

Drinkstone Parish Council: Clerks report – 3rd May 22

	Required task	Completed	Meeting Date
May 21	Annual Council meeting - elections	Y	4 th 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 th 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 rd 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 th 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 st Nov 21
December 21	Finalise budget and agree precept	Y	6 th Dec 21
January 22	Ensure precept submitted	Y	10 th 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	Y	7 th Mar 22
	Election prep for AGM	Y	
	Prepare end of year accounts	Y	
April 22	Finalise end of year accounts	Y	3 rd May 22
	End of year returns for tax, NIC, and VAT	Y	
	Prepare internal audit documents	In progress	
	Confirm arrangements for AGM	Y	