

**Warwickshire Police**  
**Detailed Closedown Timetable 2020/21**

Agenda Item 13

Key Date
Systems deadlines
Bank Holiday

Date to be confirmed
Overdue / further issues

Deadline			Event	Completion Date (dd/mm/yy)	Responsibility	COMMENTS - ONLY WHERE THERE ARE CONCERNS/ CHANGES/ INFO FOR WHOLE TEAM
Month	Day	Weekday		Warwickshire		
January	XX	TBA	Interim audit planning / pre-meeting.(First conversation with new audit Senior Mgr)	TBA	Wendy Knox / External Audit	Emailed audits on 18/01/2022
January	4	Tuesday	Confirm TB agrees with G1.3 Workings paper.	31/01/22	Wendy Knox	Later due to accounts not yet being signed off
January	25	Friday	GT Workshop for annual accounts	25/01/22	Wendy	
January	31	Monday	Commission Estates Team to prepare Land and Buildings valuations. Lambert Smith Hampton (LSH) confirmed will prepare in-house again this year as at 31 Jan	TBA	Helen Minett	Emailed Helen to ask if we have commissioned new valuers yet. 18/01/2022, she was getting the paperwork ready on that day.
January	31	Monday	Check progress of property valuations with LSH	TBA	Wendy Knox / Kit	Waiting for above to be answered first.
January	31	Monday	Discuss process for Grant wkg paper files is up to date, prior to Interim Audit - to include copies of Grant agreements, receipts / extracts from bank statements	31/01/22	Wendy Knox / All Budget Monitoring team	Verbal discussion with Andy, agreed to add more copies to folder this year as we go along.
February	3	Thursday	CIPFA Annual Accounts Workshop: Police	03/02/22	Wendy Knox, Kit Compton, Taisia Ryakina-Collins	
February	4	Friday	First draft of Valuation of land and buildings as at 31 January 2022 completed by LSH	Still waiting for this	LSH / Kit	May need to move this date back next year, as it seems too early for the reports to be compiled
February	10	Thursday	Pensions Top-up grant returns submitted to Home Office (5 year forecast)	A/W GFS data which then goes to XPS	Kit	Kit to follow up with HO
February	11	Friday	Submit LGPS data to Warwickshire CC (including early retirements) for IAS19 (Warwickshire Police Staff)		Payroll	Wendy to follow up with Liberata/HR Support
February	14	Monday	Assess impact of Code of Practice changes - see COP Guidance Notes Schedule of Changes and CIPFA Year End Bulletin	Wendy needs to write a short paper on this even if no change (1 page)	Wendy Knox	
February	14	Monday	Review Accounting Policies	Wendy needs to write a short paper on this even if no change (1 page)	Wendy Knox	
February	14	Monday	Issue detailed Timetable to all relevant staff	18/01/22	Wendy Knox	
February	17	Thursday	Issue detailed guidance to all relevant staff eg Finance officers etc	02/03/22	Andy Oliver / Wendy Knox	
February	18	Friday	All reconciliations completed on bank accounts to end of January.	To be Reviewed	Linda Fryer / Sophie James	
February	21	Monday	Commission GAD to prepare the 2021/22 pension disclosures	14/01/22	Kit	Will speak to Kit w/c 24th Jan
February	21	Monday	Grant Thornton technical update	Not sure if this is the workshop above?	Wendy Knox / Kit	audit start date potential start of September, sign off mid october / november
February	25	Friday	Review Balance Sheet as at 31 January 2022, particularly opening Debtors and Creditors (should be nil)	31/01/22	Wendy Knox / Kit	
February	25	Friday	Draft skeleton Statements of Accounts	Started but not completed	Linda Fryer	
February	25	Friday	First draft of Valuation of land and buildings as at 31 January 2022 completed by LSH	Still waiting for the first draft to come through	LSH / Kit	draft now received 24.03.2021 - but marie bird leaving 31.03.2021
February	25	Friday	Initial review and challenge of property valuations report with LSH	Need above to come in first	Kit / Wendy Knox	

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February	25	Friday	Review the Accounts and Notes to the Accounts in light of the latest Code and make changes to the <b>draft</b> accounts.	31/01/22	Wendy Knox	
February	25	Friday	Check the requirements of the latest Accounts and Audit Regulations	No Chnges to standards this year, but other wording changes are noted per CIPFA final accounts workshop	Wendy Knox	
February	25	Friday	Review and amend the Glossary in Statement of Accounts	31/01/22	Wendy Knox	
February	25	Friday	Update year-end journal templates. NB £1k deminimis level.	Started, but there is an issue, with Systems still	Systems Team	
February	25	Friday	Clear disputed invoices / credit notes (including historic items) to ensure these are reflected in the outturn figures for period 11		Carol Hollingworth	Carol will run a report in eFinancials on the dispute codes and check with Kerry that this is the most efficient way of capturing the dispute data. We can then commence the clearing of invoices and credits immediately
February	25	Friday	Roll over Asset Register spreadsheets from 2021/22 closing to 2021/22 opening	31/01/22	Kit	
February	25	Friday	All reconciliations completed on Salary Control accounts to end of January.	not quite completed due to AL this week, should complete next week	Wendy Knox / Linda Fryer / Amanda	
February	28	Monday	Save Origin reports for toil, outstanding annual leave etc as at 28 February 2020 to ensure fallback information is available. J:\Finance\Corporate Finance\Warks Finance Directorate\3. Fin Accounting\Entitlement Balances	28/02/22	Laura McCartney (HR Systems Manager WMP)	I have requested this as our fall-back position in case of outage end of March
March	2	Tuesday	Contact all LAs to ascertain realistic date for receipt of Collection Fund surplus / deficits. WCC agreed date with Warks Districts is ???		Wendy Knox	A/W DATE
March	2	Tuesday	Stock take assessment (Nothing in ICT or Uniforms last year for WP) Send email out.		Wendy Knox	Check evolve stock of used laptops
March	2	Tuesday	Forward list of commitments (un-receipted orders) and accruals (receipted orders not yet invoiced) to Finance teams for review by budget holders. List of invalid commitments and accruals to be forwarded to systems by 20 March for deletion		Systems Team	Completed monthly and final list sent on 30.03.21
March	2	Tuesday	Email purchase card users to send in completed logs by 19/03/21		Andrew Bould	
March	3	Thursday	Issue e-Proc closedown guidance letter to all requisitioners		Carol Hollingworth	
March	4	Friday	Complete Audit Informing the Risk Assessment documents		Wendy Knox / Jeff Carruthers	
March	4	Friday	Determine implications of IFRS 16 for 2022/22 and draft relevant disclosure required for 2021/22		Wendy Knox	Deferred again but need to show that we are preparing for this.
March	4	Friday	Post pensioners payroll costing journals for 1st March payment		Wendy Knox	Think this is just the posting to ledgers fo the pensioners pay?
March	7	Monday	Check aged debtor list with payments section for any credit balances (open cash) (overpayments to refund).		Carol Hollingworth	This will be done and will form part of our Payments routine going forward.
March	7	Monday	Check Annual Leave report has been running correctly since end of Jan (See File path above fro entitlement balances)		Wendy Knox	
March	7	Monday	Prepare a list of potential debt write offs for Wendy/Jeff/Sara. No write-offs, apart from some Legal ones done this year due to lack of time before year end		Linda Fryer / Wendy Knox	Do we have any idea of the amounts involved prior to this date for budget monitoring purposes (forecast at Qtr3)? (note from Andy)
March	11	Friday	Submission of GAD Cash flow and other information for IAS19 valuation		Kit	in progress in draft as of today. Tests being checked out
March	11	Friday	Capital expenditure > £10k. Review Revenue for Capital items that are financed by matching revenue contributions or miscoded to revenue		Kit	kit to verify with Steph.
March	14	Monday	Calculate and prepare journals for depreciation of buildings		Kit	to be moved to later in the timetable

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March	14	Monday	Interim Audit testing part 2 commences for one week - ??? NO AUDIT PLAN YET		External Audit	walk through test to be after log down on 21st June 2021
March	18	Friday	Set up 2021/22 spreadsheets for CIES, Balance Sheet, MIRS, Cashflow and Expenditure & Funding Analysis Statement - GI.3		Wendy Knox	
March	18	Friday	Document discussions around desktop valuations and assessment of materiality.		Wendy Knox / Kit / Jeff	verify OCC Building "specialist" at DRC rather than "normal" office accommodation method. Also Southam AHFS OR Surplus
March	18	Friday	Check actuarial strain and redundancy postings to ensure they have been coded correctly. NB Provision		Andy Oliver / Wendy Knox	
March	18	Friday	Consider the need for an Employee Provision ie where VR has been approved prior to 1 April 2020 but employee not leaving until 2021/22 year. Obtain details from HR of these and all VRs in the year, including amounts (lump sum and actuarial strains).		Wendy Knox / Andy Oliver	
March	18	Friday	Chase Actuarial Strain invoices with Warks CC (where necessary)		Andy Oliver	
March	18	Friday	Obtain latest schedule of leases (expiry dates and income) from Estates to verify the information by 28 March (Helen Minnett)		Wendy Knox	
March	18	Friday	Check approach required this year for preparing the necessary payroll overtime and expenses accruals by the due date. If there are issues an alternative approach eg <u>estimates may need to be agreed</u>		Kerry Warrington / Laura Watson	Systems team tend to do this from payroll reports received due to timing?
March	18	Friday	Request pensions report for West Midlands Pension Adjustment and raise Sales Invoice (pre-1974 pensioners) Mrs T?		Kit	Kit to let Soph know the details to raise the invoice
March	18	Friday	Obtain Final audit working paper requirements / deliverables		Wendy Knox- / External Audit	
March	18	Friday	Set up electronic folders to match working papers		Wendy Knox	
March	18	Friday	Commence daily reminders through FPM to e-Proc users of the importance of year-end receipting based on correct delivery dates and to review and clear their approver workbenches		Systems Team	soph to review wording about goods receipt on message
March	18	Friday	All reconciliations completed on Salary Control accounts to end of February		Linda Fryer / Wendy Knox	Wendy "only" - on the case
March	18	Friday	Ensure Business Support Officers are aware of imprest reconciliation deadline		Business Support Officers / TBC	
March	18	Friday	Use aged debtor list to prepare bad debt provision		Wendy Knox	
March	21	Monday	Interim audit commences (systems and payroll walk-throughs)		Systems Team / Payroll / External Audit	
March	21	Monday	Send related parties form / letter to CFO for agreement		Linda Fryer / Wendy Knox	
March	23	Wednesday	Receive completed logs for purchase cards		Andrew Bould	
March	23	Wednesday	Process Capital opening Balance journals		Kit	
March	23	Wednesday	Request Stock certificates – ICT (Evolve) IF REQUIRED		Wendy Knox	
March	23	Wednesday	Review contract leases (new) with Procurement / Estates for embedded leases		Kit	
March	23	Wednesday	Review and clear disputed invoices / credit notes by this date to ensure these are reflected in the final outturn figures.		Carol Hollingworth / Gaynor Bonehill	Same approach as Line 34

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March	24	Thursday	Process out of date cheques		Danielle Andrews / Carol Hollingworth	De-allocation forms sent to Finance Systems 31.03.21. <i>Will require guidance with how this procedure is carried out.</i>
March	25	Friday	Deadline for processing payroll costing journals (pensions done earlier)		Systems Team	on track
March	25	Friday	MHCLG Capital Estimates form (Capital Budget 2021/22) to be completed and submitted (on DELTA)		Kit	to be completed as soon as possible
March	25	Friday	Review Critical Judgements in Applying Accounting Policies and draft Note to the Accounts		Wendy Knox	
March	25	Friday	Ensure internal audit report recommendations have been responded to and obtain copies of all Internal Audit reports for the 2021/22		Wendy Knox	
March	25	Friday	Ensure that all 2021/22 invoices that have been received have been processed by Payments for final BACS run of the year on Tues 31st		Carol Hollingworth / Hannah Knox	
March	28	Monday	Final day for entering 2021/22 sales invoices in FPM (no invoices for new year to be raised until 1 April)		Jodie/Carol Hollingworth	
March	29	Tuesday	Final BACS payment run for 2021/22 - pay all outstanding invoices		Wendy Knox / Carol Hollingworth	<i>Clears our bank 31.3.2022.</i>
March	31	Thursday	Obtain Annual Leave report from Q:\Force Operations\Support Services\DUTIES\Entitlement Balances. Note Annual Leave refreshes for the new year on 1st so report for the 31st is required		Laura McCartney (HR Systems Manager WMP)	<i>Wendy has received confirmation from Laura McCartney that this is set up to run at 23:45 on 31st March 2022</i>
March	31	Thursday	Deadline for banking all income before 3.00pm - call Business Support Officers		Danielle Andrews / Carol Hollingworth	
March	30	Wednesday	Issue FINAL reminder that goods receipting to be done for orders where goods / services have been received in 2021/22		Systems Team	<i>There will be build up emails and carousel reminders for people, this is the last one though.</i>
March	30	Wednesday	Important FINAL reminder to FPM users to clear approver workbenches		Systems Team	<i>There will be build up emails and carousel reminders for people, this is the last one though.</i>
March	31	Thursday	RPT: Issue related party disclosure documents to named staff in the Office of the PCC and Chief Constable (& JASC?)		Wendy Knox / Linda Fryer	
March	31	Thursday	Sponsorships: Contact Heads of Department, Superintendants (and Transport) to ascertain details of any sponsorship arrangements for disclosure in the SOAs (Similar exercise to RPT's)		Wendy Knox / Linda Fryer	
March	31	Thursday	All reconciliations completed on Bank Accounts to end of February		Linda Fryer / Sophie James	
March	31	Thursday	Verify the wording of the Statement of Responsibilities to the Accounts and Audit Regulations		Wendy Knox	Wendy to check CIPFA bulletin
March	31	Thursday	Draft note to the Accounts for 'Accounting Standards That Have Been Issued but Have Not Yet Been Adopted' - following latest CIPFA bulletin. NB IFRS 16 issues		Wendy Knox	Wendy to check CIPFA bulletin
March	31	Thursday	Graham Knox's Birthday and Hazel Compton's birthday		Wendy Kit	
April	1	Friday	Ensure back up of the database is taken by IT (ABS?) - done after period end to capture all postings - still required???		Systems Team	April Fool's day, be on your guard for tricksters
April	1	Friday	Remove 2021/22 Systems access for all users apart from AP_AR and Bank rec posting		Systems Team	
April	1	Friday	Enter income for 31st March onto system prior to closedown. Note: effective date needs to be overwritten and entered as 31/03/20		Carol Hollingworth / Danielle Andrews	
April	1	Friday	Run outstanding Debtors and Creditors lists (ACTR33) to tie up with closedown (Sales and Purchase Ledger Control Accounts)		Systems Team	
April	1	Friday	ABS System Closedown, including Auto Accruals run on eFinancials after income posted (am)		Systems Team	

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April	1	Friday	Period 13 (21/22) and Period 1 (22/23) opened in eFinancials (pm, hopefully)		Systems Team	
April	1	Friday	Issue request to each business area for 10% sample of Flexi balances for Police Staff - to be returned by Friday 8th April. Request balances from all of Finance / C&P.		Amanda Wakefield	
April	4	Monday	Receive confirmation from LSH that property valuations have not materially changed since 24 March 2022 report ie receive final report.		Kit / LSH	
April	4	Monday	Imprest account reimbursements completed		Business Support Officers / Gaynor Bonehill	
April	4	Monday	Copy bank account balances and obtain bank statements including POCA and the Trust Fund		Vicky Kershel	
April	4	Monday	Distribute Auto Accruals list for review. Note requirement for detailed backing papers for items > £30,000		Systems Team / Review by Management Accounting Team & OPCC	
April	4	Monday	<b>Manual accruals can now be raised (up to 20 April).</b> NB Auto accruals; POs not GRN'd in old year (need manual accrual if should have been GRN'd); and old year non-POP invoices not yet processed. <b>Note Accruals for Income in Advance and Pre-payments also required</b>		ALL	
April	4	Monday	Obtain PWLB audit data from PWLB website, including fair value of carrying amount of the loans. NB Arlingclose values also required		Wendy Knox	
April	4	Monday	Obtain Arlingclose fair values of carrying amount of the PWLB loans.		Wendy Knox	
April	4	Monday	Send out Holding Account balances		???	Not sure what this is, does anyone else know? Wonder if it was a WM only thing?
April	4	Monday	Bank reconciliations balanced to 31/03/20. NB Income not receipted before period 12 closed on morning of 1st April needs to be entered as an "accrual" on the Cash account on GL (BR journal)		Linda Fryer	
April	4	Monday	Complete all reimbursement recharges (eg secondments)		FO Team	
April	4	Monday	Check that PWLB repayments paid in correct year		Wendy Knox	
April	4	Monday	Agree POCA account balances (separate account) and adjust for any interest due. NB check if interest jnl required?		Andrew Bould	
April	4	Monday	Balance seized cash > £500 - only source to balance to is PMS but this won't capture anything PMS shows as banked that we don't have. Exercise was to be completed during 2018/19 to see how best to reconcile these accounts going forward. <b>Review still required</b>		Andrew Bould	
April	4	Monday	Balance seized cash < £500 - as above. <b>No separate source to balance to.</b>		Andrew Bould	
April	4	Monday	Obtain Stock certificates – ICT.		Wendy Knox /	
April	4	Monday	Check that the payment for the un-funded LGPS benefits has been made to Warwickshire CC		Kit	
April	4	Monday	Imprest reconciliations agreed and claims submitted		Business Support - TBC	
April	4	Monday	Request investment balance confirmations		Vicky Kershel / Wendy Knox	

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April	4	Monday	Agree the interest on investments and closing balance for short-term investments, reconcile to control card and accrue interest. NB Lloyds and Santander accounts		Vicky Kershel / Wendy Knox	
April	5	Tuesday	Create list of Debtors & Creditors for analysis (from Sales Ledger and Purchase Ledger month end balancing). ie convert ACT_R33 reports for Suppliers / Customers into spreadsheet format: detail is OK in pdf		Systems Team	Please speak to Wendy as we need a split of the >90 days between 0-3 mths, 3-6mths, >6mths please
April	5	Tuesday	QBR Q4 borrowing and cash balances		Linda Fryer	
April	5	Tuesday	Agree the PWLB interest charges and closing balance of loan outstanding, accrue interest if required and prepare working paper for notes to the accounts		Wendy Knox	
April	5	Tuesday	Finalise External Audit fee split between PCC & CC, ensure accruals are entered		Andy Oliver / Wendy Knox / Vicky (Both) / Sara (PCC)	
April	5	Tuesday	Ensure core funding (Police Grant, DCLG Grant, Freeze Grant and precepts) agrees to the budget and has all been coded correctly		Taisia R-C	
April	7	Thursday	Identify asset disposals as at 31/03/20		Kit	
April	8	Friday	Initial review of NPAS position - NB deferred capital receipts - check shift on BS from long-term to current		Kit	
April	8	Friday	ICT stock transfer. Do Warks carry any ICT Stock?	Check with Evolve		
April	8	Friday	Accrue DBS (CRB) debtor and complete return		Tim Maiden	
April	11	Monday	Interim Audit Ends		External Audit	
April	11	Monday	MHCLG RA form (Revenue Budget 2021/22) to be completed and submitted on DELTA		Linda Fryer	
April	11	Monday	Deadline for submitting overtime to Payroll for Police Staff and Police Officers via Self Service for the period up to 31st March 2022		HR Support	
April	11	Monday	Deadline for submitting mileage and expense claims to Payroll via Self Service for the period up to 31st March 2022		HR Support	
April	12	Tuesday	Raise POs to Met for tax on CHIS - 4% on CHIS expenditure for 2022/22. Code to CHIS code (Note accrual will need to have been done)		Toby B / Wendy Knox/ Tim M	
April	13	Wednesday	Agree cash figure in accounts to ledger and bank rec and prepare cash note		Linda Fryer / Wendy Knox.	
April	13	Wednesday	Review requirement for Provisions, including Bad Debts (done prior to y/e), Redundancies and ill-health lump sums.		Wendy Knox	
April	13	Wednesday	Flexi balance returns completed by business areas for 10% sample and returned to Mgmt A/cing team		Amanda Wakefield	
April	13	Wednesday	Deadline for Manual Accruals to be submitted (emailed) to Financial Accounting Team. Signed hard-copies to be submitted with back-up paperwork. NB PCC accruals		All	
April	13	Wednesday	Deadline for Income in Advance and Pre-payments to be submitted (emailed) to Financial Accounting Team. Signed hard-copies to be submitted with back-up paperwork. NB PCC accruals		All	
April	14	Thursday	Review outstanding employers, public liability and motor claims in light of the Insurance Reserve. Review level of Reserve required. Consider the need for a Provision		Wendy Knox / / Jeff Carruthers / Sharon Dobbinson	
April	14	Thursday	Reconcile / balance Holding Accounts		Linda Fryer / Wendy Knox	

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April	14	Thursday	Match Employers pension contributions payroll (officers) to Pensions a/c code 430103		Kit	
April	14	Thursday	Balance VAT accounts to outstanding claims (can't clear VAT balance to nil as they are unpostable control a/cs). Prepare VAT working paper		Linda Fryer	
April	14	Thursday	Check Home Office Central Services Charges have all been paid / accrued		Steph Harrison	
April	14	Thursday	Finalise Safer Roads Partnership entries, including Capital financed from SRP Reserve		Tim / Andy / Kit	
April	14	Thursday	All Manual Accruals to be approved by Financial Accounting before upload into eFinancials (Check that relevant back-up is supplied/saved in year-end workings)		Wendy Knox / Sophie James	Please ensure all backup (Invoice or remittance) is filed in Final Accounts with each journal
April	14	Thursday	Deadline for posting GL journals in Management Accounting Team (excluding Corporate items)		Budget Monitoring / Systems	
April	15	Friday	<b>BANK HOLIDAY - GOOD FRIDAY</b>			
April	18	Monday	<b>BANK HOLIDAY - EASTER MONDAY</b>			
April	19	Tuesday	<b>Back to work feeling a bit fatter!</b>			
April	19	Tuesday	Raise PO to Met Police for tax on CHIS amounts paid out during 2021/22. Code to CHIC code 530602, and ensure the accrual is entered for this.			Due to Met Police by 30th April
April	20	Wednesday	All Manual Accruals and any bulk journals (incl LSH) uploaded into eFinancials		Systems Team	
April	22	Friday	Prepare and upload Police Officer and Staff overtime, expenses and mileage accruals journals, including creditors and new year reversals		Systems Team	
April	22	Friday	Agree seized cash / PPA amounts to be paid to charity and process payment - to be agreed by DCC		Andrew Bould	
April	22	Friday	Balance all control accounts for March, including Salary Control and Suspense Accounts		Linda Fryer / Wendy Knox	
April	22	Friday	Completion of the Annual Governance Statement PCC		Office of the PCC (Sara)	
April	22	Friday	Completion of the Annual Governance Statement Chief Constable		Jeff Carruthers CC	
April	22	Friday	Check that the Capital grants are fully invoiced or accrued. Check if the grants have conditions associated with them. Where conditions exist assess if these have been met or not. Where conditions have not been met these need to be carried on the Balance Sheet as a reserve. (This is a requirement for the Movement in Reserves Statement to balance). Check and verify carrying balances. Complete Working Paper file		Andy Oliver / Kit	Kit working with Wendy Knox to ensure the correct treatment of grants where conditions have not been met.
April	22	Friday	Revenue Grants - same checks as for Capital grants above. Complete Working Paper file		Andy Oliver / Kit	
April	22	Friday	Finalise all outturn adjustments and final day for posting revenue journals (including Central Finance accruals eg Safety Cameras)		Andy / Tim / Steph / Kit	
April	22	Friday	<b>Ensure S22 Charges/ Hosted services invoice from West Mercia has been received and posted or accrued.</b>		<b>Andy Oliver / Tim Maiden / Steph Harrison</b>	
April	22	Friday	Final date for posting year-end journals that affect the <b>Revenue and Capital Outturns</b>		Andy / Tim / Kit / Steph / Sophie / Wendy	
April	22	Friday	Run early outturn reports following closing dates for accruals to ensure costs looking reasonable and allowing time for any journals required		Steph H / Andy / Tim / Kit	

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April	25	Monday	Start finalising outturn report (Money Matters) for consideration by CFOs		Steph H / Andy / Tim / Kit	
April	25	Monday	Receive Collection Fund figures from billing authorities, complete the journals, working papers and disclosures in the Accounts included as part of the wider Un-usable Reserves (Worcs returns should be rec'd by 21st April)		Wendy Knox	
April	25	Monday	Agree the NPAS position in the Accounts and disclosure notes		Tim Maiden / Kit	
April	26	Tuesday	Final date for posting year-end journals that affect the <b>Revenue and Capital Outturns</b>		Andy / Tim / Kit / Steph / Sophie / Wendy	
April	27	Wednesday	Reconcile the Northern and Southern Justice Centres position including the Holding Accounts, Sinking Funds, Reserves and the Force contribution to the partnership and in return the contribution to the borrowing costs from the Justice Centres and the Investment Income due.		Tim Maiden	
April	27	Wednesday	Long-term debtors including car loans and study loans reconciled to codes		Linda F / Wendy Knox	
April	27	Wednesday	Post period 1 payrolls (including Pensions Payroll)		Systems Team	
April	27	Wednesday	This should be HoFP&BM prepare revenue outturn for review by DoF		Andy/ Oliver / Jeff Carruthers	
April	28	Thursday	Return completed flexi balances templates to Financial Accounting to prepare the Accumulated Absences accrual - awaiting some Flexi balance returns		Amanda Wakefield	
April	28	Thursday	Commence work on the Capital Closedown and Fixed Assets entries, journals and notes after agreeing the outturn position (note valuation and depreciation entries should have been prepared in March - calcs on buildings done)		Kit	
April	28	Thursday	Agree strategic adjustments between Revenue and Capital and the cashable reserves position		Jeff /Sara / Andy / Wendy Knox	
April	28	Thursday	Revenue and Capital Outturns (x2) agreed with the CFOs including carry forwards, if applicable		Jeff /Sara / Andy / Wendy Knox	
April	28	Thursday	Produce final outturn revenue and capital reports from the Finance system		Andy / Kit	
April	28	Thursday	Analyse Debtors & Creditors		Sophie / Wendy Knox	
April	29	Friday	Ensure CFOs have responded to the Chief Internal Auditors Annual Report		Jeff / Sara / Wendy Knox	
April	29	Friday	Receive LSH disclosure information for inclusion in Pooled Budgets Note and DRs/CRs for Balance Sheet	NOT SURE WHAT THIS IS???	Wendy Knox / LSH	
April	29	Friday	Prepare capital determinations (capital financing) working paper		Kit	
April	29	Friday	Enter revaluation of buildings into the Asset Register and prepare journals		Kit	
May	2	Monday	<b>BANK HOLIDAY - MAY DAY</b>			
May	3	Tuesday	Period 1 End 2021/22 in eFin		Systems Team	



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Month	Day	Weekday		Warwickshire		
May	3	Tuesday	Commence Production of the Statements of Accounts for <b>Warwickshire (x2)</b>		Wendy Knox / Tim maiden / Sara / Jeff / Kit	
May	3	Tuesday	Produce the Inventory Note to the Accounts - note being shown as part of Debtors as immaterial	May not be required if we have no stock.	Wendy Knox	
May	3	Tuesday	Run the Reports from the Payroll system for the Remuneration note both for earnings >£50k and for Chief Officers. Prepare the SOA Note when the information has been obtained.		Liberata??	Liberata may do this or HR/Finance who have report access in payroll system Wendy to check
May	4	Wednesday	Complete capital programme adjustments for jointly funded assets (ICT 31:69)		Kit / Wendy Knox	
May	4	Wednesday	<b>Close GL period 13</b>		<b>Systems Team</b>	<b>The point of no return!!!!</b>
May	4	Wednesday	Open GL period 14 for Final A/Cs journals		Systems Team	Everyone is in 2022/23 except Financial Accounts now. No Gloating.
May	4	Wednesday	Provide P11D information for the Chief Officers' Remuneration Note		Linda Fryer / Wendy Knox	
May	4	Wednesday	Prepare Justice Centre Notes as part of Joint Operations Notes		Tim Maiden	
May	4	Wednesday	Prepare the Note to the Accounts for the shared and hosted services with WM. S22		Wendy / FBPs / Jeff	
May	4	Wednesday	Complete the workings for the Grant note to the accounts, including the detailed analysis of all grants received		Sophie James / Wendy	
May	4	Wednesday	Complete the workings for the Creditors and Debtors notes to the accounts, including the detailed analysis of all grants received		Sophie James / Wendy	
May	4	Wednesday	Calculate and charge depreciation for vehicles		Kit	
May	4	Wednesday	Revenue and Capital Outturns (x2) agreed with the Treasurer including Capital Determinations (financing)		Jeff /Sara / Andy / Wendy Knox	
May	5	Thursday	Commence work on balancing CIES, Balance Sheet, MIRS, EFA and Cashflow. Note Capital journals not complete until 13 May		Wendy Knox	
May	5	Thursday	Review the CIES for material items of income and expenditure and prepare Note 5 to the Accounts.		Wendy Knox	
May	5	Thursday	Agree and prepare journal for movement to and from revenue reserves		Jeff /Sara / Andy / Wendy Knox	
May	5	Thursday	Complete the Heritage Asset note		Kit	
May	5	Thursday	Check Pensions commutation payments are in the right year (and accrue if not)		Kit	
May	5	Thursday	Complete the exit packages note from list supplied by payroll / Kerry W and ensure it balances to the ledger		Wendy Knox	
May	5	Thursday	Produce the External Audit fees Note to the Accounts		Wendy Knox	
May	5	Thursday	Ensure disposals of Fixed Assets are recorded correctly		Kit	
May	5	Thursday	Reconcile the Pensions fund Account and accrue for Pensions Top Up grant		Kit	
May	5	Thursday	Produce the Pension Fund Accounts and insert into the Statements of Accounts		Wendy Knox	

**Warwickshire Police**  
**Detailed Closedown Timetable 2020/21**

Deadline			Event	Completion Date (dd/mm/yy)	Responsibility	COMMENTS - ONLY WHERE THERE ARE CONCERNS/ CHANGES/ INFO FOR WHOLE TEAM
Month	Day	Weekday		Warwickshire		
May	5	Thursday	Produce the ROCU note to the Accounts Need information from West Mids		Tim Maiden	
May	5	Thursday	Produce the NPAS note to the Accounts		Tim Maiden	
May	5	Thursday	Calculate and charge depreciation for equipment		Kit	
May	5	Thursday	Calculate and charge amortisation on Intangible Assets		Kit	
May	5	Thursday	Review the Contingent Liabilities note and amend as appropriate		Wendy Knox	
May	5	Thursday	Receive the IAS19 reports from GAD (start preparing journals - note deadline date of 8th May) - GAD preparing bespoke report		Wendy Knox	
May	5	Thursday	Produce the IAS19 pensions note to the accounts and the Pensions Reserve Note as part of the wider Unusable Reserves note. Note no LSH this year		Wendy Knox	
May	9	Monday	Complete Revenue and Capital Outturn Reports for Chief Officers Meeting (Money Matters) - check that date fits into the dates of the relevant meetings		Jeff /Sara / Andy / Wendy Knox	
May	9	Monday	Review Debtors & Creditors		Wendy Knox	
May	9	Monday	Produce the Provisions Note		Wendy Knox	
May	9	Monday	Prepare the Pooled Budgets Notes, including, NPAS, ROCU and Justice Centres elements		Wendy Knox	
May	9	Monday	Complete additions to the Fixed Assets		Kit	
May	9	Monday	Produce the time accrual for toil, untaken annual leave and flexi leave and accompanying notes including the Accumulated Absences Account as part of the wider Un-usable Reserves notes - <b>remember to include samples from the PCC's office</b>		Amanda Wakefield	Please Check with Wendy Knox on this
May	10	Tuesday	Prepare the Usable Reserves note to the Accounts		Wendy Knox / Jeff Carruthers	
May	10	Tuesday	Review Assumptions Made About the Future and Other Major Sources of Estimation and uncertainty and draft the Note to the Accounts		Wendy Knox	
May	10	Tuesday	Complete notes associated with the CIES – Financing and Investment, Taxation and non-specific Grant Income		Wendy Knox	
May	11	Wednesday	Post buildings revaluation and depreciation journals prepared in March and complete the Revaluation Note to the Accounts as part of the wider Non-cashable reserves		Kit	
May	11	Wednesday	Complete the Assets Held for Sale and note to the accounts		Kit	
May	11	Wednesday	Complete the position for Investment Properties and accompanying notes to the accounts.		Kit	
May	11	Wednesday	Produce the Non-current Asset note to the Accounts including Intangible Assets		Kit	
May	11	Wednesday	Enter capital journals including financing and complete the Capital Adjustment Account (CAA)		Kit / Wendy Knox	
May	12	Thursday	Complete Financial instruments Note		Wendy Knox	

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Month	Day	Weekday		Warwickshire		
May	12	Thursday	Complete the Nature and Extent of Risks Arising From Financial Instruments Note		Wendy Knox	
May	12	Thursday	Receive related party disclosures and prepare the disclosures in the Accounts including creditor disclosures.		Wendy Knox	
May	13	Friday	Agree Net Cost of Services		Wendy Knox	
May	13	Friday	After agreeing Net Cost of Services, complete the Service analysis of the CIES / Expenditure & Funding Analysis workings		Wendy Knox	
May	13	Friday	Complete the Narrative Reports PCC x 2		Sara Ansell	
June	14	Saturday	Complete the Narrative Reports CC x 2		Jeff Carruthers	
May	16	Monday	Balance the CIES, MIRS, Balance Sheet, EFA and Cashflow following capital journal completion.		Wendy Knox	
May	16	Monday	Complete Pensions Fund Account Top Up Grant Return for Home Office - 2021/22 Outturn		Kit	
May	16	Monday	Complete the Asset Register		Kit	
May	16	Monday	Analytical review of the CIES Cost of Services and Budget v Actual (high level)		Wendy Knox	
May	16	Monday	Produce the Notes for the EFA		Wendy Knox	
May	17	Tuesday	Ensure Balance sheet Notes are complete including Debtors, Creditors, Cash and Cash Equivalents		Wendy Knox	
May	17	Tuesday	Complete the intra-group adjustment between the PCC and Chief Constable for Net cost of services, pensions and accumulated absences		Wendy Knox	
May	17	Tuesday	Finalise the adjustments between the accounting basis and statutory funding.		Wendy Knox	
May	17	Tuesday	Reconcile leases on ledger to information from LSH and prepare lease note for the Accounts. Note Finance Lease for Bromsgrove Fire Station		Kit / Wendy Knox	
May	17	Tuesday	Produce the Cash Flow Statement and accompanying notes – Operating Activities, Investment Activities and Financing Activities		Wendy Knox	
May	17	Tuesday	Review contents page and Notes to the Accounts numbers		Wendy Knox	
May	18	Wednesday	Complete 1st Draft of the Warwickshire Statements of Accounts		Wendy Knox	
May	18	Wednesday	Commence proof reading / error correction of Warwickshire SOAs		Jeff /Sara / Andy / Wendy Knox	
May	19	Thursday	Commence Finalising Statements of Accounts for Warwickshire		Jeff /Sara / Andy / Wendy Knox	
May	20	Friday	Complete 1st Draft of the Warwickshire Statements of Accounts		Wendy Knox	
May	20	Friday	Review of Warwickshire Statements of Accounts by CFOs		Jeff Carruthers / Sara Ansell	
May	20	Friday	Commence compiling Audit Working Papers (electronic and paper) based on GT Audit Deliverables List for Joint Audit		Wendy Knox	

**Warwickshire Police**  
**Detailed Closedown Timetable 2020/21**

Deadline			Event	Completion Date (dd/mm/yy)	Responsibility	COMMENTS - ONLY WHERE THERE ARE CONCERNS/ CHANGES/ INFO FOR WHOLE TEAM
Month	Day	Weekday		Warwickshire		
May	20	Friday	Commence proof reading / error correction of Warwickshire SOAs		Andy Oliver / Tim Maiden / Steph Harrison	
May	24	Tuesday	Complete 2nd Draft of the Warwickshire Statements of Accounts		Wendy Knox	
May	25	Wednesday	Review of Warwickshire Statements of Accounts by CFOs		Jeff Carruthers / Sara Ansell	
May	26	Thursday	AM - Complete 2nd Draft of the Warwickshire Statements of Accounts		Wendy Knox	
May	26	Thursday	PM - Treasurer and CFO review the Warwickshire & Warwickshire Statements of Accounts		Jeff Carruthers / Sara Ansell	
May	27	Friday	<b>Complete Pre-Audit version of Warwickshire Statements of Accounts and Warwickshire Statements of Accounts and obtain signatures from CFOs (11am). Publish on websites.</b>		<b>Wendy Knox / Jeff Carruthers / Sara Ansell</b>	
May	27	Friday	Ensure all Audit Working Papers (electronic and paper) compiled and ready for first day of Joint Audit.		Wendy Knox / Kit	
June	2	Thursday	<b>SPRING BANK HOLIDAY + Queen's Jubilee day</b>	Mon 30th May Bank hol moved to Thursday 2nd		
June	3	Friday	<b>SPRING BANK HOLIDAY + Queen's Jubilee day</b>	Extra Day off for Queen's Jubilee		
June	9	Friday	Ensure payment for CHIS is made to Met Police, we should receive an invoice from them by 10th May 2022.			Due to Met Police by 30th June, but need to give ourselves a buffer to make sure we are not late or it won't get paid
			External Auditors GT on site to Audit the Warwickshire and Warwickshire Statements of Accounts (joint audit)		External Audit	
TBC			Public right to question the auditors - 30 days after CFOs sign accounts, including first 10 days of June		Wendy Knox / External Audit	
			CIPFA Actuals Return (Revenue) to be completed and submitted Q4		Linda Fryer / Andy Oliver	
			CIPFA Actuals Return (Capital) to be completed and submitted Q4		Kit	
			CIPFA Estimates Return (Revenue) to be completed and submitted Q1		Linda Fryer / Andy Oliver	
			CIPFA Estimates Return (Capital) to be completed and submitted Q1		Kit	
			Send the un-audited Whole of Government Accounts L Packs (x2) to HM Treasury	Does this just mean the new Oscar forms for WGA?	Wendy Knox	I think this has now been replaced with the OSCAR online reporting system.
			Place adverts on websites for the Exercise of Public Rights to inspect the Accounts - must be for 30 days, including first 10 working days of June		Corporate Comms / PCC Office	
			Complete the fraud and corruption questionnaires PCC (x2) from the Auditors near accounts signing date.		Sara / Wendy Knox	
			Complete the fraud and corruption questionnaires Chief Constable (x2) from the Auditors near accounts signing date.		Jeff Carruthers / Wendy Knox	
			MHCLG Revenue Outturn forms to be completed and submitted (Delta?) Extended due to COVID19		Linda Fryer	
			MHCLG Capital Outturn forms to be completed and submitted (Delta?) Extended due to COVID19		Kit	
			Final day of External Audit?		External Audit	

**Warwickshire Police**  
**Detailed Closedown Timetable 2020/21**

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Month	Day	Weekday		Warwickshire		
			Agree amendments to the accounts		Jeff Carruthers / Sara Ansell / Wendy Knox	
			Complete amendments and proof reading and complete Final Statements of Accounts (x4)		Wendy Knox / FO's	
			Make any final amendments and issue Final SOA documents (x4) to Audit Committee Members		Wendy Knox / PCC Office	
			Issue Audit Findings Report		External Audit	
			Present Final Statements of Accounts (x4) to Joint Audit Committee. Obtain signatures from CFOs x 2 and PCCs x 2. Note AGS should already be signed.		Jeff Carruthers / Sara Ansell / Wendy Knox	
			Issue Letters of Representation – Police and Crime Commissioner (x2)		Sara Ansell	
			Issue Letter of Representation – Chief Constable (x2)		Jeff Carruthers	
			Clear the Annual Governance letters / audit reports with the Treasurer and the CFO		External Audit	
			Issue Signed Audit Opinions		External Audit	
			Agree with the auditors that the Accounts can be published		Wendy Knox	
September	30	Thursday	Publication of the Statements of Accounts with Audit Opinions (x4) on the respective websites		Wendy Knox	
			Place advert on website on completion of the audits		Corp Comms	
			Complete Whole of Government Accounts - Cycle 2		Wendy Knox	
			Audit of WGA - below NAO threshold so not required therefore no need to click Cycle 1 for audited accounts.		Wendy Knox	