

CALENDAR OF REGULAR APPROVALS/DUTIES OF THE VALLEY COMMUNITY COUNCIL

January Finance Committee Parks Committee (if required) Bank Reconciliation Approve precept for following year Approve payments to members Standing Orders Review Request precept	February Payments to members Bank reconciliation	March Review clerk's salary Bank Reconciliation Seek approval for reappointment of internal auditor and notify him of re-engagement Display Notice of Audit Draft Annual Report by Chairman Review standing orders Check Review financial regulations Check Review Asset Register Health and safety Review Park Check Arrange ROSPA inspection Parks
April Finance Committee Meeting Parks Committee Meeting Insurance Policy - Review and approve Review Internal Financial Controls Bank Reconciliation Donations Present requests for approval Arrange inspect of play equipment PAYE P60 and year end balance - Salaries and Expenses VAT Claim previous year Claim costs of footpath maintenance Transfer Ynys Wen Costs Display Notice of Members Expenses for previous year and send copy to IRPW Financial Regulations Review and Agree Set up accounts for new accounting year. Arrange ROSPA inspection	May Prepare Annual Return for previous year and submit to internal auditor Financial Summary Explanation of significant Variances Review Asset Register Prepare Trial Balance Bank Reconciliation Annual Meeting to appoint New Officials Appoint Chairmen to Committees Balance Ynys Wen Cemetery Accounts Insurance assessment check.	June Internal Audit Reports placed before Council for consideration Submit Annual Return to Internal Auditor (May be done in May) Risk Assessment Review and Agree Review Code of Conduct Review System for Maintaining Register of Members Interests Bank Reconciliation Request a copy of the internal auditor's annual letter confirming continuing independence. Display Notice and Advertisement of Annual Audit Football club invoices Community Group invoice for lease Request copy of insurances C Group
July Parks Committee Meeting Finance Committee Meeting Review Internal Financial Controls Bank Reconciliation Submit Annual Return to external Auditor Cemetery Committee and Audit	August Bank Reconciliation Update Training Records/ Training Plan Archiving Fire risk assessment parc mwd review Community Council Toolkit* *	September Agree and Develop Action Plan to carry out Auditor's recommendations Display Notice of Conclusion of Audit Bank Reconciliation Consider Training Requirements for following year and develop training plan Bank Reconciliation Arrange PAT Testing/service Parc Mwd
October Parks Committee Meeting Finance Committee Meeting New Years Honours Nominations if app. Bank Reconciliation Members to notify clerk of intention to claim annual allowance Capital Expenditure Plans following year Review Burial Fees Cemetery Committee meeting	November Prepare Draft Budget Bank Reconciliation Budget Setting Finance Committee meeting	December Section 6 Report Environmental Act Bank Reconciliation Present budget setting report to Full Council Bank Reconciliation