

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 19

meeting date: 10 SEPTEMBER 2013
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 2014/15 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 continue to face 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 2014/15 is likely to be. The actual provisional settlement announcement is unlikely to be made until December 2013, and will not be confirmed until early February 2014.

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 previous 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

DIRECTOR OF RESOURCES

PF41-13/LO/AC
30 August 2013

Annex 1

Budget Timetable 2014/15 Task		Who?	When?
1	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 9 September 2013
2	Consideration of Budget Forecast up to 2016/17	Policy and Finance Committee	Tuesday 10 September 2013
3	Budget Working Group meeting: Fees & Charges and budget steer 2014/15	Budget Working Group	Tuesday 24 September 2013
4	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 27 September 2013
5	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	September to November 2013
6	Finalise Revised Capital Programme for 2013/14	Head of Financial Services/All Heads of Service	Friday 11 October 2013
7	Calculate Capital Charges	Senior Accountant (TH)	Tuesday 15 October 2013
8	Consideration of Fees and Charges Report by Committees: Community Services Committee <u>(Date to Printing: Friday 11 October 2013. Distribution Monday 14 October 2013)</u>	Service Committees	Meeting Date: Tuesday 22 October 2013
9	Budget Working Group meeting	Budget Working Group	Monday 28 October 2013
10	Calculation of Taxbase for council tax setting purposes for 2013/14	Head of Financial Services/ Head of Revenues and Benefits	Thursday 31 October 2013

Annex 1

Budget Timetable 2014/15 Task		Who?	When?
11	Consideration of Fees and Charges Report by Committees: Health and Housing Committee <u>(Date to Printing: Friday 18 October 2013. Distribution Monday 21 October 2013)</u>	Service Committees	Meeting Date: Thursday 31 October 2013
12	Consideration of Fees and Charges Report by Committees: Planning and Development Committee <u>(Date to Printing: Friday 25 October 2013. Distribution Monday 28 October 2013)</u>	Service Committees	Meeting Date: Thursday 7 November 2013
13	Send out Precept Letters to Parish Councils	Head of Financial Services/Accounting Technician	Friday 8 November 2013
14	Final Calculations of all Recharges	Accountants	Monday 11 November 2013
15	Consideration of Fees and Charges Report by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 1 November 2013. Distribution Monday 4 November 2013)</u>	Service Committees	Meeting Date: Tuesday 12 November 2013
16	Consider final Scheme for Local Council Tax Support and impact on taxbase	Director of Resources Head of Revenues and Benefits	End November
17	Proposed Budget Working Group meeting: Revenue Budget Latest Position	Budget Working Group	Monday 2 December 2013
18	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2013
19	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2013

Annex 1

Budget Timetable 2014/15 Task		Who?	When?
20	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2013
21	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 11 December 2013
22	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 13 December 2013
23	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2013
24	Deadline for receipt of parish precept letters	Accounting Technician	Monday 6 January 2014
25	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid January 2014
26	Consideration of Budget Reports by Committees: Community Services Committee <u>(Date to Printing: Friday 20 December 2013. Distribution Monday 6 January 2014)</u>	Service Committees	Meeting Date: Tuesday 14 January 2014
27	Proposed Budget Working Group <i>Revenue Budget and Capital Programme</i>	Budget Working Group	Wednesday 15 January 2014
28	Consideration of Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Friday 20 December 2013. Distribution Monday 6 January 2014)</u>	Service Committees	Meeting Date: Thursday 16 January 2014

Annex 1

Budget Timetable 2014/15 Task		Who?	When?
29	Proposed Special CMT to review budgets	CMT	Monday 20 January 2014
30	Consideration of Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 10 January 2014. Distribution Monday 13 January 2014)</u>	Service Committees	Meeting Date: Thursday 23 January 2014
31	Consideration of Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 17 January 2014. Distribution Monday 20 January 2014)</u>	Service Committees	Meeting Date: Tuesday 28 January 2014
32	Settlement Debate in Parliament	Central Government	Early February 2014
33	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 31 January 2014. Distribution Monday 3 February 2014)</u>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 11 February 2014
34	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid February 2014
35	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid February 2014
36	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	Friday 21 February 2014
37	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 21 February 2014. Distribution Monday 24 February 2014)</u>	Members	Meeting Date: Tuesday 4 March 2014

Annex 1

Budget Timetable 2014/15 Task		Who?	When?
38	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid March 2014
39	Entering of Approved Budget onto Financials system	All Accountants	February/March 2014
40	Production of Budget Book	Head of Financial Services	Mid March 2014