

Timetable for Annual Report 2018

<u>Date</u>	<u>Action</u>	<u>Actioned by</u>	<u>Completed</u>
04 May 2018	Complete annual Return and associated documents	RFO	✓
10 May 2018	Internal Audit	Internal Auditor	✓
15-May-18	Section 1 & 2 authorised and signed	Chair & Clerk	✓
07 June 2018	Submit Annual Return and associated documents for audit (to be received by 11/06/18)	RFO	✓
04 June 2018	Publish Section 1 & 2 plus statement with details about the exercise of public rights	RFO	
01 June 2018	inform the external auditor of the date of commencement of the period for the exercise of public rights	RFO	✓
4 June - 13 July 2017	inspection and notice period	RFO	
30 September 2018	Publish certified Annual Return alongside The Notice of Conclusion of Audit must be published at the same time.	RFO	