

## Draft Timetable - Final Accounts 2013/14

Date 2013/14	ACTIVITY DESCRIPTION 2013/14	RESPONSIBILITY 2013/14
07/02/2014	Final accounts memorandum sent out to Directorates	All Finance Groups
10/02/2014	Interim valuation certificate and valuation report by the 10th January 2014 containing all asset changes and revaluations to the 31st December 2013	Assets and Property
17/02/2014	Capital Closedown Training - To cover capital grants, Capital Financing statements & journals and Asset classification	All Directorates
21/02/2014	Capital Financing Requirement brought forward calculation reviewed and reconciled	Technical Accounting and Treasury Management
21/02/2014	Set of proposed Accounting Policies for 2013/14 highlighting any changes from 2012/13	Technical Accounting
21/02/2014	Request officer / members declarations of interest forms from nominated officers	Technical Accounting
28/02/2014	Return of certified non-property Asset Register details and identified impairment information from Directorates	Technical Accounting
28/02/2014	Decision on requirement for Group accounts determined in agreement with KMPG	Technical Accounting
28/02/2014	Confirmation to demonstrate action that the Authority has taken to implement our ISA260 recommendations raised in 2012/13	Technical Accounting
03/03/2014	SCHOOLS RETURN	N/A
07/03/2014	Capital Grants - Completion of all known grant stipulations and WGA information	All Finance Groups / St Leger Homes
07/03/2014	e-mail to Directorates re deadline for raising purchase orders set	
14/03/2014	Final Accounts Manual circulated to Service Finance Officers – include reference to CODE ref in working papers, QA checklists, constant review of variance analysis and pre-empting audit queries	Technical Accounting
19/03/2014	Deadline for raising purchase orders	Directorates
21/03/2014	Details of redundancy payment & payments in lieu of notice which will be paid in April 2014 in respect of staff who have left prior 1st April 2014	All DFM's
21/03/2014	Check CPID information is latest available in guidance manual to improve identification of Govt / Public sector split for debtors and creditors	Technical Accounting
27/03/2014	Member / Officer declarations records obtained	Technical Accounting
27/03/2014	Review what information is required for completion of spreadsheets and submission of statement of accounts information to co-ordinator	All Finance Groups
27/03/2014	Review items in accordance with Code of Practice - Checklist of related statements / disclosures in the statement of accounts to improve consistency of reporting	Technical Accounting
31/03/2014	Last date for banking 2013/14 cash income.	Directorates
31/03/2014	Stock-take date	Directorates
31/03/2014	Last date for Input of debtors	Directorates
01/04/2014	Deadline for Asset Appropriation information to Technical Accounting Team	All Finance Groups / St Leger Homes
01/04/2014	Final valuation certificate and valuation report by the 1st April 2014 containing revaluations and information received after the 31st December 2013, e.g. impairment review, disposals, asset transfers and revaluations	Assets and Property
01/04/2014	Debtors system not available for input all day, data being archived	
01/04/2014	Circulate list of Manual commitments that still need clearing	
01/04/2014	Deadline for receipt in Document Management Section of Direct Debit invoices for 2013/14	Treasury Management
03/04/2014	Receipt of DB54 (Total Debt of Authority) spreadsheet from Debtors Section	Technical Accounting
04/04/2014	Deadline for receipt of stock and petty cash imprest certificates by Service Finance Officers.	Directorates / Service groups
04/04/2014	Company Credit Card expenditure allocated	Treasury Management
04/04/2014	Laws and Regulations - Correspondence with any licensing or regulatory authorities, such as HMRC, with regard to any investigations and enforcement actions for 2013/14	Legal & Democratic Services
04/04/2014	Litigation and Claims - A list detailing current descriptions of litigation, claims and assessments and managements assessment of each.	Insurance
04/04/2014	Legal Expense Accounts - A breakdown of legal expense accounts incurred by the Authority, detailed by supplier, and brief explanation for any expenditure exceeding £50k	Legal & Democratic Services
04/04/2014	Fraud and Corruption - Details of any special investigations or reviews undertaken in 2013/14. Copies of any outstanding AF70s for any fraud cases over £10,000 not supplied to audit on a quarterly basis.	Internal Audit
04/04/2014	Template set of accounts for 2013/14 - Setting out the proposed layout of the accounts with prior year comparatives rolled forward	Technical Accounting
04/04/2014	Disclosure Checklist - Completed where applicable to demonstrate the Authority's compliance with mandatory disclosures	Technical Accounting
04/04/2014	Sercop - A paper setting out any changes in the Authority's mapping of SERCOP	Technical Accounting
04/04/2014	Review of the Contracts Register - A working paper setting out the Authority's approach to reviewing its contract register for contracts entered into during 2013/14 that could constitute or contain a lease or a financial instrument.	Technical Accounting
04/04/2014	Borrowings and investments - A breakdown of balances held at 31st March 2014	Treasury Management
04/04/2014	Request independent confirmations of all investment and loan balances at the year end to be sent directly to KPMG. (This does not include loans with the PWLB)	
04/04/2014	Last date for banking 2013/14 cash income slips with 9's (Week 1 mixed week cashbook)	Directorates
07/04/2014	Cashbook Week 1 (mixed year) posted to ledger	Treasury Management
08/04/2014	Capital Grants - Completion of grant in year transactions, grant stipulations and WGA analysis up to 31/3/14.	All Finance Groups / St Leger Homes
09/04/2014	Completion of CER form – Capital Estimate Return (To be confirmed)	Capital

Date 2013/14	ACTIVITY DESCRIPTION 2013/14	RESPONSIBILITY 2013/14
10/04/2014	CAPITAL – Costing completed, WIP on data base and St Leger Homes notified	Regeneration & Environment
10/04/2014	CAPITAL – St Leger Building Services costing completed, WIP on data base and authority notified	St Leger Homes
10/04/2014	Receipt of Housing Rents information from Housing.	St Leger Homes
10/04/2014	Final 2013/14 Creditor invoices processed	Creditors
11/04/2014	Corporate Recharges completed on E5	Finance & Corporate
11/04/2014	Trust funds information & returns to be completed	CYPS
11/04/2014	Deadline for receipt of Statement of Account information from Directorates	Directorates
11/04/2014	Movements (disposals and demolitions) in Housing stock	St Leger Homes
11/04/2014	REVENUE – Costing completed, WIP on data base and St Leger Homes notified	Regeneration & Environment
11/04/2014	REVENUE – St Leger Building Services costing completed, WIP on data base and authority notified	St Leger Homes
11/04/2014	All feeders to E5 complete	
14/04/2014	Final date for notification of items over £20k to be considered for capitalisation	Directorates / All Finance Groups
14/04/2014	Error suspense cleared	All Finance Groups / St Leger Homes
14/04/2014	Creditors suspense to be cleared	Finance & Corporate
16/04/2014	Asset classification statements completed for capital projects	All Finance Groups / St Leger Homes
16/04/2014	Capital Additions QA completed - Transaction listings saved into capital financing statements and reviewed to confirm all capital scheme expenditure is capital in nature.	All Finance Groups / St Leger Homes
16/04/2014	Capital Grants - Completion of in year adjustment for reserve debtors, grant applied in year and year end accounting treatment for all grants used in financing.	All Finance Groups / St Leger Homes
17/04/2014	QA completed for Asset classification to check information before Capital expenditure write-out journal	All Finance Groups / St Leger Homes
17/04/2014	Receive payroll Officer Emoluments information from Rotherham	Finance & Corporate
17/04/2014	Bad debt provision completed (ex HRA)	All Finance Groups
17/04/2014	Bad debt provision for Housing Benefits	Finance & Corporate
17/04/2014	Bad debt provision for Collection Fund	Finance & Corporate
17/04/2014	Whole of Government Accounts form due – identify requirements changes from previous year. (To be confirmed)	Technical Accounting
17/04/2014	Clear all Holding accounts – check reasonableness of balance	Finance & Corporate
17/04/2014	Last date for Directorates to process journals, both Basic Journals and Reversing Journals, onto E5	Directorates
17/04/2014	All earmarked reserves completed for Revenue Grants and contributions	All DFM's
17/04/2014	Report for agency and consultancy run and spreadsheet distributed to service teams	All Finance Groups
19/04/2014	Roll forward of Balance Sheet codes to update balance b/fwd for 1/4/14	
22/04/2014	HRA Rents income processed	St Leger Homes
22/04/2014	Capital financing statements completed for capital projects	All Finance Groups / St Leger Homes
23/04/2014	Capital Grants - Completion of year end accounting treatment for all grants not used in capital financing	All Finance Groups / St Leger Homes
24/04/2014	QA of capital financing statements completed	All Finance Groups / St Leger Homes
24/04/2014	Capital financing finalised for all types of resources & capital totals balancing spreadsheet reconciled - including resource swap, for completion on 25/4/14	Technical Accounting
24/04/2014	Capital funding agreed for resource swap to finance revenue costs in support of the capital programme & capital financing statements updated	Capital
24/04/2014	Resource swap journals posted	
24/04/2014	Clear all Holding accounts – Collection Fund	Finance & Corporate
24/04/2014	HRA Bad debts calculation completed	St Leger Homes
24/04/2014	Cemeteries & Crematoria Rent Account completed	Regeneration & Environment
24/04/2014	Calculation of Parking income payable to Homes and Communities Agency (HCA)	Regeneration & Environment
24/04/2014	Final Revision of Schools Funding formula	CYPS
24/04/2014	Receive recalculated Insurance provision required from Insurance Officer and adjust as appropriate	Finance & Corporate
25/04/2014	Capital financing finalised for all types of resources & capital totals balancing spreadsheet reconciled - including resource swap	Technical Accounting
25/04/2014	Analysis of creditors generated by AP system	Technical Accounting
25/04/2014	Analysis of Petty Cash balances	All Finance Groups
29/04/2014	CPR 4 Return – Capital Payments and Receipts (To be confirmed)	Capital
01/05/2014	FINAL DATE FOR ANY JOURNAL TRANSFERS TO BE PROCESSED BETWEEN DIRECTORATES.	All Finance Groups
02/05/2014	FRS17 pension information from SYPA	Technical Accounting
06/05/2014	Transfer Trading surpluses/ deficits to revenue	Regeneration & Environment
09/05/2014	Cash (1st draft subject to final adjustments) / schools cash reconciliation completed	
09/05/2014	Complete Collection Fund	Finance & Corporate
09/05/2014	Last day for processing accruals	All Finance Groups
09/05/2014	Deadline for completion of balance sheets	All Finance Groups
09/05/2014	Revenue Requirement spreadsheet completed	All Directorates
09/05/2014	Carry Forward Requests to Head of Financial Management	
12/05/2014	First draft of Gen Fund outturn for Steve Mawson/Simon Wiles	Technical Accounting – Karen Knifton
13/05/2014	Directors meeting to determine carry forwards	
16/05/2014	Deadline for completion of spreadsheets to support the notes to the accounts.	All Finance Groups
16/05/2014	Information for CI&ES and the reconciliation to Gen Fund Balance	All Finance Groups
16/05/2014	Revenue requirement transfer completed	Technical Accounting
16/05/2014	Final Cash figure agreed and passed to Treasury Team	
16th-17th May	Deadline for reports for DMT	All DFM's
20/05/2014	Pooled Bank Reconciliation completed	Treasury Management

Date 2013/14	ACTIVITY DESCRIPTION 2013/14	RESPONSIBILITY 2013/14
23/05/2014	Deadline for report to Directors Meeting	
28/05/2014	Directors meeting	
30/05/2014	Completion of single entity CI&ES	Technical Accounting
30/05/2014	Completion of single entity Balance Sheet	Technical Accounting
30/05/2014	Completion of single entity MIRS	Technical Accounting
30/05/2014	Post Balance Sheet Event disclosures determined	All Finance Groups
30/05/2014	Deadline for report to Exec Board – GF & HRA Outturn	
02/06/2014	SCHOOLS RETURN	N/A
04/06/2014	Obtain copy of 2013/14 St Leger Homes Accounts for consolidation of GROUP ACCOUNTS	Technical Accounting
04/06/2014	Exec Board Mtg – Approve report on GF & HRA Outturn	Technical Accounting
06/06/2014	Completion of group account information, CI&ES, Balance Sheet, MIRS and supporting notes	Technical Accounting
06/06/2014	Place Inspection advert with Communications Section (To be confirmed)	Technical Accounting
07/06/2014	Roll over of balance sheet codes to update balance b/fwd for 01/04/14	
10/06/2014	Deadline for Cabinet report GF & HRA Outturn	
13/06/2014	Completion of Cashflow and supporting notes for both single entity and group accounts	Technical Accounting
18/06/2014	All working papers to be peer reviewed (where not already done)	All Finance Groups
18/06/2014	Cabinet	
19th - 23rd June	Proof Reading and Overall quality assurance checks on draft Statement of Accounts	
24th -25th June	Amendments from proof reading and quality assurance checks updated in SOA	Technical Accounting
25/06/2014	Draft Statement of Accounts and report sent to Director of Corporate and Finance Services	Technical Accounting
27/06/2014	Draft Statement of Accounts signed by Director of Corporate and Finance Services	Technical Accounting
30/06/2014	WGA - Subjective analysis of Net Cost of Services passed to Technical Accounting Team by Service Finance groups	All Finance Groups
04/07/2014	Inspection of accounts advert to be published in newspapers (TBC)	Technical Accounting
11/07/2014	CO forms completed and sent to DCLG (TBC)	Capital