

### Key Dates for 2016/17 Closedown of Accounts

<b>Task</b>	<b>Due Date</b>	<b>Comments</b>
Draft timetable prepared and circulated for comments	Oct-16	Achieved
Review sessions of 2015/16 closedown – lessons learnt and improvements to be made	Oct-16 to Nov-16	Achieved
Guidance Notes revised and issued	Dec-16	On target
Training Session for finance staff	Jan-17	
Progress meetings with finance staff on closedown	Feb-17 to May-17	
Progress meetings with Mazars, Authority's external auditors, on closedown	Feb-17 to May-17	
Feeder systems closedown	Mar-17	
Main financial statements prepared	Mid May-17	
Draft Annual Statement of Accounts prepared and handed over to Chief Finance Officer	31 May 17	
Accounts published by Statutory Deadline	30 June 17	