

**HUMBERSIDE FIRE & RESCUE SERVICE**  
**CLOSEDOWN TIMETABLE 2015/16**

<u>Deadline</u> <u>Date</u>	<u>Task</u>	<u>Completed By</u>
30/11/2015	Roll Forward 14/15 Balances on Aptos	DL/SD
31/12/2015	Review previous year audit report and adjust for non material errors where necessary	MR/SD
31/12/2015	Produce Skeleton Accounts with 14/15 Comparatives	MR/SD
31/12/2015	Complete CIPFA Disclosure Checklist	MR/SD
15/01/2016	Provide FF pensions data for GAD	DL/WYPA
29/01/2016	Review Accounting Policies	MR/SD
12/02/2016	Send email to spending officers re year end purchase orders	SD
04/03/2016	Send email to spending officers re closedown	SD
18/03/2016	Stocktake to be completed	DL and Stores
29/03/2016	Arrange final PWLB draw down with Hull City Council	SD
04/04/2016	Agree list of dated cheques and credit amounts back to ledger.	SD
04/04/2016	Post cash receipts and inter account transfers to 31 March 2016	CE/AV
04/04/2016	Post all non cheque items to 31/03/16 to cash account	AV
04/04/2016	Complete Financial Instrument Return for Sector	SD
04/04/2016	Send confirmation letters to counterparties after requesting list from Hull CC	SD
08/04/2016	Account for petty cash balances	AV
08/04/2016	Bank reconciliation to 31 March 2016	CE
08/04/2016	Adjust for April Pensions paid in advance.	SD
08/04/2016	Run provisional Trial Balance for the year.	MR/SD
22/04/2016	Deadline for debtors lists	SD
22/04/2016	Deadline for creditors lists	SD
22/04/2016	Deadline for receipt of Property Valuations	MR/SD
22/04/2016	Agree outstanding debtor's provisions and post to Aptos	SD
22/04/2016	Agree outstanding creditors provisions and post to Aptos	SD
22/04/2016	Complete Asset revaluation journals	MR/SD
22/04/2016	Reconcile Capital Spending and Funding	MR/SD
22/04/2016	Reconcile interest receipts to list supplied from Hull City Council and provided for interest due to 31 March 2014	SD
22/04/2016	Reconcile interest payments to P.W.L.B. and accrue for interest due at 31 March 2016	SD
22/04/2016	Reconcile Finance Lease adjustments for the year.	MR/SD
22/04/2016	Prepare and post capital financing journals.	MR/SD
22/04/2016	Reconcile VAT Account	SD
22/04/2016	Reconcile Payroll Balancing Account	SD
22/04/2016	Post debtor's Write offs	SD
22/04/2016	Clear suspense accounts and or reconcile any balances to carry forward to 2016/17	SD

(continued over)

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22/04/2016	Agree stock in hand @ 31/03/16	MR/SD
22/04/2016	Complete FF Pension Analysis	SD
22/04/2016	Pensions information re IAS 19 - Support Staff	MR/SD
29/04/2016	Receive draft accounts from ESFM Ltd	ESFM Ltd
06/05/2016	Provide for Retained Fire Fighters' pay paid in arrears.	SD
06/05/2016	Run provisional trial balance	MR/SD
06/05/2016	Fair Value Statements from Sector	MR/SD
06/05/2016	Produce Financial Outturn for 2015/16 and use for Foreword	SD
06/05/2016	Pensions information re IAS 19 - Fire Fighter's	MR/SD
06/05/2016	Allocate Management & Admin account.	MR/SD
13/05/2016	Receive audited accounts from ESFM Ltd	ESFM Ltd
13/05/2016	Receive Collection Fund Balances from the Local Authorities and complete journals	MR/SD
13/05/2016	Run Final Revenue ledger.	MR/SD
13/05/2016	Annual Governance Statement	KW to April GAS and Fire Authority
13/05/2016	Ask Section 151 Officer for foreword update	KW
13/05/2016	Produce statement of accounts (including group accounts)	MR/SD
08/06/2016	Deadline for submission of Papers for June GAS Committee	MR/KW
08/06/2016	Commencement of External Audit fieldwork	MR/SD/Audit
15/06/2016	Completion of Whole Government Accounts	SD
16/06/2016	Deadline for submission of Papers for June Fire Authority	MR/KW
17/06/2016	Governance, Audit and Scrutiny Committee - June (Estimated date)	MR/KW
27/06/2016	Fire Authority - June (Estimated date)	MR/KW
07/07/2016	Deadline of for Submission of Papers for July GAS Committee	Audit/MR/KW
18/07/2016	Governance, Audit and Scrutiny Committee - July (Estimated date)	Audit/MR/KW
20/07/2016	Deadline for submission of Papers for July Fire Authority	Audit/MR/KW
29/07/2016	Fire Authority - July (Estimated date)	Audit/MR/KW

**Officers**

MR = Martyn Ransom

DL = Dave Lofthouse

SD = Shaun Dyke

AV = Anne Vernon

CE = Chris Ellis

KW = Kevin Wilson

**Auditors**

KPMG