

TIMETABLE FOR REVIEW OF MEDIUM TERM FINANCIAL PLAN 2008/09-2010/11

The timetable and process for the budget review is as follows:

5 Sept Cabinet to be presented with initial budget schedule to include assumptions of additional funds required to support the delivery of objectives together with an estimate of savings to be achieved to resource the pressures.

17 Sept A hard copy of the budget spreadsheets (also sent electronically) will be sent out to all budget holders. The spreadsheet will detail actual expenditure 2006/07, latest estimate 2007/08 and the base budgets for each of the years 2008/09, 2009/10, 2010/11 for each cost centre for which they are responsible.

Note: a copy of the relevant payroll estimates for each of the years 2008/09 to 2010/11 will be sent to each budget holder with the budget holder being responsible for ensuring that all posts / personnel / scale points and fixed term contract details are correct. The budget holders must check the payroll estimates with the schedule prepared by HR & OD for completeness of the establishment.

17 Sept Guidance and documentation to be issued on business cases and options for change.

17 Sept Support Service recharges - Accountancy Services to issue a "Charging Form" to Budget Holders asking them to provide a split of staff time (for each post in the structure) over the various services. At the same time non-staff related data such as estimated number of debtor invoices, creditor invoices etc. will be requested. In completing the charging forms budget holders should have regard to what staff will be doing in the future rather than what they are doing now, they should also identify a split for each year. For the majority of staff this will be the same from year to year however for some staff they will be involved in project work that will alter the split of their time.

End Sept Revised Service Business Plans to be completed (to include high level analysis of additional resource requirements – if supported by members these will need to be developed into a more detailed business case).

17 Sept to 2 Nov Budget holders to meet with their accountant to discuss any changes to the existing budgets (contained within the papers sent out on 17 September). The only changes that will be permitted to the existing base budgets will be by way of virement (however additional income cannot be utilised to fund expenditure without completing the budget bid process), plus identification of any savings. Any bids for increased resources will be dealt with as part of the business planning process outlined above.

Inflation and profiling of budgets will also be discussed at the meetings.

Note: In order to improve the robustness of our budget process officers need to improve the way that budgets for major items of income are calculated – planning fees, land charges, building control, car parking charges. The likely level of income needs to be calculated based on usage and level of fees

rather than simply rolling forward the budget – the risks associated with these levels of income also needs to be assessed. A template will be prepared by Accountancy Services for the calculation of income and to identify the associated risks. Managers must be aware of the concessions policy when estimating income generated.

17 Sep to 2 Nov	Accountancy Services to undertake work on different scenarios with regard to major elements of expenditure e.g. different levels of pay award and the impact on budgets.
17 Sep to 2 Nov	Budget holders to give consideration to fees and charges and submit to Accountancy Services the proposals.
2 Nov	Return of Charging form by budget holders to Accountancy Services.
3 Nov	Return of all other budget information
17 Nov	First draft base budgets available (including recharges and capital charges).
	Note: There will need to be continued discussion between support service provider and receiver until agreement is reached. Detailed analysis of the impact of support services on the leisure centres to be undertaken if the decision to transfer to trust is approved.
3 Nov	Officers / Members to have identified specific work / projects required to achieve Council priorities. Budget holders must ensure that Accountancy Services are involved in “costing up” of proposals.
Mid Dec	Calculation of base budget requirement (variety of scenarios), together with cost of priorities, and including Government Grant indications, to be completed.
Dec	Presentations to Scrutiny Committees on the budget process and draft base budget.
5 Dec	Executive Cabinet to consider base budget, cost of priorities and the process to be followed for consideration of the budget.
Mid Dec to 1 Feb	Officers to identify growth and budget reductions (if they are required) in order to balance the budget.
Jan/Feb	Undertake consultation with public on proposed budgets – format to be confirmed and reported to members in December
2 Jan	Consideration by Executive Cabinet of overall budget.
Jan	Service Business plans finalised.
Jan / Feb	Consideration by Scrutiny Committees of detailed budget for each area and proposed growth and budget reductions (if required).
Early Feb	NNDR consultation

6 Feb Consideration by Executive Cabinet of budget for 2008/09 and budget strategy to 2010/11. Approval of service business plans.

26 Feb Approval by Council of budget for 2007/08 and budget strategy to 2010/11