

# Bredfield Parish Council Governance Calendar

Month	Meeting Number	Key Meeting Items / Actions	Actions between meetings & additional preparation for forthcoming agenda items
April			Publicise date of Annual Parish Meeting
			Publish Governance Documents
			Prepare & Circulate final accounts for previous year
			Agree and submit VAT reclaim for previous year
May	1	Agree and publish Accounts for previous year	Insurance Renewal
		Review latest Bank Balances and Financial Position	
		SALC Internal Controls Template	
		Annual Review and Update of Risk Assessment	
		Annual Review and Update of Internal Controls	
		Annual Review and Update of Asset Register	
June			Publish annual audit return
July	2	Review latest Bank Balances and Financial Position	Annual review of PC section of website
August			
September	3	Review latest Bank Balances and Financial Position	Raise input for next financial year plan
			Annual review of PC assets
			Annual review of Insurance
October			Prepare draft financial plan/ budget for forthcoming year
November	4	Review latest Bank Balances and Financial Position	
		Discuss financial plan / budget for forthcoming year	
December			
January	5	Review latest Bank Balances and Financial Position	Submit Precept requirement
		Agree Precept.	
		Agree and Publish Budget for following year	
		Review Councillor Responsibilities	
February			
March	6	Agree date and Agenda for Annual Parish Meeting	
		Discuss current year draft financial summary report	
		End of Year Actions – All	
		Review Data Retention Compliance	
		Review and Agree Governance Documents	