# KEY TASKS YEAR PLANNER

## Clerk’s Year 2018 - 2019

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| MONTH | WEEK | ACTION | FOR | COMPLETED |
| MAY | 1 | Election? (4 year cycle) | Members standing for re-election | N/A |
|  | 1 | Finalise Independent Audit | Clerk | YES |
|  | 1 | Full bank reconciliation | Clerk | YES |
|  | 2 | Annual Council Meeting | Full Council | YES |
|  | 2 | Acceptance of office forms | All members | YES |
|  | 2 - 6 | Register of interest forms | All members | YES |
|  | 2 | Complete Governance Statement | Full Council | YES |
|  | 2 | Complete statement of Accounts | Clerk / Full Council | YES |
|  | 2 | Review committee members | Full Council | YES |
|  | 2 | Policy docs review, including Financial Regulations | Council / Committee | YES |
|  | 2 | Review Cllrs on external bodies | Full Council | YES |
|  | 2 | Confirm General Power of Competence | Full Council | N/A |
|  | 2 | Review / confirm insurance | Full Council | YES – 3 year agreement |
|  | 2 | Appoint Financial Spot Checker for year (not a cheque signatory) | Council / Committee | Review |
|  | 2 | Arrange Councillor Internal control check (April) | Appointed member | Outstanding |
|  | 2 | Review the effectiveness of the system of internal control | Full Council | Review |
|  | 3 - 4 | Annual Parish Meeting | Chair/Clerk | YES |
|  | 4 | Councillor Induction | New members | YES |
|  | 4 | Prepare payroll & pension return | Clerk | YES |
|  | 4 | Payments list for approval | Clerk | YES |
|  | 1 – 2 | Handover sealed record of computer PINs / passwords to new Chair | Clerk | Outstanding |
|  |  | Arrange for bank statements to be sent to new Chair | Clerk | Is this required? |
|  | 4 | Bank income | Clerk | YES |

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| MONTH | Week | Action | For | Completed |
| JUNE |  | Annual Return send to auditors | Clerk | YES – 5 July |
|  |  | Check / update bank mandate & signatories | Full Council | Review |
|  |  | Plan training needed | Council | YES |
|  |  | Review policy docs | Council / Committee | YES |
|  |  | Organise strategy meeting | Clerk / Full Council | 12 Nov |
|  |  | Publish as per Transparency code | Clerk | YES |
|  |  | Quarterly finance statement | Clerk / Finance | YES |
|  |  | Arrange Councillor Internal control check | Clerk / checker | YES – T Ryan |
|  |  | VAT. Quarterly return | Clerk | YES |
|  | 4 | Prepare payroll & pension return | Clerk | YES |
|  | 4 | Payments list for approval | Clerk | YES |
|  |  | Bank income | Clerk | YES |
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| JULY |  | Audit annual play area check | Clerk | YES |
|  |  | Give notice of electors rights | Clerk | YES |
|  |  | Write up strategic plan & approve | Clerk / Council | Move to Nov/Dec |
|  | 4 | Payroll & pension return | Clerk | YES |
|  |  | Payments list for approval | Clerk | YES |
|  |  | Bank income | Clerk | YES |
|  |  |  |  |  |
| AUGUST |  | Arrange holiday cover | Clerk | YES |
|  |  | Clear filing of docs not required to store | Clerk | Outstanding –AC out of hours |
|  |  | Prepare policy doc review | Committee | Outstanding - RH |
|  | 4 | Payroll & pension return | Clerk | YES |
|  |  | Payments list for approval | Clerk | YES |
|  |  | Bank income | Clerk | YES |
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| MONTH | WEEK | ACTION | FOR | COMPLETE |
| SEPTEMBER |  | Prepare Quarterly Finance statement | Clerk / Finance |  |
|  |  | Decide timing for budget preparation | Clerk / Council |  |
|  |  | Book last quarter training | Council / clerk |  |
|  |  | VAT Quarterly return | Clerk | Due 22/10 |
|  |  | Put up notices for completed audit notice | Clerk | INTERIM CERTIFICATE |
|  |  | Arrange Councillor internal control check | Clerk / checker |  |
|  | 4 | Payroll & pension return | Clerk | YES |
|  |  | Payments list for approval | Clerk | YES |
|  |  | Bank income | Clerk | YES |
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| MONTH | WEEK | ACTION | FOR | COMPLETED |
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| OCTOBER |  | Review of website | Clerk |  |
|  |  | Draft budget to committees for review / proposals | Committees |  |
|  |  | Appoint Independent Auditor | Full Council | YES – S Hackett |
|  |  | PAT testing | Clerk |  |
|  | 4 | Payroll & pension return | Clerk |  |
|  |  | Review salary & pension budgets | Finance committee |  |
|  |  | Payments list for approval | Clerk |  |
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| NOVEMBER | 2 | Strategic Planning - 3 year forecast (consider receipts & payments & reserves & potential funding sources) | Clerk / Full council |  |
|  |  | Plan Xmas notices | Clerk |  |
|  |  | Plan events calendar for next year | Clerk / Committee |  |
|  | 3 | Start to collate budget | Clerk |  |
|  | 4 | Hold meeting of councillors on proposed budget | Council |  |
|  |  | Review equipment replacement | Clerk / Council |  |
|  |  | Collect quotes needed for budget | Clerk |  |
|  | 4 | Payroll & pension return | Clerk |  |
|  |  | Payments list for approval | Clerk |  |
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| MONTH | WEEK | ACTION | FOR | COMPLETED |
| DECEMBER |  | Send Xmas cards | Clerk |  |
|  |  | Organise Xmas event | Clerk |  |
|  |  | Check reserves and contingencies | Clerk / Finance |  |
|  | 3 | Organise early payroll | Clerk |  |
|  |  | VAT quarterly return | Clerk |  |
|  |  | Initial agreement to precept | Full Council |  |
|  |  | Plan PR letter to community on precept | Clerk |  |
|  |  | Staff Appraisals | Clerk / Staffing committee |  |
|  |  | Complete budget | Clerk |  |
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| MONTH | WEEK | ACTION | FOR | COMPLETED |
| JANUARY |  | Final agreement of budget | Full Council |  |
|  |  | Final agreement of Precept | Full Council |  |
|  |  | Post precept request to Collection Authority | Clerk |  |
|  |  | Plan for election if needed |  |  |
|  |  | Clear as many staff holidays before year end, as possible |  |  |
|  |  | Plan future years meeting dates | Clerk |  |
|  |  | Review Financial Risk Assessment | Finance |  |
|  | 4 | Payroll & pension return | Clerk |  |
|  |  | Payments list for approval | Clerk |  |
|  |  | Review investment strategy & policy | Finance |  |
|  |  | Review reserves strategy | Finance |  |
|  |  | Review all fees & charges | Full Council |  |
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| MONTH | WEEK | ACTION | FOR | COMPLETED |
| FEBRUARY |  | Start to chase outstanding payments before year end | Clerk |  |
|  |  | Start to write tenders | Clerk |  |
|  |  | Review contracts | Clerk / Committee |  |
|  |  | Review DD and standing orders | Finance |  |
|  |  | Review Committee structure | Council |  |
|  |  | Arrange servicing of mowers / strimmers etc | Clerk |  |
|  |  | Diarise any annual safety checks | Clerk |  |
|  |  | Arrange internal audit visits | Clerk |  |
|  | 4 | Payroll & pension return | Clerk |  |
|  |  | Payments list for approval | Clerk |  |
|  |  | Undertake annual check of stores & equipment | Clerk |  |
|  |  | Undertake health & safety inspections of assets | Clerk |  |
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| MARCH |  | Send all invoices where possible | Clerk |  |
|  |  | Plan Annual Parish Meeting – invite speakers | Clerk / Chair |  |
|  |  | Plan Annual Council meeting | Clerk |  |
|  |  | Check Annual return rec’d | Clerk |  |
|  |  | Review end of year jobs and timing | Clerk |  |
|  |  | Ensure meeting date to approve accounts date | Clerk |  |
|  |  | Prepare for PAYE year end | Clerk |  |
|  |  | Review and update all risk assessments | Clerk / Council |  |
|  |  | Prepare DD and Standing order list for pre- approval | Clerk |  |
|  |  | Prepare for election if in election year | Council |  |
|  | 4 | Payroll & pension return | Clerk |  |
|  |  | Payments list for approval | Clerk |  |
|  |  | Advertise Community Awards scheme | Clerk |  |
|  |  | Identify any bad debts, report to Full Council for writing off within the year | Clerk / Full Council |  |
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| MONTH | WEEK | ACTION | FOR | COMPLETED |
| APRIL | 1 | Prepare new councillor packs if in election year | Clerk |  |
|  | 1 | Finalise Annual Parish Meeting arrangements | Clerk |  |
|  | 2 | Book meeting venues for year | Clerk |  |
|  | 2 | VAT quarterly report | Clerk |  |
|  | 3 | Finalise annual accounts | Clerk |  |
|  | 2 | Full bank reconciliation | Clerk |  |
|  | 2 | Review asset list and maintenance / update asset register | Clerk |  |
|  | 3 | Ask for nominations for Committees, Chair and Vice Chair | Chair |  |
|  |  | Check all Trustee / Charity reports / accounts | n/a |  |
|  |  | Year end payroll | Clerk |  |
|  |  | Year end pension reports | Clerk |  |
|  |  | Renew payroll software license | Clerk |  |
|  | 1 - 4 | Prepare, print & deliver Annual Report | Clerk / printer / volunteers staff |  |
|  |  | Prepare list of regular payments for review / approval | Clerk |  |
|  |  | Print P60 s | Clerk |  |
|  |  | Payments list for approval | Clerk |  |
|  |  | Review memberships of outside bodies & renew subscriptions | Clerk / Council |  |
|  |  | Consider Community awards nominations | Council |  |
|  |  | Arrange certificates / awards; invite winners to attend APM | Clerk |  |
|  | 2 | Prepare/authorise list of regular payments (salaries, PAYE, Pensions, etc & maintenance contracts) for the year, subject to confirmation to next meeting of council | Clerk / Full Council |  |
|  |  | Review variable direct debit arrangements (at least every 2nd year) | Finance Committee |  |
|  |  | Review Standing order arrangements (at least every 2 years) | Finance Committee |  |
|  |  | Review approval of BACS / CHAPs payments (at least every 2 years) | Finance |  |