

### Yearly Financial Schedule ( as part of audit issues action plan 2017)

Audit areas	MONTH	MATTER	ACTION	Advise	Minute	Website
	January	Budget and Precept	Draft budget -set precept		yes	yes
<b>2</b>	February	Fixed Asset	Review and present update asset		yes	yes
		Annual Risk Management	Receive, review and approve		yes	
		Internal Auditor Appointment	Appoint Int. Auditor to complete Int.Audit by end of May at the latest with condition that s/he must advise Clerk and Mayor if due to unforeseen circumstances, this deadline will not be met.		yes	
	March/April	Annual Return receipt	Town Council advised of receipt of Annual Return	yes		
		Interim Audit	Interim audit completed when income/expenditure over 200K	yes		
	May	Year end accounts	To receive and approve year end accounts		yes	yes
	June	Internal Auditor report	To receive and note ( action if necessary) the Internal Auditor's report		yes	yes
		Annual Return	To approve the Annual Return Governance Statement and Accounting Statements		yes	
<b>1 and 5</b>	by 30th June		Clerk to advise Councillors of date the Annual Return has been submitted			
<b>6</b>	June/July	Notice of Electors Rights	Notice of electors rights published on website with Annual Return Governance Statement and Accounting Statements advising that accounts are available for public inspection			yes
			This period should start on the following day which must include the first 10 working days of July - copy of notice retained on file			
<b>4</b>	July /Aug	Enquiries	RFO to deal with any enquiries from External Auditors			
	Sept	Notice of completion	To be posted on STC website by 30th Sept			yes
<b>3</b>	Sept/Oct	External Auditor's Report	The report and opinion to be presented to the Council at the next meeting		yes	yes

email
email
email
2017