

FINANCIAL STATEMENTS 2015-16

1. EXECUTIVE SUMMARY

- 1.1 This report advises the Audit Committee on the plans in place for financial year end 31 March 2016 and the preparation of the Council's Financial Statements for 2015-16.
- 1.2 As part of the review of the preparation of the 2014-15 Annual Accounts three areas were identified where improvements could be made and following a review of the processes changes have been made to improve the closedown in respect of 2015-16.
- 1.3 The Appendices to the report show the timetable for the closure of the general ledger and the plan and timetable for preparation of the final accounts.
- 1.4 The Committee is asked to note the content of the report.

FINANCIAL STATEMENTS 2015-16

2. INTRODUCTION

- 2.1 This report advises the Audit Committee on the plans in place for financial year end 31 March 2016 and the preparation of the Council's Financial Statements for 2015-16.
- 2.2 Processes have been established to ensure that the financial statements are prepared in accordance with International Financial Reporting Standards (IFRS) on an on-going basis. There are no major changes in accounting practice for 2015-16.
- 2.3 A review was undertaken of the year end processes at the completion of the preparation of the Financial Statements for 2014-15 and a number of changes have been made to the yearend timetable and processes.

3. RECOMMENDATIONS

- 3.1 To note that plans are in place to prepare the Councils financial statements, consistent with the Accounting Code of Practice and submit them to Council prior to 30 June 2016 in line with the Scottish Government's requirements.

4. DETAIL

- 4.1 "An Audit Committees – Practical Guidance for Local Authorities" has been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). This suggests that Audit Committees should have an overview of the plans made for preparation of the council's financial statements.
- 4.2 A set of instructions for the end of the financial year have been drafted. These cover year-end close down of the council's financial systems and the preparation of a set of accounts in line with professional and legislative requirements.
- 4.3 The project plan included with the instructions is detailed and includes the following milestones:
- Capital expenditure, capital charges and treasury management revenue accounts completed by 18 April.
 - Revenue expenditure, creditors, debtors, accruals and prepayments completed by 29 April.
 - Council Tax and NDR entries completed by 17 May.
 - Review and adjustments to ledger and central department cost allocations Completed by 17 May.

- Preparation of unaudited single entity financial statements including report by Head of Strategic Finance by 7 June.
- Unaudited single entity financial statements considered by a meeting of the Full Council on 30 June. If the Group Accounts are ready by the Full Council Meeting they will also be considered by Members at this point in time.
- Submission of Unaudited Financial Statements to Accounts Commission by the statutory deadline of 30 June 2016.

4.4 The review of the year end timetable and processes identified three areas which had had an impact on compliance with the timetable for investigation:

- Pension Information
- Processing allocation journals
- Capital Financed From Revenue

4.5 Each of the areas was further investigated and adjustments have been made to either the timetable to reflect the dependencies of tasks or the process to try and ensure that the tasks are completed as per the timetable.

4.6 Previously external Audit has been satisfied with the quality of working papers and general arrangements for preparation of the financial statements. The plan should result in Financial Statements prepared by the required deadline of 30 June 2016 and with supporting documentation of a standard to enable completion of the audit by the required deadline of 30 September 2016.

4.7 The General Ledger Closedown Timetable is included as Appendix 1 and Appendix 2 is the Final Accounts Preparation Plan and Timetable.

5. CONCLUSION

5.1 The review of the year end processes and timetable has resulted in a number of changes to these being implemented which should ensure that the Financial Statements are completed on time and that the working papers meet Audit Scotland's requirements.

6. IMPLICATIONS

6.1	Policy –	None at present
6.2	Financial -	None at present
6.3	Legal -	None at present
6.4	HR -	None at present
6.5	Equalities -	None at present
6.6	Risk -	None at present
6.7	Customer Service -	None at present

Kirsty Flanagan, Head of Strategic Finance

Dick Walsh Council Leader and Policy Lead for Strategic Finance

For further information please contact Peter Cupples, Finance Manager –
Corporate Support 01546-604183

Appendix 1 – General Ledger Closedown Timetable

Appendix 2 - Final Accounts Preparation Plan and Timetable

Appendix 1 - Year End 2016 General Ledger Closedown Timetable

Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
1. Capital Expenditure Processing	1	Final preparation of year end capital payments	21/03/16 to 04/04/16	Departments
	2	Dep'ts Cut off date for capital payments to Strategic Finance - Corporate Support (Witchburn Road)	04/04/2016	Departments
	3	Processing of final external capital payments	05/04/16 to 08/04/16	Creditors Section
	4	Final cheque run processed and cheques printed	08/04/2016	Creditors Section
	5	Year end journals of transfers to/from revenue accounts	21/03/16 to 05/04/16	Corporate - Anne Macdougall
	6	Property Fee Charges Processed	21/03/16 to 05/04/16	Corporate - Anne Macdougall
	7	Roads interfaces checked daily for capital expenditure	21/03/16 to 08/04/16	Corporate - Anne Macdougall
	8	Dept's complete capital accruals template/CFCR template/journals/ and send to Strategic Finance - Corporate Support (Witchburn Road)	06/04/16 to 08/04/16	Departments
	9	Dept's cut off date for capital accruals template/CFCR template/journals to Strategic Finance - Corporate Support (Witchburn Road)	08/04/2016	Departments
	10	Processing of final external capital payments/accruals/CFCR (Uploading by Consolidated Team)	11/04/2016	Corporate - Anne Macdougall
	11	Capital expenditure processing complete	11/04/2016	Corporate - Anne Macdougall
2. Capital Expenditure - Fixed Asset Processing	1	Capital expenditure final download from ledger	12/04/2016	Corporate - Anne Macdougall
	2	Allocation of balance sheet codes to mass allocation journal	13/04/16 to 18/04/16	Corporate - Anne Macdougall
	3	Mass allocation processed	18/04/2016	Corporate - Anne Macdougall
	4	Capital expenditure complete	18/04/2016	Corporate - Anne Macdougall
<i>Depreciation/Property Plant and Equipment Processing</i>	5	Revaluation of Properties by Estates	22/04/2016	Estates
	6	Update asset register for additions/disposals/transfers	19/04/16 to 22/04/16	Corporate - Anne Macdougall
	7	Update Asset Register for Revaluations	25/04/16 to 27/04/16	Corporate - Anne Macdougall
	8	Process balance sheet depreciation/revaluation journals	27/04/2016	Corporate - Anne Macdougall
	9	Reconcile asset register to ledger	28/04/2016	Corporate - Anne Macdougall
	10	Run depreciation/impairment charges	29/04/2016	Corporate - Anne Macdougall
	11	Capital Accounting Entries Complete	29/04/2016	Corporate - Anne Macdougall

Appendix 1 - Year End 2016 General Ledger Closedown Timetable

Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
<i>Non-Current Assets Available for Sale</i>	12	Obtain supporting evidence for assets classified for sale	14/03/16 to 18/03/16	Corporate - Anne Macdougall
	13	De-classify assets no longer meeting AH for S criteria	21/03/2016	Corporate - Anne Macdougall
	14	Re-classify any items newly meeting AH for S Criteria	22/03/2016	Corporate - Anne Macdougall
3. Loan Charges	15	Up-date asset register with reclassifications	23/03/2016	Corporate - Anne Macdougall
	1	Complete interest on revenue balances	07/03/2016	Corporate - Sandra Coles
	2	Complete PSTM Reconciliations	07/04/16 to 08/04/16	Corporate - Sandra Coles
	3	Accrual of Borrowing Interest and Expenses	11/04/16 to 12/04/16	Corporate - Sandra Coles
	4	Accrual of Investment Interest and Expenses	11/04/16 to 12/04/16	Corporate - Sandra Coles
	5	Strategic Finance expense allocation	12/04/2016	Corporate - Sandra Coles
	6	Agree loans fund advances b/f	01/03/2016	Corporate - Sandra Coles
	7	Provision of capital repayment figures for house loans	01/04/16 to 12/04/16	Consolidated Team - Duncan MacBrayne
	8	Calculate weighted capital expenditure in year	13/04/16 to 14/04/16	Corporate - Peter Cupples
	9	Calculate average interest and expense rate	13/04/16 to 14/04/16	Corporate - Peter Cupples
	10	Input annuity rate loan charges model and calculate loan charges	15/04/2016	Corporate - Peter Cupples
	11	Process loans charges/SMGFB journal	18/04/2016	Corporate - Sandra Coles
	12	Loans fund revenue account (ensure nil)	18/04/2016	Corporate - Sandra Coles
	13	Loans Charges Complete	18/04/2016	Corporate - Peter Cupples
4. IFRS Pensions Accounting - Year End Accounting Entries	1	IFRS Pensions Report Received from Actuaries (Hymans Robertson)	03/05/2016	Corporate - Moira Miller
	2	Check reasonability of data in report	03/05/2016	Corporate - Moira Miller
	3	Calculate pensions entries in ledger	03/05/2016	Corporate - Moira Miller
	4	Process pensions entries in ledger	03/05/2016	Corporate - Moira Miller
	5	Check no bottom line impact on general fund	03/05/2016	Corporate - Moira Miller
	6	IFRS Pension Entries Complete	03/05/2016	Corporate - Moira Miller
5. Creditor Payments	1	Departments processing old year invoices	01/04/16 to 08/04/16	Departments
	2	Departments cut off date for passing invoices to Finance (Campbeltown)	08/04/2016	Departments
	3	Processing of final revenue payments 2015/16	11/04/16 to 12/04/16	Creditors Section
	4	Final cheque run processed and cheques printed	12/04/2016	Creditors Section
	5	Production and processing of final feeders to road costing	12/04/2016	Creditors Section
	6	Closure of March 2016 Period (5pm)	12/04/2016	Consolidated Team - Astrid Ronald

Appendix 1 - Year End 2016 General Ledger Closedown Timetable

Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
	7	Reconciliation of Core Payables Liability	13/04/2016	Consolidated Team - Astrid Ronald
	8	VAT return completed	13/04/16 to 26/04/16	Corporate - Sandra Coles
	9	Creditor Payments and VAT completed	26/04/2016	N/A
6. Revenue Accruals/Prepaid Expenditure	1	Accrued/Prepaid expenditure templates issued to departments	01/03/2016	Consolidated Team - Astrid Ronald
	2	Departments complete accrued/prepaid expenditure template	11/04/16 to 21/04/16	Departments
	3	Deadline for return of accrued/prepaid expenditure template	21/04/2016	Departments
	4	Consolidated team check and process accrued/prepaid expenditure	22/04/16 to 29/04/16	Consolidated Team
	5	Deadline for Upload of Accrual Templates to General Ledger.	29/04/2016	Consolidated Team
<i>PECOS Accruals</i>	6	Mismatches to be cleared from PECOS system	30/03/2016	Departments
	7	Orders received prior to 31 March, receipted on PECOS	31/03/2016	Departments
	8	Final PECOS interface with payables ledger for 15-16	31/03/2016	Creditors Section
	9	PECOS Accrual Report run and sent to Principal Accountants	31/03/2016	Procurement - Mary McKerral
	10	Departments to include unpaid receipted orders on accrual template	01/04/16 to 14/04/16	Departments
	11	Consolidated team check and process PECOS Accrual Templates and Documentation	15/04/16 to 29/04/16	Consolidated Team
<i>Holiday Pay Accrual - Teachers</i>	12	Collection of teacher data	04/04/2016	Corporate - Anne Macdougall
	13	Calculation of teachers holiday pay accrual	05/04/2016	Corporate - Anne Macdougall
	14	Process journal and SMR reversing entry	05/04/2016	Corporate - Anne Macdougall
<i>Holiday Pay Accrual - Other Staff</i>	15	Completion of holiday pay accrual template based on previous years sample and methodology	06/04/2016	Corporate - Anne Macdougall
	16	Process journal and SMR reversing entry	06/04/2016	Corporate - Anne Macdougall
<i>Payroll - Pay 07 MONTHLY (Month 1)</i>	17	Deadline for Trave/Expensel Claims - Pay 07 Month 1	24/03/2016	Departments
	18	Deadline for Timesheets to Payroll - Pay 07 Month 1	04/04/2016	Departments
	19	Processing Pay 07 Month 1	04/04/16 to 06/04/16	Payroll Section
	20	Clearance of Pay 07 Month 1 suspense items	07/04/16 to 13/04/16	Payroll Section
	21	Accrual Pay 07 Month 1	14/04/16 to 18/04/16	Consolidated Team

Appendix 1 - Year End 2016 General Ledger Closedown Timetable

Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
<i>Payroll - Pay 10 TEACHERS (Month 1)</i>	22	Deadline for Travel/Expense Claims - Pay 10 Teachers Month 1	14/04/2016	Departments
	23	Deadline for Timesheets to payroll Pay 10 Teachers Month 1	18/04/2016	Departments
	24	Processing Pay 10 Teachers Month 1	18/04/16 to 20/04/16	Payroll Section
	25	Clearance of Pay 10 Month 1 suspense items	21/04/16 to 25/04/16	Payroll Section
	26	Accrual Pay 10 Teachers Month 1	26/04/16 to 28/04/16	Consolidated Team - Astrid Ronald
	<i>Payroll - Pay 10 TEACHERS (Month 2)</i>	27	Deadline for Travel/Expenses Claims - Pay 10 Teachers Month 2	12/05/2016
28		Deadline for Timesheets to Payroll Pay 10 Teachers Month 2	16/05/2016	Departments
29		Processing Pay 10 Teachers Month 2	16/05/16 to 18/05/16	Payroll Section
7. Cash and Income - Accrued/Deferred Income - Sundry Debtor Accounts	1	Department cut off date to send debtor accounts to Debtors Section	24/03/2016	Departments
	2	Input of old year debtor accounts (Central and Local)	24/03/16 to 31/03/16	Debtors Section
	3	Year end reports produced	31/03/2016	Debtors Section
	4	Sundry Debtor account reconciliations	01/04/16 to 21/04/16	Debtors Section
	5	Calculation of Bad Debt Provision	22/04/16 to 26/04/16	Debtors Section
	6	Process journal adjusting ledger for change in BDP	26/04/2016	Debtors Section
	7	Sundry Debtor accounts complete	26/04/2016	Debtors Section
<i>Housing Benefit Overpayments</i>	8	Calculation of Housing Benefit Overpayment Debtor	01/04/16 to 05/04/16	Housing Benefits Section
	9	Calculate associated bad debt provision	06/04/16 to 08/04/16	Housing Benefits Section
	10	Process journals for housing benefit overpayments	08/04/2016	Housing Benefits Section
	11	Housing Benefit Overpayments Complete	08/04/2016	Housing Benefits Section
	<i>Banking</i>	12	All monies/cheques should be banked	31/03/2016
13		Monies/cheques received after final banking relating to 14/15 to be added to accruals template	01/04/16 to 04/04/16	Departments
<i>E-Income Journals</i>	14	Deadline for E- Income Journals to Cash Section. Witchburn Road, C'town	31/03/2016	Departments
<i>Bank Reconciliations</i>	15	Cash Section to process year-end E-income journals	01/04/16 to 04/04/16	Departments
	16	Request bank certificates for all accounts	01/03/2016	Corporate - Sandra Coles
	17	Bank reconciliation on expenditure account	01/04/16 to 29/04/16	Creditors Section
	18	Bank reconciliation on Council Tax and NDR account	01/04/16 to 29/04/16	Revenues - Alison Millar
	19	Bank reconciliation on Income Account	01/04/16 to 29/04/16	Revenues - Alison McGeachy
	20	Bank reconciliation on Housing Benefit Account	01/04/16 to 29/04/16	Benefits - Sharon Leitch

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Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
<i>Imprests</i>	21	Bank reconciliation on Land Contamination Bank Account	01/04/16 to 29/04/16	Corporate - Sandra Coles
	22	Imprest certificates/returns issued to imprest holders	01/03/2016	Creditors Section
	23	Establishments complete certificates/returns	01/04/16 to 22/04/16	Departments
	24	Deadline for return of Certificates to Cash Section	22/04/2016	Departments
	25	Reconciliation of all Imprest balances (including schools)	23/04/16 to 28/04/16	Creditors Section
	26	Process final imprest adjustments in ledger	28/04/2016	Creditors Section
	27	Income Accrual / Deferred Income Templates issued to departments	01/03/2016	Consolidated Team - Astrid Ronald
<i>Other Income Accruals / Deferred Income</i>	28	Departments complete other income accrual/ deferred income templates	01/04/16 to 21/04/16	Departments
	29	Dept's cut-off date for return of income accruals / deferred income template to Strategic Finance Teams	21/04/2016	Departments
	30	Consolidated team check and process income accruals / deferred income	22/04/16 to 29/04/16	Consolidated Team
8. Internal Recharges	1	Final date for producing 2014/2015 Internal recharges	31/03/2016	Departments
	2	Deadline for coded recharges to be sent to Corporate Support	08/04/2016	Departments
	3	Internal Recharges uploaded into the ledger	08/04/2016	Consolidated Team
	4	Outstanding Accounts cleared from Internal Recharge system	08/04/2016	Consolidated Team
	5	Departments to clear 29901 accounts	11/04/16 to 15/04/16	Departments
9. Stores and Work in Progress - Stores	1	Departmental SF Teams issue instructions to Stores	01/03/2016	Departmental Strategic Finance Teams
	2	Departments prepare for stock count	02/03/16 to 30/03/16	Departments
	3	Stock count	31/03/2016	Departments
	4	Stock certificates to be completed and sent to Principal Accountant, both Development and Infrastructure Services and Community Services	01/04/16 to 19/04/16	Departments
	5	Principal Accountants to review certificates and process final journal	20/04/16 to 22/04/16	Principal Accountants - Departmental
	<i>Work in Progress</i>	6	Department prepares a valued list of Works in Progress	01/04/16 to 03/05/16

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Work Area	Task No.	Task Description	2015-16 Dates	Lead Responsibility
	7	Pass to Principal Accountant for Review and Journal Processing	04/05/16 to 05/05/16	Principal Accountants - Departmental
	8	Consolidation Adjustments	06/05/2016	Corporate Support - Moira Miller
	9	Finalise Lead Schedule and Working Papers	06/05/2016	Corporate Support - Moira Miller
10. Control and Suspense Accounts - Control Accounts	1	Report issued to Control Account Holder	01/04/2016	Consolidated Team - Astrid Ronald
	2	Clear balance or complete Carry Forward of Control Account Balance form	04/04/16 to 04/05/16	Departments
	3	Transfer of control account balances to Balance Sheet	05/05/16 to 06/05/16	Consolidated Team - Astrid Ronald
Suspense Accounts	4	Report issued to Suspense Account Holder	01/04/2016	Consolidated Team - Astrid Ronald
	5	Balance should be cleared (excluding payroll suspense which should be cleared by 13 April for Pay07 entries and 25 April for Pay10)	04/04/16 to 29/04/16	Departments
11. Journals and Feeders	1	Opening of April and Adjust Periods	31/03/2016	Consolidated Team - Astrid Ronald
	2	Departments prepare and input journals	01/04/16 to 06/05/16	Departments
	3	Dept's cut off date for journals	06/05/2016	Departments
	4	Processing of Central Finance journals	01/04/16 to 06/05/16	Consolidated Team
	5	Final feeders from roads costing to general ledger	01/04/16 to 06/05/16	Departmental Strategic Finance - Joyce Cowan
	6	Preparation and input of any final journals identified	09/05/16 to 13/05/16	Consolidated Team
	7	Central support / departmental admin recharging	16/05/16 to 17/05/16	Corporate - Anne Macdougall
	8	Input of Council Tax & NDR Journals / Clearance of Raw Cash Accounts	01/04/16 to 17/05/16	Departmental Strategic Finance - Caroline Whyte
	9	Closure of 2015/2016 ledger	17/05/2016	Corporate Support - Moira Miller

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
1. Year end monitoring and analytical review	1	Issue Earmarking Template to Principal Accountants	22/04/2016		Departmental - Caroline Whyte
	2	Completion and return of earmarking template	25/04/16 to 13/05/16		Departmental - Principal Accountants
	3	Preparation of year-end monitoring reports and analytical review	16/05/16 to 17/05/16		Departmental - Caroline Whyte
	4	Distribution of year-end monitoring reports to Departments	18/05/2016		Departmental - Caroline Whyte
	5	Perform year-end monitoring and analytical review procedures	19/05/16 to 27/05/16		Departmental - Principal Accountants
	6	Deadline for return of completed monitoring and analytical review templates	27/05/2016		Departmental - Principal Accountants
	7	Preparation of Year-end Revenue Budget Monitoring Corporate Overview and Committee Report	30/05/16 to 01/06/16		Departmental - Caroline Whyte
		8	Deadline for Reports to SMT	01/06/2016	
2. Comprehensive Income and Expenditure Statement	1	Run Retained Earnings Proof	18/05/16 to 20/05/16		Corporate - Moira Miller
	2	Run Comprehensive Income & Expenditure download	18/05/16 to 20/05/16		Corporate - Moira Miller
	3	Produce final outturn Comprehensive Income & Expenditure Statement Summary	18/05/16 to 20/05/16		Corporate - Moira Miller
	4	Complete Comprehensive Income & Expenditure Statement	23/05/2016		Corporate - Moira Miller
		5	Comprehensive Income & Expenditure Statement completed	23/05/2016	
3. Comprehensive Income and Expenditure Statement Notes	1	Complete General Fund Earmarking Note (Note 5)	16/05/2016		Departmental - Caroline Whyte
	2	Complete Segmental Reporting Note for Accounts (Note 6)	24/05/16 to 25/05/16		Corporate - Moira Miller
	3	Complete Other Operating Income and Expenditure Note (Note 7)	18/05/2016		Corporate - Moira Miller
	4	Complete Agency Income Note (Note 8)	18/05/2016		Corporate - David Dunlop
	5	Community Care Health (Scotland) Act 2002 note(Note 9), also need to consider initial disclosures for Health and Social Care Integration	18/05/16 to 24/05/16		Departmental - Mary McCallum
	6	Complete Waste Management PPP note (Note 10)	18/05/16 to 24/05/16		Departmental - Murray MacFarlane
	7	Complete Fees Payable to External Auditors note (Note 11)	03/05/2016		Corporate - Moira Miller
	8	Complete Grant Income note (Note 12)	18/05/16 to 20/05/16		Corporate - David Dunlop
	<i>Related Parties (Note 13)</i>	9	Arrange for related party letters to be sent to members and senior officers	23/03/2016	

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	10	Scottish Government (Note 13.1) - check narrative.	18/05/2016		Corporate - Moira Miller
	11	Complete Members related party transactions exceeding £10k table (Note 13.2)	18/05/15 to 22/05/15		Corporate - David Dunlop
	12	Complete other related bodies note, identifying those that exceed £10k (Note 13.3)	18/05/16 to 24/05/16		Corporate - David Dunlop
	13	Comprehensive Income & Expenditure Statement Notes completed	25/05/2016		Corporate - Moira Miller
3. Balance Sheet - PPE (Note 14)	1	Complete Movement in Property Plant and Equipment note (Note 14.1)	18/05/16 to 24/05/16		Corporate - Anne Macdougall
	2	Complete Valuation of Property, Plant and Equipment note (Note 14.2)	18/05/16 to 24/05/16		Corporate - Anne Macdougall
	3	Summary of Capital Expenditure and Financing (14.3)	18/05/16 to 31/05/16		Corporate - Peter Cupples
	4	Commitments under Capital Contracts (14.4)	25/05/16 to 26/05/16		Corporate - Anne Macdougall
<i>Heritage Assets (Note 15)</i>	5	Provide Reconciliation of Carrying Values	27/05/2016		Corporate - Anne Macdougall
	6	Complete Heritage Asset Disclosures (Note 15)	27/05/2016		Corporate - Anne Macdougall
<i>Intangible Fixed Assets Note (Note 16)</i>	7	Complete Movement in Intangible Fixed Assets note (Note 16)	30/05/2016		Corporate - Anne Macdougall
<i>Investment Property (Note 17)</i>	8	Complete Movement in Investment Property note (Note 17.1)	30/05/2016		Corporate - Anne Macdougall
	9	Calculate Investment Property Income and Expenditure and complete note (Note 17.2), ensure reconciles to analysis of investment income on face of CI&E	31/05/2016		Corporate - Anne Macdougall
<i>Schools Non Profit Distributing Organisation (Note 18)</i>	10	Complete Assets Held under Schools NPDO contract note (Note 18.1)	18/05/2016		Corporate - Anne Macdougall
	11	Complete Schools NPDO Finance Lease Liability note (Note 18.2)	04/05/2016		Corporate - Moira Miller
	12	Complete Payments due to Operator Under Schools NPDO Contract note (Note 18.3)	04/05/2016		Corporate - Moira Miller
<i>Operating Leases (Note 19)</i>	24	Request information from departments re operating leases	23/03/2016		Corporate - Sandra Coles
		Departments complete operating lease template	24/03/16 to 29/04/16		Departments
	25	Complete Operating Leases - Amounts Paid to Lessors note (Note 19.1)	03/05/16 to 06/05/16		Corporate - Sandra Coles
	26	Complete Assets Held Under Operating Leases note (Note 19.2)	03/05/16 to 06/05/16		Corporate - Sandra Coles
<i>Long Term Debtors/Investments (Note 20)</i>	27	House Loans (Working Papers Completed)	13/04/2016		Consolidated Team
	28	Waste PPP Land Contamination Fund	29/04/2016		Corporate - Sandra Coles
	29	Calculation of Charging Orders - Care Home Fees LT Debtor and completion of associated working papers	03/05/16 to 09/05/16		Departmental - Sharon MacAlister

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	30	SHF - Loans to Registered Social Landlords - This to be treated as an investments and input into PSTM	18/04/16 to 20/04/16		Corporate - Moira Miller
	31	Calculation and working papers for Other Long Term Debtors (if any)	03/05/16 to 09/05/16		Corporate - Moira Miller
	32	Finalise Lead Schedule and Working Papers	10/05/2016		Corporate - Moira Miller
	33	Completion of LT Debtor Note (20)	10/05/2016		Corporate - Moira Miller
	34	WGA - Complete LT Debtors Section	10/05/2016		Corporate - Moira Miller
<i>Short Term Debtors (Note 21)</i>	35	Local Tax Collection Debtors - Production of working papers	18/05/16 to 24/05/16		Departmental - Caroline Whyte
	36	Sundry Debtor Accounts - Production of Working Papers	27/04/16 to 04/05/16		Debtors Section
	37	Housing Benefit Overpayments - Production of Working Papers	11/04/16 to 15/04/16		Housing Benefit Section
	38	VAT Debtor - Production of Working Papers	26/04/2016		Corporate - Sandra Coles
	39	Net Debtor/Creditor to Scottish Government for NDR - Finalise Working Papers	18/05/2016		Corporate - Moira Miller
	40	Other Debtors - Provision of working papers from various departments	18/05/2016		Corporate - Moira Miller
	41	Finalise Lead Schedule and Working Papers	19/05/2016		Corporate - Moira Miller
	42	Debtors Note (21)	19/05/2016		Corporate - Moira Miller
	43	WGA - Complete Debtors Section	19/05/2016		Corporate - Moira Miller
<i>Assets Held for Sale (Note 22)</i>	44	Complete Assets Held for Sale Note (23)	31/05/2016		Corporate - Anne Macdougall
	45	Finalise Lead Schedule and Working Papers	31/05/2016		Corporate - Anne Macdougall
	46	WGA - Complete Assets Held for Sale Section	31/05/2016		Corporate - Moira Miller
<i>Cash and Cash Equivalents (Note 23)</i>	47	Cash Held by the Authority (Imprests)-provide working papers	29/04/16 to 04/05/16		Creditors Section
	48	Cash in Transit - Working Papers	18/05/16 to 20/05/16		Revenues - Alison Millar
<i>CC&E - Short Term Deposits</i>	49	Handelsbanken Deposit Accounts - working papers	03/05/2016		Corporate - Sandra Coles
	50	BoS Corporate Deposit - working papers	03/05/2016		Corporate - Sandra Coles
	51	CB Instant Access Account - working papers	03/05/2016		Corporate - Sandra Coles
	52	Money Market Funds	03/05/2016		Corporate - Sandra Coles
<i>CC&E - Bank Overdraft Working Papers</i>	53	Income Bank Account - working papers	03/05/2016		Revenues - Alison McGeachy
	54	Expenditure Bank Account - working papers	03/05/2016		Creditors Section
	55	Housing Benefits Bank Account - working papers	03/05/2016		Benefits - Sharon Leitch
	56	Council Tax / NDR Bank Account - working papers	03/05/2016		Revenues - Alison Millar
	57	Finalise Lead Schedule and Working Papers	04/05/2016		Corporate - Sandra Coles
	58	Complete Cash and Cash Equivalents Note (24)	04/05/2016		Corporate - Sandra Coles
	59	WGA - Complete Cash Holding Section	05/05/2016		Corporate - Moira Miller
<i>Creditors (Note 24)</i>	60	Accrued Payrolls - Pull overall figure together for Accrued Payrolls	19/05/2016		Consolidated Team

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
<i>Superannuation</i>	61	Teachers - Identification of year end balance on teachers superannuation control account as at 31 March 2015	09/05/2016		Consolidated Team
	62	Non-teachers - Identification of year end balance on non-teachers superannuation control account as at 31 March 2015	09/05/2016		Consolidated Team
<i>Short Term Accumulating Absences</i>	63	Teachers - Provision of working papers for creditors	07/04/2016		Corporate - Anne Macdougall
	64	Non Teachers - Provision of working papers for creditors	07/04/2016		Corporate - Anne Macdougall
	65	Creditors System Liability (Core Payables) - Working papers/discoverer report	14/04/2016		Consolidated Team - Astrid Ronald
	66	Accrued Expenditure/deferred income - Pull summary sheet together with links to templates to help auditors choose sample	16/05/2016		Consolidated Team
	67	Other Creditors - various departmental (provision of working papers)	18/05/16 to 24/05/16		Corporate - Moira Miller
	68	Finalise Lead Schedule and working Papers	25/05/2016		Corporate - Moira Miller
	69	Complete Creditors Note (24)	25/05/2016		Corporate - Moira Miller
	70	WGA - Complete Creditors Section	25/05/2016		Corporate - Moira Miller
<i>Borrowings (Financial Instruments) - Note 25</i>	71	Completion of Borrowings/Financial Instruments Working Papers	23/05/16 to 27/05/16		Corporate - Sandra Coles
	72	Financial Instruments - Types - Note 25.1	26/05/16 to 27/05/16		Corporate - Peter Cupples
	73	Financial Instruments - Fair Value - Note 25.2	26/05/16 to 27/05/16		Corporate - Peter Cupples
	74	Financial Instruments - Gains and Losses - Note 25.3	26/05/16 to 27/05/16		Corporate - Peter Cupples
	75	Financial Instruments - Risks - Note 25.4 to 25.9	26/05/16 to 27/05/16		Corporate - Peter Cupples
	76	Financial Instruments - Risks - Note 25.10 to 25.11	26/05/16 to 27/05/16		Corporate - Peter Cupples
	77	Borrowings/Financial Instruments - Complete Accounts	26/05/16 to 27/05/16		Corporate - Peter Cupples
	78	WGA - Borrowing Figures	30/05/2016		Corporate - Moira Miller
<i>Other Liabilities (Note 26)</i>	79	Schools NPDO Finance Lease Liability	05/05/2016		Corporate - Moira Miller
	80	Waste PPP Land Contamination - Provision of working paper, same as long term debtor.	29/04/2016		Corporate - Sandra Coles
	81	Finalise Lead Schedule and Working Papers	06/05/2016		Corporate - Moira Miller
	82	Complete Other Liabilities Note (28)	06/05/2016		Corporate - Moira Miller
<i>Provisions (Note 27)</i>	83	WGA - Complete Deferred Liability Section	06/05/2016		Corporate - Moira Miller
	84	SRC Insurance claims - Calculate provision and provide working papers	03/05/2016		Corporate - Moira Miller
	85	Equal Pay Claims - Calculate provision and provide working papers	03/05/16 to 09/05/16		Corporate - Anne Macdougall

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
<i>Pension Assets and Liabilities (Note 28)</i>	86	Registered Social Landlords - Calculate provision and provide working papers	03/05/2016 - 16/05/16		Departmental - Caroline Whyte
	87	Reorganisation Redundancy Costs - Calculate provision and provide working papers	03/05/2016 to 09/05/16		Departmental - Caroline Whyte
	88	Utilities Provision - Calculate provision and provide working papers	22/04/16 to 28/04/16		Departmental - Caroline Whyte
	89	Other Provisions - Calculate provisions and provide working papers	22/04/16 to 28/04/16		Corporate - Moira Miller
	90	Split Provisions between short and long term	17/05/2016		Corporate - Moira Miller
	91	Provisions Note (27)	17/05/2016		Corporate - Anne Macdougall
	92	Finalise Lead Schedule and Working Papers	17/05/2016		Corporate - Anne Macdougall
	93	WGA - Complete Provisions Section	18/05/2016		Corporate - Moira Miller
	94	Calculation of Accrued Pension Contribution (28.1)	05/05/2016		Corporate - Moira Miller
	95	Transactions Relating to Retirement Benefits (28.2)	05/05/2016		Corporate - Moira Miller
	96	Assets and Liabilities in Relation to Post Employment Benefits (28.3)	05/05/2016		Corporate - Moira Miller
	97	Pension Assets and Liabilities Recognised in the Balance Sheet (28.4)	05/05/2016		Corporate - Moira Miller
	98	Analysis of Pension Fund Assets (28.5)	05/05/2016		Corporate - Moira Miller
	99	Basis for Estimating Assets and Liabilities (28.6)	05/05/2016		Corporate - Moira Miller
	100	Impact on Authority's C ash Flow (28.8)	05/05/2016		Corporate - Moira Miller
	101	WGA Complete Pensions Section (IAS19)	06/05/2016		Corporate - Moira Miller
	102	Balance Sheet Complete	31/05/2016		Corporate - Moira Miller
4. Other Notes to the Financial Statements	1	Note 1 - Review and amend accounting policies	01/03/2016		Corporate - Moira Miller
	2	Note 2 - Accounting Standards Issued but Not Yet Adopted	02/03/2016		Corporate - Moira Miller
	3	Note 3 - Critical Judgements in Applying Accounting Policies	02/03/2016		Corporate - Moira Miller
	4	Note 4 - Assumptions / Estimation Uncertainty	29/04/2016		Corporate - Moira Miller
	5	Note 31 - Contingent Liabilities	22/04/2016 to 28/04/2016		Corporate - Anne Macdougall
	6	Note 32 - Termination Benefits	10/05/2016		Corporate - Anne Macdougall
	7	Note 33 - Trust Funds and Other Third Party Funds (Part of preparing accounts for charities and other trusts)	18/05/16 to 31/05/16		Corporate - Sandra Coles
	8	Note 34 - Common Good Funds (Prepare Accounts for Common Good Funds and collate information for Oban and Campbeltown Funds)	18/05/16 to 31/05/16		Corporate - Sandra Coles
5. Statement of Movement in Reserves	1	Analysis of General Fund Balance Movement	25/05/16 to 26/05/16		Corporate - Moira Miller
	2	Analysis of amounts included in CI&E but excluded from General Fund	25/05/16 to 26/05/16		Corporate - Moira Miller

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	3	Analysis of amounts included in General Fund but excluded from CI&E	25/05/16 to 26/05/16		Corporate - Moira Miller
	4	Transfer to from General Fund Balance	25/05/16 to 26/05/16		Corporate - Moira Miller
	5	Breakdown of amounts additional to surplus/deficit on CI&E	25/05/16 to 26/05/16		Corporate - Moira Miller
	6	Revaluation Reserve	25/05/16 to 26/05/16		Corporate - Moira Miller
	7	Capital Adjustment Account	25/05/16 to 26/05/16		Corporate - Moira Miller
	8	Usable Capital Receipts Reserve	25/05/16 to 26/05/16		Corporate - Moira Miller
	9	Capital Fund	25/05/16 to 26/05/16		Corporate - Moira Miller
	10	Financial Instruments Adjustment Account	25/05/16 to 26/05/16		Corporate - Moira Miller
	11	Repairs and Renewals	25/05/16 to 26/05/16		Corporate - Moira Miller
	12	Education	03/05/2016 to 04/05/16		Corporate - Moira Miller
	13	Vehicles	26/05/2016		Corporate - Moira Miller
	14	Statement of Movement in Reserves Complete	26/05/2016		Corporate - Moira Miller
	15	WGA - complete reserves section	17/06/2016		Corporate - Moira Miller
6. Cash Flow Statement - Analysis of Balance Sheet Movements	1	Revaluation Reserve	01/06/16 to 02/06/16		Corporate - Moira Miller
	2	Capital Adjustment Account	01/06/16 to 02/06/16		Corporate - Moira Miller
	3	Capital Activities Cash/Non Cash Transactions	01/06/16 to 02/06/16		Corporate - Moira Miller
	4	Other Revenue Items not involving the movement of funds	01/06/16 to 02/06/16		Corporate - Moira Miller
	5	Accrual Adjustments	01/06/16 to 02/06/16		Corporate - Moira Miller
	6	Complete Operating Activities (Note 36)	01/06/16 to 02/06/16		Corporate - Moira Miller
	7	Complete Operating Activities Section of Statement	01/06/16 to 02/06/16		Corporate - Moira Miller
<i>Other Cash Flow Activities</i>	8	Investing Activities (Note 37)	01/06/16 to 02/06/16		Corporate - Moira Miller
	9	Financing Activities (Note 38)	01/06/16 to 02/06/16		Corporate - Moira Miller
	10	Cash Flow Statement Complete	02/06/2016		Corporate - Moira Miller
7. Council Tax Income Account	1	Prepare CTI Main Accounting Statement	18/05/16 to 23/05/16		Departmental - Caroline Whyte
	2	Prepare and complete Calculation of Council Tax Base note	24/05/2016		Departmental - Caroline Whyte
	3	Council Tax Income Account Complete	24/05/2016		Departmental - Caroline Whyte
8. NDR Income Account	1	NDR Main Accounting Statement	25/05/16 to 30/05/16		Departmental - Caroline Whyte
	2	Analysis of Rateable Values	31/05/2016		Departmental - Caroline Whyte
	3	NDR Charge	31/05/2016		Departmental - Caroline Whyte
	4	NDR Income Account Complete	31/05/2016		Departmental - Caroline Whyte
9. Remuneration Report	1	Councillors - Review policy and arrangements for changes	14/03/16 to 15/03/16		Corporate - Moira Miller
	2	Councillors Remuneration	18/05/2016 to 19/05/2016		Consolidated Team
	3	Senior Councillors' Remuneration	20/05/16 to 23/05/16		Consolidated Team
	4	Obtain Pension Information for Senior Members	20/05/16 to 23/05/16		Consolidated Team
	5	Senior Councillors Pension Benefits	24/05/2016		Corporate - Moira Miller

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	6	Review policy and arrangements - senior employees	14/03/16 to 15/03/16		Corporate - Moira Miller
	7	Employees remuneration (Bands over £50,000)	25/05/16 to 26/05/16		Consolidated Team
	8	Senior Employees' Remuneration	26/05/2015		Consolidated Team
	9	Obtain Pension Information for Senior Employees	26/05/2015		Consolidated Team
	10	Senior Employees' Pension Benefits	27/05/2016		Corporate - Moira Miller
	11	Employee Exit Packages	27/05/16 to 30/05/16		Departmental - Caroline Whyte
	12	Remuneration Report Complete	30/05/2016		Corporate - Moira Miller
	13	Submit draft remuneration report to SMT (6 June 2016 meeting)	01/06/2016		Corporate - Moira Miller
	14	Brief Council Leader on remuneration report	w/c - 30/05/2016		Head of Strategic Finance
	15	E-mail all members appearing on remuneration report with details.	w/c - 30/05/2016		Corporate - Moira Miller
10. Group Accounts	1	Determination of Group Structure	01/03/2016		Corporate - Moira Miller
	2	Single Entity Accounts	03/06/2016		Corporate - Moira Miller
	3	Common Good Accounts	03/06/2016		Corporate - Moira Miller
	4	Associates Accounts	03/06/2016		Corporate - Moira Miller
	5	Consolidation	03/06/2016		Corporate - Moira Miller
	6	Completion of Group Accounts and Notes	03/06/2016		Corporate - Moira Miller
	7	Group Accounts and Notes Complete	03/06/2016		Corporate - Moira Miller
11. Corporate Governance Statement	1	Completion of Corporate Governance Statement	By 03/06/2016		Kevin Anderson
12. Management Commentary	1	Completion of Management Commentary	01/06/16 to 03/06/16		Corporate - Peter Cupples
	1	2015 ANNUAL ACCOUNTS COMPLETE	03/06/2016		Corporate - Moira Miller
13. Summary Accounts and Financial Snapshot	1	Complete Summary Accounts and Financial Snapshot	18/05/16 to 03/06/16		Corporate - Elizabeth Moller
14. Treasury Management Annual Report	1	Complete Treasury Management Annual Report	18/05/16 to 03/06/16		Corporate - Sandra Coles
15. Year-end Capital Plan Monitoring Report	1	Complete Year-end Capital Plan Monitoring Report and covering Committee Report	18/05/16 to 03/06/16		Corporate - Anne Macdougall
16. S106 Charity Accounts Prepared	1	Prepare S106 Charity Accounts	18/05/16 to 03/06/16		Corporate - Sandra Coles
17. Final Procedures	1	Strategic Management Team Meeting (SMT)	06/06/2016		SMT
	2	Head of Strategic Finance final review of Annual Accounts, and accompanying year end reports (See above 13-17)	06/06/16 to 07/06/16		Head of Strategic Finance
	3	SMT/Full Council/ Audit Committee Papers ready (complete year end pack) to be sent Governance and Law	07/06/2016		Corporate - Peter Cupples
	4	Brief Council Leader/senior politicians on Annual Accounts and accompanying reports pack.	w/c - 06/06/2016		Head of Strategic Finance

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	5	Audit Committee	24/06/2016		Head of Strategic Finance
	6	Full Council Meeting (Special)	30/06/2016		Head of Strategic Finance
	7	Signature by Head of Strategic Finance	30/06/2016		Head of Strategic Finance
	8	Unaudited Accounts produced and submitted to appointed auditor	30/06/2016		Corporate - Moira Miller
	9	Unaudited Accounts published on Local Authority website.	30/06/2016		Consolidated Team - Astrid Ronald
18. Notice of Public Right to Inspect and Object to Accounts	1	Preparation of Public Notice for placing in local papers	09/06/2016		Consolidated Team
	2	Public Notice placed in local papers (Section 195 of the 1973 Act)	16/06/16 to 17/06/16		Consolidated Team
	3	Public Notice placed on Local Authority website	16/06/2016		Consolidated Team - Astrid Ronald
	4	Public Notice placed in offices of the Local Authority	16/06/16 to 22/07/16		Consolidated Team
	5	Distribution of Unaudited Annual Accounts to Area Offices	30/06/2016		Consolidated Team
	6	Period of Inspection of Unaudited Annual Accounts	01/07/16 to 21/07/16		General Public
	7	Period for registering an objection	01/07/16 to 22/07/16		General Public
19. Whole of Government Accounts Return	1	Net Cost of Service Analysis	18/07/16 to 20/07/16		Corporate - Moira Miller
	2	Net Operating Expenditure (Group Accounts)	21/07/2016		Corporate - Moira Miller
	3	Counter Party Data	22/07/2016		Corporate - Moira Miller
	4	Additional Disclosures	25/07/16 to 26/07/16		Corporate - Moira Miller
	5	Unaudited WGA Return complete and returned to Scottish Government	26/07/2016		Corporate - Moira Miller
	6	Submission of Unaudited WGA Return to External Audit	26/07/2016		Corporate - Moira Miller
	7	Sign off of WGA Return and electronic submission to Scottish Government	03/10/2016		External Audit / Corporate - Moira Miller
20. Final Accounts Audit	1	Final Accounts Audit Field Work	01/07/16 to 26/08/16		External Audit
	2	Final Clearance Meeting with Head of Strategic finance	w/c - 29/08/2016		Fiona Mitchell Knight (Audit Scotland) and Head of Strategic Finance
	3	Amendments processed and Production of Final Accounts complete with Audit Certificate for signing (latest date 16/09/2016)	w/c - 05/09/2016		Corporate - Moira Miller
	4	Production and agreement of ISA 260 report from External Audit (latest date 16/09/2016)	w/c - 05/09/2016		External Audit
	5	Audit Committee - Consideration of ISA 260 report and Final Audited Accounts	23/09/2016		Audit Committee
	6	Signing of Final Audited Accounts - Leader, Chief Executive, Head of Strategic Finance	23/09/2016		Leader, Chief Executive, Head of Strategic Finance

Work Area	Task No.	Task Description	2015-16 Dates	Actual 2015-16 Completed Dates	Lead Responsibility
	7	Signing of Final Audited Accounts - Audit Certificate	23/09/2016		Fiona Mitchell Knight - Audit Scotland
	8	Signed Audited Annual Accounts published on Website and distributed to local area offices and liabraries,	by 31/10/16		Corporate - Moira Miller / Sandra Coles