

### Manchester City Council IFRS Project Plan

Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
1	PFI	Budgets	Steve Carey	Feb-2009	2009-10 MRP policy to be reviewed for PFI Scheme accounting under IFRS and included in Executive report.	
2	PFI	Capital	Ceri Taylor	Mar-2009	Collect paperwork dating back to the scheme inception date for each PFI Scheme (see below) in order to determine whether the assets need to be included on the Council's balance sheet in accordance with IFRIC 12 tests.  - Energy Management PFI - A6 Plymouth Grove PFI - Miles Platting PFI - Public Lighting PFI	
3	Employee Benefits	Financial Accountancy	Karen Gilfoy	Apr-2009	Discuss sampling techniques with Internal Audit that will give an appropriate level of assurance.	
4	Employee Benefits	Employee Benefits	John Morgan	Apr-2009	Provide details of Council employees to Karen Gilfoy for sampling exercise. Carry out sampling exercise for 2008-09.	3
5	Employee Benefits	Employee Benefits	John Morgan	Apr-2009	Send a memo to departments to explain why this exercise is being carried out and ask for details on sampled employees.	4
6	Employee Benefits	Schools	Janice Gotts	Apr-2009	Confirm School term dates for 2009-10 and 2010-11.	
7	Fixed Assets	Business Support	Janet Smith	Apr-2009	Determine whether Asset Register can deal with component accounting, will need to consider the following,  - Can sub-assets be used on the SAP asset register? - Can sub-assets have different useful lives/depreciation basis to the main asset? - Can SAP asset register deal with potential increase in the number of assets?	
8	Other	Financial Accountancy	Karen Gilfoy	Apr-2009	Develop an IFRS communication strategy for all Finance Officers and Members.	
9	Other	Financial Accountancy	Karen Gilfoy	Apr-2009	Investigate whether or not investments can be held at cost less impairment, if not obtain valuation at 1st April 2009.	
10	Other	Financial Accountancy	Karen Gilfoy	Apr-2009	Advise external client group (Group Companies, PTA, PATROL etc) on implementation of IFRS	

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
11	Assets Held For Sale	Fixed Assets, Leases	Helen Pixton	Begin on 1st April 2009 Complete by Mar-2010	<p>Provide details of properties to be disposed of in the year that meet the conditions of Assets Held for Sale under IFRS. This will need to be provided from 1st April 2009 and on a monthly basis thereafter for depreciation purposes. Conditions to be met as follows,</p> <ul style="list-style-type: none"> <li>- Available for immediate sale in its present condition</li> <li>- The sale must be probable</li> <li>- Appropriate level of management committed to plan to sell</li> <li>- Active programme to locate buyer</li> <li>- Actively market the asset at a price that is reasonable to its fair value</li> <li>- Sale expected to be completed in one year</li> <li>- Unlikely that the plan to sell will be withdrawn</li> </ul> <p>An extension to the period required to complete the sale does not preclude any assets from being classified as 'held for sale' if,</p> <ul style="list-style-type: none"> <li>- The delay is caused by events or circumstances beyond the entity's control</li> <li>- There is sufficient evidence that the entity remains committed to its plan to sell the asset</li> </ul>	
12	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Begin on 1st April 2009 Complete by Mar-2010	Asset settlement (depreciation) process completed each month end, this will impact upon period end from 1st April 2009 for financial year 2009-10.	11
13	Assets Held For Sale	Fixed Assets, Leases	Helen Pixton	Begin on 1st April 2009 Complete by Mar-2010	Valuation of assets held for sale to ensure they are being held at the lower of the carrying amount and their fair value less costs to sell from 1st April 2009.	
14	Fixed Assets	Business Support	Janet Smith	May-2009	Submit change request (if required) for sub assets having different useful lives.	
15	Lease	Fixed Assets, Leases	Helen Pixton	May-2009	Split property leases between land and buildings before accounting treatment is assessed, include details in EMS report if possible.	

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
16	Lease	Fixed Assets, Leases	Helen Pixton	May-2009	Run EMS report (in value order) to obtain details on property leases where the Council is the lessee and send to Karen Gilfoy  <ul style="list-style-type: none"> <li>- Land Address</li> <li>- Ground Rent</li> <li>- Terms of the Lease</li> <li>- When the Lease Started</li> <li>- Current Bill</li> <li>- Lease Value</li> </ul>	
17	Lease	Fixed Assets, Leases	Helen Pixton	May-2009	Run EMS report (in value order) to obtain details on property leases where the Council is the lessor and send to Karen Gilfoy  <ul style="list-style-type: none"> <li>- Land Address</li> <li>- Ground Rent</li> <li>- Terms of the Lease</li> <li>- When the Lease Started</li> <li>- Current Bill</li> <li>- Lease Value</li> </ul>	
18	PFI	Capital	Ceri Taylor	May-2009	Determine whether Housing PFI assets need to be included on the Council's balance sheet in accordance with IFRIC12 tests. If so, determine the accounting entries to reverse past transactions and bring asset on balance sheet.	2
19	PFI	Capital	Ceri Taylor	May-2009	Provide details of Housing PFI assets to be brought on balance sheet to Helen Pixton. This will include,  <ul style="list-style-type: none"> <li>- Scheme inception date</li> <li>- Housing stock numbers</li> <li>- Expenditure each year</li> <li>- Type of house (i.e. 2 bedroom, 3 bedroom etc)</li> <li>- Details of component assets (if applicable)</li> </ul>	18
20	Other	Financial Accountancy	Karen Gilfoy	Jun-2009	Contact CIPFA to discuss how and if potential bottom line impact will be mitigated.	
21	Other	Financial Accountancy	Karen Gilfoy	Jun-2009	Respond to CIPFA consultation on IFRS Code of Practice.	

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
22	PFI	Schools Capital	Janice Gotts Ceri Taylor	Jun-2009	Collect paperwork dating back to scheme inception date for schools PFI's (see below) in order to determine whether the assets need to be included on the Council's balance sheet in accordance with IFRIC12 tests.  - Temple School - Wright Robinson School	2
23	PFI	Schools Capital	Janice Gotts Ceri Taylor	Jun-2009	Assess whether VA Schools and Academy Schools assets need to be included on the Council's balance sheet under IFRIC12 tests.	22
24	PFI	Capital	Ceri Taylor	Jul-2009	Determine whether non housing PFI assets need to be included on the Council's balance sheet in accordance with IFRIC12 tests. If so, determine the accounting entries to reverse past transactions and bring asset on balance sheet. Unitary charge will need to be split between the capital financing element and the service element.	23
25	PFI	Capital	Ceri Taylor	Jun-2009	Provide details of Temple and Wright Robinson PFI asset to be brought on balance sheet to Helen Pixton and Karen Gilfoy. This will include  - Scheme inception date - Expenditure each year - Details of component assets (if applicable)	24
26	PFI	Capital	Ceri Taylor	Jun-2009	Provide details of Street Lighting PFI assets to be brought on balance sheet to Helen Pixton and Karen Gilfoy. This will include  - Scheme inception date - Expenditure each year - Details of component assets (if applicable)	24
27	Segmental Reporting	Budgets	Steve Carey	Jun-2009	Check the SAP standard hierarchy and determine whether this matches the business plan areas reporting structure for segmental reporting requirements.	
28	Employee Benefits	Schools	Janice Gotts	Jul-2009	Collection of data on employee benefits untaken for all schools based (non-MCC payroll) staff (based on sample) at 31st March 2009 for financial year 2008-09. This includes (where applicable)  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	6

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
29	Employee Benefits	Employee Benefits	John Morgan	Jul-2009	Collect data on employee benefits untaken (based on Financial Accountancy sample) from 31st March 2009 for financial year 2008-09.  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	
30	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Jul-2009	Assess the cost and resource implications for valuing all assets on an annual basis (including components). May only be needed at 1st April 2009 and then a 5 year rolling valuation programme (based on CIPFA code).	
31	Segmental Reporting	Budgets Business Support	Steve Carey Janet Smith	Jul-2009	Discuss with Business Support any SAP hierarchy changes required.	27
32	Employee Benefits	Financial Accountancy	Karen Gilfoy	Aug-2009	Assess how to calculate teachers annual leave accrual.	28
33	PFI	Fixed Assets, Leases	Helen Pixton	Aug-2009	Provide details of PFI Scheme valuations (excluding Street Lighting and Energy Management) from Scheme inception date and each April thereafter to Ceri Taylor. Include valuations of component assets (split between land and buildings).	25
34	PFI	Financial Accountancy	Karen Gilfoy	Aug-2009	Provide details of Street Lighting PFI Scheme valuations from Scheme inception date and each April thereafter to Ceri Taylor.	26
35	PFI	Capital	Ceri Taylor	Aug-2009	Send details of new SAP codes needed for Housing PFI Schemes to be brought on balance sheet to Janet Smith.	18
36	PFI	Capital	Ceri Taylor	Aug-2009	Send details of new SAP codes needed for non Housing PFI Schemes to be brought on balance sheet to Janet Smith.	24
37	Assets Held For Sale	Business Support	Janet Smith	Sep-2009	Submit change request for the creation of Available for Sale asset category in SAP (no depreciation required).	
38	Fixed Assets	Financial Accountancy	Karen Gilfoy	Sep-2009	Complete a sampling exercise on assets for component analysis.	
39	PFI	Schools Capital	Janice Gotts Ceri Taylor	Sep-2009	Assess the impact of bringing Schools PFI assets on balance sheet (if required under IFRIC12) on the Schools LMS Reserve.	24
40	PFI	Capital Financial Accountancy	Ceri Taylor Karen Gilfoy	Sep-2009	Assess the impact of bringing Housing PFI assets on balance sheet (if required under IFRIC12) on the HRA.	18
41	PFI	Financial Accountancy	Karen Gilfoy	Sep-2009	Removal of PFI residual liability entries for those Housing PFI Schemes to be brought on balance sheet.	18
42	PFI	Financial Accountancy	Karen Gilfoy	Sep-2009	Removal of PFI residual liability entries for those non-Housing PFI Schemes to be brought on balance sheet.	24

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
43	Segmental Reporting	Budgets	Steve Carey	Sep-2009	Make any required amends to the SAP standard hierarchy to make it reflect the business plan areas reporting structure.	31
44	Employee Benefits	Financial Accountancy	Karen Gilfoy	Oct-2009	Calculate 2008-09 employee benefit accrual to determine whether the amount is material based on employee sample.	5
45	Employee Benefits	Schools Financial Accountancy	Janice Gotts Karen Gilfoy	Oct-2009	Calculation of 2008-09 employee benefit accrual for Schools (non MCC payroll) and assess the impact this will have on the LMS Reserve.	32
46	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Oct-2009	Complete component analysis (based on sample).	38
47	Fixed Assets	Financial Accountancy	Karen Gilfoy	Oct-2009	Review SAP project codes (WBS) so that expenditure on asset components can be identified separately.	
48	Lease	Schools	Janice Gotts	Oct-2009	Review information on all leases (including embedded leases) within schools (i.e. photocopiers, vending machines, kitchen equipment). The following information will be needed,  - Copy of lease agreements - Start date and length of each lease - How much is paid per annum, how has this been recorded on the schools finance	
49	Lease	Financial Accountancy	Karen Gilfoy	Oct-2009	Collect paperwork for non-property leases where the Council is the lessee.	
50	Lease	Financial Accountancy	Karen Gilfoy	Oct-2009	Collect paperwork for non-property leases where the Council is the lessor.	
51	Other	Business Support Financial Accountancy	Janet Smith Karen Gilfoy	Oct-2009	Ensure SAP financial statements are IFRS compliant (format and terminology) for inclusion of PFI's.	
52	Other	Financial Accountancy	Karen Gilfoy	Oct-2009	Consult Grant Thornton on materiality levels for IFRS including,  - Component Accounting - Leases - Employee Benefits	
53	Other	Financial Accountancy	Karen Gilfoy	Oct-2009	Reconcile the accounts transition from UKGAAP basis to IFRS basis at 31st March 2009.	
54	PFI	Business Support	Janet Smith	Oct-2009	Update SAP PFI Schemes asset codes to be put on the asset register.	36
55	PFI	Financial Accountancy	Karen Gilfoy	Oct-2009	Restate 2008/09 closing balance sheet on an IFRS basis for Housing PFI's.	18
56	PFI	Budgets	Steve Carey	Oct-2009	Put Housing PFI transactions into budget.	18

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
57	PFI	Business Support	Janet Smith	Oct-2009	Load Housing PFI transactions onto SAP, to bring assets on balance sheet.	18
58	PFI	Financial Accountancy	Karen Gilfoy	Oct-2009	Restate 2008/09 closing balance sheet on an IFRS basis for non-Housing PFI's.	24
59	PFI	Budgets	Steve Carey	Oct-2009	Put non-Housing PFI transactions into budget.	24
60	PFI	Business Support	Janet Smith	Oct-2009	Load non-Housing PFI transactions onto SAP, to bring assets on balance sheet.	24
61	Lease	Financial Accountancy Fixed Assets, Leases	Karen Gilfoy Helen Pixton	Nov-2009	Assess property leases where the Council is the lessee and determine the accounting treatment for each (finance lease or operating lease) based on who holds the risks and rewards (lessee or lessor).	16
62	Lease	Financial Accountancy Fixed Assets, Leases	Karen Gilfoy Helen Pixton	Nov-2009	Assess property leases where the Council is the lessor and determine the accounting treatment for each (finance lease or operating lease) based on who holds the risks and rewards (lessee or lessor).	17
63	Other	Financial Accountancy	Karen Gilfoy	Nov-2009	Identify changes needed to accounting policies to be IFRS compliant. Send copies to Carol Culley and Richard Paver for approval.	
64	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Dec-2009	Determine significant components of assets (i.e. lifts, boilers) which will be accounted for separately.	46
65	Fixed Assets	Business Support	Janet Smith	Dec-2009	Ensure asset register is 2007 SORP compliant.	
66	Lease	Schools Financial Accountancy	Janice Gotts Karen Gilfoy	Dec-2009	Review of embedded leases (i.e. rentals) under IFRIC 4 for schools.	48
67	Lease	Financial Accountancy	Karen Gilfoy	Dec-2009	Review of embedded leases (i.e. rentals) under IFRIC 4 including,  - Joint Arrangements - IT Equipment	
68	Other	Financial Accountancy	Karen Gilfoy	Dec-2009	Set-up skeleton IFRS compliant Statement of Accounts File (including notes and accounting policies).	
69	Other	Other	Carol Culley Richard Paver Karen Gilfoy	Dec-2009	Review and approve IFRS accounting policies.	63
70	Other	Financial Accountancy	Karen Gilfoy	Dec 2009 to Jan 2010	Provide copy of restated 2008-09 balance sheet, reconciliation of move from UKGAAP to IFRS, IFRS accounting policies and any other working papers to Grant Thornton for external audit.	69

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
71	Fixed Assets	Financial Accountancy Fixed Assets, Leases	Karen Gilfoy Helen Pixton	Jan-2010	Send details of new Asset Register codes needed for component assets identified to Janet Smith.	64
72	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Jan-2010	Annual valuation of all assets (fixed and intangible) including component valuations to be carried out for financial year 2009/10 as at 1st April 2009. May only be needed at 1st April 2009 and then a 5 year rolling valuation programme (based on CIPFA code).	
73	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Jan-2010 Then Annually	Annual impairment assessment of all fixed assets to be carried out (regardless of whether impairment is suspected) from 1st April 2009 for financial year 2009-10.	72
74	Fixed Assets	Fixed Assets, Leases	Helen Pixton	Jan-2010 Then Annually	Annual review of assets residual value, useful life depreciation method and impairments to be carried out from 1st April 2009 for financial year 2009-10.	72
75	Group Accounts	Financial Accountancy	Karen Gilfoy	Jan-2010	Identification of relationships with organisations which the Council could control/influence which will need to be considered for inclusion in the Council's Group Accounts.	
76	Intangible Assets	Financial Accountancy	Karen Gilfoy	Jan-2010	Assess whether the useful lives of intangible assets are finite or infinite to determine which need to be amortised.	
77	Intangible Assets	Fixed Assets, Leases	Helen Pixton	Jan 2010 Then Annually	Annual impairment review of those intangible assets with infinite lives from 1st April 2009.	76
78	Lease	Financial Accountancy	Karen Gilfoy	Jan-2010	Assess non-property leases where the Council is the lessee and determine the accounting treatment for each (finance lease or operating lease) based on who holds the risks and rewards (lessee or lessor).	49
79	Lease	Financial Accountancy	Karen Gilfoy	Jan-2010	Assess non-property leases where the Council is the lessor and determine the accounting treatment for each (finance lease or operating lease) based on who holds the risks and rewards (lessee or lessor).	50
80	Fixed Assets	Business Support	Janet Smith	Feb-2010	Update SAP for component asset codes identified.	71
81	Group Accounts	Financial Accountancy	Karen Gilfoy	Feb-2010	Ensure that subsidiaries, associates and joint ventures accounts included in the Council's group accounts have IFRS comparatives from 1st April 2009.	75
82	Lease	Budgets	Steve Carey	Feb-2010	2010-11 MRP policy to be reviewed for Lease accounting under IFRS and included in Executive report.	
83	Other	Financial Accountancy	Karen Gilfoy	Feb-2010	Assess impact on the bottom line of all accounting changes and contact CIPFA to discuss how and if this will be mitigated.	

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
84	Segmental Reporting	Budgets	Steve Carey	Mar-2010	Align budgets to actuals under IFRS for 2010-11.	
85	Assets Held For Sale	Fixed Assets, Leases	Helen Pixton	Begin on 1st April 2010 Complete by Mar-2011	Valuation of assets held for sale to ensure they are being held at the lower of the carrying amount and their fair value less costs to sell from 1st April 2010.	
86	Assets Held For Sale	Fixed Assets, Leases	Helen Pixton	Begin on 1st April 2010 Complete by Mar-2011	<p>Provide details of properties to be disposed of in the year that meet the conditions of Assets Held for Sale under IFRS. This will need to be provided from 1st April 2009 and on a monthly basis thereafter for depreciation purposes. Conditions to be met as follows,</p> <ul style="list-style-type: none"> <li>- Available for immediate sale in its present condition</li> <li>- The sale must be probable</li> <li>- Appropriate level of management committed to plan to sell</li> <li>- Active programme to locate buyer</li> <li>- Actively market the asset at a price that is reasonable to its fair value</li> <li>- Sale expected to be completed in one year</li> <li>- Unlikely that the plan to sell will be withdrawn</li> </ul> <p>An extension to the period required to complete the sale does not preclude any assets from being classified as 'held for sale' if,</p> <ul style="list-style-type: none"> <li>- The delay is caused by events or circumstances beyond the entity's control</li> <li>- There is sufficient evidence that the entity remains committed to its plan to sell the asset</li> </ul>	
87	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Begin on 1st April 2010 Complete by Mar-2012	Asset settlement (depreciation) process completed each month end, this will impact upon period end from 1st April 2010 for financial year 2010-11.	
88	Fixed Assets	Financial Accountancy	Karen Gilfoy	Mar-2010	Recognition of material asset components separately on the Council's balance sheet as at 1st April 2010. Will need to assess whether we want to do this from 1st April 2009.	72
89	Fixed Assets	Financial Accountancy	Karen Gilfoy	Mar-2010	Calculate depreciation charges for each asset component identified separately on the balance sheet as at 1st April 2010.	72
90	Segmental Reporting	Budgets	Steve Carey	Mar-2010	Determine who is/are the Council's Chief Operating Decision Maker(s) and what management reports they receive.	
91	Segmental Reporting	Budgets	Steve Carey	Mar-2010	Determine the operating segments that will need to be reported under IFRS, ensuring they account for 75% or more of the Council's revenue	

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
92	Segmental Reporting	Business Support	Janet Smith	Mar-2010	New SAP hierarchies/coding to report on the operating segments identified.	
93	Employee Benefits	Financial Accountancy	Karen Gilfoy	Apr-2010	Carry out employee sampling exercise for 2009-10.	
94	Other	Financial Accountancy	Karen Gilfoy	Apr-2010	Investigate whether or not investments can be held at cost less impairment, if not obtain valuation at 31st March 2010.	
95	Employee Benefits	Schools	Janice Gotts	Jul-2010	Collection of data on employee benefits untaken for all schools based (non-MCC payroll) staff (based on sample) at 31st March 2009 for financial year 2009-10. This includes (where applicable)  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	
96	Employee Benefits	Employee Benefits	John Morgan	Jul-2010	Collect data on employee benefits untaken (based on Financial Accountancy sample) from 31st March 2009 for financial year 2009-10.  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	93
97	WGA	Financial Accountancy	Karen Gilfoy	Aug-2010	Preparation of the 2009-10 Whole of Government (WGA) return under IFRS	
98	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Sep-2010	Reclassify assets that have been identified as being available for sale (within the next 12 months) at 1st April 2009 for the financial year 2009-10.	11
99	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Sep-2010	Reverse depreciation charges on assets held for sale from 1st April 2009.	12
100	Fixed Assets	Business Support	Janet Smith	Sep-2010	Implementation of an IFRS compliant SAP Asset Register by September 2010.	65
101	Intangible Assets	Schools Financial Accountancy	Janice Gotts Karen Gilfoy	Sep-2010	Assess whether any Schools expenditure treated as revenue can be capitalised and shown as an intangible asset on the Council's balance sheet,  - Software Licences (other than annual licences) - R&D Costs - School Website Costs	

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102	Intangible Assets	Financial Accountancy	Karen Gilfoy	Sep-2010	Assess all possible intangibles assets under IAS 38 as at 1st April 2009 including, - Software Costs - Development Expenditure - Website Costs	
103	Other	Financial Accountancy	Karen Gilfoy	Sep-2010	Prepare IFRS compliant shadow accounts (including group accounts) for 2009-10.	
104	Employee Benefits	Schools Financial Accountancy	Janice Gotts Karen Gilfoy	Oct-2010	Calculation of 2009-10 employee benefit accrual for Schools (non MCC payroll) and assess the impact this will have on the LMS Reserve.	95
105	Employee Benefits	Financial Accountancy	Karen Gilfoy	Oct-2010	Calculate 2009-10 employee benefit accrual to determine whether the amount is material and needs to be included in the accounts.	96
106	Lease	Financial Accountancy Fixed Assets, Leases	Karen Gilfoy Helen Pixton	Sep-2010	Send details of new SAP and Asset Register codes needed for changes to leases accounting treatment to Janet Smith.	79
107	Lease	Financial Accountancy	Karen Gilfoy	Sep-2010	Where lease accounting treatment changes, all accounting entries (I&E and Balances Sheet) reversed and new accounting entries entered on SAP.	79
108	Lease	Business Support	Janet Smith	Oct-2010	Update SAP for lease codes where accounting treatment changes.	106
109	Lease	Business Support	Janet Smith	Oct-2010	Load Lease transactions into SAP and Asset Register.	108
110	Other	Business Support Financial Accountancy	Janet Smith Karen Gilfoy	Oct-2010	Ensure SAP financial statements are IFRS compliant (format and terminology).	
111	Other	Financial Accountancy	Karen Gilfoy	Oct-2010	Reconcile the accounts transition from UKGAAP basis to IFRS basis at 31st March 2010.	
112	Employee Benefits	Financial Accountancy	Karen Gilfoy	Feb-2011	Carry out employee sampling exercise for 2010-11.	
113	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Mar-2011	Reclassify assets that have been identified as being available for sale (within the next 12 months) at 1st April 2010 for the financial year 2010-11.	86
114	Assets Held For Sale	Financial Accountancy	Karen Gilfoy	Mar-2011	Reverse depreciation charges on assets held for sale from 1st April 2009.	87

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Task No.	IFRS	Workstream	Workstream Responsibility	Completion Date	Task	Task Dependency
115	Employee Benefits	Employee Benefits	John Morgan	Apr-2011	Collect data on employee benefits untaken (based on Financial Accountancy sample) from 31st March 2009 for financial year 2010-11.  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	112
116	Employee Benefits	Schools	Janice Gotts	Apr-2011	Collection of data on employee benefits untaken for all schools based (non-MCC payroll) staff (based on sample) at 31st March 2009 for financial year 2010-11. This includes (where applicable)  - Annual Leave - Flexi Time - Time Off In Lieu - Long Service Awards	112
117	Employee Benefits	Financial Accountancy	Karen Gilfoy	Apr-2011	Calculate 2010-11 employee benefit accrual to determine whether the amount is material and needs to be included in the accounts.	115
118	Employee Benefits	Schools Financial Accountancy	Janice Gotts Karen Gilfoy	Apr-2011	Calculation of 2010-11 employee benefit accrual for Schools (non MCC Payroll) and assess the impact this will have on the LMS Reserve.	116
119	Other	Financial Accountancy	Karen Gilfoy	Apr-2011	Investigate whether or not investments can be held at cost less impairment, if not obtain valuation at 31st March 2011.	
120	Other	Financial Accountancy	Karen Gilfoy	Jun-2011	Prepare IFRS compliant Annual Statement of Accounts (including comparatives) for 2010-11	ALL TASKS