

## YEAR END TIMETABLE

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ACTION	SUGGESTED DATES
Wardens review last year's audit, Auditor's concerns and Treasurer's progress in dealing with Auditor's concerns.	August
<p>Wardens confirm availability of Auditor for this year's audit and provide copies of, or access to, the current Parish Administration Ordinance and Treasurer's response to the Wardens/Treasurer Checklist.</p> <p>Auditor submits timetable for his work including a detailed specification of his information requirements.</p> <p>Treasurer submits plan and timetable to Wardens to meet requirements for Financial Statements and the Annual General Meeting of parishioners.</p>	Early November
Receive Diocesan Circular of Financial reporting requirements.	September – December
<p>Treasurer presents Wardens with a draft of year end Financial Statements.</p> <p>Wardens approve release of Financial Statements to the Auditor.</p>	Not later than early February
Wardens speak to the Auditor and ensure any questions or issues raised by the Auditor have been satisfactorily addressed.	Not later than end February
Wardens receive final Financial Statements, sign them and authorise presentation to Annual General Meeting of parishioners with the Auditor's report.	Not later than early March
Treasurer and Wardens present audited Financial Statements to AGM.	Not later than end March
Wardens forward copies of audited Financial Statements (including signed declarations and reports by Wardens and Auditors) to Diocesan Secretary.	Within 7 days of AGM