

BUDGET PROCESS TIMETABLE 2015/16

DATE DUE	ACTION	RESPONSIBLE OFFICER
SEPTEMBER		
10 th	CMT – Considers the draft Medium Term Financial Strategy position	AT/JJ
12 th	Asset Management Group – considers capital bids process	PR/JJ
22 nd	Tenant Liaison Panel – considers potential HRA bid opportunities	PR
OCTOBER		
9 th	Executive Board considers <ul style="list-style-type: none"> • Medium Term Financial Strategy • Corporate Plan process 	CMT CMT
29 th	CMT – Half Year review	SL/RS/DB/SC/ RH
NOVEMBER		
3 rd	Asset Management Group – Considers capital bids	PR/JJ
5 th	CMT – Fees & Charges	NC
10 th	Performance & Resources OSP considers: Half Year Review	JJ/Acc
12 th	CMT – Capital Bids	PR/JJ
13 th	Executive Board considers: <ul style="list-style-type: none"> • Half Year Review – GF/HRA/ Capital • Treasury Management/ Prudential Indicators • Reserves 	JJ/Acc SC JJ/Acc
19 th	CMT considers base budgets, HRA, revenue developments, potential savings	JJ/CMT
26 th	CMT considers fees & charges, GF, HRA, revenue developments, savings	AT/JJ/Acc
Late Nov early Dec	Budget Workshop events	
Late Nov early Dec	Funding Announcement	
DECEMBER		
4 th	Executive Board determines:- <ul style="list-style-type: none"> • Fees and Charges • NNDR1 	JJ/Acc MW/CM
10 th	CMT – GF, HRA, Capital, Collection Fund Surplus, CTax base, Rent Increase	TC/RS/DB/RH
19 th	Tenant Liaison Panel – Training session on HRA budgets	PR/TC/DB
JANUARY		
15 th	Executive Board determines Target Budgets after considering:- <ul style="list-style-type: none"> • Base Budgets (summaries) • Local scheme for Council Tax Support • Collection Fund Surplus • Council Tax base • Revenue developments • Schedule of possible savings 	AT/JJ MW/CM SC MW/CM CMT CMT

15 th -23 rd w/c 19 th w/c 19 th 19 th	<ul style="list-style-type: none"> • Draft Capital Programme Budget Briefing for Political Groups Consultation with Council Taxpayers Consultation with Business Ratepayers Performance & Resources OSP (all members invited) considers: <ul style="list-style-type: none"> • Target Budgets • Growth and Savings 	PR/JJ/ Acc CMT Policy Board JJ/AT JJ/AT
21 st	CMT: Draft budgets - General Fund/ HRA/ Capital	JJ/AT
FEBRUARY		
2 nd 12 th	Tenant Liaison Panel – consider HRA budgets and rent increase Executive Board considers:	
	<ul style="list-style-type: none"> • Projected Outturn 2013/14 (3rd Quarter review) • Draft General Fund Budget 2014/15 and Forecasts 2015/16 to 2016/17 • HRA Draft Budget 2014/15 to 2016/17 • Capital Programme 2014/15 to 2016/17 • Reserves Statement • Risk Assessment • Council Tax levels • Treasury Management Strategy (inc Prudential Indicators) 	TC/RS/DB/RH AT/JJ/Acc TC/Acc TC/Acc TC/NC/JS TC TC/Acc SC
13 th 26 th	Council Tax leaflet draft established Council approves:	Acc/CStrat
	<ul style="list-style-type: none"> • Budgets • Council Tax Levels • Treasury Management & Investment Strategy 	
26 th	Finalise Council Tax leaflet	Acc/CStrat

Key to abbreviations

CMT	Corporate Management Team
SMT	Senior Management Team
GF	General Fund
HRA	Housing Revenue Account
OSP	Overview and Scrutiny Panel
ACC	Accountants