

### 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	✓
6th June 2016	Publish Section 1 & 2 plus statement with details about the exercise of public rights	RFO	✓
6th June 2016	inform the external auditor of the date of commencement of the period for the exercise of public rights	RFO	✓
10th June - 21st 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	