

Item No	Action	Responsible Officer	Actioning Officer	Date Required	Date Received/ completed	Notes
6 - 12	Ensure that all feeder system reconciliations are up to date	Chief Accountant	Ann Richards/Richard Collins/Sue Manley/	23.02.07	02.03.07	further work required to reconcile payroll feeders to general ledger
13	Circulate external audit core working paper requirements	Lou Scales	Ext Audit/Lou Scales	02.03.07	09.03.07	working papers received late
18	Identify implications of changes to the 2006/7 SORP	Chief Accountant	Lou Scales	23.02.07	02.03.07	note circulated
19	Forward procedures memo to budget holders	Chief Accountant	Lou Scales	23.02.07	02.03.07	reminder also circulated
32	Open G L period 1 to 12 2007/8	Chief Accountant	Laura Pickard	23.03.07	23.03.07	
40	Final old year debtors and creditors run.	Chief Accountant	Pete Southway/Laura Pickard	30.03.07.	30.03.07	
41	Period 12 cut off General Ledger	Chief Accountant	Laura Pickard	06.04.07	06.04.07	
51	Prepare final statement for Council Tax/NNDR and reconcile to G L	Lou Scales	Paul Southway	13.04.07		

54	All suspense and control accounts reconciled and final balances agreed for carry forward. This includes any grant/other control accounts	Chief Accountant	All	20.04.07	
71	Final date for all year end journals	Chief Accountant	All	09.05.07	
72	Period 13 cut off General Ledger	Chief Accountant	Laura Pickard	16.05.07	
81	First draft Statement of Accounts	Chief Accountant	Lou Scales	25.05.07	
86	Statement of Accounts considered by Final Accounts Committee	Chief Accountant	Lou Scales	28.06.07	
88	Accounts open for inspection	CFO	Chief Accountant	03.07.07	N/A
88	Publication of Statement after Audit	CFO	Chief Accountant	28.09.07	
92	Report outcome of audit to committee	CFO	Chief Accountant	19.10.07	09.11.07
95	Submit WGA return to DCLG	CFO	Chief Accountant	05.10.07	