

**Durham County Council  
Timetable Year End 2012/13**

**APPENDIX 2**

**KEY**

Financial Services - Revenues and Benefits
Strategic Finance - Capital
Financial Services - Neighbourhoods
Payroll
Creditors Team
Queries

**KEY to 'Delay in days'**

Completed within :  
5 days of target  
5 to 10 days of target  
over 10 days late

Completed within 5 days of target
5 to 10 days of target
over 10 days late

				2012/13 Dates and Comments		
Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13	
<b>January 2013</b>						
1	Prepare draft timetable - approval by FSP	Strategic Finance/HA	Tue 22 Jan 2013	Mon 21 Jan 2013	-1	
2	Contact ICT - Employees survey	Strategic Finance/DH	Fri 25 Jan 2013	Fri 25 Jan 2013	0	
3	Contact Communications - Employees survey	Strategic Finance/DH	Fri 25 Jan 2013	Fri 25 Jan 2013	0	
4	Prepare Matrix and submit to External Audit to establish the need for Group Accounts	Strategic Finance/DH	Tue 29 Jan 2013		-41303	
5	Prepare Guidance Notes	Strategic Finance/AC	Thu 31 Jan 2013	Thu 31 Jan 2013	0	
<b>February 2013</b>						
6	Final timetable issued	Strategic Finance/HA/IH/AC	Fri 01 Feb 2013	Fri 01 Feb 2013	0	
7	Issue of guidance notes	Strategic Finance/IH/AC	Fri 01 Feb 2013	Fri 01 Feb 2013	0	
8	Review The Code to identify changes to be incorporated in 2012/13 Statement of Accounts	Strategic Finance/IH	Fri 08 Feb 2013	Wed 08 Feb 2012	-366	
9	Issue of instructions to valuer	Strategic Finance/AZH	Fri 08 Feb 2013	Sun 10 Feb 2013	2	
10	Liaise with External Audit (Mazars) to establish the need for Group Accounts	Strategic Finance/DH	Fri 15 Feb 2013		-41320	
11	Issue Balance Sheet Reconciliations for period ending 31 December 2012	Strategic Finance/AC	Fri 15 Feb 2013	Tue 19 Feb 2013	4	
12	Request information on changes in Vehicles, Plant and Equipment, Community Assets (non-land and building) and Intangible Assets from services (additions, disposals and cost centre changes Apr - Dec)	Strategic Finance/AZH	Fri 15 Feb 2013	Fri 15 Feb 2013	0	
13	Request Floor Areas of Administrative Buildings	Financial Services - Resources/AB	Fri 15 Feb 2013	Mon 17 Dec 2012	-60	
14	Request Allocation of Staff Time in Central Services	Financial Services - Resources/AB	Fri 15 Feb 2013	Mon 17 Dec 2012	-60	
15	Request Occupational Health-Activity over Services	Financial Services - Resources/AB	Fri 15 Feb 2013	Mon 17 Dec 2012	-60	
16	Request Charge to Corporate and Democratic Core	Financial Services - Resources/AB	Fri 15 Feb 2013	Mon 17 Dec 2012	-60	
17	Template from Actuary re IAS 19 for completion by Strategic Finance	Strategic Finance/Actuary/AM/PET	Fri 22 Feb 2013	Mon 04 Feb 2013	-18	
18	Run report to identify outstanding automatic accruals in Oracle for review	Strategic Finance/AC/DH	Fri 22 Feb 2013		-41327	
19	Request 'Assets Held for Sale' details	Strategic Finance/AZH	Fri 22 Feb 2013		-41327	
20	Training - Attend External Audit (Mazars) Workshop	Strategic Finance/IH/AC/AZH	Wed 27 Feb 2013		-41332	
21	Obtain Aged Debt Report from MR in order to produce bad debt provision information	Strategic Finance/AC/DH	Thu 28 Feb 2013		-41333	
22	List of 'Assets Held for Sale' to Strategic Finance	Asset Management Team	Thu 28 Feb 2013		-41333	

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
23	Information on Asset Values - Land and buildings, Council Dwellings, Investment Properties, Community Assets - this means all transactions for the year in question (Revaluations (effective 1 April), Impairments (effective 31 March), plus completions	Asset Management Team	Thu 28 Feb 2013			-41333
<b>March 2013</b>						
24	Last February non-Schools Petty Cash to Resources - Creditors Team	Services	Tue 05 Mar 2013			-41338
25	Completion of Template for IAS 19 to send to Actuary (formerly FRS 17)	Strategic Finance/PET/Pensions/NO	Tue 05 Mar 2013			-41338
26	Estimates of full year electricity and gas charges	Financial Services	Fri 08 Mar 2013			-41341
27	Issue schedules of outstanding debtor accounts to services and centrally calculated bad debt provision as at end of February for review	Strategic Finance/AC/DH	Fri 08 Mar 2013			-41341
28	Update spreadsheets in respect of 2011/12 changes to lease income and payments in respect of Land and buildings	Strategic Finance/AC	Wed 13 Mar 2013			-41346
29	Balance sheet reconciliation completed for January 2013	Strategic Finance/AC/Financial Services	Thu 14 Mar 2013			-41347
30	Return of Floor Areas of Administrative Buildings to Financial Services - Resources/AB	Services	Fri 15 Mar 2013	Mon 17 Dec 2012		-88
31	Return of Allocation of Staff Time in Central Services to Financial Services - Resources/AB	Services	Fri 15 Mar 2013	Mon 17 Dec 2012		-88
32	Return of Occupational Health-Activity over Services to Financial Services - Resources/AB	Services	Fri 15 Mar 2013	Mon 17 Dec 2012		-88
33	Return of Information on changes in Vehicles, plant and equipment, community assets (non-land and building) to Strategic Finance (additions, disposals and cost centre changes Apr - Dec)	Financial Services	Fri 15 Mar 2013			-41348
34	Additional Loomis Cash collections	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Tue 26 Mar 2013			-41359
35	Additional Loomis Cash collections	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Wed 27 Mar 2013			-41360
36	Additional Loomis Cash collections	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Thu 28 Mar 2013			-41361
37	All Cash posted up to and inc 27 March 2013	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Thu 28 Mar 2013			-41361
38	Final postings by Benefits section (5 pm)	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Thu 28 Mar 2013			-41361
39	Last paysheet for 2012/13	Creditors Team	Thu 28 Mar 2013			-41361
40	Last day for posting February non-Schools Petty Cash to Ledger	Creditors Team/Strategic Finance/MS	Thu 28 Mar 2013			-41361
41	All stock checks completed at 28 March 2013	Services	Thu 28 Mar 2013			-41361
42	Opening of Oracle modules for 2013/14	Financial Systems/MR	Thu 28 Mar 2013			-41361
43	Last date for running Independent Sector Paysheet for period 13	Creditors Team	Thu 28 Mar 2013			-41361
44	Sending out Related Party Transaction Declaration Pro-forma to Members and Senior Officers (CMT)	Resources - Democratic Services	Thu 28 Mar 2013			-41361
45	All amounts banked by 28 March 2013 to be receipted in Oracle	Services	Thu 28 Mar 2013			-41361

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
46	Last date for schools to submit 2012/13 invoices to School Funding	Schools	Thu 28 Mar 2013			-41361
47	Opening of adjustment period (AD1-13) for 2012/13	Strategic Finance/MS	Thu 28 Mar 2013			-41361
48	Run AR reports to ensure that cash is allocated to the correct periods	Financial Systems/MR	Thu 28 Mar 2013			-41361
49	Cash posted for 28 March 2013 (12 noon)	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Thu 28 Mar 2013			-41361
50	PM - Open Revenue system closedown (all users disconnect from system)	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Thu 28 Mar 2013			-41361
	<b>Good Friday</b>		<b>Fri 29 Mar 2013</b>			
	<b>April 2013</b>					
	<b>Easter Monday</b>		<b>Mon 01 Apr 2013</b>			
51	Strategic Finance to request Financial Systems run Debtors report for Bad Debt Provision and circulate to services	Financial Systems / Strategic Finance/AC/DH	Tue 02 Apr 2013			-41366
52	Run report for outstanding automatic accruals (excess receipting) and issue to Services	Financial Systems / Strategic Finance/AC/DH	Tue 02 Apr 2013			-41366
53	Additional Loomis Cash collection	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Tue 02 Apr 2013			-41366
54	Issue of 2012/13 Staff Leave Survey	Strategic Finance/DH	Tue 02 Apr 2013			-41366
55	MRP posted (excluding Finance Lease MRP)	Strategic Finance/AZH	Tue 02 Apr 2013			-41366
56	Building timesheets to Business Support	Neighbourhoods - Business Support	Tue 02 Apr 2013			-41366
57	Report to Strategic Finance detailing all County Council employees at 31 March 2013	Payroll	Tue 02 Apr 2013			-41366
58	Collection Fund (Council Tax and NNDR) year end reports (financial control, analysis of aged debt, charitable relief) to Strategic Finance	Revenues and Benefits	Tue 02 Apr 2013			-41366
59	Last monthly Salaries and Wages for 2012/13 in ledger	Payroll/Strategic Finance	Tue 02 Apr 2013			-41366
60	Last day for 2012/13 manual receipts advice forms received by Income Team	Services	Tue 02 Apr 2013			-41366
61	Datasets for Rail Warrants available for processing	Payroll	Tue 02 Apr 2013			-41366
62	Open Revenue System closedown (all users reconnected to the system)	Revenues and Benefits/PAD	Wed 03 Apr 2013			-41367
63	All Buildings timesheets and other project transactions complete	Neighbourhoods - Business Support	Wed 03 Apr 2013			-41367
64	Last day for receipting Oracle Inventory purchase orders for stock items received on or before 31 March 2013	Services	Wed 03 Apr 2013			-41367
65	Last day for updating Inventory for stores issued on or before 31 March 2013	Services	Wed 03 Apr 2013			-41367

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
66	School Meals dataset available for processing	Resources - Business Support	Wed 03 Apr 2013			-41367
67	Internal recharges via projects completed for CORAM (7pm)	Neighbourhoods - Business Support	Wed 03 Apr 2013			-41367
68	Procurement cards processed for CORAM and Other Non Priced Work	Neighbourhoods - Business Support	Thu 04 Apr 2013			-41368
69	Procurement card processing complete	Neighbourhoods - Business Support	Thu 04 Apr 2013			-41368
70	Recharges to Michael Ross (run overnight)	Financial Systems/MR	Fri 05 Apr 2013			-41369
71	Last payroll supplementary runs processed	Payroll/Strategic Finance/MS	Fri 05 Apr 2013			-41369
72	Last day for 2012/13 non-order invoices received by Creditors Team (N.B. non-order invoices relating to projects to be batched separately)	Services	Fri 05 Apr 2013			-41369
73	Amendments to CORAM provisions to Asset Management from Service Accountants	Financial Services	Fri 05 Apr 2013			-41369
74	Last Highways operations internal recharges and rechargeable works entered into Projects	Financial Services - Neighbourhoods	Fri 05 Apr 2013			-41369
75	Last S/C & S/D provisions to Financial Services	Services	Fri 05 Apr 2013			-41369
76	Last Date for running paysheets to include final 2012/13 Schools and non-order invoices	School Funding/ Creditors Team	Fri 05 Apr 2013			-41369
77	Upload to ledger of last file for 2012/13 Schools Invoices	Creditors Team	Fri 05 Apr 2013			-41369
78	Last day for receipting of 2012/13 Oracle purchase orders for which goods and services were received on or before 31 March 2013	Services	Fri 05 Apr 2013			-41369
79	Last 2012/13 Debtors invoices raised in Accounts Receivable	Services	Fri 05 Apr 2013			-41369
80	Last date for journals for water to Strategic Finance	Creditors Team	Fri 05 Apr 2013			-41369
81	Dataset for Fleet Maintenance available for processing	Financial Services - Neighbourhoods	Mon 08 Apr 2013			-41372
82	Dataset for Catering Recharges available for processing	Financial Services - Neighbourhoods	Mon 08 Apr 2013			-41372
83	Journal for Building Cleaning available for processing	Financial Services - Neighbourhoods	Mon 08 Apr 2013			-41372
84	Pension Fund to issue final invoices for 2012/13 DCC pension / added years recharges	Pensions	Mon 08 Apr 2013			-41372
85	Dataset for Grounds Maintenance available for processing	Financial Services - Neighbourhoods	Mon 08 Apr 2013			-41372
86	Late Completions - Land and Buildings, Council Dwellings and Community Assets - this for any changes since the 28 February 2013 deadline.	Asset Management Team	Mon 08 Apr 2013			-41372
87	Valuer's report and certificate, including outstanding valuations and reasons for impairment - Land and Buildings	Asset Management Team	Mon 08 Apr 2013			-41372

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
88	Supply Service Accountants with details of March 2013 unfunded pensions costs	Financial Services - Resources	Mon 08 Apr 2013			-41372
89	Last date for reconciliation of all bank statement lines up to 31 March 2013	Income Team	Mon 08 Apr 2013			-41372
90	OTL completed	Services	Mon 08 Apr 2013			-41372
91	WIP ready for supervisor meetings (Priced Work)	Financial Services - Neighbourhoods	Mon 08 Apr 2013			-41372
92	Priced Work WIP to Assets (8am)	Financial Services - Neighbourhoods	Tue 09 Apr 2013			-41373
93	Highways operations recharges in ledger (with Purchase Orders)	Financial Services - Neighbourhoods	Tue 09 Apr 2013			-41373
94	Non-CORAM (ie Other Non Priced Work) WIP to Service Accountants (10.30am)	Financial Services - Neighbourhoods	Wed 10 Apr 2013			-41374
94	Valuation meetings with Buildings supervisors (Priced Work)	Financial Services - Neighbourhoods/LS	Wed 10 Apr 2013			-41374
95	Last 2012/13 non-order invoices in ledger - Projects invoices	Creditors Team	Wed 10 Apr 2013			-41374
96	February 2013 gas journals available for posting to ledger	Financial Services - Resources	Thu 11 Apr 2013			-41375
97	February 2013 electricity journals available for posting to ledger	Financial Services - Resources	Thu 11 Apr 2013			-41375
98	Last 2012/13 non-order invoices in ledger - non-Projects invoices	Creditors Team	Thu 11 Apr 2013			-41375
99	Return of Charge to Corporate and Democratic Core to Resources - Finance	Services/Financial Services - Resources/AB	Thu 11 Apr 2013			-41375
100	CORAM WIP returned by Design Services (5pm)	Design Services	Thu 11 Apr 2013			-41375
101	Non-CORAM (ie Other Non Priced Work) returned by Financial Services to NS Finance (5pm)	Financial Services	Thu 11 Apr 2013			-41375
102	Processing of S/C and S/D provisions completed	Financial Services	Thu 11 Apr 2013			-41375
103	Final adjustments for reconciliation of Inventory to ledger	Financial Services	Thu 11 Apr 2013			-41375
104	Recharges for Priced Work received from Design Services (to Business Support by 12 noon)	Design Services	Fri 12 Apr 2013			-41376
105	Agreed Priced Work recharges completed by Business Support (6pm)	Neighbourhoods - Business Support	Fri 12 Apr 2013			-41376
106	CORAM provisions in Ledger	Asset Management Team/Strategic Finance/MS	Fri 12 Apr 2013			-41376
107	Issue schedules of outstanding debtor accounts to Strategic Finance	Income Team/ Strategic Finance/DH/ Financial Systems/MR	Fri 12 Apr 2013			-41376
108	Ensure financial information available from Unilink for Plant and Machinery leases to prepare year end accounting entries.	Strategic Finance/AC/DC	Fri 12 Apr 2013			-41376

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
109	IAS 19 Information received from the Actuary	Strategic Finance/HA	Fri 12 Apr 2013			-41376
110	Return of amendments to centrally calculated Bad Debt Provision from Financial Services	Financial Services	Fri 12 Apr 2013			-41376
111	Depreciation and amortisation charges posted for Vehicles Plant and Equipment, Furniture and Fittings and Intangible Assets	Strategic Finance/AZH	Fri 12 Apr 2013			-41376
112	Collection Fund aged debt analysed, bad debt provision calculated and posted to ledger	Strategic Finance/SO	Fri 12 Apr 2013			-41376
113	Details of related party transactions for Members and Senior Officers (CMT) received by Democratic Services	Resources - Democratic Services	Fri 12 Apr 2013			-41376
114	WIP provision recharge via journal entry re CORAM and Non Priced Work (reverses April 13)	Financial Services - Neighbourhoods/MC	Fri 12 Apr 2013			-41376
115	Projects updated, rejections and systems checks resolved	Financial Systems/Neighbourhoods - Business Support	Mon 15 Apr 2013			-41379
116	Re-run report for accruals (excess receipting) following review by Services.	Financial Systems / Strategic Finance/AC/DH	Mon 15 Apr 2013			-41379
117	Centrally calculated Bad Debt Provision posted to ledgers	Strategic Finance/AC/DH	Mon 15 Apr 2013			-41379
118	Run Aged Debt Report at close down and reconcile to debtor's report for Bad Debt Provision ran 2 April 2013 - reconcile the movement between the Bad Debt Provision at February 2013 and the position at March 2013.	Financial Systems/MR/Strategic Finance/DH	Mon 15 Apr 2013			-41379
119	Review of responses to Staff Leave Survey - assessment of sample size received	Strategic Finance/DH	Mon 15 Apr 2013			-41379
120	Projects closed (at start of day) for 2012/13 processing	Financial Systems/MR	Tue 16 Apr 2013			-41380
121	AR Module closing	Financial Systems/MR	Wed 17 Apr 2013			-41381
122	AP/Purchasing and Inventory Modules closing	Strategic Finance/MS/Financial Systems/MR	Wed 17 Apr 2013			-41381
123	GL closing for the March Period - N.B. AD1-13 is now open	Strategic Finance/MS	Wed 17 Apr 2013			-41381
124	Re-send Staff Leave Survey - if insufficient responses received by 15 April	Strategic Finance/DH	Wed 17 Apr 2013			-41381
125	Review of capital expenditure and processing of any necessary coding adjustments completed prior to issue of capital expenditure working papers	Financial Services	Thu 18 Apr 2013			-41382
126	Education claims based monthly pay groups for April 2013 in ledger (s/c)	Payroll/Strategic Finance/MS	Thu 18 Apr 2013			-41382

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
127	Schedule to Strategic Finance for infrastructure capital charges	Financial Services -Neighbourhoods and RED	Thu 18 Apr 2013			-41382
128	Information on remuneration of employees over £50k to Strategic Finance	Payroll	Thu 18 Apr 2013			-41382
129	Redundancy payments report produced to identify payees for amounts over £50k	Human Resources	Thu 18 Apr 2013			-41382
130	Prepare journals, spreadsheets and complete reconciliations in respect of Plant and Machinery leases	Strategic Finance/AC	Fri 19 Apr 2013			-41383
131	Issue of capital expenditure working papers for details of financing (e.g. capital grants and contributions) and analysis for fixed assets	Strategic Finance/AZH	Mon 22 Apr 2013			-41386
132	Assessment of responses to Staff Leave Survey	Strategic Finance/DH	Mon 22 Apr 2013			-41386
133	Estimate of Information on March car mileages and subsistence to be paid in April 2013 payrolls calculated by services	Financial Services	Tue 23 Apr 2013			-41387
134	Estimate of information on March enhancements (overtime etc.) to be paid in April 2013 payrolls calculated by services	Financial Services	Tue 23 Apr 2013			-41387
135	Depreciation charges for infrastructure posted to ledger	Strategic Finance/AZH	Wed 24 Apr 2013			-41388
136	Capital outturn and financing template distributed to service capital accountants	Strategic Finance/AZH/Financial Services - Resources/AG	Wed 24 Apr 2013			-41388
137	All bank reconciliations completed	Strategic Finance/IS	Thu 25 Apr 2013			-41389
138	Collection fund cash and refunds reconciled to Oracle	Strategic Finance/SO/Financial Services - Revenues and Benefits	Thu 25 Apr 2013			-41389
139	Draft NNDR3 report prepared	Strategic Finance/SO/Financial Services - Revenues and Benefits	Thu 25 Apr 2013			-41389
140	Assess new Land and Buildings leases in respect of their IFRS status and amend GL codings where appropriate	Asset Management Team/ Strategic Finance/AC	Fri 26 Apr 2013			-41390

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
141	Review new and amended contracts as to whether there are any embedded leases.	Strategic Finance/AC	Fri 26 Apr 2013			-41390
142	Information re exit packages (numbers and related costs) for 2011/12 and 2012/13	Financial Services/Strategic Finance/IH	Fri 26 Apr 2013			-41390
143	Depreciation and Impairment charges (Valuations) posted for Land and Buildings, Council dwellings and Community Assets	Strategic Finance/AZH	Fri 26 Apr 2013			-41390
144	Post Journal for 2012/13 Insurance Recharges including charges to Service Groupings and movements on Reserves and Provisions	Strategic Finance/AC/DH	Fri 26 Apr 2013			-41390
145	Information on redundancy payments checked by Payroll and returned to Strategic Finance - exit package note	Human Resources	Mon 29 Apr 2013			-41393
146	Request details of Newcastle Airport share valuation from South Tyneside MBC	Strategic Finance/DH	Mon 29 Apr 2013			-41393
147	Return to Strategic Finance of capital expenditure working papers with details of financing (e.g. capital grants and contributions) and assets to which the spend relates	Financial Services	Tue 30 Apr 2013			-41394
148	Submission of CPR4 form	Strategic Finance/AZH/JS	Tue 30 Apr 2013			-41394
149	Benefit Subsidy information to Resources - Finance	Financial Services - Revenues and Benefits/Financial Services - Resources/PAD	Tue 30 Apr 2013			-41394
	<b>May 2013</b>					
150	Return to Strategic Finance of detailed analysis of Housing Capital Expenditure (ALMOs)	Dale and Valley Homes/East Durham Homes/Financial Services - HRA/JH	Wed 01 May 2013			-41395
151	Return to Strategic Finance of detailed analysis of Housing Capital Expenditure (Durham City)	Financial Services - HRA/JH	Wed 01 May 2013			-41395
152	Processing of Equal Pay Journal (Non Schools) in Ledger	Strategic Finance/IH	Wed 01 May 2013			-41395
153	Completion of Reserves Protocols requests to Strategic Finance for consideration (including Cash Limit requests). These will be subject to confirmation of final figures where estimates are used. <b>Deadline 12 noon.</b>	Financial Services	Wed 01 May 2013			-41395
154	SSID - input of SSID S/C Provisions	Financial Services - CAS/PR	Thu 02 May 2013			-41396



				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
155	Ledger entries for IAS 19 completed	Strategic Finance/IH	Thu 02 May 2013			-41396
156	Entries affecting support service recharges complete and in ledger	Strategic Finance/Financial Services	Fri 03 May 2013			-41397
157	Strategic Finance to prepare report for CMT on Reserve Protocol requests to be considered by Heads of Finance	Strategic Finance/IH/Heads of Finance	Fri 03 May 2013			-41397
158	Initial capital financing and revenue expenditure funded from capital under statute completed	Strategic Finance/AZH	Fri 03 May 2013			-41397
159	Capital outturn and financing template returned to Strategic Finance	Financial Services	Fri 03 May 2013			-41397
	<b>May Day</b>		<b>Mon 06 May 2013</b>			
160	Actual information (from final main April 2013 payroll) on March car mileages and subsistence paid April 2013 available for distribution to services	Payroll Systems Admin Team/Strategic Finance	Tue 07 May 2013			-41401
161	Actual information (from final main April 2013 payroll) on March enhancements (overtime etc.) paid April 2013 available for distribution to services	Payroll Systems Admin Team/Strategic Finance/MS	Tue 07 May 2013			-41401
162	VAT Final Entry - transfer to balance sheet	Strategic Finance/NA	Tue 07 May 2013			-41401
163	RO and CO Forms available for distribution	Strategic Finance/IH/JS	Tue 07 May 2013			-41401
164	Final information from main April 2013 payroll and supplementary runs on March car mileages and subsistence paid April 2013 available for distribution to services - for checking for material differences to estimates completed 23 April 2013 (line 134).	Payroll Systems Admin Team/Strategic Finance	Wed 08 May 2013			-41402
165	Final information from main April 2013 payroll and supplementary runs on March enhancements (overtime etc.) paid April 2013 available for distribution to services - for checking for material differences to estimates completed 23 April 2013 (line 133).	Payroll Systems Admin Team/Strategic Finance/MS	Wed 08 May 2013			-41402
166	CMT to consider Reserve Protocol Requests - subject to Heads of Finance clearance	Heads of Finance/CMT	Wed 08 May 2013			-41402
167	Impairment charged to CIES (both as a result of valuations and capital expenditure not adding value)	Strategic Finance/AZH	Fri 10 May 2013			-41404

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
168	Information from organisations for preparation of Group Accounts/Related Party disclosure note to Strategic Finance - accounts, inter-company transactions reconciled and debtor and creditor balances identified	Financial Services/relevant group entities	Fri 10 May 2013			-41404
169	Services to confirm Reserve requests figures where estimates were used for CMT Report	Services/Financial Services	Fri 10 May 2013			-41404
170	Movement in Reserves entries in the General Ledger following CMT decisions (actual figures)	Strategic Finance/IH	Fri 10 May 2013			-41404
171	Recharges to Services following Support Services allocations	Financial Services	Fri 10 May 2013			-41404
172	Ledger balances proved following Support Services allocations	Financial Services	Fri 10 May 2013			-41404
173	Meeting with Head of Finance (Corporate) to agree capital financing decisions	Strategic Finance/IH/HA/AZH/Head of Finance - JG	Mon 13 May 2013			-41407
174	MOWG to consider Capital Outturn	Strategic Finance/Financial Services	Tue 14 May 2013			-41408
175	Overall revenue and capital financing decisions made and journal processed	CDR/Head of Finance - JG/Strategic Finance	Tue 14 May 2013			-41408
176	Support Services allocations complete	Financial Services - Resources/AB	Tue 14 May 2013			-41408
177	Estimate of Customer Services Recharges to Resources for Support Service Allocations	Financial Services - Neighbourhoods/CR	Wed 15 May 2013			-41409
178	Service ledgers finalised and final reports produced	Financial Services	Wed 15 May 2013			-41409
179	Net Revenue Outturn for each service notified to Strategic Finance	Financial Services	Wed 15 May 2013			-41409
	For information only - 2011/12 line. Disclosure notes and working papers	Strategic Finance/ALL				
	For information only - 2011/12 line. Working Papers for the notes to the accounts	Strategic Finance/ALL				
180	<b>Statement of Accounts - Notes and Working Papers required</b>					
	Explanatory Foreword	Strategic Finance/HA	Wed 15 May 2013			-41409
	Independent Auditors Report to Durham County Council	External Audit (Mazars)	Fri 13 Sep 2013			-41530
	Movement in Reserves Statement	Strategic Finance/IH	Fri 31 May 2013			-41425
	Comprehensive I&E Statement	Strategic Finance/AC/DH	Fri 31 May 2013			-41425
	Balance Sheet	Strategic Finance/IH	Fri 31 May 2013			-41425
	Cash Flow Statement	Strategic Finance/IS	Mon 03 Jun 2013			-41428
	Notes to the Accounts					
	Note 1: Accounting policies	Strategic Finance/IH/HA/AZH	Wed 15 May 2013			-41409

				2012/13 Dates and Comments		
Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13	
Note 2: Accounting standards that have been issued but have not yet been adopted	Strategic Finance/IH/AZH/AC	Wed 15 May 2013			-41409	
Note 3: Critical judgements in applying accounting policies	Strategic Finance/IH	Wed 15 May 2013			-41409	
Note 4: Assumptions made about the future and other major sources of estimation uncertainty	Strategic Finance/IH	Wed 15 May 2013			-41409	
Central Administration Costs	Financial Services - Resources/AB	Wed 15 May 2013			-41409	
Insurance	Strategic Finance/AC/DH	Wed 15 May 2013			-41409	
Note 5: Material items of income and expense	Strategic Finance/IH	Wed 15 May 2013			-41409	
Note 6: Events after the balance sheet date	Strategic Finance/IH	Wed 15 May 2013			-41409	
Note 7: Adjustments between accounting basis and funding basis under regulations	Strategic Finance/IH/AZH/AC	Fri 07 Jun 2013			-41432	
Note 8: Transfers to/from earmarked reserves	Strategic Finance/IH	Wed 05 Jun 2013			-41430	
Note 9: Other operating expenditure	Strategic Finance/AC/DH	Wed 05 Jun 2013			-41430	
Note 10: Financing and investment income and expenditure	Strategic Finance/AC/DH	Wed 05 Jun 2013			-41430	
Note 11: Taxation and non-specific grant income	Strategic Finance/AC/DH	Wed 05 Jun 2013			-41430	
Note 12: Property, plant and equipment	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 13: Heritage Assets	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 14: Investment properties	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 15: Intangible assets	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 16: Financial Instruments + Fair Values of Assets and Liabilities	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Car Loans	Financial Services - Resources/Payroll	Fri 07 Jun 2013			-41432	
Lease Cars	Resources - Business Support/Payroll	Fri 07 Jun 2013			-41432	
Note 17: Inventories	Strategic Finance/DH/Financial Services	Fri 07 Jun 2013			-41432	
Note 18: Construction contracts	Strategic Finance/AZH/JS					
Note 19: Debtors	Strategic Finance/DH/Financial Services	Wed 05 Jun 2013			-41430	
Note 20: Cash and cash equivalents	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Note 21: Assets held for sale	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 22: Creditors	Strategic Finance/DH/Financial Services	Wed 05 Jun 2013			-41430	
Note 23: Provisions	Strategic Finance/IH/Financial Services	Wed 05 Jun 2013			-41430	
Note 24: Usable reserves	Strategic Finance/IH	Wed 05 Jun 2013			-41430	
Note 25: Unusable reserves		Mon 10 Jun 2013			-41435	
Revaluation reserve	Strategic Finance/AZH	Mon 10 Jun 2013			-41435	
Available for sale financial instruments reserve	Strategic Finance/IS	Mon 10 Jun 2013			-41435	
Capital adjustment account	Strategic Finance/AZH	Mon 10 Jun 2013			-41435	
Financial instruments adjustment account	Strategic Finance/IS	Mon 10 Jun 2013			-41435	
Pensions reserve	Strategic Finance/IH/AC	Mon 10 Jun 2013			-41435	
Deferred capital receipts reserve	Strategic Finance/AZH	Mon 10 Jun 2013			-41435	
Collection fund adjustment account	Strategic Finance/SO	Mon 10 Jun 2013			-41435	
Accumulated absences account	Strategic Finance/DH	Mon 10 Jun 2013			-41435	
Note 26: Cash flow statement - operating activities	Strategic Finance/IS	Wed 12 Jun 2013			-41437	
Note 27: Cash flow statement - investing activities	Strategic Finance/IS	Wed 12 Jun 2013			-41437	
Note 28: Cash flow statement - financing activities	Strategic Finance/IS	Wed 12 Jun 2013			-41437	
Note 29: Amounts reported for resource allocation decisions (SEGMENTAL)	Strategic Finance/DH	Wed 12 Jun 2013			-41437	
Note 30: Acquired and discontinued operations	Strategic Finance/IH					
Note 31: Trading Operations	Strategic Finance/AC/Financial Services - Neighbourhoods/JM <sup>C</sup> M	Fri 07 Jun 2013			-41432	
Note 32: Agency Services	Strategic Finance/HA/IH/Financial Services	Fri 07 Jun 2013			-41432	
Note 33: Road charging schemes under the Transport Act 2000	Financial Services - Neighbourhoods/PAC					
Note 34: Pooled budgets	Strategic Finance/AC					
Note 35: Members' Allowances	Strategic Finance/AC/Resources - Business Support	Fri 07 Jun 2013			-41432	

				2012/13 Dates and Comments		
Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13	
Note 36: Officers' Remuneration (including Exit Packages)	Strategic Finance/IH/SO/Financial Services/Payroll/Human Resources	Fri 07 Jun 2013			-41432	
Note 37: External audit costs	Strategic Finance/AC	Fri 31 May 2013			-41425	
Note 38: Dedicated Schools Grant	Financial Services - CAS/GS	Fri 31 May 2013			-41425	
Note 39: Grant Income	Strategic Finance/AC/Financial Services	Wed 05 Jun 2013			-41430	
Note 40: Related Parties	Strategic Finance/DH/Financial Services - RED and Neighbourhoods/Democratic Representation	Fri 31 May 2013			-41425	
Note 41: Capital expenditure and capital financing	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 42: Leases	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Authority as lessee	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Finance leases	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Operating Leases	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Authority as lessor	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Finance leases	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Operating leases	Strategic Finance/AC/DC	Fri 07 Jun 2013			-41432	
Note 43: PFI	Financial Services - CAS/DEJS	Fri 31 May 2013			-41425	
Note 44: Impairment losses	Strategic Finance/AZH	Fri 07 Jun 2013			-41432	
Note 45: Capitalisation of borrowing costs	Strategic Finance/AZH/IS					
Note 46: Termination benefits	Strategic Finance/IH	Fri 07 Jun 2013			-41432	
Note 47: Pension schemes accounted for as defined contribution schemes	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Note 48: Defined benefit pension schemes	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Participation in Pension Schemes	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Transactions Relating to Post-employment Benefits	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Assets and Liabilities in Relation to Post-employment Benefits	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Scheme History	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Basis for Estimating Assets and Liabilities	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
History of Experience Gains and Losses	Strategic Finance/IH/AC	Fri 31 May 2013			-41425	
Note 49: Contingent Liabilities	Strategic Finance/IH/Financial Services	Fri 31 May 2013			-41425	
Note 50 :Contingent Assets	Strategic Finance/IH/Financial Services	Fri 31 May 2013			-41425	
Note 51: Nature and extent of risks arising from financial instruments	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Credit Risk	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Market Risk	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Interest Rate Risk	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Price Risk	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Foreign exchange Risk	Strategic Finance/IS	Fri 07 Jun 2013			-41432	
Note 52: Heritage assets: Five year summary of transactions	Strategic Finance/AZH/JS	Fri 07 Jun 2013			-41432	
Note 53: Heritage Assets: Further information on the Museum's collection	Strategic Finance/AZH/JS	Fri 07 Jun 2013			-41432	
Note 54: Heritage Assets:Change in accounting policy [for 2011/12 only]	Strategic Finance/IH/AZH/JS					
Note 55: Trust Funds	Financial Services - CAS/CM	Fri 31 May 2013			-41425	
Note 56: Exceptional Items	Strategic Finance/HA/IH	Fri 31 May 2013			-41425	
Note 57: Prior Period Adjustments	Strategic Finance/All	Fri 31 May 2013			-41425	
Housing Revenue Account	Financial Services - HRA/JH	Wed 29 May 2013			-41423	
Collection Fund Accounts	Strategic Finance/SO	Fri 17 May 2013			-41411	

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
	DCC Pension Fund Accounts	Strategic Finance/HA/BW/AM/PET	Mon 10 Jun 2013			-41435
	Statement of Responsibilities for the Statement of Accounts	Strategic Finance/HA	Fri 31 May 2013			-41425
	Annual Governance Statement	Internal Audit	Fri 17 May 2013			-41411
	Glossary of Terms used in the Accounts	Strategic Finance/HA/IH	Tue 30 Apr 2013			-41394
181	Double countings and internal recharges analysed passed to Strategic Finance	Financial Services/Strategic Finance/AC	Fri 17 May 2013			-41411
182	Service Outturn Reports to Strategic Finance	Financial Services	Fri 17 May 2013			-41411
183	Advertisement for inspection of accounts placed with Corporate Services - to appear 2 weeks later	Strategic Finance/HA	Fri 24 May 2013			-41418
	<b>Spring Bank Holiday</b>		<b>Mon 27 May 2013</b>			
	<b>June 2013</b>					
184	Mountsett Crematoria - Papers out for AGM to approve accounts	Neighbourhoods	Sat 01 Jun 2013			-41426
185	Overall Outturn Report inc Performance Statements - papers out for CMT meeting	Strategic Finance/IH/HA	Fri 07 Jun 2013			-41432
186	Mountsett Crematoria - Pre meeting for AGM to approve accounts	Neighbourhoods	Fri 07 Jun 2013			-41432
187	CMT - Overall Outturn Report inc Performance Statements	Strategic Finance/IH/HA	Wed 12 Jun 2013			-41437
188	Group Accounts completed	Strategic Finance/DH	Wed 12 Jun 2013			-41437
189	Durham Crematoria - Papers out for AGM to approve accounts	Neighbourhoods	Thu 13 Jun 2013			-41438
190	Mountsett Crematoria - AGM to approve accounts	Neighbourhoods	Sat 15 Jun 2013			-41440
191	Overall Outturn Report inc Performance Statements - papers out for CMT meeting	Strategic Finance/IH	Sat 15 Jun 2013			-41440
192	Analytical review of service balance sheets and outturn to Strategic Finance	Financial Services	Fri 14 Jun 2013			-41439
193	Draft Statement of Accounts to External Audit (Mazars) for Technical Review	Strategic Finance/IH	Mon 17 Jun 2013			-41442
194	Durham Crematoria - Pre meeting for AGM to approve accounts	Neighbourhoods	Thu 20 Jun 2013			-41445
195	CMT - Overall Outturn Report inc Performance Statements	Strategic Finance/IH	Thu 20 Jun 2013			-41445
196	Unaudited NNDR3 return submitted	Financial Services - Revenues and Benefits	Fri 21 Jun 2013			-41446
197	Overall Outturn Report inc Performance Statements - papers out for Cabinet Pre-Agenda	Strategic Finance/IH/HA	Fri 21 Jun 2013			-41446
198	Chief Financial Officer to Sign the Statement of Accounts	Strategic Finance/IH/HA	Thu 27 Jun 2013			-41452
199	Durham Crematoria - AGM to approve accounts	Neighbourhoods	Fri 28 Jun 2013			-41453
	<b>July 2013</b>					
200	Draft Statement of Accounts to External Audit (Mazars)	Strategic Finance/IH	Mon 01 Jul 2013			-41456
201	Start of Statement of Accounts audit - County Council	External Audit (Mazars)	Mon 01 Jul 2013			-41456
202	Statement of Accounts working papers available for External Audit (Mazars)	Strategic Finance/IH/HA	Mon 01 Jul 2013			-41456
203	Cabinet Pre-Agenda meeting - Overall Outturn Report inc Performance Statements	Strategic Finance/IH/HA	Fri 05 Jul 2013			-41460
204	Revenue and Capital Outturn forms returned to Strategic Finance	Financial Services	Fri 05 Jul 2013			-41460
205	Overall Outturn Report inc Performance Statements - (final) papers out for Cabinet	Strategic Finance/IH/HA	Mon 08 Jul 2013			-41463

				2012/13 Dates and Comments		
	Task	Responsible	Proposed Date 2012/13	Completion Date 2012/13	Comments 2012/13	Delay in days 2012/13
206	Start of Inspection Period - County Council	Determined by statute	Mon 08 Jul 2013			-41463
207	Revenue Outturn forms despatched to CLG (Assumed date)	Strategic Finance/IH	Fri 12 Jul 2013			-41467
208	Capital Outturn forms despatched to CLG (Assumed date)	Strategic Finance/AZH	Fri 12 Jul 2013			-41467
209	Cabinet Briefing - Overall Outturn Report inc Performance Statements	Strategic Finance/IH/HA	Mon 15 Jul 2013			-41470
210	Corporate Scrutiny Committee - outturn report - papers out	Financial Services - ACE and Resources	Tue 16 Jul 2013			-41471
211	Cabinet - Overall Outturn Report inc Performance Statements	Strategic Finance/IH/HA	Wed 17 Jul 2013			-41472
212	Audit Committee Meeting - papers out - To consider report on the Statement of Accounts	Strategic Finance	Fri 19 Jul 2013			-41474
213	Corporate Scrutiny Committee - outturn report	Financial Services - ACE and Resources	Thu 25 Jul 2013			-41480
214	End of Inspection Period - County Council	Determined by statute	Fri 26 Jul 2013			-41481
215	Appointed Day for Audit	Strategic Finance/IH	Mon 29 Jul 2013			-41484
216	Audit Committee Meeting - To consider report on the Statement of Accounts	Audit Committee	Wed 31 Jul 2013			-41486
217	Unaudited WGA return to auditors and CLG	Strategic Finance/AC	Wed 31 Jul 2013			-41486
	<b>August 2013</b>					
	<b>Summer Bank Holiday</b>		<b>Mon 26 Aug 2013</b>			
	<b>September 2013</b>					
218	Papers out - County Council - Treasury Management Outturn Report		Tue 10 Sep 2013			-41527
219	End of Statement of Accounts Audit - provisional	External Audit (Mazars)	Fri 13 Sep 2013			-41530
220	Completed of Pension Fund Annual Report to External Audit (Mazars)	Strategic Finance/BW	Fri 13 Sep 2013			-41530
221	Economy and Enterprise Scrutiny Committee - outturn report - papers out	Financial Services - RED	Fri 13 Sep 2013			
222	Audit Committee Meeting - papers out - Approval of Accounts (STATUTORY DEADLINE DATE)	Strategic Finance/IH	Mon 16 Sep 2013			-41533
223	Environment Scrutiny Committee - outturn report - papers out	Financial Services - Neighbourhoods	Tue 17 Sep 2013			
224	County Council - Treasury Management Outturn Report		Wed 18 Sep 2013			-41535
225	CYPS Scrutiny Committee - outturn report - papers out	Financial Services - CAS	Mon 23 Sep 2013			
226	AWH Scrutiny Committee - outturn report - papers out	Financial Services - CAS	Tue 24 Sep 2013			
227	Economy and Enterprise Scrutiny Committee - outturn report	Financial Services - RED	Tue 24 Sep 2013			
228	Environment Scrutiny Committee - outturn report	Financial Services - Neighbourhoods	Thu 26 Sep 2013			
229	Audited NNDR3 return submitted	Financial Services - Revenues and Benefits	Fri 27 Sep 2013			-41544
230	Audit Committee Meeting - Approval of Accounts (STATUTORY DEADLINE DATE)	Strategic Finance/IH/HA	Mon 30 Sep 2013			-41547
231	Publication of Annual Report of the Pension Fund	Strategic Finance/BW	Mon 30 Sep 2013			-41547
232	Publication of Accounts (STATUTORY DEADLINE DATE)	Strategic Finance/IH	Mon 30 Sep 2013			-41547
233	Last date to submit audited WGA return to CLG	Strategic Finance/AC	Mon 30 Sep 2013			-41547
	<b>October 2013</b>					
234	CYPS Scrutiny Committee - outturn report	Financial Services - CAS	Wed 02 Oct 2013			
235	AWH Scrutiny Committee - outturn report	Financial Services - CAS	Thu 03 Oct 2013			

**KEY**

	Financial Services - Revenues and Benefits
	Strategic Finance - Capital
	Financial Services - Neighbourhoods
	Payroll
	Creditors Team
	Queries