

RIBBLE VALLEY BOROUGH COUNCIL INFORMATION
REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 25 SEPTEMBER 2012
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 2013/14 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 not have any clear indications of what the provisional finance settlement for 2013/14 is likely to be. The provisional settlement announcement will not be made until around early December 2012, and will not be confirmed until early February 2013.

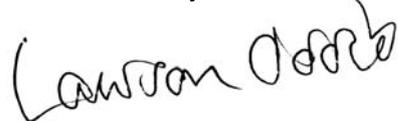
3.2 The timetable includes what are foreseen as being the most important tasks ahead. As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

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

DIRECTOR OF RESOURCES

PF51-12/LO/AC
10 September 2012

Annex 1

Budget Timetable 2013/14		Who?	When?
Task			
1	Send out % time allocation sheets to service managers for purpose of calculating departmental recharges	Accountants	Monday 10 September 2012
2	Budget Working Group Meeting: Fees and Charges Review considered by Budget Working Group	Budget Working Group	Monday 17 September 2012
3	Consideration of Budget Forecast up to 2016/17	Policy and Finance Committee	Tuesday 25 September 2012
4	Completion of Recharge time allocation sheets	Heads of Service/individual members of staff	Friday 28 September 2012
5	Review of Fees and Charges	Accountants / Accounting Technician / Heads of Service	September to November 2012
6	Budget Working Group meeting: Consider capital programme	Budget Working Group	Monday 8 October 2012
7	Consultation Closing date: Council tax base and funding for local precepting authorities	Director of Resources Head of Revenues and Benefits Head of Financial Services	Tuesday 9 October 2012

Budget Timetable 2013/14		Who?	When?
	Task		
8	Finalise Revised Capital Programme for 2012/13	Head of Financial Services/All Heads of Service	Tuesday 16 October 2012
9	Calculate Capital Charges	Senior Accountant (TH)	Tuesday 16 October 2012
10	Calculation of Taxbase for council tax setting purposes for 2012/13	Head of Financial Services/ Head of Revenues and Benefits	Wednesday 31 October 2012
11	Consideration of Fees and Charges Report by Committees: Community Services Committee <u>(Date to Printing: Friday 26 October 2012. Distribution Monday 29 October 2012)</u>	Service Committees	Meeting Date: Tuesday 6 November 2012
12	Consideration of Fees and Charges Report by Committees: Planning and Development Committee <u>(Date to Printing: Friday 26 October 2012. Distribution Monday 29 October 2012)</u>	Service Committees	Meeting Date: Thursday 8 November 2012
13	Send out Precept Letters to Parish Councils	Accounting Technician	Friday 9 November 2012
14	Final Calculations of all Recharges	Accountants	Monday 12 November 2012

Budget Timetable 2013/14		Who?	When?
	Task		
15	Consideration of Fees and Charges Report by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 9 November 2012. Distribution Monday 12 November 2012)</u>	Service Committees	Meeting Date: Tuesday 20 November 2012
16	Consider final Scheme for Local Council Tax Support and impact on taxbase	Director of Resources Head of Revenues and Benefits	End November
17	Consideration of Fees and Charges Report by Committees: Health and Housing Committee <u>(Date to Printing: Friday 16 November 2012. Distribution Monday 19 November 2012)</u>	Service Committees	Meeting Date: Thursday 29 November 2012
18	Proposed Budget Working Group meeting: Consider final Scheme for Local Council Tax Support	Budget Working Group	Monday 3 December 2012
19	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	Early December 2012
20	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	Early December 2012
21	Director of Resources to agree taxbase with Chairman & Shadow Chairman of Policy and Finance Committee	Director of Resources	Early December 2012

Budget Timetable 2013/14			
	Task	Who?	When?
22	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 12 December 2012
23	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 14 December 2012
24	Approve final Scheme for Local Council Tax Support Full Council <u>(Date to Printing: Friday 7 December 2012. Distribution Monday 10 December 2012)</u>	Full Council	Tuesday 18 December 2012
25	Calculate Collection Fund Surplus/Deficit and apportion between Precepting Authorities	Head of Financial Services	Mid December 2012
26	Deadline for receipt of parish precept letters	Accounting Technician	Wednesday 2 January 2013
27	Notify Lancashire County Council, Police and Fire Authorities of Collection Fund Surplus/Deficit and Taxbase	Head of Financial Services	Mid January 2013
28	Consideration of Budget Reports by Committees: Community Services Committee <u>(Date to Printing: Friday 21 December 2012. Distribution Monday 7 January 2013)</u>	Service Committees	Meeting Date: Tuesday 15 January 2013
29	Proposed Budget Working Group <i>Revenue Budget and Capital Programme</i>	Budget Working Group	Wednesday 16 January 2013

Budget Timetable 2013/14			
	Task	Who?	When?
30	Consideration of Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Friday 21 December 2012. Distribution Monday 7 January 2013)</u>	Service Committees	Meeting Date: Thursday 17 January 2013
31	Proposed Special CMT to review budgets	CMT	Monday 21 January 2013
32	Consideration of Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 11 January 2013. Distribution Monday 14 January 2013)</u>	Service Committees	Meeting Date: Thursday 24 January 2013
33	Consideration of Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 18 January 2013. Distribution Monday 21 January 2013)</u>	Service Committees	Meeting Date: Tuesday 29 January 2013
34	Deadline for making a Scheme for Local Council Tax Support	Director of Resources Head of Revenues and Benefits Members	Thursday 31 January 2013
35	Settlement Debate in Parliament	Central Government	Early February 2013

Budget Timetable 2013/14		Who?	When?
	Task		
36	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 1 February 2013. Distribution Monday 4 February 2013)</u>	Director of Resources/Head of Financial Services	Meeting Date: Tuesday 12 February 2013
37	Provision of Financial Information for Council Tax Leaflet	Head of Financial Services/ Head of Revenues and Benefits	Mid February 2013
38	Set up meeting with Industrialists to consider budget	PA to Director of Resources	Mid February 2013
39	Receipt of Precept Letters from Major Precepting Authorities	Head of Financial Services	Friday 1 March 2013
40	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 22 February 2013. Distribution Monday 25 February 2013)</u>	Members	Meeting Date: Tuesday 5 March 2013
41	Inform Heads of Service of agreed Budget	Director of Resources, Head of Financial Services & CMT	Mid March 2013
42	Entering of Approved Budget onto Financials system	All Accountants	February/March 2013
43	Production of Budget Book	Head of Financial Services	Mid March 2013