



ANNUAL TIMETABLE

July – December	Churchwardens and Treasurer formulate next year's budget
November	Churchwardens confirm availability of auditor for current year audit
January – March	Treasurer prepares year end reconciliations Treasurer prepares draft financial statements Treasurer/Churchwardens present draft financial statements and supporting information to the auditor Audit undertaken Auditor gives audit clearance Churchwardens contact auditor to discuss the financial statements and any audit issues Churchwardens and Auditor sign financial statements Prescribed Financial Statements made available to congregation (two Sundays prior to Annual Vestry Meeting) Annual Vestry Meeting
15 April	Lodge Prescribed Financial Statements and Annual Financial Return with the Diocese
April – June	Churchwardens/Parish Council deal with any issues raised by the auditor