

Finance Committee yearly timetable.

January

- Finance working group to agree 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 the Quarterly financial projections by 10th January – **Finance Committee**.
- Confirm Internal Auditor. Usually, Jo Raby - **Clerk**

February - None

March

- Clerk / RFO and Finance Committee to discuss employee wage increases.
- Put minimum wage increase on the agenda.
- Confirm wage increase for all employees.

April

- Financial year end – check everything balances – **Clerk. Finance Committee** to assist if there are problems.
- Organise finance paperwork for internal auditor – **Clerk**.
- Complete external audit forms – **Clerk. Finance Committee** to check.
- Send VAT Claim - **Clerk**
- Start 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, reserves policy, financial risk assessment, Grant application form)

May

- Put Annual Governance Statement on the agenda to be approved.
- Put Accounting statement on the agenda to be approved.
- Agree the years Ground rent payments for the Social Club and the Bowls Club

June

- Submit forms to external auditor.
- Update costs on football teams pitch hire agreement.

July

- Complete Quarterly Financial Projections 2nd Quarter and put on the agenda.
- Put on agenda 'To agree the finance committee can agree the payments in August as there is no meeting'.

August - None

September - None

October

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

November

- Put on agenda 'To agree the finance committee can agree the payments in December as there is no meeting'.

December

- Complete budget / precept figures

Through the year

- Send out invoices to the football clubs, Social Club, Bowls Club and Village Hall.
- Monthly payment and update cashflow spreadsheet
- Petty cash forms and spreadsheet
- Keep Assets register up to date.
- Update the bank mandate form when required.
- Check bank statements.