

Closure of Accounts 2020/21 – 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

	2019/20 Planned	2019/20 Actual	2020/21 Planned
Briefing on closedown to Audit & Assurance Committee	17 th March	Papers circulated, meeting cancelled	11 th March
December (Q3) monitoring report to Cabinet	19 th March	Papers circulated, meeting cancelled	18 th March

Closure of Accounts

	2019/20 Planned	2019/20 Actual	2020/21 Planned
Key feeder systems and control accounts reconciled	31 st March	31 st March	31 st March
Capital entries completed by directorates	3 rd April	3 rd April	8 th April
Capital outturn completed	5 th April	7 th April	12 th April
Directorate ledger signed off by Directorate Group Finance Managers and provisional outturn reports to Corporate Accounting	14 th April	21 st April	16 th April
All working papers and analytical review from directorates completed and submitted for peer review.	16 th April	27 th April	23 rd April
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	28 th April	28 th April	TBC
Cabinet outturn report circulated to CMT	22 nd April (Meeting 29 th April)	1 st May (Meeting 6 th May)	TBC (Meeting 10 th June)
Capital accounting completed	4 th May	8 th May	7 th May
Draft Statement of Accounts completed for review by Senior Manager - Accountancy	11th May	18th May	14th May
Cabinet outturn report circulated for Cabinet Briefing	12 th May (Meeting 21 st May)	21 st May meeting cancelled	TBC

	2019/20 Planned	2019/20 Actual	2020/21 Planned
Draft Statement of Accounts to Director of Finance for first review	14th May	9th June	18th May
Updated Draft Statement of Accounts to Director of Finance and Chair of Audit Committee	22 nd May	N/A	24 th May
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	21 st May	22 nd May	TBC May
Ongoing review of Draft Statement of Accounts	22nd – 28th May	June / July	18th – 27th May
Receive Cumbria County Holdings Ltd group accounts for consolidation	7 th May	29 th May	7 th May
Cabinet outturn report published	1 st June (Meeting 11 th June)	1 st June	TBC (Meeting 10 th June)
Council outturn report published	17 th June (Meeting 25 th June)	Meeting cancelled	TBC (Meeting TBC June)
Sign off unaudited Statement of Accounts by Director of Finance	28th May	30th July	27th May
Unaudited Statement of Accounts published on Council website	29 th May	31 st July	28 th May
Final completed working papers to Grant Thornton	29 th May	31 st July	28 th May
Unaudited Statement of Accounts to Grant Thornton	29 th May	31 st July	28 th May
Unaudited WGA return submitted to MHCLG and Grant Thornton	29 th May	31 st July	28 th May

LGPS Accounts

	2019/20 Planned	2019/20 Actual	2020/21 Planned
Accruals uploaded to General Ledger	30 th Apr	30 th Apr	30 th Apr
Cut-off for updated valuation of Alternative investments	6 th May	18 th May	17 th May
Updated Draft Statement of Accounts to Director of Finance and Chair of Audit Committee	22 nd May	10 th June	27 th May
Sign off of unaudited Statement of Accounts by Director of Finance	28 th May	25 th June	28 th May
Final completed working papers to Grant Thornton	29 th May	26 th June	7 th June

Audit

	2019/20 Planned	2019/20 Actual	2020/21 Planned
Briefing on closedown for Chair and Vice Chair of Audit & Assurance Committee	September TBC	14 th September	TBC
External Audit work	August / September	September / October / November	July / August / September
Receive first draft Audit Findings Report from Grant Thornton	Early October	17 th November	Mid September
Briefing on closedown for Audit & Assurance Committee	Mid October	18 th November	Mid September
Finalise audit adjustments (if any) to the Statement of Accounts	Mid October	17 th November	Mid September
Finalise report to Audit & Assurance Committee on the Statement of Accounts	Mid October	20 th November for 23 rd November meeting and 25 th November for 27 th November meeting	Mid September
Audit & Assurance Committee reports published	26 th October	As above	Mid September
Audit & Assurance Committee meeting to receive Grant Thornton Audit Findings Report	3 rd November	23 rd November and 27 th November	27 th September (provisional)
Receive audit opinion from Grant Thornton	TBC	30 th November	30 th September
Publish statutory accounts on website	TBC	30 th November	30 th September
Final audited WGA submitted to MHCLG	TBC	7 th January	30 th September

Note: Dates subject to change following the conclusion of MHCLG consultation on amendments to the Accounts and Audit Regulations 2015 regarding the amendment of statutory publication dates as detailed in paragraphs 4.13 to 4.18 of the main report.