

## 2015-16 Year End Time table RPPC

| <b>Date</b>                   | <b>Meeting</b> | <b>Item</b>  |
|-------------------------------|----------------|--|
| November 9                    | FULL           | Draft 2016-17 budget   |
| November 24                   |                | Internal Audit (2015-16) part 1  |
| December 1                    | F&S            | 2016-17 budget & precept planning  |
| December 14                   | FULL           | Final 2016-17 budget & precept   |
| January 11                    | FULL           | Meeting cancelled, to be reinstated if required.   |
| Date to be confirmed          |                | Request precept – Note new bank sorting number.  |
| February 8                    | FULL           | Donation requests / Allowances   |
| March 14                      | FULL           | Projected accounts for year presented, final spend.  |
| April 5                       | F&S            | The year-end figures are reviewed.   |
| April 11                      | FULL           | Year-end figures are approved.   |
| By April 30                   |                | Internal Audit for year 2015-16 is completed<br>Internal Auditor complete sign Annual Return       |
| May 9                         | FULL           |  |
| Between April 12 & June 12    |                | Clerk Completes Annual Return (completes form and explains differences)                            |
| June 13                       | FULL           | Full Council meeting where the Annual Return is approved and signed.                               |
| On or before June 27          |                | RPPC submits Annual Return to BDO.   |
| July 4                        |                | DEADLINE FOR ANNUAL RETURN TO BE WITH BDO  |
| From June 21 to August 1 2016 |                | Dates for the members of public can exercise their rights to view the accounts/annual return would |