

Closure of Accounts 2019/20 – High Level Closure TimetableWeekly Review

Progress against the closure plan will be reviewed weekly by Paul Turney, Alison Clark and Fiona Parker. Principal Finance Officers, Finance Managers and Group Finance Managers will be either called upon to attend or be telephoned as required in respect of emerging issues as required. Action Bulletin will be distributed where necessary.

Key Dates for Closure TimetablePrior to Year End

	<b>2019/20 Planned</b>	<b>2019/20 Revised</b>	<b>2019/20 Actual</b>
Briefing on closedown to Audit & Assurance Committee	17 <sup>th</sup> March	Papers circulated, meeting cancelled	Papers circulated, meeting cancelled
December (Q3) monitoring report to Cabinet	19 <sup>th</sup> March	Papers circulated, meeting cancelled	Papers circulated, meeting cancelled

Closure of Accounts

	<b>2019/20 Planned</b>	<b>2019/20 Revised</b>	<b>2019/20 Actual</b>
Key feeder systems and control accounts reconciled	31 <sup>st</sup> March	31 <sup>st</sup> March	31 <sup>st</sup> March
Capital entries completed by directorates	3 <sup>rd</sup> April	3 <sup>rd</sup> April	3 <sup>rd</sup> April
Capital outturn completed	5 <sup>th</sup> April	5 <sup>th</sup> April	7 <sup>th</sup> April
Directorate ledger signed off by Directorate Group Finance Managers and provisional outturn reports to Corporate Accounting	14 <sup>th</sup> April	14 <sup>th</sup> April	21 <sup>st</sup> April
All working papers and analytical review from directorates completed and submitted for peer review.	16 <sup>th</sup> April	16 <sup>th</sup> April	27 <sup>th</sup> April
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	28 <sup>th</sup> April	28 <sup>th</sup> April	28 <sup>th</sup> April
Cabinet outturn report circulated to CMT	22 <sup>nd</sup> April (Meeting 29 <sup>th</sup> April)	22 <sup>nd</sup> April (Meeting 29 <sup>th</sup> April)	1 <sup>st</sup> May (Meeting 6 <sup>th</sup> May)
Capital accounting completed	4 <sup>th</sup> May	4 <sup>th</sup> May	8 <sup>th</sup> May
<b>Draft Statement of Accounts completed for review by Senior Manager - Accountancy</b>	<b>11<sup>th</sup> May</b>	<b>11<sup>th</sup> May (excluding Group)</b>	<b>18<sup>th</sup> May</b>
Cabinet outturn report circulated for Cabinet Briefing	12 <sup>th</sup> May (Meeting 21 <sup>st</sup> May)	12 <sup>th</sup> May (Meeting 21 <sup>st</sup> May)	21 <sup>st</sup> May meeting cancelled

	<b>2019/20 Planned</b>	<b>2019/20 Revised</b>	<b>2019/20 Actual</b>
<b>Draft Statement of Accounts to Director of Finance for first review</b>	<b>14<sup>th</sup> May</b>	<b>30<sup>th</sup> May</b>	<b>9<sup>th</sup> June</b>
Updated Draft Statement of Accounts to Director of Finance and Chair of Audit Committee	22 <sup>nd</sup> May	N/A	N/A
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	21 <sup>st</sup> May	22 <sup>nd</sup> May	22 <sup>nd</sup> May
<b>Ongoing review of Draft Statement of Accounts</b>	<b>22<sup>nd</sup> – 28<sup>th</sup> May</b>	<b>22<sup>nd</sup> May to 29<sup>th</sup> July</b>	<b>Ongoing</b>
Unaudited Whole of Government Accounts (WGA) completed ( <b>Revised submission deadline 30<sup>th</sup> September</b> )	28 <sup>th</sup> May	Return available on Delta from 2 <sup>nd</sup> July, completion expected 29 <sup>th</sup> July	<b>Ongoing</b>
Receive Cumbria County Holdings Ltd group accounts for consolidation	7 <sup>th</sup> May	29 <sup>th</sup> May	29 <sup>th</sup> May
Cabinet outturn report published	1 <sup>st</sup> June (Meeting 11 <sup>th</sup> June)	1 <sup>st</sup> June (Meeting 11 <sup>th</sup> June)	1 <sup>st</sup> June
Council outturn report published	17 <sup>th</sup> June (Meeting 25 <sup>th</sup> June)	Meeting cancelled	Meeting cancelled
<b>Verbal Update to Chair of Audit Committee and Deputy Leader on Progress by Director of Finance</b>		<b>18<sup>th</sup> June</b>	<b>18<sup>th</sup> June</b>
<b>Updated Draft Statement of Accounts to Director of Finance and Chair of Audit Committee</b>	<b>22<sup>nd</sup> May</b>	<b>20<sup>th</sup> July</b>	<b>20<sup>th</sup> July</b>
<b>Sign off of unaudited Statement of Accounts by Director of Finance</b>	<b>28<sup>th</sup> May</b>	<b>30<sup>th</sup> July</b>	
Unaudited Statement of Accounts published on Council website	29 <sup>th</sup> May	31 <sup>st</sup> July	
Final completed working papers to Grant Thornton	29 <sup>th</sup> May	31 <sup>st</sup> July	
Unaudited Statement of Accounts to Grant Thornton	29 <sup>th</sup> May	31 <sup>st</sup> July	
Unaudited WGA return submitted to MHCLG and Grant Thornton	29 <sup>th</sup> May	31 <sup>st</sup> July	

## LGPS Accounts

	<b>2019/20 Planned</b>	<b>2019/20 Revised</b>	<b>2019/20 Actual</b>
Accruals uploaded to General Ledger	30 <sup>th</sup> Apr	30 <sup>th</sup> Apr	30 <sup>th</sup> Apr
Cut-off for updated valuation of Alternative investments	6 <sup>th</sup> May	18 <sup>th</sup> May	18 <sup>th</sup> May
Updated Draft Statement of Accounts to Director of Finance and Chair of Audit Committee	22 <sup>nd</sup> May	10 <sup>th</sup> June	10 <sup>th</sup> June
Sign off of unaudited Statement of Accounts by Director of Finance	28 <sup>th</sup> May	25 <sup>th</sup> June	25 <sup>th</sup> June
Final completed working papers to Grant Thornton	29 <sup>th</sup> May	26 <sup>th</sup> June	26 <sup>th</sup> June

## Audit

	<b>2019/20 Planned</b>	<b>2019/20 Revised</b>	<b>2019/20 Actual</b>
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	September TBC	September TBC	
External Audit work	August / September	September /October	
Receive first draft Audit Findings Report from Grant Thornton	Early October	Early October	
Briefing on closedown for Audit & Assurance Committee	Mid October	Mid October	
Finalise audit adjustments (if any) to the Statement of Accounts	Mid October	Mid October	
Finalise report to Audit & Assurance Committee on the Statement of Accounts	Mid October	Mid October	
Audit & Assurance Committee reports published	26 <sup>th</sup> October	26 <sup>th</sup> October	
Audit & Assurance Committee meeting to receive Grant Thornton Audit Findings Report	3 <sup>rd</sup> November	23 <sup>rd</sup> November	
Receive audit opinion from Grant Thornton	TBC	TBC	
Publish statutory accounts on website	TBC	TBC	
Final audited WGA submitted to CLG	TBC	TBC	