HORNDEAN PARISH COUNCIL
ANNUAL GOVERNANCE & ACCOUNTABILITY PLAN

TASK	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	BIANNUAL
Review Risk Management Scheme			✓										
Carry out all general Risk Assessments			✓	✓									
Annual RoSPA inspection		✓											
Review Insurance at renewal					✓	✓							
Asset Register updated	✓												
Internal Scrutiny Member review accounts				✓						✓			
Complete Year End Processes	✓												
Approve Year End Accounts		✓											
Internal Auditor Report	✓						✓						
Annual Governance Report		✓											
Annual Governance & Accountability Return		✓											
Review Internal Audit Terms of Reference												✓	
Review Effectiveness of Internal Audit												✓	
Review Internal Control Policy												✓	
Meeting Calendar for following year		✓										✓	
Appointment of Internal Auditor		✓											
Appointment of RFO		✓											
Appointment of Internal Scrutiny Members		✓											
Note S.137 Spending Limit		✓											
Review Standing Orders						✓							
Review Financial Regulations						✓							
Review Staff Appraisals & SCPs (NJC Scales)							✓						
Preparation of Annual Budget						✓	✓	✓					
Budget Monitoring			✓			✓			✓			✓	
Data Audit									✓	✓			

Prepared by Becky White, Clerk & Interim RFO. Adopted 9th March 2026, Review Date: Jan/Feb 2027