

Gwent Police

2018/19 Accounts - summary closedown timetable

| Action | Date to be completed by |
|--|-------------------------|
| Detailed closedown timetable drafted | 13/12/2018 |
| Internal closedown timetable briefing of finance department | 18/01/2019 |
| Q3 quarterly management accounts reporting | 18/01/2019 |
| WAO planning meeting (TBC) | 18/01/2019 |
| WAO interim audit part 1 (TBC) | 25/01/2019 |
| Template BRB financial accounts based on Q3 trial balance | 31/01/2019 |
| Internal guidance on year end accounts processes issued to departments | 15/02/2019 |
| WAO interim audit part 2 (TBC) | 22/03/2019 |
| Year end - last working day | 29/03/2019 |
| Management accounts closedown 2018/19 financial year | 19/04/2019 |
| Draft Accounts for ACOR/CFO review | 27/05/2019 |
| Draft Accounts signed by ACOR/CFO and published online | 31/05/2019 |
| WAO final audit visit starts (TBC) | 03/06/2019 |
| WAO wash up meeting and draft ISA 260 report (TBC) | 19/07/2019 |
| Joint Audit Committee meeting to review accounts | 29/07/2019 |
| 2018/19 financial accounts signed by PCC/CC/ACOR/CFO and published | 31/07/2019 |

| Closedown Plan 2018-19 | | | | | | |
|------------------------|---|-------------|-------------------------|------------------------|--------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 1 | Ensure 2018/19 opening position from 31/3/18 accounts is posted in BW including all 2017/18 audit adjustments | JG | 30/11/2018 | | | |
| 2 | GAD commissioning letter to be signed and return to GAD | RJ | 31/12/2018 | | | |
| 3 | Review mapping of BW trial balance to BRB for 2018/19 and amend/edit where necessary | YM | 31/12/2018 | | | |
| 4 | Confirm annual leave commitments and bank holidays during year end accounts production and audit processes | JG | 12/01/2019 | | | |
| 5 | Initial WAO meeting to discuss year end preparation including Methodologies summary paper (accounting policies, related parties approach, provisions/contingent liabilities, estimates, depreciation, stocktake arrangements, new disclosures etc). | JG/YM | 18/01/2019 | | | TBC |
| 6 | Year end accounts Fin Dept team briefing meeting - month 12 closedown, journals, accruals, audit process, individual responsibilities etc. (Include ACOR) | JG/HPB | 18/01/2019 | | | |
| 7 | Q3 internal quarterly management accounts reporting | HPB/JG | 18/01/2019 | | | |
| 8 | Receive and begin work for GAD re: Police pension Scheme IAS19 disclosures | ZM | 18/01/2019 | | | |
| 9 | Contact Nia Brennan regarding draft Annual Governance Statement and confirm timing of JAC/PCC/CC approval | JG | 23/01/2019 | | | |
| 10 | Issue related party disclosure forms to agreed individuals | JG/YM | 25/01/2019 | | | Amanda Mathias co-ordinated in 2017/18 - check if can do same for 2018/19 |
| 11 | Review provisions based on information from JLS/HR/Civil claims risk section at Q3. Post any movements and forecast the year end position | RJ | 31/01/2019 | | | |
| 12 | Reconcile outstanding Debtor and Creditor balances with SWP as at 31/12/18 | HPB/ZM/RD | 31/01/2019 | | | |
| 13 | Produce dry run template BRB accounts using final Q3 trial balance and with comparatives, and provide to WAO | JG/YM | 31/01/2019 | | | |
| 14 | Monthly reporting timetable for months 10-12 agreed | HPB | 31/01/2019 | | | |
| 15 | Issue fixed asset verification and impairment certificate, and Period 9 Fixed asset registers to departments | YM | 31/01/2019 | | | |
| 16 | Review balance sheet reconciliations at month 9 ahead of year end | | 01/02/2019 | | | |
| 17 | Interim Audit Part 1 with WAO for 1 week (TBC - week commencing 21/1/19 proposed) | WAO/JG/HPB | 01/02/2019 | | | |
| 18 | Liaise with Dept Leads to arrange stock taking timetable and responsibilities. Confirm timings to WAO. | SH | 08/02/2019 | | | |
| 19 | Provide IAS19 input data to Torfaen CBC for Police Staff pensions | ZM | 08/02/2019 | | | |
| 20 | Progress review | JG/HPB | 06/02/2019 | | | |
| 21 | Issue Year End Procedures and Closure Guidance to Force (incl. accrual forms, stock certificates, fixed assets, ICT, Fleet and others, etc) | JG/YM | 15/02/2019 | | | |
| 22 | Accounting for Collaboration Q3 - review, agree and post quarterly true up of shares (joint operations+joint ventures (if any) - ifrs11) from SWP | JG/RJ | 15/02/2019 | | | |
| 23 | Draft governance statement for PCC and CC | NS/DGP | 15/02/2018 | | | |
| 24 | Update PFI accounting schedules for completion post y/e | JG/HPB | 20/02/2019 | | | Up-date schedules and complete UC apportionment adjustments and disclosure. |
| 25 | Progress review | JG/HPB | 20/02/2019 | | | |
| 26 | Review methodology for calculating annual leave accrual and other TOC type accruals | ZM | 22/02/2019 | | | As per 2017-18, issue email to capture rank >= Inspector, review March timesheets for PC and PS, review payroll TOC file and run timesheet report for Staff. 22/2 - PO Grade for staff |

| Closedown Plan 2018-19 | | | | | | |
|------------------------|---|-------------|-------------------------|------------------------|--------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 27 | Review of Leasing for IFRS and accounts: new leases, dilapidations needed, leases ending/ended etc. NB We now have leases where we are the LESSOR i.e. Police HQ Admin Block and Pontypool Police Station, both with Torfaen CBC. | JG | 27/02/2019 | | | Check with K McH on status of leases. Are any due to end this financial year? Any new leases? Completed LESSOR included Bargoed room let. Query if can be part of the asset verification exercise? |
| 28 | Make sure we are up to date with MCC prepayments re estates collaboration and also up to date with payments | YM | 27/02/2019 | | | |
| 29 | Check for any new / review LAAP bulletins | JG | 27/02/2019 | | | |
| 30 | Progress review | JG/HPB | 27/02/2019 | | | |
| 31 | Complete internal review of estate & other fixed assets for impairments and change of use | YM | 01/03/2019 | | | |
| 32 | Confirm draft audit deliverables with WAO, timings and assign finance staff responsibilities | JG | 01/03/2019 | | | |
| 33 | Review balance sheet reconciliations at month 10 ahead of year end | | 01/03/2019 | | | |
| 34 | Clear all suspense balances by end of February | HPB | 01/03/2019 | | | |
| 35 | Identify any assets that need to be recategorised - held for sale etc from verification exercise and adjust in ledgers | JG/YM | 01/03/2019 | | | |
| 36 | Review debtors for bad debt write offs and update bad debt provision as at end of February. | RJ | 01/03/2019 | | | |
| 37 | Bank Reconciliation for February. Verify receipt of all income vouchers and arrange processing. Ensure all significant amounts are updated to BW ie Payroll, Pensions, Investments, significant urgent payments, Grant receipts etc | RJ | 06/03/2019 | | | |
| 38 | Re-issue year end guidance to departments | JG/YM | 06/03/2019 | | | |
| 39 | Progress review | JG/HPB | 06/03/2019 | | | |
| 40 | Provide GAD with summary data and cash flows | ZM | 08/03/2019 | | | |
| 41 | Liaise with Torfaen re IAS19 arrangements for LGPS - police staff - Completion and Return of Employer request sheet and copy to WAO | ZM | 08/03/2019 | | | |
| 42 | WGA - review requirements/ processes/ reports / emails to complete a) transaction streams & balances (requiring further inter authority agreement of CPID transactions & balances > £5m and b) L-Pack Accounts incl CPID info | JG/HPB | 13/03/2019 | | | |
| 43 | Reconcile and confirm Debtor and Creditor balances with SWP as at 28/2/19 | HPB/ZM/RD | 13/03/2019 | | | |
| 44 | Progress review | JG/HPB | 13/03/2019 | | | |
| 45 | Control Accounts reconciliations at end Period 11 | ALL | 15/03/2019 | | | |
| 46 | Clear all suspense balances | HPB | 15/03/2019 | | | |
| 47 | Members' allowances. A payroll/purchase ledger report and associated working paper showing the total allowances paid to members (Joint Audit Committee) during the year which reconciles to the amount disclosed within the statement of accounts - Paid in creditors not payroll | RD | 15/03/2019 | | | |
| 48 | Liaise with HR to confirm termination benefits (exit packages) position at year end | ZM | 15/03/2019 | | | Check for redundancies agreed in 18-19 but staff not due to leave until 19-20 |
| 49 | Make sure we are up to date with MCC prepayments re estates collaboration and also up to date with payments | YM | 20/03/2019 | | | |

NOT PROTECTIVELY MARKED

| Closedown Plan 2018-19 | | | | | | |
|-------------------------------|---|--------------------|--------------------------------|-------------------------------|---------------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 50 | Update all provisions based on information from JLS/HR/Civil claims risk section at end of February (Period 11). Post any movements from Q3 position. Identify likelihood of any further material movements to year end. Confirm expected contingent liabilities at year end | RJ | 20/03/2019 | | | Includes Leigh Day, A19. Complete before interim WAO audit part 2. Incapacity - Lanigan?? |
| 51 | Hand over Capital Programme from Manacc | JG/HPB | 20/03/2019 | | | Not needed due to re-structure of work plan, 22/2 - need to sort capital and revenue by 20th March 18. HPB to provide update separately on actions required, JG and HPB to meet asap |
| 52 | Progress review | JG/HPB | 20/03/2019 | | | |
| 53 | Final reminder to all departments on year end procedures re: Imprest, sales orders, purchase orders, cash receipting etc | JG/YM | 20/03/2019 | | | |
| 54 | Clear all suspense balances | HPB | 22/03/2019 | | | |
| 55 | Discuss and agree Reserve transfers and list of earmarked reserves. | NS/DGP/HPB | 22/03/2019 | | | Update throughout the audit. |
| 56 | Interim Audit Part 2 with WAO for 1 week (TBC - week commencing 18/3/19 proposed) | WAO/JG/HPB | 22/03/2019 | | | |
| 57 | Progress review | JG/HPB | 27/03/2019 | | | |
| 58 | Bank Reconciliation for March. To undertake daily for last week ensuring that all relevant data updated into ABW and reconciled. Verify receipt of all income vouchers and arrange processing. Ensure all significant amounts are updated to ABW ie Payroll, Pensions, Investments, significant urgent payments, Grant receipts etc | RJ | 29/03/2019 | | | |
| 59 | Last AP payment run of 2018/19 | RD | 28/03/2019 | | | |
| 60 | Close down Purchase and Sales ledgers at 16:00 on 29/3/19 | | 29/03/2019 | | | |
| 61 | Run year-end reports and retain for input and audit purposes :- Sales Ledger reports - Aged Debtor / Control Account - ALSO in WGA format (Define Categories) - analysis by category of business to be included. Any Payroll reports required at this date? Any other teams/depts to supply info? | HPB/JG/ZM | 29/03/2019 | | | |
| 62 | Run year-end reports and retain for input and audit purposes :- Purchase Ledger reports - Aged Creditor / Control Account ALSO in WGA format (Define categories) | HPB/JG/RD | 29/03/2019 | | | |
| 63 | Welsh Government - RA estimates return | | 29/03/2019 | | | |
| 64 | Welsh Government - CFR estimates return | | 29/03/2019 | | | |
| 65 | Run FIRMS Capital Report (Check accruals/ grn added) for provisional review | JG/YM | 29/03/2019 | | | |
| 66 | Confirm with WAO that Auditors Letters have been sent out Re: Treasury Balances | HG | 29/03/2019 | | | |
| 67 | Review staff pension apportionment and make year end adjustments. Ensure split for SWP and PCC. | HPB | 29/03/2019 | | | |
| 68 | External audit costs. Working paper to support the figures included in the note and reconciliation to the figure for current provided in the Annual Audit Outline. | JG/HPB | 29/03/2019 | | | |
| 69 | To review & distribute unallocated direct debit transactions on PL not allocated to orders/GRns | RD | 29/03/2019 | | | |
| 70 | Capital Borrowing by 31/3 (Feb -Mar) | JG/RJ | 29/03/2019 | | | |
| 71 | GAD to provide disclosures for pensions. Chase if not received to date. | GAD/ZM | 29/03/2019 | | | |

NOT PROTECTIVELY MARKED

| Closedown Plan 2018-19 | | | | | | |
|-------------------------------|---|--------------------|--------------------------------|-------------------------------|---------------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 72 | Run GRNI report and accrual process | HPB/ZM | 02/04/2019 | | | PO cleansing/purge work needs to be performed first including reviewing open PO's with no receipts. |
| 73 | Input all Cashbook entries for month 12 and close | RJ | 03/04/2019 | | | |
| 74 | Bank Rec- run relevant reports to capture details of unreconciled items - including unrepresented cheques at 31 March | RJ | 03/04/2019 | | | |
| 75 | Ensure separate listing of unrepresented cheques is produced for audit review | RJ | 03/04/2019 | | | |
| 76 | Issue e-mail to all Inspector ranks and above asking for unpaid leave/rest day accrual info | ZM | 03/04/2019 | | | |
| 77 | Capital Commitments. A detailed schedule of capital commitments and associated working papers as at 31 March (nb to exclude EOY accruals posted in period 13). | YM | 03/04/2019 | | | |
| 78 | Treasury Mgt accruals and recs | RJ | 03/04/2019 | | | |
| 79 | Progress review | JG/HPB | 03/04/2019 | | | |
| 80 | IFRS 13 - Fair Value Measurement | RJ | 06/04/2019 | | | Send Capita Asset Services details of loan, PFI, investment balances etc in April. Richard Dunlop will produce FV's and disclosures for accounts. Need to ensure NOPSAs are valued at FV! |
| 81 | Confirm no material movements in provisions from 20/3/19 and finalise contingent liability note | RD | 06/04/2019 | | | Based on data at end of February 2019. Need to quickly review with JLS and others for any significant movements in March. Amend only if material |
| 82 | Ensure Investment interest accrual year end accrual adjustment is posted | RJ | 06/04/2019 | | | Journal moves interest from income accrual (debtor) and adds interest onto the principal amount outstanding |
| 83 | Cost stocks for balance sheet | SW | 06/04/2019 | | | |
| 84 | Last day to raise AR 18/19 invoices | HG | 06/04/2019 | | | |
| 85 | Progress review | JG/HPB | 10/04/2019 | | | |
| 86 | Send out letters/ EMAILS of balance confirmations to other welsh authorities > 5m (Required for WGA) | JG/ZM/RD | 13/04/2019 | | | |
| 87 | Check treatment for Capital Receipts from Sale of Properties, profit/loss on disposal calculation and classification/valuation of Assets held for sale. | JG | 13/04/2019 | | | Ensure correct coding in the CIES. Complete P&L on disposed properties. |
| 88 | Chase return of Police Staff pension info from Hymans & Roberstons via Torfaen CBC if not received | Torfaen CBC/ZM | 13/04/2019 | | | |
| 89 | Complete PFI accounting for post year end position. Consider additional disclosures if PFI scheme repayment made/likely to be made by 31/5/19 | JG/HPB | 15/04/2019 | | | Up-date schedules and complete UC apportionment adjustments and disclosure from those in Feb. Need all revenue positions to come through but can be done before 20th |
| 90 | Confirm year end deliverables with WAO - final | JG | 15/04/2019 | | | Any amendments - ensure allocated to team |
| 91 | Control Accounts P12 | ALL | 15/04/2019 | | | SH to coordinate |
| 92 | Review SIRF for 18/19 income. Pass to Mgmt Accts to raise accruals | JP | 15/04/2019 | | | To confirm??? 22/2 - Review year and plan and put appropriate dates for publication on guardian. Review income streams for accruals. |
| 93 | Run reports for BW are commitments and assess treatment of them | RD | 15/04/2019 | | | Confirm timetable and set a deminimus level, ready for month 12 closedown on 20/4/18. 22/2 - don't think we can flag, review as part of guardian communication note. Meeting with HPB, YM, RD and JG |
| 94 | Progress review | JG/HPB | 17/04/2019 | | | |
| 95 | Confirm if any credit notes raised in April relate to 2018-19 o/s invoices | HG | 17/04/2019 | | | This is needed for WAO testing prior to audit . JP to check, HPB has accrued for a SWP credit |
| 96 | Narrative Report. Working papers to support any figures outlined in the foreword and a reconciliation of these figures to the cost of services in the Comprehensive Income and Expenditure Statement (CIES) and associated notes. | JG | 17/04/2019 | | | |
| 97 | Review debtors to ensure VAT charged correctly during year | SH | 19/04/2019 | | | |
| 98 | Raise AR Month End Journal and close Period/Yr | SH/AE | 19/04/2019 | | | To confirm |

| Closedown Plan 2018-19 | | | | | | |
|-------------------------------|--|----------------------|--------------------------------|-------------------------------|---------------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 99 | Purchasing Card Accrual | RD | 19/04/2019 | | | Confirm if transactions coded but not approved and not coded are material (therefore accrue) or not material (no accrual and leave balance on control accounts). |
| 100 | Month 12 closure | HPB | 19/04/2019 | | | |
| 101 | Interim trial Balance review | HPB/JG | 22/04/2019 | | | |
| 102 | Progress review | JG/HPB | 24/04/2019 | | | |
| 103 | Review Revenue Contribution to Capital | JG/HPB | 26/04/2019 | | | |
| 104 | Disclosure note of officers/staff remuneration including median ratio | ZM/RH Payroll | 26/04/2019 | | | Includes Median calc, noting PCC is excluded as elected official. Had to use new BO reports. No detailed breakdown of amounts! WAO issue? |
| 105 | Confirm if any credit notes raised in April relate to 2018-19 o/s invoices | HG | 26/04/2019 | | | This is needed for WAO testing prior to audit . JP to check, HPB has accrued for a SWP credit |
| 106 | Ensure all statutory journals affecting accounting and funding note are completed | JG | 26/04/2019 | | | PFI, MRP/VRP, Stock done, absence, IAS 19. O/s FAR's, Capx financing, reserves. 22/2 Need to establish exactly which these are so can do before year end JG |
| 107 | P12 VAT return to be completed | YM | 30/04/2019 | | | |
| 108 | Issue The Beat notice informing departments of dates of the final WAO audit - mention may branch into their departments, particularly IRSC (Salary info), HR (Employment Contracts, Redundancy payments), Estates,Fleet/ICT (Verification of existence of assets, Legal (claims against the force) | JG/SW | 30/04/2019 | | | |
| 109 | Progress review | JG/HPB | 01/05/2019 | | | |
| 110 | Progress review | JG/HPB | 08/05/2019 | | | |
| 111 | Financial Risk note completed ref FRS 25,26,27 – send for review by Richard Dunlop (Sector) | RJ | 12/05/2019 | | | |
| 112 | Confirm Collaborative Accounting around fixed assets - | JG/RJ/SwP | 15/05/2019 | | | Confirm deadlines with SwP |
| 113 | Progress review | JG/HPB | 15/05/2019 | | | |
| 114 | Complete intra-group funding adjustments | RJ | 17/05/2019 | | | |
| 115 | Progress review | JG/HPB | 22/05/2019 | | | |
| 116 | Events after the Balance Sheet Date. Details of any adjustments made after balance sheet date, as per Code requirements. | JG | 24/05/2019 | | | Possibly PFI exit, brexit, WITS, SRS, election, HQ work - NS to confirm timescales |
| 117 | Update Senior officer remuneration for BIK figures (P11d value) for Chief Officer Car Scheme | ZM/Payroll | 24/05/2019 | | | |
| 118 | Produce first draft of accounts for checking | JG | 24/05/2019 | | | |
| 119 | Detailed management review and cross checking of disclosures, wording and casting of draft accounts | ALL | 24/05/2019 | | | Check for spelling, grammar, roundings, font and table format consistency, page numbering, section breaks and headings. Should be more automated with BRB |
| 120 | Undertake analytical review of the draft financial statements | JG | 27/05/2019 | | | |
| 121 | Draft foreword, performance review and accounts for ACOR/CFO detailed review | JG | 27/05/2019 | | | |
| 122 | Progress review | JG/HPB | 29/05/2019 | | | |
| 123 | Draft accounts sign off by ACOR and CFO | NS/DGP/JG | 31/05/2019 | | | |
| 124 | Ensure the draft Statements of Accounts are published on the website(s) to comply with statutory deadlines and Call of Audit statutory notice period. | NS | 31/05/2019 | | | |
| 125 | Review of working papers supporting draft accounts for WAO against agreed audit deliverables list | HPB/JG/YM | 31/05/2019 | | | |
| 126 | Final accounts audit WAO starts x 5/6 weeks. Weekly issues logs to be provided by WAO during course of audit, reviewed in weekly progress meetings to be agreed. | Kathryn Watts WAO | 03/06/2019 | | | |
| 127 | WGA - transaction streams >5m return CPID Agreements | JG | 14/06/2019 | | | to update based on 2018/19 WGA training received |
| 128 | DEADLINE: WGA return- to complete a) cash agreement of transactions with WG b) agreement of transactions and balances with other central government WGA bodies | JG | 28/06/2019 | | | to update based on 2018/19 WGA training received |

| Closedown Plan 2018-19 | | | | | | |
|------------------------|--|------------------------|-------------------------|------------------------|--------|--|
| Task No. | Task Description | Lead Person | Planned Completion Date | Actual Completion Date | Status | Comments |
| 129 | Complete Annual Governance Statement for PCC and CC | NS/DGP/Nia Brennan JLS | 28/06/2019 | | | CC draft received 19/5. PCC received 25/6 |
| 130 | Obtain draft Audit Opinion and Letters of representation from WAO | JG | 05/07/2019 | | | |
| 131 | DEADLINE: WGA return- to complete a) transaction streams & balances (requiring further inter authority agreement of CPID transactions & balances > £5m and b) L-Pack Accounts incl CPID info | JG | 05/07/2019 | | | to update based on 2018/19 WGA training received |
| 132 | Completed DCT pack and management review checklist | JG | 12/07/2019 | | | to update based on 2018/19 WGA training received |
| 133 | Explanations for validations (particularly hard validations) in the DCT including any relevant supporting evidence | NS | 12/07/2019 | | | to update based on 2018/19 WGA training received |
| 134 | Explanations for any changes in opening balances between the 16-17 audited DCT and the 17-18 DCT | NS | 12/07/2019 | | | to update based on 2018/19 WGA training received |
| 135 | Supporting evidence for staff numbers (including agency staff) figures in the DCT | NS | 12/07/2019 | | | to update based on 2018/19 WGA training received |
| 136 | Agreements with Home Office, Welsh Government to support CPID disclosures | NS | 12/07/2019 | | | to update based on 2018/19 WGA training received |
| 137 | Final audit wash up meeting with WAO and agreement of ISA260 report issues | JG/WAO | 19/07/2019 | | | TBC |
| 138 | Police Objective Analysis return-estimates | HPB | 26/07/2019 | | | |
| 139 | WG Capital outturn return | HPB | 26/07/2019 | | | |
| 140 | WG Revenue Outturn/ RS return | HPB | 26/07/2019 | | | |
| 141 | Final accounts presented to PCC, CC and JAC for review, approvals and signatures | NS/DGP | 31/07/2019 | | | |
| 142 | Statement of Accounts to be Signed by PCC/CC/ACOR/CFO | PCC/CC/NS/DGP | 31/07/2019 | | | |
| 143 | Publish signed Statements of Accounts on PCC and Force websites - statutory deadline | JG | 31/07/2019 | | | |
| 144 | CIPFA Statistics Return - Police Actuals | TR | 31/07/2019 | | | |
| 145 | CIPFA - treasury management actuals return | RJ | 16/08/2019 | | | |
| | | | | | | |
| | | | | | | |

KEY:

TEAM:

OPCC - Office of the Police & Crime Commissioner
 EST - Estates Dept.
 CC - Corporate Comms
 JLS - Joint Legal Services
 HR - Human Resources

WHO:

AE - Ashley Edmunds
 DGP - Darren Garwood-Pask
 HPB - Har Ping Boey
 HG - Hollie Goman
 JG - Jackie Glossop
 JP - Jayne Phillips
 KMCh - Kieran McHugh
 NS - Nigel Stephens
 PO - Paul Oakley
 RD - Rose Davies
 RH - Rob Hart
 RJ - Rebecca Jones
 SH - Simon Hodge
 SW - Sam Williams
 TR - Tina Reid
 YM - Yasir Muhammed
 ZM - Zoe Morris