

# Timetable Annual review for the year ended 31 March 2017

Bowes Parish Council

| Activity                                                                                                                                  | Date Arranged |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Internal audit                                                                                                                            | 9/4/17        |
| Date of meeting to approve Section 1                                                                                                      | 12/4/17       |
| Date of meeting to approve Section 2<br>(Note: This can be the same meeting as the above but Section 1 must be approved before Section 2) | 12/4/17       |
| Date the notice, approved section 1 and approved section 2 published                                                                      | 12/6/17       |
| Exercise of public rights commences the next working day after the above items are published                                              | 12/6/17       |
| Exercise of public rights ends on<br>(Note this period is for 30 working days and excludes bank holidays and weekends)                    | 21/7/17       |
| Send annual return                                                                                                                        |               |
| Annual return and supporting info to be at BDO LLP by the submission date of                                                              | 03 July 2017  |

Other key dates

|                                                                                                                                                                      |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Approval of accounts to take place after the approval of Section 1 the Annual Governance Statement and as soon as practically possible or in any event no later than | 2 July 2017       |
| (as specified by the Accounts and Audit Regulations)                                                                                                                 |                   |
| Publication of annual return as soon as possible after completion of annual review or in any event no later than                                                     | 30 September 2017 |
| (as specified by the Accounts and Audit Regulations)                                                                                                                 |                   |