

ALL SAINTS PARISH COUNCIL - ACTION PLAN 2025-26 Revised 5th May 2025 and agreed AM22/25 (f)

ITEM	TOPIC	OBJECTIVE	ACTIONS REQUIRED	TIMESCALE	ACTION BY
1	Monthly Financials	Maintain the required financial controls to manage the Parish Council affairs	Completion of Monthly Cashbook Receipts & Payments and Bank Reconciliations	Monthly production and submission to the PC meetings for approval	Clerk L Ledingham with the support of Cllr G Fletcher as required
2	Monthly Financials	Vetting & approval of all expense items, validating receipts and confirming bank balances	Either by prior approval by Cllrs as per Standing Orders (major items), or approval within Standing Order regulations i.e. within agreed limits	Monthly throughout the financial year	Clerk L Ledingham with a approval by Cllrs
3	Quarterly Budget Monitoring	Produce Budget Monitoring reports to compare actual Receipts & Payments with Budget and identify variances and reasons for differences	Review quarterly to identify variances against Budget and investigate reasons and impact on full year position, implement any corrective actions required	Complete each Quarter	Clerk L Ledingham with the support of Cllr G Fletcher as required
4	Annual Precept	Calculation and working to prepare the Annual Precept submission in Jan each year	Analyse the Budget Monitor to date (probably Nov) estimate Qtr3 to end Dec & Qtr4 (Jan-Mar) to forecast position at financial Year End, then forecast the anticipated position for the following financial Yr	Process starts in November each year and is completed for Jan PC meeting for approval before being sent to EDDC by mid January	Clerk L Ledingham with the support of Cllr G Fletcher as required
5	Year End Financials and AGAR	Produce Year End Cashbook & reconciliations to produce the annual AGAR statement & return	Complete Year End Cashbook and bank rec, complete Year Budget Monitor & Draft AGAR Complete AGAR statements & send to External Auditor for monitoring & approval, deal with any queries raised by Auditor or Parishioners	By the end of June	Clerk L Ledingham with the support of Cllr G Fletcher as required
6	Arrange for Audit of Accounts	Confirm and arrange for Independent Auditor	Depending upon Receipts & Payments incurred during the Financial Year, if below £25K then apply for exemption from an External Audit and arrange an Internal Auditor	After the completion of the Year End Accounts with completion by end of June each year	Clerk L Ledingham to organise with approval by Cllrs

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7	Transparency of Accounts	Make Accounts etc. available for review by Public for specified period	All Financial Information has to be displayed publicly (website) for a specified period so that members of the public can view and comment on the information available	After completion of the AGAR statements, a specific date must be set for specific period for public viewing	Clerk L Ledingham to organise with confirmation of dates by Cllrs
8	Review of Financial Policies	Review Standing Orders & Financial Regulations, Internal Controls, Risk Management Plan,	All policies need to be reviewed and updated where appropriate annually and approved by Councillors	On an annual basis throughout the financial year	Clerk L Ledingham with the support of Cllr G Fletcher as required and approved by Councillors
9	Review of Procedures	Review and amendments of Internal Procedures	Review of detailed procedure documentation used by Clerk to complete the preparation of Cashbook and other financial processes	On an annual basis after the Audit	Clerk L Ledingham with the support of Cllr G Fletcher as required
10	Update of Website	Ensure the timely updating of the Website with relevant financial information	After completion of the monthly Cashbook and financial information, to provide the Webmaster with the required information to post on Website	Monthly during year	Clerk L Ledingham with the support of Cllr J Adams (Webmaster)