

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 27 SEPTEMBER 2011
title: TIMETABLE FOR BUDGET SETTING
submitted by: DIRECTOR OF RESOURCES
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1 PURPOSE

1.1 To inform you of the timetable for setting the 2012/13 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. As members will see from the timetable at Annex 1, part of the process is already underway.

3.2 Public services are facing increasingly uncertain times with regard to how they are funded and the services that they actually provide. As opposed to last year, the council does have an indication of what the provisional finance settlement for 2012/13 is likely to be. However, the actual provisional settlement announcement will not be made until around early December 2011, and will not be confirmed until early February 2012.

3.2 The timetable includes what are foreseen as being the most important tasks ahead. As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

3.3 The timetable will be circulated to Heads of Service and the Corporate Management Team.

4 CONCLUSION

4.1 The timetable has been set for the forthcoming budget setting period

4.2 You will see this timetable is considerably detailed and clearly indicates who is responsible for which actions. We have used our experience from last year's budget setting process to inform this year's deadlines. Again we intend to monitor when we actually achieve each individual task in order to inform future timetables.

HEAD OF FINANCIAL SERVICES

PF60-11/LO/AC
19 September 2011

Annex 1

Budget Timetable 2012/13		Who?	When?
Task			
1	Budget Working Group/Capital Working Group consider Forward Capital Programme	Budget Working Group/Capital Working Group	Tuesday 9 August 2011
2	Heads of service contacted for Capital Bids	Heads of Service	Wednesday 17 August 2011
3	Capital Bids to be returned from Heads of Service	Heads of Service	Monday 12 September 2011
4	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 12 September 2011
5	Budget Working Group Meeting: Capital Bids considered by Budget Working Group/Capital Working Group	Budget Working Group/Capital Working Group	Monday 19 September 2011
6	Consideration of Budget Forecast up to 2015/16	Policy and Finance Committee	Tuesday 27 September 2011
7	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 30 September 2011

Budget Timetable 2012/13		Who?	When?
	Task		
8	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	September to November 2011
9	Budget Working Group meeting:	Budget Working Group	Monday 17 October 2011
10	Finalise Revised Capital Programme for 2011/12	Head of Financial Services/All Heads of Service	Tuesday 18 October 2011
11	Calculate Capital Charges	Senior Accountant (TH)	Tuesday 18 October 2011
12	Calculation of Taxbase for council tax setting purposes for 2012/13	Head of Financial Services/ Head of Revenues and Benefits	Monday 31 October 2011
13	Consideration of Fees and Charges Report by Committees: Community Services Committee <u>(Date to Printing: Friday 28 October 2011. Distribution Monday 31 October 2011)</u>	Service Committees	Meeting Date: Tuesday 8 November 2011
14	Consideration of Fees and Charges Report by Committees: Planning and Development Committee <u>(Date to Printing: Friday 28 October 2011. Distribution Monday 31 October 2011)</u>	Service Committees	Meeting Date: Thursday 10 November 2011
15	Send out Precept Letters to Parish Councils	Accounting Technician	Friday 11 November 2011

Budget Timetable 2012/13		Who?	When?
	Task		
16	Final Calculations of all Recharges	Accountants	Monday 14 November 2011
17	Consideration of Fees and Charges Report by Committees: Health and Housing Committee <u>(Date to Printing: Friday 4 November 2011. Distribution Monday 7 November 2011)</u>	Service Committees	Meeting Date: Thursday 17 November 2011
18	Proposed Budget Working Group meeting: <i>Council Taxbase and Deficit, Forward Capital Programme</i>	Budget Working Group	Thursday 17 November 2011
19	Consideration of Fees and Charges Report by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 11 November 2011. Distribution Monday 14 November 2011)</u>	Service Committees	Meeting Date: Tuesday 22 November 2011
20	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	Early December 2011
21	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	Early December 2011
22	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2011

Budget Timetable 2012/13		Who?	When?
	Task		
23	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 14 December 2011
24	Budget Reports for All Committees completed and passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Friday 16 December 2011
25	Proposed Budget Working Group meeting:	Budget Working Group	Monday 19 December 2011
26	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December
27	Deadline for receipt of parish precept letters	Accounting Technician	Tuesday 3 January 2012
28	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid January 2012
29	Consideration of Budget Reports by Committees: Community Services Committee <u>(Date to Printing: Wednesday 21 December 2011. Distribution Tuesday 3 January 2012)</u>	Service Committees	Meeting Date: Tuesday 10 January 2012
30	Consideration of Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Wednesday 21 December 2011. Distribution Tuesday 3 January 2012)</u>	Service Committees	Meeting Date: Thursday 12 January 2012

Budget Timetable 2012/13		Who?	When?
	Task		
31	Proposed Budget Working Group <i>Revenue Budget and Capital Programme</i>	Budget Working Group	Monday 16 January 2012
32	Consideration of Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 6 January 2012. Distribution Monday 9 January 2012)</u>	Service Committees	Meeting Date: Thursday 19 January 2012
33	Proposed Special CMT to review budgets	CMT	Monday 23 January 2012
34	Consideration of Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 13 January 2012. Distribution Monday 16 January 2012)</u>	Service Committees	Meeting Date: Tuesday 24 January 2012
35	Settlement Debate in Parliament	Central Government	Early February 2012
36	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 27 January 2012. Distribution Monday 30 January 2012)</u>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 7 February 2012
37	Provision of Financial Information for Council Tax Leaflet	Head of Financial Services/ Head of Revenues and Benefits	Mid February 2012
38	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid February 2012

Budget Timetable 2012/13		Who?	When?
	Task		
39	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	Thursday 1 March 2012
40	Full Council to agree Budget and set Council Tax (Date to Printing: Friday 24 February 2012. Distribution Monday 27 February 2012)	Members	Meeting Date: Tuesday 6 March 2012
41	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid March 2012
42	Entering of Approved Budget onto Financials system	All Accountants	February/March 2012
43	Production of Budget Book	Head of Financial Services	Mid March 2012