

# FINANCE DEPARTMENT ANNUAL TIMETABLE



January to March	April to June	July to September	October to December
Audit preparation	Annual report preparation	Budget preparation	Budget approvals
<p>Preparing subsidiary/associated charity accounts:</p> <ul style="list-style-type: none"> <li>• DCACL</li> <li>• CDE</li> <li>• Ethos</li> <li>• SJN</li> <li>• Appleton</li> </ul> <p>Audit preparation:</p> <ul style="list-style-type: none"> <li>• Reconciliations</li> <li>• Gathering documentation such as missing copies of contracts, conflict of interest forms</li> <li>• Consultations with department leads and senior clergy</li> </ul> <p>March Synod Reporting</p> <p>Annual audit:</p> <ul style="list-style-type: none"> <li>• Uploading requested document to a portal</li> <li>• Meeting with auditors to answer questions.</li> </ul>	<p>Audit queries follow ups</p> <p>Preparation of annual report:</p> <ul style="list-style-type: none"> <li>• Gathering narrative paragraphs from department leads</li> <li>• Consolidating subsidiary and main charity accounts into group accounts</li> <li>• Checking rounding and filling in financial information within the narrative</li> <li>• Budget Consultations 1 at F&amp;A</li> </ul> <p>Preparation for July Synod</p> <p>PCC Support (APCMs, Account preparation, Electoral Roll)</p>	<p>Consolidation period – reflect on responses to consultations and comments at July Synod</p> <p>NCI announcements (SMMIB, Clergy pensions and stipends, salary increases, other funding sources)</p> <p>Process improvements</p> <p>July Synod Reporting</p> <p>September – budget preparation:</p> <ul style="list-style-type: none"> <li>• Q1 &amp; Q2 actuals drive budget figures</li> <li>• Meetings with budget holders for future plans</li> <li>• Budget Consultations 2</li> </ul>	<p>Budget version 1 for F&amp;A</p> <p>F&amp;A interrogation of the budget</p> <p>Budget version 2 for ABC</p> <p>Potential budget amends by ABC</p> <p>Budget version 3 for Synod</p> <p>November Synod</p> <p>Gathering information for current year annual report's narrative and some information not held in the finance system such as number of readers to be inserted into the finished annual report the following year.</p>

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