

WALBERSWICK PARISH COUNCIL
 PLAN FOR THE PREPARATION OF THE ANNUAL RETURN BY THE STATUTORY DEADLINE OF 30TH JUNE

Activity	Reason	Date Complete
Review and create a Bank Reconciliation monthly, on receipt of Bank Statement.	This will ensure that the Bank Statement is available as soon as possible for the preparation of the final Bank Reconciliation	
Approve a budget for the following year by November of the current year (or as near as possible). Minute that activity.	Budget approval will enable the proposal for the following year precept	
Set the Precept and inform District Council. Minute that activity.	Statutory requirement	
Review the Fixed assets register and Risk Analysis by March of the current year. Minute the activity	Required for audit purposes and to qualify the insurance	
Minute the appointment of an internal auditor	Required for audit purposes	
Review the Standing Orders and Financial Regulations by end of March of current year. Minute the activity.	To ensure that they are up to date and still applicable.	
Review the internal financial methods and controls by end of January of current year. Minute this activity.	Compliance	
Prepare and submit final Receipt and Payment accounts, Bank reconciliation and explanations to Internal Auditor by end of April of current year.	Timely submission of accounts to internal auditor will ensure that the Annual Return and Governance statement can be approved in May.	
Receive the Internal Auditors report and approve the Annual Governance Statement and the Annual Return by end of May of current year. Minute all of these actions.	This will ensure compliance and also ensure that all the papers are available for submission 1 month prior to the deadline date.	
Publish the Exercise of Public Rights notice	End May or as soon as approved.	