

**FINANCIAL and AUDIT TIMETABLE – Minal (Mildenhall Parish Council)**

<b><u>When</u></b>	<b><u>Who</u></b>	<b><u>Action</u></b>
<b>September</b>	<b>Parish Council</b>	Discuss any funding requests for following financial year. Estimates to be sent to RFO by the beginning of October.
<b>October/Early November</b>	<b>Finance Committee Meeting 1</b>	To discuss cash flow and spending for the existing year to highlight surplus or deficit.  Prepare a draft Budget for the next financial year and suggest a precept accordingly for approval by PC.  Check the Asset Register & Carry out Accounting & Budgetary Control check.  Review Salary of Clerk/RFO. Review regular contracts & burial fees.
<b>November</b>	<b>Parish Council</b>	Discuss precept based on draft budget recommended by Committee. Vote can be taken to approve Precept if agreed. Minute that Asset Register has been revised.
Poss. Dec/Jan	Finance Committee	To finalise any changes to Precept suggested by PC or if any new expenditure comes to light.
<b>January</b>	<b>Parish Council</b>	PC to approve final budget and precept.
<b>Mid January End January</b>	<b>Clerk</b>	Clerk to submit Precept requirement to to Wiltshire Council. Clerk to ensure each Councillor has a copy of the Budget and precept applied for
<b>February</b>	<b>Clerk</b>	Apply for VAT return
<b>March</b>	<b>Parish Council</b>	Minute the Precept has been applied for. Review Risk Assessment (minute if no changes).
<b>Early April</b>	<b>Clerk</b>	Prepare year-end accounts and Annual Return – Book date for Internal Audit.
<b>April</b>	<b>Finance Committee Meeting 2</b>	To check the Year End Accounts, Annual Return, Statement of Governance and Variance Analysis for approval by PC.  Review Financial Regulations/Controls.  Finalise changes to risk assesement from March Meeting if necessary.  Review audit regulations and whether external audit is required
<b>May/ EarlyJune</b>	<b>Clerk</b>	Internal Audit.
<b>May</b>	<b>Parish Council</b>	PC to approve year end accounts, <i>Approve and sign Annual Return and Statement of Governance and ensure minuted.</i> *additional meeting may be required depending on timescales PC to approve any amendments or changes that have been made to Financial Regulations, Financial Controls, Risk Assessment and minute.
Poss. Early June	Clerk Finance Group	Any actions from Internal Audit. External Audit if necessary
<b>June/July</b>	<b>Clerk</b>	Complete and submit Annual Return. Upload documentation to website and notification on Notice board
<b>July</b>	<b>Parish Council</b>	Minute Annual Return has been submitted.
<b>August/ other adhoc time</b>	<b>Finance Committee</b>	Discuss future expenditure/income over a 3 year period taking account of input from the Neighbourhood Plan and Area Board.

