

2017 Annual Report Timetable

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Agree audit timetable and deliverables with CCOs	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Interim audit	23	24	25	26	27
28	29 Interim audit	30	31			

2017 Annual Report Timetable

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Interim audit	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Interim audit	20	21	22	23	24
25	26	27 Day -4 Email internal journals to Month End	28 Day -3	29 Day -2 5pm Invoices received by Revenue to upload into Authority	30 Day -1 5pm Receipt Purchase orders; Raise invoices in Authority	

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 5pm Depreciation journals posted	4 5pm Final vested revenue	5 NZTA claim (TBC)	6 10am H3 file emailed to Month End 5pm PSP and Contract payments received by AP	7 12pm PSP and Revenue accruals emailed to Month End 3pm Accounts Payable closes	8
9	10 12pm Draft reports available for organisation to review 3pm Balance Sheet reconciliations	11 12pm HCC & H3 agree balance sheet and revenue figures	12 10am Final H3 file emailed to Month End 12pm Feedback from organisation Supplementary NZTA claim lodged/locked	13 3pm Overheads 5pm LEDGER LOCKED Vibrant Hamilton Trust audit (grants testing)	14 10am Final reports to Financial Controller and organisation	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Draft Annual Report to Financial Controller for review					

2017 Annual Report Timetable

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Final audit	8	9	10	11	12
	Draft Council and Group financial statements and notes and Statement of service performance.					
13	14	15 Finance Committee meeting June 2017 results	16	17	18	19
		Vibrant Hamilton Trust audit (Investment portfolio)				
20	21 Final Annual Report to Audit NZ (including CCO results)	22	23	24	25	26
27	28	29 10am Informal Audit & Risk Committee meeting	30	31		

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Audit & Risk Verbal audit clearance given. A&R sign off Annual Report and make recommendation to Council.	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Letters of Representation	21 Council meeting Audit opinion issued	22	23
24	25	26	27	28	29	30