

Upton Bishop Parish Council

Administration calendar

Month	Action Council meeting	Other
January	Full bank reconciliation for quarter three Income & expenditure account for quarter three and year to date PAYE payment due	Review available grants
February	Discuss ideas for Annual Parish meeting Appoint internal auditor	Check election process if an election year
March	Review clerk's salary Review HALC subscription renewal Review SLCC subscription Review monthly payments/direct debits	If an election year, advise councillors on procedures Check standing orders, financial regulations, asset 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
April	Full bank reconciliation for quarter four Income & expenditure account for quarter four and year to date PAYE payment due ICO renewal due Set the annual parish meeting date for next year (between 1 March and 1 June)	If election year – prepare info packs for new councillors Prepare Annual return paperwork Action VAT claim Election of Chairman & Vice Chairman - send out emails asking for nominations
May	In an election year, annual meeting to take place within 14 days following the day when councillors take office. In other years, the annual meeting takes place in May Check bank mandates and update Approve year end accounts Review effectiveness of system of internal control Approve Annual Governance Statement and Accounting Statements – councillor to check data In an election year, delivery by councillors of their declarations of acceptance of office Council confirms election of chairman and vice chairman first item on the agenda Review standing orders, financial regulations, other policies and procedures for acceptance in October Review and confirmation of arrangements for insurance cover in respect of all insured risks Approve regular payments for the forthcoming year	
June	Chair and RFO to sign AGAR	Give notice of public's right to inspect the accounts AGAR deadline 30 June Review available grants
July	Full bank reconciliation for quarter one Income & expenditure account for quarter one and year to date PAYE payment due	
August		
September	Review Lengthsman contract and pay rise for approval in October	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 and precept presented to Council PAYE payment due Approve Lengthsman pay rise to commence 1 st November Approve Revised Policies & Procedures Biennially (odd years) Approve Revised Standing Orders and Financial Regulations Annually	
November	Second draft budget and precept presented to Council	

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December	Final budget and precept agreed by Council	RFO to notify Precept to HC
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