

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 25 SEPTEMBER 2018
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 2019/20 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

PF44-18/LO/AC
29 August 2018

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
1	Invite all Heads of Service to submit new Capital Bids for the financial year 2023/2024 (Deadline for return Friday 21 September 2018)	Head of Financial Services	Thursday 9 August 2018
2	Housing Benefit Mid-Year Estimate return to be submitted	Senior Accountant (AC)/Director Of Resources	Friday 31 August 2018
3	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	September 2018
4	Distribution of recharge time allocation sheets to service managers for purpose of calculating departmental recharges	Senior Accountants	Monday 3 September 2018
5	Budget Working Group meeting: - Restructuring Update, Budget Forecast 2019/21, Business Rates, Budget Setting Guidance, Fair Funding Review, Pay award Implications	Budget Working Group	Wednesday 5 September 2018
6	Contact all Heads of Service with regard to Fees and Charges budget guidance provided from Budget Working Group	Head of Financial Services	Thursday 6 September 2018
7	Finalise Revised Capital Programme for 2018/19	Head of Financial Services/Senior Accountant (AC) All Heads of Service	Thursday 20 September 2018
8	Calculate Capital Charges and distribute	Head of Financial Services	Friday 21 September 2018
9	Deadline for submission of Capital Bids for 2023/24 by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 21 September 2018

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Budget Timetable 2019/20 Task		Who?	When?
10	Consideration of Budget Forecast up to 2021/22 by Policy and Finance Committee	Policy and Finance Committee	Tuesday 25 September 2018
11	Request mid-year Business Rates forecast from Lancashire Business Rates Pool Members	Head of Financial Services/Lancashire Business Rates Pool members	Friday 28 September 2018
12	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 28 September 2018
13	Budget Working Group meeting: - Fees and Charges, Budget Monitoring, Fair Funding review	Budget Working Group	Wednesday 3 October 2018
14	Calculation of Taxbase for council tax setting purposes for 2019/20	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 5 October 2018
15	Request VAT Shelter forecast for 2018/19 and 2019/20 from Ribble Valley Homes	Senior Accountant (AC)/Ribble Valley Homes	Friday 12 October 2018
16	Return of mid-year Business Rates forecast from Lancashire Business Rates Pool Members		Friday 19 October 2018
17	Send out Precept Letters to Parish Councils (For return Friday 21 December 2018)	Head of Financial Services/Accounting Technician	Friday 26 October 2018
18	Consideration of Fees and Charges and Capital Reports by Committees: Community Services Committee (Date to Printing: Friday 19 October 2018. Distribution Monday 22 October 2018)	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 30 October 2018

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Budget Timetable 2019/20 Task		Who?	When?
19	Consideration of Fees and Charges and Capital Reports by Committees: Planning and Development Committee <u>(Date to Printing: Friday 19 October 2018. Distribution Monday 22 October 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 1 November 2018
20	Final Calculations of ALL Recharges – This is the final deadline for the last recharge to be calculated	Accountants	Friday 2 November 2018
21	Budget Working Group meeting: - Council Taxbase, Autumn Statement 2018, Earmarked Reserves Review	Budget Working Group	Wednesday 7 November 2018
22	Consideration of Fees and Charges and Capital Reports by Committees: Health and Housing Committee <u>(Date to Printing: Friday 26 October 2018. Distribution Monday 29 October 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 8 November 2018
23	Consideration of Fees and Charges and Capital Reports by Committees: Licensing Committee <u>(Date to Printing: Friday 2 November 2018. Distribution Monday 5 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 13 November 2018
24	Consideration of Fees and Charges and Capital Reports by Committees: Economic Development Committee <u>(Date to Printing: Friday 2 November 2018. Distribution Monday 5 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 15 November 2018
25	Finalise VAT Shelter budget for inclusion under Policy and Finance Committee and any associated movement in earmarked reserves	Senior Accountant (AC) /Head of Financial Services/Ribble Valley Homes	Friday 16 November 2018
26	Consideration of Fees and Charges and Capital Reports by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 9 November 2018. Distribution Monday 12 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 20 November 2018
27	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2018

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Budget Timetable 2019/20 Task		Who?	When?
28	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2018
29	Committee budget figures to be passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Monday 3 December 2018
30	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 5 December 2018
31	Budget Reports for ALL 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 7 December 2018
32	Budget Working Group meeting: - Local Government Grant Settlement, Draft Revenue Budget 2019/20	Budget Working Group	Wednesday 12 December 2018
33	Director of Resources to finalise council tax base	Director of Resources	December 2018
34	Calculate Collection Fund (Council Tax) Surplus/Deficit and apportion between Precepting Authorities	Director of Resources/Head of Financial Services	Mid December 2018
35	Anticipated publication of NNDR1 Return by Central Government	Director of Resources/Head of Revenues and Benefits	Mid December 2018
36	Deadline for return of parish precept letters	Parish Clerks/Accounting Technician	Friday 21 December 2018
37	Consideration of Revenue Budget Reports by Committees: Community Services Committee (Date to Printing: Friday 14 December 2018. Distribution Monday 17 December 2018)	Service Committees	Meeting Date: Tuesday 8 January 2019

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
38	Consideration of Revenue Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Friday 14 December 2018. Distribution Monday 17 December 2018)</u>	Service Committees	Meeting Date: Thursday 10 January 2019
39	Proposed Special CMT to review Revenue and Capital budgets	CMT	Monday 14 January 2019
40	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 2019
41	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 14 January 2019
42	Budget Working Group - NNDR1, Revenue Budget 2019/20, Collection Fund, Forward Capital Programme	Budget Working Group	Wednesday 16 January 2019
43	Consideration of Revenue Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 4 January 2019. Distribution Monday 7 January 2019)</u>	Service Committees	Meeting Date: Thursday 17 January 2019
44	Consideration of Revenue Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 11 January 2019. Distribution Monday 14 January 2019)</u>	Service Committees	Meeting Date: Tuesday 22 January 2019
45	Consideration of Revenue Budget Reports by Committees: Economic Development Committee <u>(Date to Printing: Friday 11 January 2019. Distribution Monday 14 January 2019)</u>	Service Committees	Meeting Date: Thursday 24 January 2019
46	Anticipated return date for NNDR1 (To Central Government and local preceptors)	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Thursday 31 January 2019

Budget Timetable 2019/20 Task		Who?	When?
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	Thursday 31 January 2019
48	Settlement Debate in Parliament	Central Government	Early February 2019
49	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 25 January 2019. Distribution Monday 28 January 2019)</u>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 5 February 2019
50	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2019
51	Arrange formal budget consultation meeting with Representatives of Business Rates Payers	PA to Director of Resources	Mid-February 2019
52	Entering of Proposed/Approved Budget onto Financials system	All Accountants	Mid-February 2019
53	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire County Council Meeting	Head of Financial Services	Mid-February 2019
54	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 2019
55	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire Combined Fire Authority Meeting	Head of Financial Services	Mid-February 2019

Budget Timetable 2019/20 Task		Who?	When?
56	Production of Summary Budget Books for Full Council	Head of Financial Services	Mid-February 2019
57	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 22 February 2019. Distribution Monday 25 February 2019)</u>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 5 March 2019
58	Inform Heads of Service of approved Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2019
59	Publish Fees and Charges on website	Accounting Technician (SM)	Mid-March 2019
60	Production of Final Budget Book	Head of Financial Services	Mid-March 2019