

## Review schedule

Frequency of review	Area/form of review
<b>Compliance</b>	Updating
Monthly	<ol style="list-style-type: none"> <li>1. All members verify payments list with invoices</li> <li>2. Payments approved included or appended to minutes</li> <li>3. Two members authorise payments or sign cheques</li> <li>4. Publication of minutes</li> <li>5. Declaration of interests</li> <li>6. bank reconciliation</li> <li>7. cash flow management</li> </ol>
Regularly: Period unspecified as event driven	<ol style="list-style-type: none"> <li>1. VAT refund claim</li> <li>2. change in code of conduct details</li> <li>3. insurance cover</li> <li>4. asset register</li> <li>5. risk assessments</li> </ol>
<b>Annually</b>	
March	<ol style="list-style-type: none"> <li>1. Insurance (bi annual) review, for renewal</li> <li>2. Internal audit</li> </ol>
April	<ol style="list-style-type: none"> <li>1. Statement of accounts</li> <li>2. Annual return</li> <li>3.. Formal insurance review</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Cllrs Register/Code of Conduct (as necessary)</li> <li>2. Acceptance of office</li> <li>3. Annual Parish Council meeting review of governance</li> <li>4. Year-End Annual External Audit Governance</li> </ol>
May - July	<ol style="list-style-type: none"> <li>1. Annual return completion</li> <li>2. Publication of unaudited year-end accounts</li> <li>3. Appointment of internal auditor</li> <li>4. Policy renewals/updates</li> </ol>
Sept - Dec	<ol style="list-style-type: none"> <li>1. Staff - recommendations for staff pay review for precept consideration</li> <li>2. Forward planning and resolving priorities for next financial year</li> <li>3. Precept/budget</li> </ol>