

### Timetable for Annual Report 2017

<u>Date</u>	<u>Action</u>	<u>Actioned by</u>	<u>Completed</u>
24 April 2017	Complete annual Return and associated documents	RFO	✓
28 April 2017	Internal Audit	Internal Auditor	✓
09-May-17	Section 1 & 2 signed	Chair & Clerk	✓
02 June 2017	Submit Annual Return and associated documents for audit (to be received by 9/06/17)	RFO	✓
09 June 2017	Publish Section 1 & 2 plus statement with details about the exercise of public rights	RFO	✓
09 June 2017	inform the external auditor of the date of commencement of the period for the exercise of public rights	RFO	✓
9 June - 20 July 2017	inspection and notice period	RFO	✓
05 September 2017	Publish certified Annual Return alongside Notice of completion of the Limited Assurance review	RFO	✓

*Healey*