

## 2011/12 FINAL ACCOUNTS WORK PLAN

REVIEW AREA	TARGET DATE	PROGRESS TO-DATE
<p><b>Fixed Assets Register</b> Review capital accounting module and replace with a new method of calculating information for the financial statements.</p>	December 2011	<p>Completed.</p> <p>Solution demonstrated to the External Auditors in January 2012. Trial run to be progressed and the Auditors will review this as part of their Interim Audit in March 2012.</p>
<p><b>Disclosure Review</b> Finance team to complete the CIPFA disclosure checklist and communicate any areas of non-compliance with accounting standards when the draft accounts are presented.</p>	31 <sup>st</sup> May 2012	<p>A review of the disclosure checklist has been undertaken. The format / template for the Statement of Accounts are currently being changed to reflect new requirements.</p> <p>In addition, a revised format is being designed as many of last year's disclosures following the implementation of IFRS for transition and comparative purposes are no longer relevant. The final disclosure checklist and any areas of non-compliance will be issued in accordance with the final target date in May 2012.</p>
<p><b>Working Papers</b> Papers prepared to support the balances and disclosures in the accounts are subject to an evidenced independent review, including a check to ensure that values on supporting schedules agree directly to the lead document and that the audit request schedule has been fully met.</p>	31 <sup>st</sup> July 2012	<p>Working papers to be linked directly to the Financial Management System. Review to be undertaken during April and May 2012 as accounts are being brought together.</p>
<p><b>Financial Instruments</b> Full compliance with disclosure of aged debts.</p>	December 2011	New report produced – completed.