

BSPC Timeline for actions

Month	To do	Date of Full Council Meeting
April	<p>End of year bank reconciliation</p> <p>Review end of year actual v budget</p> <p>Submit VAT reclaim</p> <p>Check bank statement for receipt of precept</p> <p>Prepare for Annual Meeting of Council in May</p> <p>Check burial ground hedge/entrance</p>	21 st April 2020
May	<p>Preparation for audit - Finalise all documents for Internal Auditor's visit</p> <p>Check burial ground hedge/entrance</p>	19 th May 2020
June	<p>Circulate internal audit report and accounts prior to FC meeting</p> <p>Following internal audit visit – prepare accounts for FC meeting. Once signed submit AGAR to PKF Littlejohn (by 30 June at latest)</p> <p>Check burial ground hedge/entrance</p>	16 th June 2020
July	<p>Bank reconciliation to end of June</p> <p>Review of actual v budget to end of June</p> <p>Review of internal audit report and actions</p> <p>Preparation of accounts for external auditors</p> <p>Submit VAT reclaim</p> <p>Check burial ground hedge/entrance</p>	21 st July 2020
August	<p>No meeting – may need to get payments signed by 2 councillors for between meetings</p> <p>Check burial ground hedge/entrance</p> <p>Annual visual tree inspection</p>	n/a
September	<p>Insurance renewal (next one Sept 2022)</p> <p>Circulate and review external audit report and make recommendations arising</p> <p>Check bank statement for receipt of precept</p> <p>Check burial ground hedge/entrance</p>	15 th September 2020

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	Clerk Appraisal	
October	Bank Reconciliation to end of September Review of budget to date against forecast to end of September Submit VAT reclaim	20 th October 2020
November	Preparation of draft budget for next FY – start to collect as many costs for following year to bring to budget meeting (ie HALC/NALC/SLCC) Working party 1 st meeting to discuss budget Annual Inspection on play areas	17 th November 2020
December	Working party 2 nd meeting to finalise budget for presentation to full council for January meeting. Might be delayed till early January if TVBC haven't confirmed household numbers	
January	Present draft budget to full council (circulate prior to meeting) Present Risk Assessment and Business Continuity schedules to full council Present Fixed Asset Register to full council Ensure all other policies have been reviewed within the year for audit purposes Confirm Rights of Way paths to HCC Following January meeting Clerk to submit precept request to TVBC Submit VAT reclaim	19 th January 2021
February	Review of budget v actual Send out invites for APA	16 th February 2021
March	Review of budget v actual Annual Parish Assembly (APA) takes place	16 th March 2021