**AUDIT/ACCOUNTS CLOSEDOWN TIMETABLE - 2020**

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| **DATE** | **ACTION** |
| Friday 3rd April 2020 | Closedown of accounts |
| Monday 13th April 2020 | Draft accounts to Full Council for consideration |
| Thursday 23rd April 2020 | Internal Auditor Final Audit |
| Monday 18th May 2020 | Full Council to agree accounts and sign annual return |
| Monday 18th May 2020 | Accounts, Annual Return and working papers sent to External Auditors |
| Monday 18th May 2020 | Approved and signed Annual Return, Internal Audit report and bank reconciliation to be published on Fair Oak Parish Council website |
| Tuesday 26th May 2020 | Public Inspection of Accounts Notice published |
| Monday 8th June 2020 | Public Inspection of Account beings (this includes the ‘common period of inspection’ of the first 10 working days in July when all Local Councils’ are statutorily obliged to have the accounts available for public inspection) |
| Friday 10th July 2020 | Public Inspection of Accounts ends |
| Monday 17th August 2020 | PKF Littlejohn provisional filing date |
| Monday 30th November 2020 | External Auditors completion date  Notice of conclusion of the audit published |
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