

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No

meeting date: 22 SEPTEMBER 2009
title: TIMETABLE FOR BUDGET SETTING
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform you of the timetable for setting the 2010/11 budget.

2 BACKGROUND

2.1 Part of our Corporate Governance arrangements is to set out clearly to both officers and members the Council's budget timetable.

3 BUDGET TIMETABLE

3.1 Attached at Annex 1 is a comprehensive timetable covering the main elements of the Council's budget setting progress together with key dates and responsibilities.

3.2 At the time of producing the timetable, the service planning process and timetable had not been finalised. As a result these dates have not been included within the plan at this stage.

3.3 As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

3.4 The timetable has been circulated to Service Managers and the Corporate Management Team.

4 RECOMMENDED THAT COMMITTEE

4.1 Approve the budget timetable.

FINANCIAL SERVICES MANAGER

PF48-09/LO/AC
14 September 2009

Budget Timetable 2010/11		Who?	When?
Task			
1	Consideration of Budget Forecast	Budget Working Group Policy and Finance Committee	15 September 2009 22 September 2009
2	Provision of Budget information for Service Plans	Accountants	Sept/Oct 2009
3	Review of Fees and Charges	Accountants / Accounting Technician / Service Managers	Sept/Nov 2009
4	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	21 September 2009
5	Completion of Recharge time allocation sheets	Service Managers/individual members of staff	2 October 2009
6	Calculation of Taxbase for council tax setting purposes for 2010/11	FSM/ Revenues Manager	30 October 2009
7	Send out Precept Letters to Parish Councils	Accounting Technician	13 November 2009
8	Finalise Revised Capital Programme for 2009/10	FSM/Capital Working Group	Mid November 2009

Budget Timetable 2010/11		Who?	When?
Task			
9	Calculate Capital Charges	Accountant - TH	Mid November 2009
10	Announcement of Provisional Settlement information from DCLG	DCLG	Mid to late November 2009
11	Identification of Growth Items/Savings and Efficiencies	Service Managers	November 2009
12	Send out Capital Scheme Pro Formas for completion by Service Managers	Financial Services Manager	30 November 2009
13	Final Calculations of Recharges	Accountants	30 November 2009
14	Consideration of Draft Medium Term Financial Strategy	Budget Working Group	December 2009
15	Assess Implications of Settlement for RVBC	DOR/FSM	Early Dec 2009
16	DOR to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	DOR	Early Dec 2009

Budget Timetable 2010/11		Who?	When?
Task			
17	Inform Members of Implications for RVBC of Settlement	DOR/FSM	Early December 2009
18	CMT to consider latest budgetary position	CMT	16 December 2009
19	BWG to meet to consider latest indications of 2010/11 budget	BWG	Mid December
20	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	FSM	Mid December
21	Finalisation of Draft Budget Reports	Accountants	18 December 2009
22	Agreement of Service Plans	Committees	January 2010
23	Deadline for receipt of parish precept letters	Accounting Technician	4 January 2010
24	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	FSM	Mid January 2010
25	Consideration of Budget Reports by Committees: Community Services Committee (Distribution 4 Jan 2010)	Service Committees	12 January 2010

Budget Timetable 2010/11		Who?	When?
Task			
26	Consideration of Budget Reports by Committees: Planning & Development Committee (Distribution 4 Jan 2010)	Service Committees	14 January 2010
27	Consideration of Budget Reports by Committees: Health & Housing Committee (Distribution 11 Jan 2010)	Service Committees	21 January 2010
28	Consideration of Budget Reports by Committees: Policy & Finance Committee (Distribution 18 Jan 2010)	Service Committees	26 January 2010
29	Meetings of Budget Working Group to consider budgetary recommendations to give Special Policy & Finance Cttee	BWG	Mid to late January 2010
30	Settlement Debate in Parliament		Late January, early February 2010
31	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council	DOR/FSM	9 February 2010
32	Provision of Financial Information for Council Tax Leaflet	FSM to Revenues Manager	Mid February 2010
33	Set up meeting with Industrialists to consider budget	PA to Director of Resources	February 2010

Budget Timetable 2010/11		Who?	When?
Task			
34	Receipt of Precept Letters from Major Precepting Authorities	FSM	1 March 2010
35	Full Council to agree Budget and set Council Tax	Members	2 March 2010
36	Inform Service Mangers of agreed Budget	Director of Resources, FSM & CMT	Mid March 2010
37	Entering of Approved Budget onto Financials system	Accountants	Feb/March 2010
38	Production of Budget Book	FSM	Mid March 2010