

Ministry Unit Year End Timeline - March 2011

Applies to audited MU's only

Applies to non-audited MU's only

<i>Date (2011)</i>	<i>Task</i>	<i>Responsible</i>	<i>Details</i>
February 10	Communication received from THQ - Y/E Process	Consolidation Team	
March 25 - 31	No cheques issued to related parties (THQ, DHQ, NRO, other MU's)	SA Local Staff / Regional Accounting Directors	
April 1 - 21	Account reconciliations, accrual calculations and recording, GL review	SA Local Staff / Regional Accounting Directors	Use year end communication from THQ to ensure the records are accurate and presented fairly
April 07	THQ Loan statements sent to ministry units	THQ	
April 11	THQ AR balances sent to ministry units	THQ	
April 14	Preliminary deposit accounts sent to ministry units	DHQ/THQ	
April 18	March MSA calculation completed and communicated to ministry units	THQ	
April 19	Final deposit account statements sent to ministry units	DHQ/THQ	
April 21	G/L Closed - audited units	SA Local Staff / Regional Accounting Directors	
April 29	Draft financial statements and notes ready for audit	SA Local Staff / Regional Accounting Directors	
May 02	Audits commence	KPMG / Internal Audit /Accounting Directors	Draft financial statements and accompanying notes prepared
May 13	G/L Closed - non-audited units	SA Local Staff	No entries are to be posted to the 2009/2010 fiscal year after this without obtaining approval
May 27	Completion of Audits	KPMG / Accounting Directors / SA Local Staff	THQ review should be completed by this date
May 31	Distribution of Financial Statements	KPMG / Accounting Directors / SA Local Staff	
June 02	Audit adjustments posted to Shelby	Accounting Directors / SA Local Staff	No entries are to be posted to the 2010/2011 fiscal year after this without obtaining approval. Verify that Shelby ties to the statements.
late June	Subsequent event confirmation	KPMG / DHQ / THQ / SA Local Staff	Any events occurring after March 31st that cause or could cause significant impact the financial position of the ministry must be disclosed to DHQ (ie. Potential lawsuit or significant liability).