



**Riverland Division
of General Practice Inc.**

Manual: Finance

Work Instruction: Finance Reporting Deadlines

Meeting Cycle	Focus	Finance & Audit Committee Meeting Date & Time	BST Data entered by	P&L Reports to OMT Finance Meeting on	Reports prepared by Tracey	Report provided by Tracey on
January	6 month results (current financial year) Quarterly Report to Board	27 th January 2012 12.30 pm at RDGP	13 th January 2012	6 th January 2012	14 th January 2012	20 th January 2012
March	8 month results Quarterly Report to Board	16 th March 2012 12.30 pm at RDGP	7 th March 2012	5 th March 2012	8 th March 2012	12 th March 2012
May	10 month Results Quarterly Report to Board	18 th May 2012 12.30 pm at RDGP	7 th May 2012	4 th May 2012	8 th May 2012	11 th May 2012
July (if required)	12 month results Draft Budgets (current financial year) Meet Auditors Quarterly Report to Board	20 th July 2012 12.30 pm at RDGP	9 th July 2012	4 th July 2012	10 th July 2012	13 th July 2012
September (meeting date may need to change depending on audit timing)	12 month results (previous financial year) Auditor Report Approved Results Year to Date (2 months)	14 th September 2012 12.30 pm at RDGP	7 th September 2012	4 th September 2012	8 th September 2012	11 th September 2012
October	AGM	TBC				
November	Results Year to Date (4 months) Final Budgets (current financial year)	16 th November 2012 12.30 pm at RDGP	7 th November 2012	5 th November 2012	8 th November 2012	12 th November 2012