

Summary Augmented Action Plan – position as at 30 August 2002

No.	Task	Target	Comment	Original ref.
1	Preliminary tasks:			
	Meet seconded staff	Complete	Complete	n/a
	Meet Heads of Service	Complete	Complete	n/a
	Meet AFAs	Complete	Complete	n/a
	Secure staffing for team	Complete	Complete	n/a
	Arrange office accommodation	Complete	Complete	n/a
	Form view on role of all staff in team and formulate a plan for the organisation of the team	Complete	Complete	n/a
2	Grant Claims 2001-2002:			
	Complete and check grant claims for 2001-2002	Complete	With the exception of NOF	n/a
	NOF Grant Claims and Audited Certificates	30 September 2002		n/a
3	COSLA Spending Review:			
	Complete COSLA spending review submission	Complete	Complete – additional task not originally scheduled	n/a

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4	Year End & Annual Accounts:			
	Completion of accruals and year end close down	Complete		n/a
	Review of year end outturn	Complete		n/a
5	Grant Claims & Returns - 2002/2003:			
	Prepare grants timetable incorporating bids, interim claims and final claims.	30 September 2002		n/a
	Prepare procedures for the compilation, verification and submission of the various claim forms	31 October 2002		n/a
6	Budget Preparation - 2002/2003:			
	Roll out of school budgets	Complete		n/a
	Identification of budget holders for non-school budgets	Complete		n/a
	Formation of detailed non-school budgets and agree budgets with budget holders and management	Complete		n/a
	Complete costed manpower establishment and agree with budget holders and Personnel	Complete		1

No.	Task	Target	Comment	Original ref.
7	Budget Monitoring:			
	Meet budget holders in order to ascertain level of knowledge, gain information on current procedures and identify training requirements	Complete		n/a
	Review and set criteria for variance explanation reporting	Complete		4, 5
	Establish monthly routine and procedures for completion of budget monitoring	Complete		3, 9
	Establish procedure for the recording of progress against savings imposed	30 September 2002		15
	Compile and deliver training to meet identified need of AFAs (training scheduled to commence in October)	31 December 2002		n/a
8	Financial Record Maintenance:			
	Implement budget link between DMR and Oracle	30 September 2002		6, 8
	Preparation of revised procedures for reconciliation of DMR to Oracle at each month end	30 September 2002		2
	Review arrangements for input of virement to DMR including revised thresholds to allow AFAs to input virements	30 September 2002	To be discussed at Finance Consultation Group	

No.	Task	Target	Comment	Original ref.
	Review of DMR Scheme of Delegation, including carry forwards	30 September 2002	Additional task	7
9	Budget Preparation – 2003/2004:			
	Preparation of detailed budgets (budget holder responsibility)	In line with budget timetable		n/a
	Verification of budgets	In line with budget timetable		n/a
	Agreement of accumulated costs	In line with budget timetable		10
	Completion of all other tasks in line with guidance	In line with budget timetable		n/a