

KEY DATES & TIMETABLE FOR ANNUAL BUDGET ROUND 2011/2012

APPENDIX 5

Date	ACTION
W/c 20/9/10	Head of Finance issues general briefing and guidance to service and budget managers to complete base budget for 2011/12, including a review of fees and charges.
W/c 27/9/10	Working papers distributed to service managers for completion of the base budget 2011/12, including fees and charges template.
21/10/10	Finance and Management Committee consider updated Medium-Term Financial Plan.
5/11/10	Submission of completed budget working papers to Finance Services.
W/c 9/11/10	Guidance and forms circulated to Parish Clerks requesting proposed precepts and analysis of concurrent expenses for 2011/12. Covering letter from Head of Finance.
26/11/10	Finance Services complete service budgets and consolidated position for Head of Finance.
2/12/10	Finance and Management Committee consider: <ul style="list-style-type: none"> • Outcomes of CSR 10 and effects upon the MTFP. • Half-yearly financial performance 2010/11.
10/12/10	Finance Services to complete detailed appendices, variance analysis and fees and charges for Policy Committees.
4/1/11	Environmental and Development Services Committee consider base budget and spending proposals together with fees and charges.
6/1/11	Housing and Community Services Committee consider base budget and spending proposals together with fees and charges.
13/1/11	Finance and Management Committee consider: <ul style="list-style-type: none"> • Finance Committee's base budget and spending proposals together with fees and charges. • Consolidated (Council) budget proposals 2011/12. • Updated medium-term financial projections and financial strategy • Overall revenue and capital budget proposals for consultation. • Council Tax Base 2011/12 and Estimated Collection Fund Balance 2010/11.
19/1/11	Overview and Scrutiny Committee consider budget proposals and financial plans.
20/1/11 to 08/2/11	Period for budget proposals and financial position to be reported to Area Meetings, Parish Forum and other Community Groups.

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24/1/11	Finance and Management Committee consult with Business Community, Partners and Voluntary Bodies.
3/2/11	Housing and Community Services Committee consider the Housing Revenue Account (HRA) base budget for 2011/12, 10-year business and financial projection, together with rent policy and rent level for 2011/12.
9/2/11	Overview and Scrutiny Committee consider: <ul style="list-style-type: none"> • Stakeholder's views following consultation. • Final assessment of budget proposals and financial position.
15/2/11	Finance & Management Committee consider: <ul style="list-style-type: none"> • Financial performance 2010/11. • Report from Overview and Scrutiny Committee. • Final budget proposals and medium term spending plans. • Treasury Management Strategy 2011/12. • Agree overall budget proposals for 2011/12 for submission to Council. • Recommend Council Tax for 2011/12.
28/2/11	Full Council - set budget and council tax levels for 2011/12.