS - All goods & services to be GRN'd/PO Amendments to be completed as at 31/3/16	01-Mar-16	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A32	32	Advisory	Payroll	Obtain Salaries & Expenses from HR	20-Mar-16	01-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A33	33	Activity	Payroll	Payroll Closing entries - Holiday Pay Accrual inc TOIL and OVERTIME/MILEAGE ACCRUALS - Await the last pay run	21-Mar-16	11-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)

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A34	34	Activity	Payroll	Complete Salaries Analysis by Remuneration Bands	21-Mar-16	11-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A35	35	Activity	Exit Packages	Exit Packages - obtain information from HR	21-Mar-16	11-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A36	36	Activity	Payroll	Staff Costs - Analyse and reconcile	21-Mar-16	11-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A37	37	Activity	Open Purchase Orders	Housekeeping Procurement - GRN's/PO's check data integrity – close off old orders that are creating commitments/accruals will be closed	22-Mar-16	01-Apr-16		Corporate Financial Control Team / Procurement / Financial Systems Team	Janette Gill (Closure Consultant) / Matthew Hyde (Head of Procurement) / Hermann Niesewand (Systems Developer)
A38	38	Activity	Income	Deadline for raising income requisitions	24-Mar-16	31-Mar-16		Divisional Finance and FHQ Management Accounts / BTPA	Matt Baker / Tim Johnson / Charles Le Fevre / Vicky Tanner
A39	39	Advisory	Non working day	Good Friday	25-Mar-16			N/A	N/A
A40	40	Advisory	Non working day	Easter Monday	28-Mar-16			N/A	N/A
A41	41	Instruction	Invoice Register	All invoices within Finance Process Manager (FPM) are coded and approved by noon 29th March 2016 to ensure payment in this financial year	30-Mar-16	30-Mar-16		Divisional Finance and FHQ Management Accounts / BTPA	Matt Baker / Tim Johnson / Charles Le Fevre / Vicky Tanner
A42	42	Advisory	Systems	E-FIN Closedown Period 13 - Final payments closedown debtors/ creditors/payments/receipts but Period 14 remains open for Corporate Financial Control adjustments	Ongoing	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A43	43	Activity	Bank Recs	Bank and Cash reconciliations	Ongoing	08-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A44	44	Activity	Control Accounts	Aged Creditors Report/Purchase Ledger Control Account Reconciliations Period 13	Ongoing	31-Mar-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A45	45	Activity	Control Accounts	Aged Debtors Report/Sales Ledger Control Account Reconciliations Period 13	Ongoing	31-Mar-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A46	46	Activity	Provisions	Onerous contracts IAS 37 / Provisions, liabilities and Assets	31-Mar-16	23-Feb-16		Corporate Financial Control Team / Procurement	Matthew Hyde (Head of Procurement) /Janette Gill (Closure Consultant)
A47	47	Activity	Inventories	Inventories/Stock Takes and Certificates	31-Mar-16	01-Apr-16		Divisional Finance / FHQ Management Accounts	Matt Baker / Tim Johnson / Charles Le Fevre
A50	50	Activity	IAS 19 Pension Fund	IAS 19 -Pension Fund Accounts/Actuaries/Transactions. Re-Measurement & Presentation of Pension Fund, Asset & Liabilities Statement & associated disclosures	31-Mar-16	08-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A51	51	Advisory	Assets	Advise Corporate Financial Control team of acquisitions and disposals	31-Mar-16	18-Apr-16		Corporate Services / Corporate Financial Control Team	Ivan Wood (Corporate Support) / Julie Carter (Capital Accountant)
A52	52	Activity	SOA Reports	Finance Directors Report	31-Mar-16	22-Apr-16		British Transport Police Authority	Charlotte Vitty (DoF BTPA) / Francesca Annetta (Head of Finance)
A53	53	Activity	SOA Reports	Chief Executive's Report	31-Mar-16	22-Apr-16		British Transport Police Authority	Andrew Figures (Chief Executive BTPA) / Charlotte Vitty (DoF BTPA)
A54	54	Activity	Annual Governance Statement	Governance Statement	31-Mar-16	22-Apr-16		British Transport Police Authority	Charlotte Vitty (DoF BTPA) / Francesca Annetta (Head of Finance)

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A55	55	Activity	SOA Reports	Remuneration Report	31-Mar-16	22-Apr-16		Corporate Financial Control Team / Payroll Team	Nichola Beech (Payroll) John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A56	56	Activity	VAT	Final quarterly VAT return and Balance HMRC VAT Control Account	31-Mar-16	29-Apr-16		Corporate Financial Control Team	Vruti Patel (Financial Accountant) /Janette Gill (Closure Consultant)
A57	57	Systems generated reports	Accruals	System Generated Accruals	01-Apr-16	11-Apr-16		Corporate Financial Control Team / Financial Systems Team	Hermann Niesewand (Systems Developer) / John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A58	58	Activity	Bad Debt Provisions	Prepare the Bad Debt provisions and write off irrecoverables	01-Mar-16	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A59	59	Activity	Payroll	Complete closing entries for Salaries, Wages, Pensions and Payroll Control Accounts	20-Mar-16	21-Mar-16		Corporate Financial Control Team	John Parmenter (Interim FC)/ Vruti Patel (Financial Accountant)
A60	60	Review	Reserves	Review transfers to and from reserves	01-Apr-16	20-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A61	61	Activity	Accruals	MANUAL Accruals /Receipt of accruals deadline	01-Apr-16	11-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A62	62	Advisory	IAS 19 Pension Fund	Final deadline for posting IAS 19 entries	08-Apr-16	15-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A63	63	Activity	Transactions	Review of Expenditure, Income both Capital and Revenue with all CAPEX correctly and accurately recorded.	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A64	64	Activity	Prime Statements	Period 13 Statement of Comprehensive Income Account	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A66	66	Activity	Depreciation	Depreciation, amortisation & impairment	01-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A67	67	Activity	Gains & losses Assets	Sales of Assets/gains and losses	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A68	68	Activity	Acquisitions disposals	Capital entries - additions/ revaluations including componentisation of assets	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A69	69	Activity	Capital financing	Capital Financing schedules	12-Apr-16	18-Apr-16		Corporate Financial Control Team	Julie Carter (Capital Accountant)
A70	70	Activity	Grant income	PSA Income - postings	Ongoing	06-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A71	71	Activity	Grant income	Other income - Grants	Ongoing	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A72	72	Activity	Grant income	Other income - funding Capital projects	Ongoing	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)

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A73	73	Activity	Grant income	Income - Home Office Asset Recovery Scheme	Ongoing	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A74	74	Activity	Rents	Rent Receivable and payable	Ongoing	12-Apr-16		Corporate Financial Control Team	Ivan Wood (Corporate Support) / Julie Carter (Capital Accountant)
A75	75	Activity	Rents	Clear any suspense or holding accounts	Ongoing	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A76	76	Activity	SOA Reports	Sustainability Report	15-Apr-16	22-Apr-16		Corporate Services Support / British Transport Police Authority	Rebecca Ritchie / Janette Gill / Charlotte Vitty (Director of Finance BTPA)
A77	77	Activity	Accruals	Accrued & Prepaid Income and Expenditure- enter GL transactions	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A78	78	Activity	Prepays	Prepayments - Income and Expenditure - enter GL transactions	12-Apr-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A79	79	Activity	Provisions	Other Provisions, Contingent Assets and Liabilities	01-Mar-16	12-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A80	80	Activity	IFRS 8 Segmental	Segmental Analysis (if applicable)	01-Mar-16	18-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A81	81	Advisory	Accruals	Check PYA reversals accruals and prepayments - immediately post reversals	01-Feb-16	11-Mar-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A82	82	Activity	Non-Current Assets Register	Finalise Fixed Asset Register and reconcile	18-Apr-16	18-Apr-16		Corporate Financial Control Team	Julie Carter (Capital Accountant)
A83	83	Review	TB	Trial Balance produced for review	Ongoing	22-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A84	84	Activity	Analytical Review	Analytical Review of Balance Sheet	18-Apr-16	22-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A85	85	Activity	Analytical Review	Analytical Review of Statement of Income and Expenditure (SOC1)	18-Apr-16	22-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A86	86	Activity	Analytical Review	Analytical Review of Capital	18-Apr-16	22-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A87	87	Review	Accruals	Second check on GL for Accruals to avoid duplicates in light of any NON-POPS accruals	18-Apr-16	22-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A88	88	Activity	Disclosures	Complete all Notes and disclosures to the Accounts in accordance with the Disclosure Timetable	20-Apr-16	27-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A89	89	Advisory	Final Outturn deadline	Despatch of draft outturn Report	01-Apr-16	22-Apr-16		FHQ Management Accounts	Charles Le Fevre / Stelios Stylianou
A90	90	Review	Balance Sheet monitoring	Review events after the reporting period (PBSE)	18-Apr-16	27-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)

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A91	91	Activity	Master Working Papers	Update Master Working Paper files and produce Financial Statements for SOA	18-Apr-16	27-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A92	92	Activity	Prime Statements	Statement of Financial position	22-Apr-16	26-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A93	93	Activity	Prime Statements	Statement of changes in Taxpayers Equity	22-Apr-16	26-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A94	94	Activity	Prime Statements	Statement of Cashflows	22-Apr-16	26-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A95	95	Activity	Returns	Process the Dft return and use as second check on statements and send for Review to BTPA the DRAFT Financial Statements	22-Apr-16	26-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A96	96	Activity	SOA Reports	Management Commentary	22-Apr-16	26-Apr-16		British Transport Police Authority	Charlotte Vitty (Director of Finance BTPA)
A97	97	Activity	SOA Reports	Strategic Report	22-Apr-16	26-Apr-16		British Transport Police Authority	Charlotte Vitty (Director of Finance BTPA)
A98	98	Activity	Quality & Standards	Review disclosures against checklist	25-Apr-16	26-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A99	99	Activity	Prime Statements	Complete Adjustments to draft accounts, check and submit to Financial Controller for review	25-Apr-16	27-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A100	100	Activity	WGA Deadline	Prepare and submit WGA to HMT after quality checks management review and sign off by H of F	27-Apr-16	28-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A101	101	Activity	Quality & Standards	Draft post review by FC amend if necessary and submit to H of F/FD for review	28-Apr-16	28-Apr-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A103	103	Advisory	Non working day	Bank Holiday Monday	02-May-16			N/A	N/A
A104	104	Review	Quality & Standards	Master Financial Statements SOA Draft V1 1516 on lock-down with word, excel and PDF version to avoid amendment by other users (with Version Control)	03-May-16	03-May-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A105	105	Advisory	Audit deliverables	Set up meetings in May with Auditors re Progress updates	03-May-16	Throughout May		British Transport Police Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A107	107	Activity	Audit deliverables	Completion of Working papers for KPMG as required under Finance protocols	06-May-16	06-May-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A108	108	Review	Committee	Informal review by Committee Members of V2 draft SOA 1516	17-May-16	17-May-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A109	109	Activity	Quality & Standards	Complete Adjustments post members review/FC/Hof F and FD and produce draft V3 SOA 1516	23-May-16	23-May-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A110	110	Advisory	Non working day	May Day Bank holiday	30-May-16			Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A111	111	Activity	Audit Committee	Covering report to accompany Financial Statements 2015/16 for Committee and despatch Agenda to relevant BTP officers & KPMG	08-Jun-16	08-Jun-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)

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A112	112	Advisory	Audit Committee	Audit Committee - Financial Statements 2015/16	08-Jun-16	08-Jun-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A113	113	Advisory	SOA Deadline	Statutory Deadline Parliament - Draft Financial Statements 2015/16 for Final Approval	22-Jun-16	22-Jun-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A114	114	Advisory	SOA Deadline	Publish audited Statement of Accounts on the council's external website www.btp.police.uk	23-Jun-16	23-Jun-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A115	115	Activity	WGA Deadline	Final Audited WGA Returns submitted to HMT	30-Jun-16	30-Jun-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A116	116	Activity	Returns	Submit Final Dft Return with copy to KPMG Auditors (if audited)	01-Jul-16	01-Jul-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)
A117	117	Notification	Audit deliverables	Issue Certificate/Management Letter - approximate date	01-Jul-16	01-Jul-16		Corporate Financial Control Team	John Parmenter (Interim FC)/Janette Gill (Closure Consultant)