

## ESSEX PFCC FIRE & RESCUE AUTHORITY

### Summary Year-end Timetable



Annual Accounts Key Events	2021/22
Procurement of asset valuation	March
Instructions sent to valuer - schedule of assets to be valued and formal letter	March
Interim audit testing visit - to be advised by Grant Thornton	March
Draft Annual Governance Statement presented to Joint Audit Committee	18th March
Letter to Management presented to JAC - covering key accounting policies/estimates	18th March
Draft Narrative statement	11th April 2022
Accounting entries - completed 1st cut Accounts	Mid May
Preparation of Decision Sheet for publication (Statutory Officers Meeting)	Mid May
Review of Final Outturn by Performance & Resources Board	26th May
S151 & Strategic Head of P&R - Review of Accounts	Early June
Review of Accounts by Service Leadership Team	Early June
Publication of unaudited accounts ( <b>decision sheet required</b> )	By 31st July
Review of Accounts by Audit Committee ( <b>issue decision sheet to PFCC</b> )	17th June
Audit Fieldwork Starts - to be advised by Grant Thornton	1st July
Review timescales for next Audit Committee meeting	August
Final Audit completed - Grant Thornton (dates to be advised)	Mid August
Final Account & Audit Finding Review (Commissioner / S151 / Strategic Head of P&R)	Mid August
Audit close out meeting - Audit findings report (Audit Completion)	Mid August
Audit report received from Grant Thornton	September
Preparation of Decision Sheet for publication	Mid November
Presentation of the audited accounts to the audit committee for consideration	23rd September
Extraordinary Strategic Board Meeting - Approval of publication of audited accounts	W/C 26th September
Sign off and publication of audited accounts ( <b>decision sheet required</b> )	W/C 26th September
Letter of representation signed	W/C 26th September
Audit letter and certificate issued	W/C 26th September
Publish completion of audit notices	30th September