Project Timetable			Responsible	Accountable	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10
Audit Committee						12		23			29			28
Project Board					9	14,27								
Preparation	LEASES	1.1.1. Review current leases from lessees. Identify whether operating/Finance Lease.	DF	PG		14								
	LEASES	1.1.2 Review current leases from lessors (possible circa 175 leases). Identify whether operating/Finance Lease. T	JH*/AT	PG		27								
	LEASES	1.1.3 Income recognition for a finance lease may be different to that under the SORP. Possible capital receipt and not revenue stream	JH	PG		27								
	LEASES	1.1.4 New leases -Identify Land and Buildings elements on inception . Value separately if a finance lease between land and buildings and identify land and building elements.	JH	PG										28
	LEASES	1.1.5 Need to look at possible embedded leases e.g. Refuse and Street Cleansing, Software e.g Northgate, Agresso,GIS, Trent	PG	PG		14								
	ASSETS	1.2.1 Cross check asset register with estates software. ESTATEMAN (for land and buildings)	AT/CJ	PG			27							
	ASSETS	1.2.2. Identify intangible assets (DF printout of intangibles from AIRS). e.g. website, software	CJ/DF	PG		9								
	ASSETS	1.2.3. Identify components of assets. Need valuing - see list from AIRS. For example is Shopping Centre Economic Development or Investment - if the former then need to split land and buildings and depreciate in different way. Other properties to cons	CJ/DF	PG		14								
	ASSETS	1.2.4 Identify Heritage Assets. Currently have Silver Regalia £92,000 and Turner Painting £270,000 in BS. Do we need to look at this to see if more assets need to be added to the BS e.g. assets from the Museum	CJ/DF	PG										28
	ASSETS	1.2.5 Identify if there are any investment properties or whether they are for economic development. If the later the the asset needs to split land and buildings and moved to PPE	JH	PG				31						
	ASSETS	1.2.6 Look at parcels of land and give value if used or notional value if not used.	DF/AT	PG										28
	ACCOUNTING POLICIES	1.3.1 Identify changes to accounting policies - look at what Government Departments have done	JH	PG										28
	SORP	1.4.1 Reassess when final IFRS based code of practise published by CIPFA	DF	PG				31						
	EMPLOYEES	1.5.1 Employee Benefits - need to look at cost of providing employee benefits which should be recognised in the period in which the benefit is earned - look at flexi, sabbaticals, annual leave	DF	PG				31						
	DISCLOSURES	1.6.1 Consider implications on Disclosures	DF	PG				31						
	PRESENTATION	1.7.1 Presentation - Look at presentation of P&L, Cash Flow, Service Information, Notes to the accounts	DF	PG	9									
	PFI	1.8.1 Private Finance Initiative	N/A	PG	9									
Restate Opening Balance Sheet		2.1 Identify Information required to restate Balance Sheet at 1 April 2009	JH	PG				31						
		2.2 Obtain information required to restate Balance Sheet at 1 April 2009	JH	PG				31						
		2.3 Document restatement movements and procedural changes	DF	PG				31						
		2.4 Restate Balance Sheet	DF	PG				31						
		2.5 Liaise with external auditors	DF/PG	PG					30					
		2.6 Set up two logotech systems in parallel one for UK GAAP and one for IFRS	BC/JH	PG				31						
Prepare 2010/11 Budget		3.1 Identify IFRS impact on balance sheet if any	IFRS group	PG				31						
		3.2 Identify changes from new Best Value Accounting Code of Practice (BVACOP)	IFRS group	PG				31						
		3.3 Train accountancy staff on transition	IFRS group	PG				31						
		3.4 Implement any systems and procedural changes (including training)	IFRS group	PG				31						
Restate 2009/10 Accounts		4.1 Identify information required to restate 2009/10 Accounts	JH	PG										28
		4.2 Obtain information required to restate 2009/10 Accounts	JH	PG										28
		4.3 Develop skeleton IFRS Accounts	JH/CJ	PG										28
		4.4 Document restatement movements and procedural changes	JH/CJ	PG										28
		4.5 Restate 2009/10 Accounts	JH/CJ	PG										28
		4.5 Liaise with external auditor (PKF)	JH/PG	PG										28
		4.6 Train accountancy staff on transition	JH/CJ	PG										28
Prepare 2010/11 Accounts		5.1 Produce 2010/11 accounts on IFRS basis (subject to separate project timetable)												