

## Drinkstone Parish Council: Clerks report – 7<sup>th</sup> March 22

	Required task	Completed	Meeting Date
May 21	Annual Council meeting - elections	Y	4 <sup>th</sup> May 21
	Annual review of policies	Y ish	
	Approve end of year accounts	Y	
	Internal audit	Y	
	Review asset register	Y	
June 21	Receive finds internal audit	Y	7 <sup>th</sup> Jun 21
	Apply external audit exemption – AGAR part 2	Y	
	Submit annual return	Y	
July 21	Review risk assessment and check insurance	Y	No meeting
	Annual check of play equipment	Y	
	VAT return	Y	
	Display audit for mandated public review	Y	
August 21	Updated excel finance file	Y	3 <sup>rd</sup> Aug 21
	Sort all the files out – doc retention	N	
	Holiday	Y	
September 21	Advertise half year accounts	Y	No meeting
	Prep draft budget ready for Oct meeting	Y	
October 21	Finalise budget and sign off at meeting	Y	5 <sup>th</sup> Oct 21
	Meeting calendar to be agreed	Y	
	VAT return	Y	
	Poppy wreath for memorial day	Not required	
November 21	Finalise budget and develop draft precept	Y	Extra-ordinary meeting – 1 <sup>st</sup> Nov 21
December 21	Finalise budget and agree precept	Y	6 <sup>th</sup> Dec 21
January 22	Ensure precept submitted	Y	10 <sup>th</sup> Jan 22
	VAT return		
	Check procedures for elections	n/a	
	Annual document retention review	Y	
Feb 22	Get date for AGM sorted		Extra-ordinary meeting
	Chase debts prior to end of year	Y	
March 22	Insurance cover review		7 <sup>th</sup> Mar 22
	Election prep for AGM		
	Prepare end of year accounts		
April 22	Finalise end of year accounts		3 <sup>rd</sup> May 22
	End of year returns for tax, NIC, and VAT		
	Prepare internal audit documents		
	Confirm arrangements for AGM		

- In addition audit contracts out for signature and payment
- Other items to be completed.
  - Further letter to be sent to Mr Crack regarding the crack in the culvert
  - Bank access for Councillors
  - Prep AGM
  - Prep for Audit