

F&GP Calendar of recurrent work FY 20/21 as at 10/08/2020

Ser	Activity	Month	Comment	RAG STATUS	Lead
C/F					
1	Close 2019-2020 accounts. Open new fiscal year	Apr-20	Year End complete. Add budgets	Green	MLA/YR
2	Reclaim VAT owed for period 1 Sep 19-31 Mar 20	Apr-20	Claim consolidated, Filing complete. Payment Rec'vd.	Green	MLA
3	Review Previous Years Final Accounts & Supporting Documents	Apr-20	Circulated to members at April FCM	Green	MLA/YR
4	F&GP to Review Section 1 & 2 of Annual Governance and Annual Return Statement- External Audit	Apr-20	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-20	HCC have confirmed a further years worth of funding. Clerk to raise invoice after IA	Green	MLA
6	Check Prep for Internal Audit	Apr-20	IA Completed	Green	YR/MLA
7	Review level of Insurance Cover	Apr-20	Beginning second year of 3 year contract on 1st June. CL checking asset register. YR and ML to review insurance amounts	Green	MLA
8	Review bids against 2020 Boomtown Community Grants	May-20	Now accepting Boomtown Applications. Discuss all received applications at September F&GP	Green	YR
9	Annual review of Direct Debit/ Standing Order Schedule	May-20	F&GP Agenda 21052020	Green	MLA
10	Councillors Declaration of Pecuniary Interest	May-20	All declarations Received, scanned and submitted to WCC	Green	MLA
11	Review Internal Auditors Report FY 19/20	May-20	Action Plan Initiated	Green	MLA/YR
12	Review Monthly Inspection & Maintenance Contract	May-20	Contract Agreed and signed by all parties	Green	MLA/YR
13	Resolve any queries from IA	Jun-20	Lengthsman Reserve: 6 replies received only - all in favour of continuing to hold the reserve. Council voted in favour based on results to keep reserve. IA report complete.	Green	MLA/YR
14	Confirm AGAR and supporting papers submitted to EA	Jun-20	AGAR Submitted.	Green	MLA
15	Check Lease of KGVth to WYFC for next season	Jun/20	Lease updated. Invoice produced. Alternative supplier has reviewed the Chafer Grub - None Found. Supplier to seek further expert advise re Chafer. Recommed Kill weeds, before aeration etc. Rabbits continue to be a problem.	Amber	MLA/YR
16	2019 Transparency Code Requirements	Jun/20	Ensure all mandatory documents for FY 20-21 posted on web site. All available reports have been uploaded	Green	MLA/JL
17	Event and Car Parking Policy (on Parish Council owned Land)	Jun/20	Event and Car park Policy to remain as is.	Green	MLA/YR
18	1/4 ly Bank Reconciliation	Jul/20	Presented and reviewed at July FCM	Green	MLA/YR
19	Review Management Accounts for FY 19/20	Jul-20	Presented and reviewed at July FCM	Green	MLA/YR
20	Answer External Auditors (PKF) Queries	Jul/20	AGAR Conclusion Received. No concerns raised	Green	MLA/YR
21	Charities Commission Annual Return for KGVth	Aug/20	Annual Return submitted 24/08. Additional Trustees added. No Income or Expenditure to be recorded as per IA.	Green	MLA
22	Archive past Council minutes at HCC records office	Aug/20	On Going. Clerk has added 2013 to archive box, not full. Clerk investigating cost of Fire Resistant Filing cabinet to protect all Council documents	Amber	MLA
23	Financial Risk Assessment Review	Sep-20			SA
24	Review any External Audit Comments & Conclusion of Audit notice.	Sep-20	N/A	Green	MLA/YR
25	Appoint Internal Auditor, agree date for FY 19/20 Audit	Sep-20			MLA
26	Review and update Asset Register	Sep-20			MLA
27	Review Boomtown applications	Sep-20			ALL
28	Independent review of Bank Statements and reconciliation (Part of Internal Control)	Oct-20			?
29	Review Management Accounts for FY 19/20	Oct-20			MLA/YR
30	Budget requests for FY 20/21	Oct-20	Formal call for bids at Oct FCM, Rtn bids to YR, F&GP to consider consolidate bids		All
31	Remind MacPherson's Trust to post Annual Return	Oct-20			YR
32	Reclaim VAT owed	Oct-20	Clerk to process VAT Reclaim		MLA
33	Review of Financial Processes and Internal Controls	Nov-20			MLA/YR
34	Review Draft budget after FCM comments, prepare final position	Nov-20	Updates to budget after FCM to be discussed at Dec F&GP		MLA/YR
35	New Contract with Lengthsman & Associated Parishes.	Nov-20	Meeting with Lengthsman and Associate Parishes		MLA
36	Agree Budgets and Precept request	Jan-21	BY FCM, FCM minutes must refer to actual precept increase/decrease		YR
37	Clerks Annual review	Jan-21			YR
38	Review 1/4 ly Management Accounts	Jan-21	Add to F&GP Agenda for discussion, add to FCM agenda for signature		MLA/YR
39	20/21 Precept request sent to WCC	Jan-21			MLA
40	1/4ly Bank Reconciliation	Jan-21			MLA/YR
41	Book Annual Playground Inspection	Jan-21			

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42	Review & Update Risk register	Mar-21			YR
43	Annual Review of Financial Standing Orders	Mar-21	April F&GP For review, AGM for Adoption		YR/MLA
44	Annual review of TOR from F&GP	Mar-21	April F&GP For review, AGM for Adoption		YR/MLA
45	Annual Review of Discipline and Grievance Policy	Mar-21	April F&GP For review, AGM for Adoption		YR/MLA
46	Update Asset Register prior to year end	Mar-21			MLA
47	Annual Governance and Accountability Return Download	Mar-21	RFO to download from external auditor site		MLA
48	New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales" received?	Mar-21	To be circulated to all councillors, F&GP to determine changes need to accounting practice.		MLA



Carried forward items
New Item this month