

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 12 SEPTEMBER 2017  
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 2018/19 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 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

PF41-17/LO/AC  
24 August 2017

## Annex 1

<b>Budget Timetable 2018/19 Task</b>		<b>Who?</b>	<b>When?</b>
<b>1</b>	Budget Working Group to consider draft Budget Forecast for 2018/19 to 2020/21	Director of Resources/Budget Working Group	Thursday 17 August 2017
<b>2</b>	Contact all Heads of Service with regard to Fees and Charges budget guidance provided from Budget Working Group	Head of Financial Services	Wednesday 23 August 2017
<b>3</b>	Invite all Heads of Service to submit new Capital Bids for the financial year 2022/2023 (Deadline for return Friday 29 September 2017)	Head of Financial Services	Wednesday 23 August 2017
<b>4</b>	Housing Benefit Mid-Year Estimate return to be submitted	Senior Accountant (AC)/Director Of Resources	Thursday 31 August 2017
<b>5</b>	Meetings arranged between Accountants, Heads of Service and Budget Holders to undertake in-depth review of Fees and Charges in order to maximise income	Accountants / Accounting Technician / Heads of Service	August to September 2017
<b>6</b>	Distribution of recharge time allocation sheets to service managers for purpose of calculating departmental recharges	Senior Accountants	Monday 4 September 2017
<b>7</b>	Consideration of Budget Forecast up to 2020/21 by Policy and Finance Committee	Policy and Finance Committee	Tuesday 12 September 2017
<b>8</b>	Finalise Revised Capital Programme for 2017/18	Head of Financial/Senior Accountant (AC) All Heads of Service	Thursday 21 September 2017
<b>9</b>	Calculate Capital Charges and distribute	Senior Accountant (TH)	Friday 22 September 2017
<b>10</b>	Request mid-year Business Rates forecast from Lancashire Business Rates Pool Members	Head of Financial Services/Lancs Business Rates Pool members	Friday 22 September 2017

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Budget Timetable 2018/19 Task		Who?	When?
11	<b>Budget Working Group meeting:</b> - Business Rates and New Homes Bonus	Budget Working Group	Wednesday 27 September 2017
12	Deadline for submission of Capital Bids for 2022/23 by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 29 September 2017
13	Deadline for completion of recharge time allocation sheets by all staff – All sheets to be in the Accounts Office by this date at the latest	Heads of Service/individual members of staff	Friday 29 September 2017
14	Calculation of Taxbase for council tax setting purposes for 2018/19	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 6 October 2017
15	<b>Proposed Budget Working Group meeting:</b> - Capital bids	Budget Working Group	Proposed Date of Wednesday 11 October 2017
16	Request VAT Shelter forecast for 2017/18 and 2018/19 from Ribble Valley Homes	Senior Accountant (AC)/Ribble Valley Homes	Friday 13 October 2017
17	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 6 October 2017. Distribution Monday 9 October 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 17 October 2017
18	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Health and Housing Committee</b> <b><u>(Date to Printing: Friday 6 October 2017. Distribution Monday 9 October 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 19 October 2017
19	Return of mid-year Business Rates forecast from Lancashire Business Rates Pool Members		Friday 20 October 2017
20	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Planning and Development Committee</b> <b><u>(Date to Printing: Friday 13 October 2017. Distribution Monday 16 October 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 26 October 2017

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21	Send out Precept Letters to Parish Councils (For return Friday 22 December 2017)	Head of Financial Services/Accounting Technician	Friday 27 October 2017
22	Final Calculations of ALL Recharges – This is the final deadline for the last recharge to be calculated	Accountants	Friday 3 November 2017
23	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Policy and Finance Committee</b> <b><u>(Date to Printing: Friday 27 October 2017. Distribution Monday 30 October 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 7 November 2017
24	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Licensing Committee</b> <b><u>(Date to Printing: Friday 3 November 2017. Distribution Monday 6 November 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 14 November 2017
25	Consideration of <b>Fees and Charges and Capital Reports</b> by Committees: <b>Economic Development Committee</b> <b><u>(Date to Printing: Friday 3 November 2017. Distribution Monday 6 November 2017)</u></b>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 16 November 2017
26	Finalise VAT Shelter budget for inclusion under Policy and Finance Committee and any associated movement in earmarked reserves	Senior Accountant (AC & TH) /Head of Financial Services/Ribble Valley Homes	Friday 17 November 2017
27	<b>Proposed Budget Working Group meeting:</b> - Taxbase and Capital Bids	Budget Working Group	Proposed Date of Wednesday 29 November 2017
28	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2017
29	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2017

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Budget Timetable 2018/19 Task		Who?	When?
30	Director of Resources to finalise council tax base	Director of Resources	December 2017
31	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 6 December 2017
32	Budget Reports for <b>ALL</b> Committees completed and passed to Director of Resources and Head of Financial Services for review	All Accountants/Head of Financial services/Director of Resources	Friday 8 December 2017
33	<b>Proposed Budget Working Group meeting:</b> - Consider Local Government Finance Settlement and latest budget position	Budget Working Group	Wednesday 13 December 2017
34	Calculate Collection Fund (Council Tax) Surplus/Deficit and apportion between Precepting Authorities	Director of Resources/Head of Financial Services	Mid December 2017
35	Anticipated publication of NNDR1 Return by Central Government	Director of Resources/Head of Revenues and Benefits	Mid December 2017
36	Deadline for return of parish precept letters	Parish Clerks/Accounting Technician	Friday 22 December 2017
37	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Community Services Committee</b> <b><u>(Date to Printing: Friday 15 December 2017. Distribution Monday 18 December 2017)</u></b>	Service Committees	Meeting Date: Tuesday 9 January 2018
38	<b>Proposed Budget Working Group</b> - Consider Overall Revenue and Capital Budget Position	Budget Working Group	Wednesday 10 January 2018
39	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Planning &amp; Development Committee</b> <b><u>(Date to Printing: Friday 15 December 2017. Distribution Monday 18 December 2017)</u></b>	Service Committees	Meeting Date: Thursday 11 January 2018

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Budget Timetable 2018/19 Task		Who?	When?
40	Proposed Special CMT to review Revenue and Capital budgets	CMT	Monday 15 January 2018
41	Notify Lancashire County Council, Police and Crime Commissioner Lancashire and Lancashire Combined Fire Authority of the Collection Fund (Council Tax) Surplus/Deficit and Taxbase	Head of Financial Services	Mid-January 2018
42	Final review of salaries budgets/vacancies, key income sources such as planning fees and any grant budgets in order to inform the budget report to Special Policy and Finance Committee on any budget changes required since service committees reports produced.	All Senior Accountants/Head of Financial Services/Director of Resources	Monday 15 January 2018
43	<b>Proposed Budget Working Group</b> - Consider Overall Revenue and Capital Budget Position	Budget Working Group	Wednesday 17 January 2018
44	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Health &amp; Housing Committee</b> <b>(Date to Printing: Friday 5 January 2018. Distribution Monday 8 January 2018)</b>	Service Committees	Meeting Date: Thursday 18 January 2018
45	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Policy &amp; Finance Committee</b> <b>(Date to Printing: Friday 12 January 2018. Distribution Monday 15 January 2018)</b>	Service Committees	Meeting Date: Tuesday 23 January 2018
46	Anticipated return date for NNDR1 (To Central Government and local preceptors)	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Wednesday 31 January 2018
47	Lancashire County Council to be notified of their anticipated 10% share of retained business rates levy from the Pool	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Wednesday 31 January 2018
48	Consideration of <b>Revenue and Capital Budget Reports</b> by Committees: <b>Economic Development Committee</b> <b>(Date to Printing: Friday 19 January 2018. Distribution Monday 22 January 2018)</b>	Service Committees	Meeting Date: Thursday 1 February 2018

## Annex 1

Budget Timetable 2018/19 Task		Who?	When?
49	Settlement Debate in Parliament	Central Government	Early February 2018
50	Meeting of <b>Special Policy and Finance Committee</b> to approve budget and recommend Council Tax to Full Council <b><u>(Date to Printing: Friday 26 January 2018. Distribution Monday 29 January 2018)</u></b>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 6 February 2018
51	Receipt of Precept Letters from Major Precepting Authorities – Current proposed date for Lancashire County Council Meeting	Head of Financial Services	Thursday 8 February 2018
52	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2018
53	Arrange formal budget consultation meeting with Representatives of Business Rates Payers	PA to Director of Resources	Mid-February 2018
54	Entering of Proposed/Approved Budget onto Financials system	All Accountants	Mid-February 2018
55	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Police and Crime Commissioner Meeting	Head of Financial Services	Mid-February 2018
56	Receipt of Precept Letters from Major Precepting Authorities – Current proposed date for Lancashire Combined Fire Authority Meeting	Head of Financial Services	Monday 19 February 2018
57	Production of Summary Budget Books for Full Council	Head of Financial Services	Mid-February 2018
58	<b>Full Council</b> to agree Budget and set Council Tax <b><u>(Date to Printing: Friday 23 February 2018. Distribution Monday 26 February 2018)</u></b>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 6 March 2018

Budget Timetable 2018/19 Task		Who?	When?
59	Inform Heads of Service of approved Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2018
60	Publish Fees and Charges on website	Accounting Technician (SM)	Mid-March 2018
61	Production of Final Budget Book	Head of Financial Services	Mid-March 2018