



HM TREASURY

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DAO(GEN) 03/06

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13 March 2006

Dear Accounting Officer

DEPARTMENTS' RESOURCE ACCOUNTS: 2005-06 TIMETABLE

This letter sets out the timetable for laying departments' resource accounts for 2005-06, complementing the accounts directions in DAO(GEN)01/06.

Contact

2. Please address enquiries to Sarah Solomon on 020 7270 5566 or at fasterclosing@hm-treasury.x.gsi.gov.uk.

Action

3. Accounting Officers should now:

- make arrangements to complete their resource accounts and for them to be laid before Parliament by the summer recess;
- agree the timetable for preparing their accounts and their audit with the NAO;
- let the Treasury know these timetables by 31 March (return at annex A);
- tell the Treasury (see annex B) and NAO if this timetable slips.

Timetable

4. As part of the drive to improve the quality of financial management, the Treasury wants departments to arrange to complete their resource accounts by the summer recess – that is, to have them signed, certified and laid before Parliament. Therefore the administrative deadline for the laying of 2005-06 resource accounts is the published summer recess date. The current estimate for this is **25 July 2006**. As the date may change, please keep a check on any plans for a different date.



5. Last year departments made real efforts to improve the speed of their arrangements for closing. The Treasury is grateful for this but seeks still better performance. This year's timetable will present real challenges. Careful planning and coordination with NAO will be essential.

6. Faster closing of departmental accounts is a crucial step toward delivery of Whole of Government Accounts for 2005-06. This calls for the following timetable:

	returns	audit clearance
departments' data	1 Sept 2006	13 Oct 2006
departments' sub-consolidation of NDPBs	29 Sept 2006	3 Nov 2006

7. Departments should also confirm their accounts entries for Consolidated Fund transactions, assets and liabilities with the Treasury's EFA team as soon as possible in the accounts process. EFA will issue a template for this purpose in April to help departments do this.

New for 2005-06

8. For the first time, departments will need to implement the Code of Good Practice on Corporate Governance in Central Government Departments in preparing their accounts for 2005-06. DAO (GEN) 09/05 gives more information about this. The key requirement (see 2.14, 4.2, 5.3 and 6.6 of the Code) is for departments to explain their corporate governance practices in some meaningful and appropriate way, including how and why they may have departed from the principles in the Code. There is flexibility about how departments should set this out, reflecting departments' circumstances, legal obligations and responsibilities.

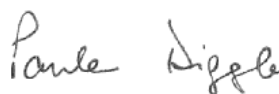
Further guidance

9. Guidance on completion, printing, laying and publication of departments' resource accounts is at:

http://www.hm-treasury.gov.uk/documents/financial_management/government_fin_report/fm_publications_guidance.cfm

<http://www.tso.co.uk/officialpublishing/resourceaccountsguidance2006.pdf>

Yours sincerely



Paula Diggle
Treasury Officer of Accounts

Please return this confirmation slip to:

Central Accountancy Team
HM Treasury
Room 1/W2
1 Horse Guards Road
SW1A 2HQ

Email: fasterclosing@hm-treasury.gov.uk;

Please also add resac@tso.co.uk to the copy list (TSO will provide you with a Word template and will trigger the commencement of the production of your resource accounts once they have received their copy of this slip)

RESOURCE ACCOUNTS 2005-06

I confirm that an audit timetable has been agreed with the NAO.

The date by which we expect to lay accounts is:

Name:.....

Department:.....

Tel:.....

Signature:.....

Date:.....

Departmental contact for Resource Accounts:

.....

Tel:.....

Fax:.....

Email..... address.....

2005-06 DEPARTMENTAL REPORTING CONTACTS

	Address	Contact
HM Treasury	H M Treasury 1 Horse Guards Road London SW1A 2HQ	
General contact: Queries about this guidance, enquiries relating to laying of accounts and general questions about the process of preparing resource accounts.		Email: fasterclosing@hm-treasury.gov.uk Central Accountancy Team, 1/W2 Tel: 020 7270 5566
Specific departmental issues (including virement cases)		Normal HMT Spending Team Contact
Virement – principles only. Virement approval will come from the relevant spending team.		Jim Duncan Treasury Officer of Accounts Team, 1/21 Tel: 020 7270 4578 Email: jim.duncan@hm-treasury.gov.uk
Details of Supply Financing from the Consolidated Fund and surrender of excess appropriations in aid and other CFERs to the Consolidated Fund:		John Fairservice / Malcolm Pellett, Exchequer Funds and Accounts Team, GC/06 Tel: 020 7270 4760/ 020 7270 4812. john.fairservice@hm-treasury.gov.uk ; malcolm.pellet@hm-treasury.gov.uk
WGA consolidation issues		Carmel Zammit Govt Financial Information & Reporting, 1/15 Tel: 020 7270 5608 Email: carmel.zammit@hm-treasury.gov.uk
The Stationery Office		
Printing and Publishing	Official Publishing The Stationery Office Mandela Way London SE1 5SS	Linda Ashton Tel: 020 7394 4588/4523; Fax: 020 7394 4590 Email: resac@tso.co.uk Group Email: parlypubs@tso.co.uk
Journal Office		
Guidance for laying and publishing agency accounts	Journal Office House of Commons London SW1A 0AA	Libby Preston (Tel: 020 7219 3317) E-mail: prestonl@parliament.uk or Dr. Sue Griffiths (Tel: 020 7219 3310) E-mail: griffithssm@parliament.uk .