

F&GP Calendar of recurrent work FY 19/20 as at 10 May 2019

Ser	Activity	Month	Comment	RAG STATUS	Lead
C/F	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.	Green	MLA
C/F	Clerk probation period	Mar-19	Email Councillors for feedback 2/4, Clerks probationary period successfully concluded.	Green	YR/MLA
C/F	Annual Review of Financial Standing Orders	Mar-19	Prior to May AGM 19. YR to check JPAGsummary suspect little impact on Financial Standing Orders.	Green	MLA/YR
1	Establish new cash book & MA (with new budgets)	Apr-19	Cash book cleared, budgets to be entered	Amber	MLA/YR
2	Reclaim VAT owed for period 1 Sep 17-31 Mar 18	Apr-19	Claim consolidated, Filing complete	Green	MLA
3	Review Previous Years Final Accounts & Supporting Documents	Apr-19	Circulated to members. Reported at APM	Green	MLA/YR
4	F&GP to Review Section 1 & 2 of Annual Governance and Annual Return Statement- External Audit	Apr-19	Part 1 & 2 to be signed of at May FCM. RFO to sign of Section 1 after Apr F&GP , prior to May FCM	Green	MLA/YR
5	Ensure IVPC receives funding for Lengthsman & HCC delegated contract.	Apr-19	HCC have confirmed a further years worth of funding. Clerk to raise invoice after IA	Amber	MLA
6	Check Prep for Internal Audit	Apr-19	IA complete and report submitted to 9/5 FCM.	Green	YR
7	Review level of Insurance Cover	Apr-19	Completed Kane & Co proforma to notified new valuations. Insurance renewal quotes received and on Agenda.	Green	MLA
9	Annual review of Direct Debit/ Standing Order Schedule	May-19	To go to FCM after for agreement, on agenda	Green	MLA
10	Councillors Declaration of Pecuniary Interest complete	May-19	All Complete, bar one for resigning. Needs to be hand delivered to WCC.	Amber	MLA
11	Review Internal Auditors Report FY18-19	May-19	Agenda item and action plan initiated	Amber	MLA/YR
12	Resolve any queries from IA	Jun-19			MLA/YR
13	Confirm AGAr and supporting papers submitted to EA	Jun-19			MLA
14	Check Lease of KGVth to WYFC for next season	Jun-19	Lease signed by both chairman. Clerk to scan and rtn to WYFC		MLA/YR
15	2019 Transparency Code Requirements	Jun-19	Ensure all mandatory documents posted on new web site.		MLA/JL
16	Event and Car Parking Policy (on Parish Council owned Land)	Jun-19	Application form to be tweaked and policy posted on website		MLA/YR
17	1/4 ly Bank Reconciliation	Jul-19	Apr-Jun		MLA/YR
18	Review Management Accounts for FY 19/20	Jul-19	Consider 1st 1/4 accounts at FGP , circulate to FC electronically before summer break. On FCM Agenda		MAL/YR
19	Answer External Auditors (BDO)Queries	Jul-19			MLA/YR
20	Charities Commission Annual Return for KG Vth	Aug-19	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.		MLA
22	Submit Councillors declaration of interest to WCC	Aug-19	Forms to be photocopied, records retained at PC		MLA
23	Achieve past Council minutes at HCC records office	Aug-19	Action Complete		MLA
24	Financial Risk Assessment	Sep-19	Discussed and agreed at Oct FCM		SA
25	Review any External Audit Comments & Conclusion of Audit notice.	Sep-19	Ensure Conclusion of audit posted on web site		MLA/YR
26	Appoint Internal Auditor, agree date for FY 19/20 Audit	Sep-19	Liase with Do the Numbers		MLA
27	Review and update Asset Register	Sep-19			MLA
28	Independent review of Bank Statements and reconciliation (Part of Internal Control)	Oct-19	Need a new independent councillor		?
29	Review Management Accounts for FY 19/20	Oct-19			MLA/YR
30	Budget requests for FY 20/21	Oct-19	Formal call for bids at Oct FCM, Rtn bids by 12 Oct to YR, F&GP to consider consolidate bids		All
31	Reclaim VAT owed	Oct-19			MLA
32	Review of Financial Processes and Internal Controls	Nov-19	Control document to Dec FCM for approval		MLA/YR
34	Review Draft budget after FCM comments, prepare final position	Nov-19	Updates to budget after FCM to be tabled Nov F&GP		MLA/YR
35	New Contract with Lengthsman & Associated Parishes.	Nov-19			MLA
36	SDNP Community Infra Structure response	Nov-19	Check if this is needed this year.		YR
37	Agree Budgets and Precept request	Dec-19	BY FCM, FCM minutes must refer to actual precept increase/decrease		YR
38	Clerks Annual review	Jan-20			YR
39	Review 1/4 ly Management Accounts	Jan-20	On F&GP Jan agenda for discussion		MLA/YR
40	18/19 Precept request sent to WCC	Jan-20			MLA
41	1/4ly Bank Reconciliation	Jan-20	Request made to Clerk and checked on 11 Jan 19		MLA/YR
42	Review & Update Risk register	Mar-20			SA
43	Annual Review of Financial Standing Orders	Mar-20	Prior to May AGM 19		YR
44	Annual review of TOR from F&GP	Mar-20	Prior to May AGM 19		YR
45	Annual Review of Discipline and Grievance Policy	Mar-20	Prior to May AGM 18		?
47	Update Asset Register prior to year end	Mar-20			MLA
48	Review bids against 2018 Boomtown Community Grants	Mar-20	Agenda item for FCM this year		YR
49	Annual Governance and Accountability Return Download	Mar-20	RFO to download from external auditor site		MLA
50	New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales" received?	Mar-20	To be circulated to all councillors, F&GP to determine changes need to accounting practice.		MLA

Carried forward items

New Item this month

