

Item 17 - Appendix 1 TODMORDEN TOWN COUNCIL YEAR END ACCOUNTS TIMETABLE- Resources 24th Feb 2021

Stages	Day	Date	Action	By
1	Wed	10 March 2021	Prepare Asset Register	CH
2	Thu	11 March 2021	Creditors - Identify outstanding purchase orders /check works done / chase up for invoices	CH
3	Mon	15 March 2021	Internal Audit - Check any Compliance issues	CH
4	Mon	15 March 2021	Debtors - Identify outstanding payments due to be received and chase	CH
5	Wed	17 March 2021	Identify insurance / rental payments / payments in advance.	CH
6	Wed	24 March 2021	Creditors - Identify outstanding purchase orders/check works done/chase up for invoices	CH
7	Wed	24 March 2021	Debtors - Identify outstanding payments due to be received and chase	CH
8	Wed	24 March 2021	Update Asset register and identify current replacement values	CH
9	Thu	25 March 2021	Make payments and post on Alpha	CH
10	Mon	29 March 2021	Reconcile Petty cash and post vouchers	CH
11	Wed	31 March 2021	Year end Cash reconciliation	CH
12	Wed	31 March 2021	Creditors - prepare creditors list for year end adjustments	CH
13	Wed	31 March 2021	Debtors - prepare debtors list for year end adjustments.	CH
14	Wed	31 March 2021	Finalise prepayments and accruals for year end adjustments.	CH
15	Wed	31 March 2021	Accrued income - prepare schedule eg consider advance rental received	CH
16	Wed	31 March 2021	Final posting of petty cash and reconcile.	CH
17	Wed	31 March 2021	Year end vat return	CH
18	Wed	31 March 2021	Payroll reconciliation	CH
19	Thu	01 April 2021	Finalise Asset Register and values	CH
20	Tue	06 April 2021	Tax assist on site for reconciliation preparation for shutdown	CH
21	Wed	07 April 2021	Roll over accounts.	CH
22	Thu	08 April 2021	Prepare Budgets for Financial year 2020/21 line by line taking into account all latest projections and information	CH
23	Thu	08 April 2021	Prepare Schedules for carry over to go to Resources	CH
24	Thu	08 April 2021	Advise Chairs of actual underspend and seek request for amendments to carry over of underspend.	CH
25	Thu	08 April 2021	Establish proposed Earmarked reserves	CH
26	Tue	13 April 2021	Submit cash reconciliation and close down and AGS to internal auditor	CH
27	Wed	14 April 2021	Identify variances to start of year and last year and prepare report for Auditors as to significant variances	CH
28	Wed	14 April 2021	Prepare schedules for contractual obligations and provide list for new purchase orders to be raised	CH
29	Wed	14 April 2021	2021-22 Purchase orders to be raised	CH
30	Wed	14 April 2021	Start to prepare report for Resources	CH
31	Thu	15 April 2021	Finalise Report for Resources and issue.	CH
32	Thu	15 April 2021	Internal Audit Takes Place	CH
	Sat	08 May 2021	Full Council - Prepare Report including Annual Governance Statement and supporting comments	
33	Sat/Wed	15th or 19/05/2021	Sign off of Annual Governance Statement for signature by Chairman	CH
34	Wed	26 May 2021	External Auditors Challenge	CH
35	Thu	27 May 2021	Submit Annual Return	CH
36	Thu	17 June 2021	Notification of commencement date of the period for the exercise of public rights.	CH
37	Tue	27 July 2021	Removal of notice of exercise of public rights	CH
38	Thu	19 August 2021	TBC - Publish Annual Return and External Auditors Report (if received)	CH
39	Thu	23 September 2021	TBC -Deadline by which to Publish Annual Return and External Auditors Report	CH