

Appendix 1 - Consolidation Year End Timeline

	<i>Applies to audited ministry units only</i>
	<i>Applies to non-audited ministry units only</i>

Date (2013)	Task	Details / Comments
February 15	Preliminary statements to Consolidation Team	
March 23 - March 31	Intercompany Cheque Cut-off	Do not issue cheques to DHQ or THQ during this week
April 1-17	Account reconciliations, accrual calculations and recording, GL review	
April 08	THQ Loan statements issued to ministry units	Review statement and update balances if required
April 08	THQ Accounts Receivable balances provided to ministry units	Review statement and ensure appropriate payables are established
April 10	Preliminary deposit account statements issued to ministry units	Review statement and update balances to ensure totals tie to report
April 15	Calculation and communication of March MSA charge	Accrue this amount as an expense in the financial records
April 16	Final deposit account statements issued to ministry units	Review statement and update balances for interest earned and any other transactions not included in preliminary report
April 17	GL Closing (Audited Units)	
April 26	Draft financial statements and notes ready for audit	
April 29	Audits Commence	
May 03	GL Closing (Non-audited Units)	Do not post any further transactions to March 2013
May 17	Final draft audited FS to THQ	Send these statements as soon as they are available
May 22	External audit completed / All audited financial statements final	
May 24	MU Audit adjustments posted to Shelby	
June 10	Draft consolidated statements provided to KPMG	For reference only - responsibility of the Finance Department
June 26	Consolidated financial statement approval by TFC	For reference only - responsibility of the Finance Department