

Year End Timetable

ACTION	SUGGESTED DATES
Wardens review last year's audit, Auditor's concerns and Treasurer's progress in dealing with Auditor's concerns.	August
Wardens confirm availability of Auditor for this year's audit. Auditor submits timetable including a detailed specification of his information requirements. Treasurer submits plan and timetable to Wardens to meet requirements for Financial Statements, Annual Vestry Meeting, and Annual Financial Return.	Early November
Receive Diocesan Circular of Financial reporting requirements.	Mid December
Treasurer presents Wardens with a draft of year end Financial Statements. Wardens approve release of Financial Statements to the Auditor.	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 Vestry or Parish Meeting with the Auditor's report.	Not later than Early March
Treasurer and Wardens present financial statements to AVM. Treasurer prepares Annual Financial Return for Wardens and Minister to approve.	Not later than End March
Mail complete Prescribed Financial Statements and Annual Financial Return to Diocesan Secretary	Due 15 April