

Appendix A – Schedule of Tasks

April	Prepare accounts for audit
May	Asset Register prepared for Audit
June	Sign off accounts before sending to external auditor CIL Annual report to MSDC
July	Review insurance in preparation for renewal
September	External audit should be complete
October	Safety inspection of trees
November	Begin budget for next year Review subscriptions as part of budget preparation Set dates and book room for next year's meetings
December	Review the following policies Reserves Lone Worker Data Protection Safeguarding Equality and Diversity Health and Safety Complaints Procedures Press and Media
January	Complete budget Submit precept form
February	
March	Review Standing Orders Review Financial Regulations Review the following: Subject Access Request Policy Procedures for dealing with data breaches Data Retention and Disposal Policies.