

**HUMBERSIDE FIRE & RESCUE SERVICE**  
**CLOSEDOWN TIMETABLE 2017/18**

| <u>Target Date</u> | <u>Task</u>   | <u>Completed By</u> | <u>Date Completed</u> |
|--------------------|---|---------------------|-----------------------|
| 01/09/2017         | Roll Forward previous year Balances on Aptos  | DL/SD               | 01/09/2017            |
| 29/12/2017         | Review previous year audit report and adjust for non material errors where necessary              | MR/SD               | no errors to adjust   |
| 29/12/2017         | Produce Skeleton Accounts with prior year Comparatives  | MR/SD               |                       |
| 29/12/2017         | Complete CIPFA Disclosure Checklist   | MR/SD               |                       |
| 12/01/2018         | Provide FF pensions data for GAD  | DL/WYPA             |                       |
| 26/01/2018         | Review Accounting Policies  | MR/SD               |                       |
| 16/02/2018         | Send email to spending officers re year end purchase orders                                       | SD                  |                       |
| 02/03/2018         | Send email to spending officers re closedown  | SD                  |                       |
| 09/03/2018         | Provide Pensions cashflow and Member data to GAD  | DL/SD/MR            |                       |
| 23/03/2018         | Stocktake to be completed   | PC/BK/AD/Stores     |                       |
| 29/03/2018         | Request Third Party Assurance Letters from Hull CC/ERYC/WYPA                                      | SD                  |                       |
| 29/03/2018         | Arrange final PWLB draw down with Hull City Council   | SD                  |                       |
| 03/04/2018         | Agree list of dated cheques and credit amounts back to ledger.                                    | SD                  |                       |
| 03/04/2018         | Post cash receipts and inter account transfers to 31 March  | AB                  |                       |
| 03/04/2018         | Post all non cheque items to 31/03 to cash account  | AB                  |                       |
| 03/04/2018         | Complete Financial Instrument Return for Sector   | SD                  |                       |
| 03/04/2018         | Send confirmation letters to counterparties after requesting list from Hull CC                    | SD                  |                       |
| 06/04/2018         | Account for petty cash balances   | SD/AB               |                       |
| 06/04/2018         | Bank reconciliation to 31 March   | AB                  |                       |
| 06/04/2018         | Adjust for April Pensions paid in advance.  | SD                  |                       |
| 06/04/2018         | Complete FF Pension Analysis  | SD                  |                       |
| 06/04/2018         | Run provisional Trial Balance for the year.   | MR/SD               |                       |
| 06/04/2018         | Deadline for receipt of Property Valuations   | MR/SD               |                       |
| 13/04/2018         | Deadline for debtors lists  | SD/AB               |                       |
| 13/04/2018         | Deadline for creditors lists  | SD/AB               |                       |
| 20/04/2018         | Agree outstanding debtor's provisions and post to Aptos   | SD/AB               |                       |
| 20/04/2018         | Agree outstanding creditors provisions and post to Aptos  | SD/AB               |                       |
| 20/04/2018         | Complete Asset revaluation journals   | MR/SD               |                       |
| 20/04/2018         | Reconcile Capital Spending and Funding  | MR/SD               |                       |
| 20/04/2018         | Reconcile interest receipts to list supplied from Hull City Council and provided for interest due | SD                  |                       |
| 20/04/2018         | Reconcile interest payments to P.W.L.B. and accrue for interest due at 31 March                   | SD                  |                       |
| 20/04/2018         | Reconcile Finance Lease adjustments for the year.   | MR/SD               |                       |
| 20/04/2018         | Prepare and post capital financing journals.  | MR/SD               |                       |
| 20/04/2018         | Reconcile VAT Account   | SD/AB               |                       |
| 20/04/2018         | Reconcile Payroll Balancing Account   | SD/AB               |                       |
| 20/04/2018         | Post debtor's Write offs  | SD                  |                       |
| 20/04/2018         | Clear suspense accounts and or reconcile any balances to carry forward to 2017/18                 | SD/AB               |                       |
| 20/04/2018         | Agree stock in hand @ 31/03   | MR/SD               |                       |
| 20/04/2018         | Pensions information re IAS 19 - Support Staff  | MR/SD               |                       |
| 20/04/2018         | Pensions information re IAS 19 - Fire Fighter's   | MR/SD               |                       |
| 20/04/2018         | Receive draft accounts from ESFM Ltd  | ESFM Ltd            |                       |
| 20/04/2018         | Provide for Retained Fire Fighters' pay paid in arrears.  | SD                  |                       |
| 20/04/2018         | Fair Value Statements from Sector   | MR/SD               |                       |

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| 04/05/2018         | Run provisional trial balance   | MR/SD               |                       |
| 04/05/2018         | Produce Financial Outturn and use for Foreword                                    | SD                  |                       |
| 04/05/2018         | Run Final Revenue ledger.   | MR/SD               |                       |
| 11/05/2018         | Annual Governance Statement   | SR                  |                       |
| 11/05/2018         | Ask Executive Director Service Support/Coporate Planning for foreword update      | KW/SR               |                       |
| 11/05/2018         | Deadline for Narrative report including performance numbers                       | KW/SR               |                       |
| 11/05/2018         | Receive Collection Fund Balances from the Local Authorities and complete journals | MR/SD               |                       |
| 11/05/2018         | Receive audited accounts from ESFM Ltd  | ESFM Ltd            |                       |
| 11/05/2018         | Produce statement of accounts   | MR/SD               |                       |
| 09/05/2018         | Notice for Right to inspect Accounts  | KW/MR               |                       |
| 11/05/2018         | Accounts to be published on the Authority Website                                 | MR                  |                       |
| 01/06/2018         | Commencement of right to inspect Accounts Period                                  | KW/MR               |                       |
| 04/06/2018         | Commencement of External Audit fieldwork  | MR/SD/KPMG          |                       |
| 08/06/2018         | Deadline for submission of Papers for June GAS Committee                          | MR/KW               |                       |
| 15/06/2018         | Deadline for submission of Papers for June Fire Authority                         | MR/KW               |                       |
| 15/06/2018         | Governance, Audit and Scrutiny Committee - June                                   | MR/KW               |                       |
| 15/06/2018         | Completion of Whole Government Accounts   | SD                  |                       |
| 25/06/2018         | Fire Authority - June   | MR/KW               |                       |
| 06/07/2018         | Deadline for Submission of Papers for July GAS Committee                          | Audit/MR/KW         |                       |
| 16/07/2018         | Governance, Audit and Scrutiny Committee - July                                   | Audit/MR/KW         |                       |
| 17/07/2018         | Conclusion of right to inspect Accounts period                                    | KW/MR               |                       |
| 18/07/2018         | Deadline for submission of Papers for July Fire Authority                         | Audit/MR/KW         |                       |
| 27/07/2018         | Fire Authority - July   | Audit/MR/KW         |                       |
| 31/07/2018         | Notice for Conclusion of the Audit  | KW/MR               |                       |

**Officers**

MR = Martyn Ransom  
DL = Dave Lofthouse  
SD = Shaun Dyke  
AB = Amie Brown  
KW = Kevin Wilson  
SR = Simon Rhodes  
PC/BK/AD/Stores = Paul Clucas/Ben Kelly/Andy Day  
ESFM Ltd = ESFM (Humberside) Ltd JV Co

**Auditors**

KPMG