



Sprotbrough and Cusworth Parish Council

Goldsmith Centre, 259 Sprotbrough Road,

Sprotbrough, Doncaster, DN5 8BP

T: (01302) 788093 E: sprotcuspc@btconnect.com

www.sprotbroughandcusworthparishcouncil.gov.uk

Monthly Finance Agenda Items

IF NECESSARY, TO RECEIVE AND APPROVE ANY REVISED BUDGETARY REQUIREMENTS AT ANY MEETING

April

1. Schedule of Accounts and Payments Due
2. To consider any request for S137 funding

May – Annual Meeting

1. Schedule of Accounts and Payments Due
2. Review of Bank Signatories and agree DD/SO arrangements for the year
3. Appoint one non-signatory member to verify Bank Reconciliations
4. To receive and approve Petty Cash Reconciliation for year ending 31st March 2021
5. To receive Year End Report from Internal Auditor
6. To receive and approve the Governance Statement on AGAR
7. To receive and approve the Accounting Statement in AGAR
8. To receive and approve Bank Reconciliation figures
9. To receive a copy of the Asset Register a at Year End 31st March 2021
10. To note the availability of the External Audit Return 2020/21 for Scawsby Community Centre
11. To consider any request for S137 Funding

June

1. Schedule of Accounts and Payments due
2. To consider any requests for S137 Funding
3. To receive and approve Bank Reconciliation figures to May 2021
4. To receive and approve Bank Reconciliation verification to March 2021
5. To receive and approve Budgetary Control Statement ending May 2021

July

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding

September

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding
3. To receive and approve Bank Reconciliation figures to August 2021
4. To receive and approve Bank Reconciliation Verification to June 2021
5. To receive and approve the Budgetary Control Statement ending August 2021
6. To receive and approve the External Auditor report

October

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding

November

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding
3. To receive and approve Bank Reconciliation figures to October 2021
4. To receive and approve Budgetary Control Statement ending October 2021
5. To receive and approve Bank Reconciliation Verification to September 2021

December

1. Schedule of Accounts and Payments due
2. To consider any request for S137 Funding
3. To consider a draft budget and set a precept for 2022

January

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding
3. To receive and approve Bank Reconciliation figures to December 2021
4. To receive and approve Budgetary Control Statement ending December 2021

February

1. Schedule of Accounts and Payments due
2. To consider any request for S137 Funding
3. To receive and approve Internal Auditor Report (1/2 yearly)

March

1. Schedule of Accounts and Payments due
2. To consider any request for S137 funding
3. To consider the appointment of the Internal Auditor and agree for 2021/22
4. To consider the level of Fidelity Bond Guarantee for Members and Officers
5. To review the Internal Audit Plan as per Audit Governance Regulations
6. To receive and approve Bank Reconciliation figures to February 2022
7. To receive and approve Budgetary Control Statement ending February 2022
8. To receive and approve risk management assessments 2022
9. To receive details of future contribution rates for SYPA

Approved 18th February 2021

