

### Priority Budget Setting Timescales

Month	Financial	Grant Process	Parish Council Business
April	Accounts for year ended 31st March to be prepared	Invite previous recipients of grants to Annual Parish Meeting in May to update the PC on their achievements. Submission could be by written report or in person at the May meeting	1st April deadline for grant applications for the next Financial year.
	Accounts to be submitted to Internal Auditor		
	Precept received from CW&C	Invite new grant applicants to Parish Council Monthly Meeting in May to answer any questions PC might have	
May	PC yearly balance sheet to be submitted to External Auditor	Previous recipients of grants to update the PC at the Annual Parish Meeting on what has been achieved. (By written report or in person.)	Annual Parish Meeting and AGM
	Council to accept and sign Annual Return and Statement of Assurance for External Audit	New grant applicants to answer at May Monthly Meeting any questions PC might have	
	Parish Council to review all financial procedures	PC to consider grant requests and decide on amount of award for current financial year	
	Confirm Clerk appointment as Financial Officer		
	Parish Council to approve Clerks salary		
June	Council to accept and sign Annual Return and Statement of Assurance for External Audit		Consider Photograph opportunities to promote Parish Council activities
	Grants paid to organisations for new financial year		
	Review and take action on Internal Auditor's Report		
	Audited accounts accepted by PC		
July	Review and take action on External Auditor's Report and independent Audiors Report		
August			
September	6 month review of accounts		Consider business priorities and projects for next financial year
October			Construct outline plans and draft budgets for proposed business priorities
November			Establish final budgets and plans for proposed business priorities
December			Agree business priorities and projects for next financial year
January	Set budget for the next financial year		
	Set precept for the next financial year		
	Precept amount to be submitted to CW&C		
February			
March	Internal Auditor to be appointed	Deadline for the reception of grant request forms from residents for the following financial year	