

RIBBLE VALLEY BOROUGH COUNCIL **INFORMATION**
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 21 SEPTEMBER 2010
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 2011/12 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 Public services are currently facing uncertain times with regard to how they are funded and the services that they actually provide. Whilst the impact from the governments announcements on 10 June 2010 for this council were minimal, the announcements of the emergency budget of 22 June 2010 and the forthcoming Spending Review may be far reaching, with the potential for substantial cuts in government funding for this council.

3.2 A timetable for budget setting is ever more important with the uncertainty which currently surrounds the Spending Review. The timetable includes what are foreseen as being the most important tasks ahead. However, following the Spending Review announcement on 20 October some of the tasks identified and their timings may need to be significantly reconsidered.

3.3 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

PF47-10/LO/AC
7 September 2010

Annex 1

Budget Timetable 2011/12		Who?	When?
Task			
1	Consideration of Budget Forecast up to 2014/15	Budget Working Group Policy and Finance Committee	21 July 2010 21 September 2010
2	Review of Fees and Charges	Accountants / Accounting Technician / Service Managers	September to November 2010
3	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 13 September 2010
4	Contact Service Managers to ask for bid sheets for future capital programme requests	Technical Accountant	Monday 13 September 2010
5	Budget Working Group meeting: <i>Restructuring, Three Year Forecast, Budget Monitoring</i>	Budget Working Group	Wednesday 22 September 2010
6	Completion of Recharge time allocation sheets	Service Managers/individual members of staff	Wednesday 22 September 2010
7	Decisions from the Comprehensive Spending Review to be announced	HM Treasury	Wednesday 20 October 2010

Budget Timetable 2011/12		Who?	When?
	Task		
8	Budget Working Group meeting: <i>Consideration of Comprehensive Spending Review Announcement, Implementation of Restructuring, Budget Setting Guidelines</i>	Budget Working Group	Thursday 21 October 2010
9	Calculation of Taxbase for council tax setting purposes for 2010/11	Financial Services Manager/ Revenues and Benefits Manager	Friday 29 October 2010
10	Finalise Revised Capital Programme for 2010/11	Financial Services Manager/All Service Managers	End October 2010
11	Calculate Capital Charges	Senior Accountant (TH)	End October 2010
12	Deadline for return of bid sheets for future capital programme requests	Technical Accountant/All Service Managers	Monday 1 November 2010
13	Proposed Budget Working Group meeting: <i>Council Taxbase and Deficit, Forward Capital Programme</i>	Budget Working Group	Friday 12 November 2010 (<i>lunchtime</i>)
14	Send out Precept Letters to Parish Councils	Accounting Technician	Friday 12 November 2010
15	Anticipated announcement of Provisional Settlement information from DCLG	DCLG	26 November 2010

Budget Timetable 2011/12		Who?	When?
	Task		
16	Assess implications of Settlement for RVBC	Director of Resources/Financial Services Manager	end November 2010
17	Proposed Budget Working Group meeting: <i>Consider implications of announcement of Provisional Settlement information from DCLG</i>	Budget Working Group	Wednesday 1 December 2010
18	Final Calculations of all Recharges	Accountants	Monday 22 November 2010
19	Proposed Budget Working Group meeting: <i>Consideration of Draft Medium Term Financial Strategy</i>	Budget Working Group	Wednesday 15 December 2010
20	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2010
21	CMT to consider latest budgetary position	CMT	Wednesday 15 December 2010
22	BWG to meet to consider latest indications of 2010/11 budget	Budget Working Group	Mid December

Budget Timetable 2011/12		Who?	When?
	Task		
23	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Financial Services Manager	Mid December
24	Finalisation of Draft Budget Reports	All Accountants	Friday 17 December 2010
25	Deadline for receipt of parish precept letters	Accounting Technician	Monday 3 January 2011
26	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	Financial Services Manager	Mid January 2011
27	Proposed Budget Working Group <i>Revenue Budget and Capital Programme</i>	Budget Working Group	Wednesday 12 January 2011
28	Consideration of Budget Reports by Committees: Planning & Development Committee (Distribution Monday 4 Jan 2011)	Service Committees	Thursday 13 January 2011
29	Consideration of Budget Reports by Committees: Community Services Committee (Distribution Monday 10 Jan 2011)	Service Committees	Tuesday 18 January 2011

Budget Timetable 2011/12		Who?	When?
	Task		
30	Consideration of Budget Reports by Committees: Health & Housing Committee (Distribution Monday 10 Jan 2011)	Service Committees	Thursday 20 January 2011
31	Proposed Special CMT to review budgets	CMT	Monday 24 January 2011
32	Proposed Budget Working Group <i>Latest position on Revenue Budget and Capital Programme</i>	Budget Working Group	Wednesday 26 January 2011
33	Consideration of Budget Reports by Committees: Policy & Finance Committee (Distribution Monday 17 Jan 2011)	Service Committees	Thursday 27 January 2011
34	Meetings of Budget Working Group to consider budgetary recommendations to give Special Policy & Finance Committee	Budget Working Group	Mid to late January 2011
35	Settlement Debate in Parliament	Central Government	Late January, early February 2011
36	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council (Distribution Monday 31 Jan 2011)	Director of Resources/Financial Services Manager	Tuesday 8 February 2011

Budget Timetable 2011/12		Who?	When?
	Task		
37	Provision of Financial Information for Council Tax Leaflet	Financial Services Manager to Revenues and Benefits Manager	Mid February 2011
38	Set up meeting with Industrialists to consider budget	PA to Director of Resources	February 2011
39	Receipt of Precept Letters from Major Precepting Authorities	Financial Services Manager	Tuesday 1 March 2011
40	Full Council to agree Budget and set Council Tax (Distribution Monday 25 Feb 2011)	Members	Tuesday 8 March 2011
41	Inform Service Mangers of agreed Budget	Director of Resources, Financial Services Manager & CMT	Mid March 2011
42	Entering of Approved Budget onto Financials system	All Accountants	February/March 2011
43	Production of Budget Book	Financial Services Manager	Mid March 2011