

Timetable for Annual Report 2016

<u>Date</u>	<u>Action</u>	<u>Actioned by</u>	<u>Completed</u>
29 April 2016	Complete annual Return and associated documents	RFO	✓
2nd - 10th May 2016	Internal Audit	Internal Auditor	✓
10th May 2016	Section 1 & 2 signed	Chair & Clerk	
13 May 2016	Publish Section 1 & 2 plus statement with details about the exercise of public rights	RFO	
13 May 2016	inform the external auditor of the date of commencement of the period for the exercise of public rights	RFO	
3rd June - 14th July 2016	inspection and notice period	RFO	
14 June 2016	Submit Annual Return and associated documents for audit	RFO	
30 September 2016	Publish certified Annual Return (when certified by external auditor)	RFO	