

North Mundham Parish Council Audit Plan

TASK	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	BIANNUAL
Review Risk Assessment								√					
Review Financial Risk Assessment								√					
Carry out all general Risk Assessments			√										
Review Insurance at renewal								√					
Asset Register Updated								√					
Financial Scrutiniser Review Accounts						√							
RFO Prepare end of year accounts	√												
Internal Audit		√											
Annual Governance Report		√											
Annual Return		√											
Review Internal Audit Terms of Reference		√											
Review of Effectiveness of Internal Audit		√											
Appointment of Internal Auditor		√											
Appointment of Responsible Financial Officer		√											
Appointment of Financial Scrutiniser		√											
Review of Standing Orders													√
Review of Financial Regulations												√	
Review of Staff Pay Scales (NJC Scales)						√							
Clerk's Appraisal	√					√							
Employment Committee Meeting						√							
Preparation of Annual Budget													
Monitor Budgets	√	√	√	√		√	√	√	√	√	√	√	
Transparency Act - upload data			√			√			√			√	

Prepared by Louise Chater, Clerk & Responsible Financial Officer.

Signed: _____

Chairman North Mundham Parish Council

Dated: _____