

Finance Committee yearly timetable.

January

- Finance working group to agree on the Precept by 10th January – **Finance Committee**.
- Precept to be agreed at the January meeting. - Council
- Precept to be requested from the Borough Council. Usually by 31st January. - **Clerk**
- Complete Quarterly Financial Projections 3rd Quarter and put on the agenda – **Clerk**.
- Finance working group to agree on the Quarterly financial projections by 10th January – **Finance Committee**.
- Confirm Internal Auditor. – **Clerk**
- To resolve via the agenda 'To allow for dispensation for the finance committee to authorise payments in the months where there are no meetings.

February - None

March

- Financial year end – check everything balances – **Clerk. Finance Committee** to assist if there are problems.
- Organise finance paperwork for the internal auditor – **Clerk**.
- Complete external audit forms – **Clerk. Finance Committee** to check.
- Send VAT Claim - **Clerk**
- Start a new financial spreadsheet. - **Clerk**
- Complete Quarterly Financial Projections 1st Quarter and put on the agenda.
- **Finance Committee** to review Finance policies ready for the AGM in May (Financial regulation, reserve's policy, financial risk assessment, Grant application form)

April - None

May

- Put Annual Governance Statement on the agenda to be approved.
- Put the Accounting statement on the agenda to be approved.

June

- Submit forms to the external auditor.

July

- Complete Quarterly Financial Projections 2nd Quarter and put on the agenda.

August –

- Confirm insurance details.

September

- Complete Quarterly Financial Projections 3rd Quarter and put on the agenda.
- Internal Council Financial Audit
- Discuss budget/precept figures.

October - None**November**

- Complete budget/precept figures

December - None**Throughout the year**

- Monthly payment and update the cashbook spreadsheet
- Keep the Assets register up to date.
- Update the bank mandate form when required.
- Check bank statements.