









	Share (pre-audit) final draft AR&A with NAO/BDO	20/05/2020	
	Customer satisfaction numbers due	26/05/2020	
	End of BDO audit	29/05/2020	
	Media plan and messages prepared	10/06/2020	
	Finalise design	12/06/2020	
<b>Final Stages</b>	NAO draft audit completion report	15/06/2020	
	Final proofreading	17/06/2020	
	Final Annual Report sent to OLC	17/06/2020	
	Contact printers for quote and timescale	19/06/2020	
	OLC Meeting	29/06/2020	
	Final Annual Report sent to ARAC	24/06/2020	
	ARAC Meeting & Recommendation	01/07/2020	
	OLC Board approval (out of committee)		
	Accounting Officer to Sign	02/07/2020	
	Letter of Representation with enclosures	02/07/2020	
	Final Draft Annual Report & Accounts to NAO (by courier/email)	02/07/2020	
	Meeting with Minister		
	CEO to confirm to NAO that they would still sign accounts	10/07/2020	
	Comptroller & Auditor General to sign Annual Report	10/07/2020	
	Send AR to the printers	11/07/2020	
	Send final report to MoJ and LSB	11/07/2020	
	Circulate embargoed press release and report	15/07/2020	
	Prep website with all content	15/07/2020	
	Circulate stakeholder email alert	16/07/2020	
	Internal communications issued	16/07/2020	
Annual Report Laid	<b>16/07/2020</b>		
	<b>House of Commons rises</b>	21/07/2020	