

Calendar of recurrent work FY 18/19 as at 10 January 2019

Activity	Month	Comment	RAG STATUS	Lead
Establish new cash book & MA (with new budgets)	Apr-18	Balanced budget agreed at Jun FCM. Ensure budget changes reflected in Cash book/working accounts	Green	AW/RS
Reclaim VAT owed for period 1 Sep 17-31 Mar 18	Apr-18		Green	AW
Review Previous Years Final Accounts & Supporting Documents	Apr-18	Reviewed prior to late April APM	Green	AW
Review Part 1 Annual Governance and Annual Return Statement- External Audit	Apr-18	Part 1 to be signed of at May FCM. AW to bring draft to F&GP	Green	AW/PA
Ensure IVPC receives funding for Lengthsman & delegated contract.	Apr-18	Make contact with Mike Philians at HCC	Green	AW
Check Prep for Internal Audit	Apr-18	Scheduled for 15 May 18	Green	AW/YR
Review Part 2 Annual Governance and Annual Return Statement- External Audit	May-18	Part 2 to be signed of at June FCM	Green	AW/YR
Annual review of Direct Debit/ Standing Order Schedule	May-18	To go to FCM after for agreement	Green	AW
Lengthsman recruitment	May-18	Recruitment pack and advert out. Still to interview	Green	AW
Review and update Asset Register	May-18	Reformatting Complete. New Insurance values increased to match AR.	Green	YR
Review Insurance Cover level	May-18	Kane & Co notified of new valuations and revised schedule issued	Green	AW/YR
Councillors Declaration of Pecuniary Interest complete	May-18	All Complete prior to Audit	Green	
Review Internal Auditors Report FY16-17	May-18	Report straight to FCM in June: Agenda item.	Green	AW
Review & Update Risk register C/Fwd	Feb-18	Circulated and awaiting Portfolio holders responses. Agenda for May FCM.	Green	SA
Review of Readiness for General Data Protection Regulation C/Fwd	Feb-18	FCM request Action Plan. I FCM only before implementation date, no audits carried out.	Green	AW/JL
Resolve any queries from IA	Jun-18	Only outstanding issue are agenda packs being loaded onto the Web site	Amber	MLA/JL/YR
Check Lease of KGVth to WYFC for next season	Jun/18	Lease signed by both chairman. Clerk to scan and rtn to WYFC	Green	YR/AW
2018 Transparency Code Requirements	Jun/18	All mandatory documents posted on new web site.	Green	JL/AW
Event and Car Parking Policy (on Parish Council owned Land)	Jun/18	Application form to be tweaked and policy posted on website	Green	YR/AW/JL
1/4 ly Bank Reconciliation	Jul/18	Apr-Jun	Green	YR/AW
Review Management Accounts for FY 18/19	Jul-18	Consider 1st 1/4 accounts at FGP , circulate to FC electronically before summer break. On FCM Agenda	Green	AW/RS
Answer External Auditors (BDO)Queries	Jul/18	Queries received and commented on	Green	YR
Charities Commission Annual Return for KG Vth	Aug/18	Clerk to file an Annual Return (update records with Trustee details.) No Income or Expenditure to be recorded as per IA. CC new format awaited.	Green	AW
Submit Councillors declaration of interest to WCC	Aug/18	Forms to be photocopies, records retained at PC	Green	AW
Achieve past Council minutes at HCC records office	Aug/18	Retain records as per NALC guidance on period of retention required.	Amber	AW
Financial Risk Assessment	Sep-18	Discussed and agreed at Oct FCM	Green	SA/YR
Review any External Audit Comments & Conclusion of Audit notice.	Sep-18	Discussed and agreed at FCM. Conclusion of audit posted 24 Sep 18	Green	YR/AW
Appoint Internal Auditor, agree date for FY 18/19 Audit	Sep-18	Do the Numbers appointed at Oct FCM	Green	AW
Independent review of Bank Statements and reconciliation (Part of Internal Control)	Oct-18	Clr stoodley nominated, Bank Rec papers forwarded early Oct. for the period April-Sep 18	Green	AW/RS
Review Management Accounts for FY 18/19	Oct-18	Consider half year accounts at Oct F&GP& Nov FCM.On agenda	Green	RS/YR
Budget requests for FY 18-19	Oct-18	Formal call for bids at Oct FCM, Rtn bids by 12 Oct to YR, F&GP to consider consolidate bids	Green	AW/ YR
Reclaim VAT owed	Oct/18		Green	AW
Review of Financial Processes and Internal Controls	Nov/18	Control document to Dec FCM for approval	Green	ALL
Review Draft budget after FCM comments, prepare final position	Nov/18	Updates to budget after FCM to be tabled Nov F&GP	Green	YR
New Contract with Lengthsman & Associated Parishes.	Nov/18	AW Confirmed LM contract to Dec 19, Assoated doumentation needs confirming	Amber	AW
SDNP Community Infra Structure response	Nov/18	On Jan F&GP agenda	Amber	YR
Agree Budgets and Precept request	Dec-18	BY FCM, FCM minutes must refer to actual precept increase/decrease	Green	AW/All
Review 1/4 ly Management Accounts	Jan-19	On F&GP Jan agenda for discussion	Amber	RS/AW
18/19 Precept request sent to WCC	Jan-19	Sent to WCC by Clerk	Green	AW
1/4ly Bank Reconciliation	Jan-19	Request made to Clerk and checked on 11 Jan 19	Green	YR/MLA
Review & Update Risk register	Feb-19			SA
Annual Review of Financial Standing Orders	Mar-19	Prior to May AGM 19		MLA/YR
Annual review of TOR from F&GP	Mar-19	Prior to May AGM 19		MLA/YR
Annual Review of Discipline and Grievance Policy	Mar-19	Prior to May AGM 18		MLA/YR
Review bids against 2018 Boomtown Community Grants	Mar-19	Agenda item for FCM this year		MLA/YR
Clerk probation period		Due 8 the April 2019, Chairman to report to April Committee		YR/MLA
Annual Governance and Accountability Return Download	Mar-19	RFO to download from external auditor site		MLA
New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales" received?	Mar-19	To be circulated to all councillors, F&GP to determine changes need to accounting practice.		MLA

New Item this month