

Item 14 - Appendix 1 TODMORDEN TOWN COUNCIL YEAR END ACCOUNTS TIMETABLE- Resources 16th Feb 2022

Stages	Day	Date	Action	B
1	Thu	10 March 2022	Prepare draft final Asset Register - check admin re purchases NB VALE LAND VALUE ADD	CH
2	Fri	11 March 2022	Creditors - Identify outstanding purchase orders /check works done / chase up for invoices	CH
3	Tue	15 March 2022	Internal Audit - Check any Compliance issues	CH
4	Tue	15 March 2022	Debtors - Identify outstanding payments due to be received and chase	CH
5	Thu	17 March 2022	Identify insurance / rental payments / payments in advance.	CH
6	Thu	24 March 2022	Creditors - Identify outstanding purchase orders/check works done/chase up for invoices	CH
7	Thu	24 March 2022	Debtors - Identify outstanding payments due to be received and chase	CH
8	Thu	24 March 2022	Update Asset register and identify current replacement values	CH
9	Thu	24 March 2022	Make payments and post on Alpha	CH
10	Mon	28 March 2022	Review final spend for any addition to Year end commitment Earmarked Reserve movement	CH
11	Tue	29 March 2022	Reconcile Petty cash and post vouchers	CH
12	Thu	31 March 2022	Year end Cash reconciliation - with	CH
13	Thu	31 March 2022	Creditors - prepare creditors list for year end adjustments	CH
14	Thu	31 March 2022	Debtors - prepare debtors list for year end adjustments.	CH
15	Thu	31 March 2022	Finalise prepayments and accruals for year end adjustments.	CH
16	Thu	31 March 2022	Accrued income - prepare schedule eg consider advance rental received	CH
17	Thu	31 March 2022	Final posting of petty cash and reconcile.	CH
18	Thu	31 March 2022	Year end vat return	CH
19	Thu	31 March 2022	Payroll reconciliation	CH
20	Thu	31 March 2022	Finalise Asset Register and values	CH
21	Thu	07 April 2022	Tax assist on zoom for reconciliation preparation for shutdown	CH
22	Thu	07 April 2022	Check Rialtas End of Year instructions and Roll over accounts.	CH
23	Thu	07 April 2022	Prepare paper files for Internal Audit	CH
24	Mon	11 April 2022	Prepare Budgets for Financial year 2022/23 line by line taking into account all latest projections and information	CH
25	Tue	12 April 2022	Set up New budgets on rialtas - 3 year forward	CH
26	Wed	13 April 2022	Prepare final papers for internal audit	CH
27	Thu	08 April 2021	Establish proposed Earmarked reserves	CH
28	Thu	14 April 2022	Internal audit visit	CH
29	Tue	19 April 2022	Check Rialtas End of Year instructions- DO NOT ROLL OVER ACCOUNTS AS CONVERTING TO OMEGA.	
30	Tue	19 April 2022	Identify variances to start of year and last year and prepare report for external Auditors as to significant variances	CH
31	Tue	19 April 2022	Send data and back up to RIALTAS to rollover .Upload new Purchase ledger and sales modules - to be agreed with Rialtas	CH
32	Wed	20 April 2022	Upload new Purchase ledger and Sales Modules - to be agreed with Rialtas - administrator password required	CH
33	Thu	21 April 2022	Prepare schedules for contractual obligations and provide list for new purchase orders to be raised	CH
34	Wed	14 April 2021	2022-23 Purchase orders to be raised	CH
35	Wed	14 April 2021	Start to prepare report for Resources	CH
36	Thu	15 April 2021	Finalise Report for Resources and issue.	CH
37	Thu	15 April 2021	Internal Audit Takes Place	CH
38	Fri	22 April 2022	Receive Internal Audit report and prepare reports for Full Council Annual meeting	CH
39	Wed	11 May 2022	Sign off of Annual Governance Statement for signature by Chairman	CH
40	Wed	25 May 2022	to be confirmed External Auditors Challenge	CH
41	Thu	27 May 2021	Submit Annual Return to extrnal auditors	CH
42	Mon	13 June 2022	Notification of commencement date of the period for the exercise of public rights.	CH
43	Mon	25 July 2022	Removal of notice of exercise of public rights	CH
44	Mon	15 August 2022	TBC - Publish Annual Return and External Auditors Report (if received)	CH
45	Mon	19 September 2022	TBC -Deadline by which to Publish Annual Return and External Auditors Report	CH