

Key Dates for 2015/16 Closedown of Accounts

Task	Due Date	Comments
Draft timetable prepared and circulated for comments	Oct-15	Achieved
Training Session for finance staff	Nov-15	Achieved
Guidance Notes revised and issued	Dec-15	On target
Training Session for finance staff	Jan-16	
Progress meetings with finance staff on closedown	Feb-16 to May -16	
Progress meetings with Mazars, Authority's external auditors, on closedown	Feb-16 to Jun-16	
Feeder systems closedown	Mar-16	
Main financial statements prepared	May-16	
Draft Annual Statement of Accounts prepared	End of May 16	
Accounts published	30 June 16	