



**ACKWORTH PARISH COUNCIL**  
SCHEDULE OF FINANCIAL/AUDIT RESPONSIBILITIES

REQUIREMENT	AREA	FREQUENCY	OWNER
VAT Return	Financial	Quarterly	RFO
Payroll	Financial	Monthly	Clerk
Payroll Year End	Financial	Annually	Clerk
Pension Month End	Financial	Monthly	Clerk
Pension Year End	Financial	Annually	Clerk
Month End	Financial	Monthly	RFO
Year End	Financial	Annually	RFO
Interim Internal Audit	Audit	Annually	External/Clerk
Internal Audit	Audit	Annually	External/Clerk
External Audit	Audit	Annually	External/Clerk
AGAR Submission	Financial/Audit	Annually	External/RFO
Notice of Public Rights of Inspection	Audit	Annually	RFO/Clerk
AGAR Conclusion	Audit	Annually	RFO/Clerk
Payments over £500	Financial/Audit	Quarterly	Clerk
Agendas, Summons & Meetings	Audit	Scheduled - Vary	Clerk
Financial Reporting to Council	Financial	Monthly	Clerk/Council
Investment(s) Credit Rating Review	Financial	Bi-Annually	RFO/Council
Investment(s) Review	Financial	Annually	RFO/Council
Budget Review & Monitoring	Financial	Quarterly	RFO/Council
Budget Preparation	Financial	Annually	RFO/Council
General & Ear Marked Reserves Review	Financial/Audit	Annually	Council
Precept Submission	Financial	Annually	RFO
Expenditure Vs Budget Review	Financial	Monthly	Clerk



Internal Checks	Financial	Quarterly	Councillor (F&GP)
Internal Checks	Financial	Quarterly	Clerk / Councillor (Personnel)
Internal Controls Review	Audit	Monthly	Clerk
Risk Assessment	Audit	Annually	Council
Insurance Review	Audit	Annually	Council
Fire Safety Inspection	Audit	3-5 Years	Council
Health & Safety Inspection	Audit	Annually	Council
Independent Playground Inspection	Audit	Annually	Council
PAT Testing	Audit	Annually	Council
Asset Register	Audit	Annually	Council
The provision of services being carried out under agency/partnership agreements with principal authorities	Audit	Annually	Council
Chair & Vice Chair Review	Audit	Annually	Clerk
Chairs Allowance	Audit	Annually	Council
Membership Review	Audit	Annually	Council
Terms of Reference Review	Audit	Annually	Council
Standing Orders Review	Audit	Annually	Council
Financial Regulations Review	Audit	Annually	Council
Code of Conduct Review	Audit	Annually	Council
Set Policy Review	Audit	Annually	Council
Subscription Review	Audit	Annually	Council
Delegated Authority	Audit	Annually	Council
Charge Rates Review	Audit	Annually	Council
Cemetery Headstone 'Topple' Testing	Audit	5 years	Council
Tree Hazard Assessments	Audit	3 years	Council
Legionella	Audit	Monthly	Staff

*\*Please Note: The above table depicts formal requirements only, additional best practice responsibilities such as litter picking parks are completed on a separate schedule to the above.*