

Final Accounts 2009/10 - Detailed Corporate Closedown Timetable

	Ref.	Task	Comment	Officer	Due By		Impacts on		Completed by?	
					Day	Date	Outturn	Accounts		
October	1	Closedown process improvements considered	Review of overall consolidation process	Darren Stevens	Wednesday	7-Oct-09	Outturn	Accounts	7-Oct	On Time
	2	Crystal Reports discussed for producing more system generated information	Any new reports or amendments requests made	Darren Stevens	Friday	9-Oct-09		Accounts	9-Oct	On Time
	3	SCS Transition Impact on closedown considered	Consider specific SCS issues on closing 09/10	Darren Stevens	Friday	9-Oct-09	Outturn	Accounts	9-Oct	On Time
	4	SCS December Closing Timetable Considered	Include SCS specific items in timetable for SCS expansion	Darren Stevens	Friday	9-Oct-09	Outturn	Accounts	9-Oct	On Time
November	5	Report to Audit Committee on activities to date and latest SORP/CODE changes	Summary of where we are and what we're doing	Darren Stevens	Monday	16-Nov-09		Accounts	16-Nov	On Time
	6	Year end literature updated for review	Update of general guidance and timetables for finance team review	Darren Stevens	Friday	30-Nov-09	Outturn	Accounts	To Do	
	7	SCS as SBC closing guidance issued to managers	SCS Dec hard close information fed to managers	SCS	Monday	30-Nov-09		Accounts	To Do	
	8	SBC as SCS invoicing queries to date to be agreed and cleared	Get up to date on any dispute resolutions	SCS / Clients	Monday	30-Nov-09		Accounts	To Do	
December	9	SCS as SBC final schools' invoicing distributed	Last invoices to schools	SCS	Thursday	16-Dec-09	Outturn	Accounts	To Do	
	10	SCS as SBC purchasing card transactions to be cleared to cost centres	Clear purchasing balances into L committee cost centres	SCS	Thursday	16-Dec-09	Outturn	Accounts	To Do	
	11	Review SORP 2009 and Code 2010 Official Guidance	Identify any unexpected accounting items that impact on reporting	Darren Stevens	Monday	18-Dec-09		Accounts	To Do	
	12	Consider any additional impact of accounting changes to closedown processes	Update processes if needed or seek additional info	Darren Stevens	Monday	24-Dec-09		Accounts	To Do	
	13	Restate prior year accounts if requirement under SORP / Code changes	Any accounting changes impacting on accounts to be amended	Darren Stevens	Thursday	24-Dec-09		Accounts	To Do	
	14	Petty cash certificates to be received	Petty cash values to be certified as at 31/12/09	SCS	Thursday	31-Dec-09		Accounts	To Do	
	15	Provide any information to external audit in respect of changes to be made to the accounts for their interim review	Forward updates and workings to audit commission for any PPAs or detail current year changes	Darren Stevens	Thursday	31-Dec-09		Accounts	To Do	
	16	Processes in place to approve and process creditor invoices to SBC for pre 1/1/10 invoices	Need to have process in place for Borough-side creditors to be approved processed.	SCS	Thursday	31-Dec-09	Outturn	Accounts	To Do	
January	17	Deadline for AR requisitions for SCS as SBC	Final Borough side invoices to be raised (via credit control only).	SCS	Monday	4-Jan-10	Outturn	Accounts	To Do	
	18	Final Date for SCS as SBC invoices to clients	Final journal base invoices sent to clients - note impact of December close date.	SCS	Monday	4-Jan-10	Outturn	Accounts	To Do	
	19	Deadline for receipt of SCS as SBC CIS returns	Any information for Dec-09 payments needs to be back to Finance Admin no later than here but ideally earlier.	SCS	Monday	4-Jan-10	Outturn	Accounts	To Do	
		Disputes on December invoicing to be cleared	Need quick turnaround of final billing	SCS / Clients	Wednesday	6-Jan-10	Outturn	Accounts	To Do	
	20	Deadline for any SCS as SBC accruals to be processed	Final date for any accruals to be processed into L committee - would need to be sent to Civic for Oracle processing	SCS	Wednesday	6-Jan-10	Outturn	Accounts	To Do	
	21	December period closed as per Oracle calendar	Current date of December closing	Finance Admin	Thursday	14-Jan-10		Accounts	To Do	
	PCT1	Month 9 "hard close" of accounts	PCT requires an accurate I&E forecast for the pooled budgets	PCT	Thursday	14-Jan-10		Accounts	To Do	
	22	Balance sheet updates for SCS	Review and implement balance sheet updates for SCS decoupling	Darren Stevens / Technical Finance	Friday	29-Jan-10		Accounts	To Do	
	23	Final year-end guidance dispatched to DGFMs	All updated closedown guidance sent out	Darren Stevens	Friday	29-Jan-10		Accounts	To Do	
	24	Closing Balance Sheet 2008/09 (as restated for PPAs if necessary) dispatched to GFMs	Balance sheet detail sent out	Darren Stevens	Friday	29-Jan-10		Accounts	To Do	
	25	Suspense account review	Current balances on suspense reviewed and reminded	Darren Stevens / Finance Admin	Friday	29-Jan-10		Accounts	To Do	

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February	PCT2	Cash position forecast	PCT will require a forecast of the overall cash position for each pool from February onwards and agreement on actual transfer date in March (interest needs to be included in the cash calculations)	PCT	Monday	1-Feb-10	Accounts		To Do
	26	2008/09 Restatement / 2009/10 Process Changes to Audit	Complete set not just the workings	Darren Stevens	Monday	1-Feb-10	Accounts		To Do
	27	Oracle Period Adj3-09 Opened		Darren Stevens	Monday	1-Feb-10	Accounts		To Do
	28	Complete the recoding of FA code balances to default codes in ADJ3-09	Mainly fixed assets coding	Darren Stevens	Tuesday	2-Feb-10	Accounts		To Do
	29	Clear Net Cost of Services to General Fund Code	Reset starting position	Darren Stevens	Tuesday	2-Feb-10	Accounts		To Do
	30	Oracle Period Adj3-09 Closed		Darren Stevens	Wednesday	3-Feb-10	Accounts		To Do
	31	Opening Balance Sheet 2009/10 Dispatched to GFMs		Darren Stevens	Thursday	4-Feb-10	Accounts		To Do
	NY1	New Year Created	System update	Oracle Support / CAPITA	Friday	19-Feb-10	n/a	n/a	To Do
	32	Deadline for receipt of items for schools' direct debits (noon)		Finance Teams	Tuesday	23-Feb-10	Outturn	Accounts	To Do
	33	Clients to compile list of year-end accruals expected to be made against SCS Ltd		Clients	Friday	26-Feb-10	Outturn	Accounts	To Do
	NY2	New Year Budget files received from Finance Teams		Finance Teams	Friday	26-Feb-10	n/a	n/a	To Do
March	34	Year-end literature dispatched to Budget Managers	Need to give managers enough notice to prepare for year-end and ask any questions.	Finance Teams	Monday	1-Mar-10	Accounts		To Do
	35	Suspense / Control and P&R Code Balances Reminder(s) Sent		Darren Stevens	Monday	1-Mar-10	Outturn	Accounts	To Do
	36	Retained Asset Valuations for 31/3/09 received from Property	Key time line for capital closedown	Capital Team	Friday	5-Mar-10	Accounts		To Do
	NY3	New Year budget uploaded into Oracle		CAPITA	Friday	5-Mar-10	n/a	n/a	To Do
	NY4	Budget Books draft copy produced and sent to Finance Teams	need to assess format / content	CAPITA	Friday	12-Mar-10	n/a	n/a	To Do
	NY5	RA Form Completion	Look to enable central compilation	Finance Teams	Wednesday	17-Mar-10	n/a	n/a	To Do
	37	Schools Transactions deadline - any transaction to schools after this date to be accrued		Finance Teams	Thursday	18-Mar-10	Accounts		To Do
	38	PCT - ICES accounts	Need to ensure that any payments due for the year are include in March for early PCT agenda. Estimates if necessary.	Ann Vischer / CAPITA	Thursday	18-Mar-10	Outturn	Accounts	To Do
	NY6	Confirmations back from Finance Teams on correct structures to produce books		Finance Teams	Friday	19-Mar-10	n/a	n/a	To Do
	39	Related Party Questionnaires Distributed	Include references to gifts & donations	Darren Stevens / Lee Titcombe	Friday	19-Mar-10	Accounts		To Do
	NY7	Budget Books final copies produced for Members / Directors		CAPITA	Thursday	25-Mar-10	n/a	n/a	To Do
	NY8	Budget Books received to Corporate Finance for distribution		CAPITA / Darren Stevens / Kim Chequer	Friday	26-Mar-10	n/a	n/a	To Do
	40	Deadline for receipt of CIS returns for 2009/10 (noon)		CAPITA	Monday	29-Mar-10	Outturn		To Do
	41	Deadline for input of AR requisitions for processing in 2009/10		Accountants / AR Users	Wednesday	31-Mar-10	Outturn		To Do
	42	Adj1-10 & Adj2-10 Opened		Oracle Support / CAPITA	Wednesday	31-Mar-10	Accounts		To Do
	43	Purchasing Card Accounts to be cleared to cost centres		Card Authorisers	Wednesday	31-Mar-10	Outturn		To Do
	44	Deadline for input/authorisation of AP requisitions in 2009/10		Accountants / AP Users	Wednesday	31-Mar-10	Outturn		To Do
	45	SBC / SCS Ltd final accrual listing to be agreed		SCS / Finance Leads	Wednesday	31-Mar-10	Outturn		To Do

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April	46	Check Payroll information for accounts / Members Allowances	Need to distribute figures prior to publication	Darren Stevens	Thursday	1-Apr-10		Accounts	To Do	
	47	AR aged-debt reports produced		CAPITA	Thursday	1-Apr-10		Accounts	To Do	
	48	Obtain interest figures for Trust Fund calculations		Keir Garnham	Thursday	1-Apr-10		Accounts	To Do	
	49	Restated Accounts and Summary of Changes Explanation Report for Audit Committee		Darren Stevens	Thursday	1-Apr-10		Accounts	To Do	
	50	Deadline for receipt of final Cash Income returns for 2009/10	Ensure cash returns split into correct years	CAPITA	Thursday	1-Apr-10		Outturn	To Do	
	51	Final 2009/10 AP/GL Update	No more AP/AR input after this date - ledger journals only	CAPITA	Thursday	1-Apr-10		Outturn	To Do	
	52	Final Asset Valuations for 31/3/09 received from Property		Capital Team	Tuesday	6-Apr-10		Accounts	To Do	
	53	Deadline for Salaries and Wages A2 Summary for March		CAPITA	Tuesday	6-Apr-10		Outturn	To Do	
	54	Deadline for Petty Cash Certificates & Reconciliation		Heads of Finance	Tuesday	6-Apr-10		Outturn	To Do	
	55	AR Reconciled	Obtain copy to feed into balance sheet Rec and audit file	CAPITA	Tuesday	6-Apr-10		Accounts	To Do	
	56	AP Reconciled	Obtain copy to feed into balance sheet Rec and audit file	CAPITA	Tuesday	6-Apr-10		Accounts	To Do	
	PCT3	Pooled budgets I&E and B/S positions (creditors/debtors) will need to be finalised before c.10th April 2010		PCT	Friday	9-Apr-10		Accounts	To Do	
	57	I-PROC accruals reviewed		DS / Oracle Support / CAPITA	Friday	9-Apr-10		Outturn	Accounts	To Do
	58	Notify GFMs of proposed depreciation charges on existing assets (prior years)		Capital Team	Friday	9-Apr-10			Accounts	To Do
	59	Deadline for posting to PCT linked accounts (S-6443, S-6624, S-6426 and all X committee)		All	Friday	9-Apr-10		Outturn	Accounts	To Do
	60	Leasing Control Reconciled		CAPITA / Treasury	Tuesday	13-Apr-10			Accounts	To Do
	61	Information to be provided to Treasury to enable interest on Deposit Accounts calculations		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	62	Cash Reconciled		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	63	Interest on Trust Funds & Commuted Payments calculated		Keir Garnham	Tuesday	13-Apr-10			Accounts	To Do
	64	Old Sundry Debtors System Reconciled		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	65	All Officer Deposits Reconciled		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	66	Car Loans Reconciled		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	67	Salaries and Wages Reconciled		CAPITA	Tuesday	13-Apr-10			Accounts	To Do
	68	Deadline for receipt of ALL Creditor / Debtor / Payments & Receipts in Advance schedules from Managers	Vital to revenue closedown that managers accrue accurately and timely and that Teams forward when ready - do not hold on to them if batches are clear	GFMs	Wednesday	14-Apr-10		Outturn	Accounts	To Do
	69	Reserve Transfer Request Forms to be received by Corporate	No reserves movements should be processed without corporate approval and action	Finance Teams	Wednesday	14-Apr-10		Outturn	Accounts	To Do
	70	CAPITA account reconciliation		Carole Smith / Finance Teams	Friday	16-Apr-10		Outturn	Accounts	To Do
	71	Clear capital income to the Balance Sheet		Capital Team	Friday	16-Apr-10			Accounts	To Do
	72	Check and reminder distributed to finance teams where recharge or project codes have balances.	Final check that less used ranges are cleared	Darren Stevens	Friday	16-Apr-10		Outturn	Accounts	To Do
	73	Trust Funds Closed and balances moved to the balance sheet for knocking out - advise WCC over Withy Trust balances		Darren Stevens	Monday	19-Apr-10			Accounts	To Do
	74	Finance teams to have agreed Assets Under Construction (capital schemes not closed / assets not operational)		Capital Team / Finance Teams	Monday	19-Apr-10			Accounts	To Do
	75	Finance Teams to have reviewed accruals forms received and forwarded details to Central Finance (Capita) for processing		Finance Teams	Monday	19-Apr-10		Outturn	Accounts	To Do

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76	Central Finance (Capita) to have processed accruals forms onto ledger	This is when Capita should have processed all accruals received from Teams	Central Finance / CAPITA	Wednesday 21-Apr-10	Outturn Accounts	To Do
PCT4	Unaudited accounts submitted to auditors and Dept of Health		PCT	Thursday 22-Apr-10	Accounts	To Do
77	Notify Finance Managers of RPI increase		Darren Stevens	Friday 23-Apr-10	n/a n/a	To Do
78	Provisional Outturn returned to update Director of Finance	Key detail for feeding in to reserve requests	GFMS	Friday 23-Apr-10		To Do
79	Reconcile capital grant income		Capital Team	Friday 23-Apr-10	Accounts	To Do
80	Housing Benefits Closed		Carole Smith	Friday 23-Apr-10	Outturn Accounts	To Do
81	Collection Fund Closed		CAPITA	Friday 23-Apr-10	Accounts	To Do
82	Clear S.106 codes to the Balance Sheet		CAPITA	Friday 23-Apr-10	Accounts	To Do
83	Mortgage write-downs on balance sheet		Krish Advani / Darren Stevens	Friday 23-Apr-10	Accounts	To Do
84	Trust Funds Reports Produced and Member Briefing Note ready for sign-off		Darren Stevens	Friday 23-Apr-10	Accounts	To Do
85	Transfer AP & AR system and cash balances		Darren Stevens	Monday 26-Apr-10	Accounts	To Do
86	Check Cash in Transit / Schools Grant		Darren Stevens	Monday 26-Apr-10	Accounts	To Do
87	Reconcile AP & AR system recs to Balance Sheet		Darren Stevens	Monday 26-Apr-10	Accounts	To Do
88	Review automatic carry forward Oracle balances codes		Darren Stevens	Monday 26-Apr-10	Outturn Accounts	To Do
89	Central Support Closed		Carole Smith	Monday 3-May-10	Outturn	To Do
90	Deadline for revenue journals between service committees - NOTE: No journal should be processed between committees after this date without explicit approval from relevant HoF and Corporate (due to balance sheet changes)	Essentially shut down of the ledger outside of corporate	GFMS	Monday 3-May-10	Outturn Accounts	To Do
91	Prepare capital funding schedule		Capital Team	Wednesday 5-May-10	Accounts	To Do
92	All depreciation and deferred charges to be entered on the ledger		Capital Team	Wednesday 5-May-10	Accounts	To Do
93	Clear-down Capital Codes to the Balance Sheet & Deferred Charges		Capital Team	Wednesday 5-May-10	Accounts	To Do
94	All Services, including HRA subject to Treasury interest, to have closed accounts		Darren Stevens	Wednesday 5-May-10	Outturn Accounts	To Do
95	Calculate HRA Credit Ceiling		Paul Smith / Keir Garnham	Friday 7-May-10	Accounts	To Do
96	Calculate Consolidated Rate of Interest for HRA		Paul Smith / Keir Garnham	Friday 7-May-10	Accounts	To Do
PCT5	Pooled budget final memorandum accounts will be required - 1st/2nd week of May 2009		PCT	Friday 7-May-10	Accounts	To Do
97	Net Cost of Services transfer to balance sheet	Corporate control of final service cost movement needed to ensure hierarchy balances off committee coding	Darren Stevens	Monday 10-May-10	Outturn Accounts	To Do
98	Treasury to advise when final journals complete to enable HRA final transfers		Paul Smith / Keir Garnham	Monday 10-May-10	Accounts	To Do
99	Deadline for VAT close-down		Paul Smith / Keir Garnham	Monday 10-May-10	Accounts	To Do
100	Deadline for Treasury close-down of external interest transactions		Paul Smith / Keir Garnham	Monday 10-May-10	Accounts	To Do
101	Adj1-10 Closed to Service Accountants (noon)		Darren Stevens	Tuesday 11-May-10	Outturn Accounts	To Do
102	General Fund and HRA Outturn figures passed to Corporate for incorporation in overall outturn report		GFMS	Tuesday 11-May-10	Outturn	To Do
103	Capital Closed and Out-turn report / figures passed for incorporation in report		Capital Team	Tuesday 11-May-10	Outturn	To Do
104	Outturn Report dispatched to Corporate Board		Kirsty Cole	Friday 14-May-10	Outturn	To Do
105	Statement of Accounts information completed and passed to Darren		GFMS	Friday 14-May-10	Accounts	To Do

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	106	Reconcile Asset Register and Balance Sheet	Include SCS Ltd depending on finalising reporting period with audit	Capital Team	Monday	17-May-10	Accounts	To Do
	107	LATS (landfill allowance trading scheme) completed based on latest available figures		Darren Stevens	Monday	17-May-10	Accounts	To Do
	108	Corporate Board consider Out-turn report		Kirsty Cole	Wednesday	19-May-10	Outturn	To Do
	109	Adj2-10 Closed to Service Accountants		Darren Stevens	Friday	21-May-10	Accounts	To Do
	110	Adj2-10 I&E Analysis completed		Darren Stevens	Friday	21-May-10		To Do
	111	LAA disclosures for accounts collated		Darren Stevens	Friday	21-May-10	Accounts	To Do
	112	Completion of Financial Pls		Accountants	Friday	21-May-10	n/a n/a	To Do
	113	Member's Allowances to be Published		Darren Stevens	Friday	28-May-10	n/a n/a	To Do
	114	Obtain draft accounts and intra-group details of Thamesdown Transport debtors/creditors etc		Darren Stevens	Friday	28-May-10	Accounts	To Do
	115	Draft SBC Only Statement of Accounts completed for internal review		Darren Stevens	Friday	28-May-10	Accounts	To Do
June	116	Draft Full Statement of Accounts completed for internal review	Check committee dates in new year once published	Darren Stevens	Tuesday	1-Jun-10	Accounts	To Do
	117	Cabinet Consider Outturn Report		Stuart McKellar	Wednesday	2-Jun-10	outturn	To Do
	118	RO Form Control Totals sent to Heads of Finance		Darren Stevens	Friday	4-Jun-10	n/a n/a	To Do
	119	Draft Statement of Accounts completed		Darren Stevens	Friday	11-Jun-10	Accounts	To Do
	PCT6	Audited accounts submitted to auditors and Dept of Health		PCT	Friday	11-Jun-10	Accounts	To Do
	120	Draft Accounts reports sent out to Audit Committee		Darren Stevens	Monday	14-Jun-10	n/a n/a	To Do
	121	WGA information completed and passed to Darren - NOTE: New format for return	May be possible to have system generated information directly	GFM's	Friday	18-Jun-10	WGA	To Do
	122	Statement of Accounts endorsed by Audit Committee		Stuart McKellar	Tuesday	23-Jun-10	Accounts	To Do
	123	Whole of Government Accounts completed		Darren Stevens	Friday	25-Jun-10	Accounts	To Do
	124	Pre-Audit movement reviews		Finance Teams	Friday	25-Jun-10	Accounts	To Do
	125	Service Committee RO Form figures completed		Finance Teams	Wednesday	30-Jun-10	n/a n/a	To Do
July	126	Revenue Outturn Return (RO) completed		Capita	Friday	9-Jul-10	n/a n/a	To Do
	127	Capital Outturn Return (CO) completed		Capital Team	Friday	9-Jul-10	n/a n/a	To Do
September	128	Final Thamesdown Accounts for Group Section	Include SCS Ltd if three month period included	Darren Stevens	Friday	3-Sep-10	Accounts	To Do
	129	Initial Draft ISA260 received from External Auditors		Audit Commission	Friday	3-Sep-10	Accounts	To Do
	130	Final Draft ISA260 received from External Auditors		Audit Commission	Friday	10-Sep-10	Accounts	To Do
	131	Final Statement of Accounts reports sent out to Audit Committee		Darren Stevens	Monday	13-Sep-10	Accounts	To Do
	132	Final Thamesdown Board Sign Off Accounts		Darren Stevens	Wednesday	15-Sep-10	Accounts	To Do
	133	Statement of Accounts signed off by Audit Committee		Stuart McKellar	Tuesday	21-Sep-10	Accounts	To Do
	134	Statement of Accounts signed off by Auditors and published		Stuart McKellar / Darren Stevens	Wednesday	29-Sep-10	Accounts	To Do
	135	Whole of Government Accounts cleared by Audit		Darren Stevens	Thursday	3-Sep-10	Accounts	To Do