

Longdon Parish Councils Calendar

Month	Key Event / Trigger	Action	Notes
April	End of Financial Year	VAT Claim to be made using Form 126 – council to see claim prior to sending off Accounts to be presented to April Parish Council meeting Annual Parish Assembly to be held	Clerk and Chair of F&GP to develop before putting to Council Clerk and Chair of F&GP to develop before putting to Council Councillors to lead on this event
May	Annual Return	Post Notice of Audit Annual Parish Council Meeting Standing Orders/ Financial Procedures and Risk Assessment to be amended and ratified at F&GP then at full council	Clerk to post on website and notice boards Ensure F&GP have time to consider docs before presenting to full council
June		Complete Annual Return Grants to be heard this month Monthly council meeting must approve the Annual Meeting minutes Approve Internal Auditor through full council	Once Notice of Audit time has expired, Clerk to submit AR
July		Invoices for Longdon Life	Clerk to issue working with Glenys
August			
September	Internal Auditor	Meet with Internal Auditor Auditors Notice of Completion to be posted H&OS to prepare plans for forthcoming years' work.	Clerk to meet with Internal Auditor Chair of H&OS to lead
October	Internal Auditors Report	Clerks Annual Review to take place Report from Internal Auditor to go to full council	

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November		Grant to be heard this month Invoices for Longdon Life	
December		Precept Preparation to take place in F&GP	
January	Budgets Precept Request	Monthly council meeting to agree budget Approval of Precept and Precept application to be made	Clerk and Chair of F&GP
February		Preparation and planning for Annual Parish Assembly	Councillors to lead on this event
March		Grants to be heard this month Apply for Best Kept Village Competition Invoices for Longdon Life	