

Key dates on bringing forward closedown of accounts

Task	Due Date	Comments
Scope out issue	June to Sept 15	Achieved
Identify key risks and issues associated with achieving new deadlines	Oct to Dec 15	Achieved
Development of project plan - includes discussions with partners regarding any necessary changes to KPIs in ensuring delivery of key information	Dec 15 to Mar 16	Achieved
Report back to Audit Committee with update on progress	Mar 16	Achieved
Lessons learnt from 15/16 closedown process fed into project plan	July to Sept 16	Achieved
A closedown timetable developed for the 16/17 accounts incorporating outcomes from project plan	Oct to Dec 16	Achieved
Report back to Audit Committee with update on progress	Nov 16	Achieved
Report back to Audit Committee with update on progress	Mar 17	
Lessons learnt from 16/17 closedown process fed into project plan	July to Sept 17	
A closedown timetable developed for the 17/18 accounts incorporating outcomes from project plan	Oct to Dec 17	