

KEY DATES & TIMETABLE FOR ANNUAL BUDGET ROUND 2012/2013

Date	ACTION
9th Sept 2011	Chief Finance Officer issues general briefing and guidance to service and budget managers to complete base budget for 2012/13, including a review of fees and charges.
6 th Oct 2011	Budget Holder workshop and training session.
20 th Oct 2011	Finance and Management Committee consider updated Medium-Term Financial Plan.
21 st Oct 2011	Detailed figures and first draft of budget.
2 nd Nov 2011	Figures refined and second draft of budget prepared.
7 th Nov 2011	Guidance and forms circulated to Parish Clerks requesting proposed precepts and analysis of concurrent expenses for 2012/13.
9 th Nov 2011	Final base budgets completed and submitted for Chief Officer sign off.
30 th Nov 2011	Base budgets scrutinised and final consolidated budget completed.
1 st Dec 2011	Finance and Management Committee consider half-yearly financial performance 2011/12.
16 th Dec 2011	Detailed budget analysis completed for individual Policy Committees.
3 rd Jan 2012	Environmental and Development Services Committee consider base budget and spending proposals together with fees and charges.
5 th Jan 2012	Housing and Community Services Committee consider base budget and spending proposals together with fees and charges.
12 th Jan 2012	Finance and Management Committee consider: <ul style="list-style-type: none"> • Finance Committee's base budget and spending proposals together with fees and charges. • Approve Consolidated Budget Proposals for 2012/13. • Approve updated medium-term financial projection and financial strategy. • Approve overall revenue and capital budget proposals for consultation. • Council Tax Base 2012/13 and estimated Collection Fund Balance 2011/12.
18 th Jan 2012	Overview and Scrutiny Committee consider budget proposals and financial plans.
13 th Jan to 10th Feb 2012	Period for budget proposals and financial position to be reported to Area Meetings, Parish Forum and other Community Groups.

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23 rd Jan 2012	Finance and Management Committee consult with Business Community, Partners and Voluntary Bodies.
2 nd Feb 2012	Housing and Community Services Committee consider the Housing Revenue Account (HRA) Base Budget and Business Plan for Self-Financing together with rent policy and proposed rent level for 2012/13.
8 th Feb 2012	Overview and Scrutiny Committee consider: <ul style="list-style-type: none">• Stakeholder's views following consultation.• Final assessment of budget proposals and financial position.
14 th Feb 2012	Finance & Management Committee consider: <ul style="list-style-type: none">• Updated financial performance 2011/12.• Report from Overview and Scrutiny Committee.• Final budget proposals and medium term spending plans.• Proposed Treasury Management Strategy 2012/13.• Agree overall budget proposals for 2012/13 for submission to Council.• Recommend Council Tax for 2012/13.
27 th Feb 2012	Full Council <ul style="list-style-type: none">• Set budget and council tax levels for 2012/13.• Approve final Treasury Management Strategy under HRA Self-Financing.