

APPENDIX 2

WORKSTREAM	RESPONSIBLE OFFICER	PROGRESS
First Time Adoption of Accounting Policies	Accountancy Services Manager John Flannigan	The format of the new statements has been communicated to the officers responsible for their preparation Spreadsheets have been set up to aid the conversation from the old to the new format
Leases	Capital Manager Carole McGhee	A list of leases payable and receivable has been agreed with Property Services along with a procedure for keeping the list up to date A deminimis limit for further investigation and reclassification of leases has been agreed with external audit and work has commenced in that regard
PFI/PPP	Accountancy Services Manager Danny Cairney	Initial work has been carried out in locating the original workings for the Class 98 contract which will be required in order to reclassify the accounting entries The consultants have developed a financial model to assist with the accounting entries
Fixed Asset Accounting	Capital Manager Carole McGhee	The main areas where reclassification may be necessary are currently being examined
<u>Employee Benefits</u> <u>Annual Leave</u> <ul style="list-style-type: none"> Teachers Others <u>Flexitime</u> All relevant employees	Accountancy Services Manager Danny Cairney Senior Accountant Margaret Smith Senior Accountant Margaret Smith	The calculation to quantify the value of untaken annual leave as at 31 March 2009 has commenced .do. The calculation to quantify the value of accrued flexitime balances as at 31 March 2009 has commenced