Cyngor Tref
Rhuddlan
Town Council

Town Clerks Financial Responsibilities

1. Preparation of annual financial budgets
2. Maintain accurate records of all income and expenditure
3. Submit reports to Town Council:
    a. Monthly payment listing for authorisation
    b. Quarterly reconciliation
4. Prepare the statutory annual audit report, and work with the internal and external auditor.
5. Prepare salaries, pension, PAYE payments in co-operation with payroll Sage
6. Maintain the Rhuddlan Charity Account
7. Prepare and send Annual VAT report
8. Prepare and pay Councillors Allowance
9. Prepare statutory return to Charity Commission.
10. Ensure sound financial processes

Annual Financial timetable of actions - attached

ANNUAL FINANCIAL TIMETABLE OF ACTIONS

Action	Timescale
Preparation of **Draft Budget** for consideration and approval by the Council to include an assessment of reserves.	Meet early in January but may be worth considering meeting in December as DCC want this information mid Jan for submission of the precept.
To notify DCC of the **precept** requirement.	This will vary depending on the submission date notified DCC. Usually middle of January.
To prepare **budget monitoring reports** to ensure that the Council is informed about income and expenditure levels linked to approved budget headings.	Reports be submitted for September meeting and in January when looking at budgets.
To prepare quarterly **bank reconciliations** during the year to ensure that the Council is aware of the up to date financial position accounting for income and expenditure not yet accounted for in monthly bank statements.	To be undertaken on a quarterly basis.
To receive the **annual return** form from the External Auditors.	The form is usually sent by External Auditors in early April.
To close, balance and reconcile the cash book, update the schedule of assets and liabilities and file all supporting documentation in a logical order (e.g. invoices, quotations received, payroll records).	This is a financial requirement and all records will need to be made available for the Internal Auditor.
Arrange for the **Internal Auditor** to receive the accounting records and to complete the audit in enough time so that the Council can respond to. Complete the Governance section of the Annual Return and approve the accounts by no later than 30 June.	The Internal Auditor should be independent and objective and have the necessary experience to undertake the audit. The auditor should also be issued with a letter of engagement when first appointed by the Council. The auditor will provide a report for consideration by the Council.

Action	Timescale
The **RFO to certify the accounting statements** and the Council to approve the annual return by no later than 30 June and the completed return with the requested supporting information to be sent to the External Auditors by no later than 10 July or as required by the External Auditors.	As stated under Action column.
Display notice of public inspection rights based on the requirements specified by the External Auditors.	The timescale will be set by the External Auditors.
When the External Auditors have completed the audit, they will send the annual return with their completed audit certificate which will be an unqualified or qualified audit. They may also make recommendations for the Council's attention. The RFO must ensure that the response of the External Auditors is submitted to the Council for its consideration. The External Auditor will provide guidance on the publication of the completed audit report. **A copy of the Annual Return should be uploaded on to the Council's website.**	The Town Council to consider the report of the External Auditors and a timescale to implement recommendations.