 **Finance timeline** updated Dec 23

**This timeline is written for 31 December accounting periods, for those with alternative year ends this timeline should be used as a guide for timing, applying the relevant delay for the year end.**

**It is the Commissioners responsibility to check that verified accounts are received by the appropriate time.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Applicable to** | | | | |
| **County** | **Division** | **District** | **Unit** | **Hall/ shop/campsite/**  **canoe club etc** |
| **31 December** | Year end | X | X | X | X | X |
| **22 February** | Submission of Unit accounts & Unit Certification to District Commissioner OR District treasurer as agreed locally. *Accounts must have been verified prior to submission.* |  |  | X | X |  |
| **22 February** | Submission of District accounts and District Certification to Division Commissioner OR Division treasurer as agreed locally. *Accounts must have been verified prior to submission.* |  | X | X |  |  |
| **31 March** | Submission of Division accounts & Division Finance Certification to County Treasurer  *Accounts must have been verified prior to submission* | X | X |  |  |  |
| **31 March** | Submission of Shop / Hall etc accounts & Finance Certification to County Chair of Finance. *Accounts must have been verified prior to submission.* | X |  |  |  | X |
| **31 March** | County accounts submitted to Region. *Accounts must have been verified prior to submission.* | X |  |  |  |  |