

Item 11 - Appendix 1 TODMORDEN TOWN COUNCIL YEAR END ACCOUNTS TIMETABLE- GP 12th Feb 2020

Stages	Day	Date	Action	By
1	Tue	10 March 2020	Prepare Asset Register	CH
2	Wed	11 March 2020	Creditors - Identify outstanding purchase orders /check works done / chase up for invoices	CH
3	Thu	12 March 2020	Internal Audit - Compliance issues	CH
4	Thu	12 March 2020	Debtors - Identify outstanding payments due to be received and chase	CH
5	Tue	17 March 2020	Identify insurance / rental payments / payments in advance.	CH
6	Tue	24 March 2020	Creditors - Identify outstanding purchase orders/check works done/chase up for invoices	CH
7	Tue	24 March 2020	Debtors - Identify outstanding payments due to be received and chase	CH
8	Tue	24 March 2020	Update Asset register and identify current replacement values	CH
9	Wed	25 March 2020	Make payments and post on omega	CH
10	Thu	26 March 2020	Make payments and post on omega	CH
11	Fri	27 March 2020	Make payments and post on omega	CH
12	Fri	27 March 2020	Reconcile Petty cash and post vouchers	CH
13	Tue	31 March 2020	Year end Cash reconciliation	CH
14	Tue	31 March 2020	Creditors - prepare creditors list for year end adjustments	CH
15	Tue	31 March 2020	Debtors - prepare debtors list for year end adjustments.	CH
16	Tue	31 March 2020	Finalise prepayments and accruals for year end adjustments.	CH
17	Tue	31 March 2020	Accrued income - prepare schedule eg consider advance rental received	CH
18	Tue	31 March 2020	Final posting of petty cash and reconcile.	CH
19	Tue	31 March 2020	Year end vat return	CH
20	Tue	31 March 2020	Payroll reconciliation	CH
21	Thu	02 April 2020	Finalise Asset Register and values	CH
22	Wed	08 April 2020	Tax assist on site for reconciliation preparation for shutdown	CH
23	Wed	08 April 2020	Roll over accounts.	CH
24	Wed	08 April 2020	Prepare Budgets for Financial year 2020/21 line by line taking into account all latest projections and information	CH
25	Thu	09 April 2020	Prepare Schedules for carry over to go to GP	CH
26	Thu	09 April 2020	Advise Chairs of any underspend and seek request for carry over of underspend.	CH
27	Thu	09 April 2020	Establish proposed Earmarked reserves	CH
28	Mon	13 April 2020	Submit cash reconciliation and close down and AGS to internal auditor	CH
29	Tue	14 April 2020	Identify variances to start of year and last year and prepare report for Auditors as to significant variances	CH
30	Tue	14 April 2020	Prepare schedules for contractual obligations and provide list for new purchase orders to be raised	CH
31	Tue	14 April 2020	2020-21 Purchase orders to be raised	CH
32	Tue	14 April 2020	Start to prepare report for GP	CH
33	Tue	14 April 2020	Finalise Report for GP and issue.	CH
34	Wed	22 April 2020	Full Council - GP Report including Annual Governance Statement and supporting comments	CH
35	Tue	19 May 2020	Sign off of Annual Governance Statement for signature by Chairman	CH
36	Tue	26 May 2020	External Auditors Challenge	CH
37	Thu	28 May 2020	Submit Annual Return	CH
38	Thu	18 June 2020	Notification of commencement date of the period for the exercise of public rights.	CH
39	Mon	27 July 2020	Removal of notice of exercise of public rights	CH
40	Wed	19 August 2020	Publish Annual Return and External Auditors Report (if received)	CH
41	Fri	25 September 2020	Deadline by which to Publish Annual Return and External Auditors Report	CH