

## Ware Town Council Audit Schedule 2020-21

Date	Action	Comments
Feb / Mar	Check all SAGE data for accuracy correctly posted	
w/c 22.02.21	Initial Internal Audit Meetings (onsite if possible)	
March 2021	PKF Littlejohn AGAR instructions sent out	
March 2021	Prepare spreadsheet for WTC eoy calculation	
March 2021	Prepare EOY accounts word document	
April	Check asset register	
w/c 19.04.21	Complete all data entry for WTC / WPT / WPC	
w/c 26.04.21	Final Internal Audit Meetings (onsite if possible)	
w/c 26.04.21	Return paperwork to PKF	
w/c 10.05.21	Finalise year end accounts	
w/c 31.05.21	Prepare AGAR for sign off	
07.06.21	F&P Meet to sign off accounts	
14.06.21	Full Council to sign off AGAR	
07.06.21 (9 AM)	Ware Priory Trading Accounts	Sign off 31.07.21
07.06.21 (9 AM)	Ware Priory Trading filing	IAC – 31.07.21
07.06.21 (19:30 PM)	Ware Priory Charity	Sign 31.07.21
07.06.21 (19:30 PM)	Ware Priory Charity submission to Charity Commission	IAC – 31.12.21
14.06.21	Full Council to sign AGAR	Sign off 31.07.21