

Upton Bishop Parish Council

Financial timetable

Month	Action
January	Full bank reconciliation for quarter three Income & expenditure account for quarter three and year to date PAYE payment due
February	Budget for following year approved Appoint internal auditor
March	Check financial regulations, assets register and policies are up to date - action any updates for approval at the May meeting If the insurance policy is to be reviewed, get 3 quotes for presentation to council next month Organise year end internal audit Review clerk's salary Review lengthsman's contract
April	Full bank reconciliation for quarter four Income & expenditure account for quarter four and year to date Prepare Annual return paperwork Action VAT claim PAYE payment due
May	Check bank mandates and update Approve year end accounts Review effectiveness of system of internal control Approve Annual Governance Statement and Accounting Statements Review and confirmation of arrangements for insurance cover in respect of all insured risks Approve regular payments for the forthcoming year
June	Give notice of public's right to inspect the accounts
July	Full bank reconciliation for quarter one Income & expenditure account for quarter one and year to date PAYE payment due
August	
September	When external audit completed, put up notices
October	Full bank reconciliation for quarter two Income & expenditure account for quarter two and year to date Draft budget presented to Council PAYE payment due
November	
December	