

Appendix 2 – Budget Setting Timetable

Date	Action	Note/Status
October and November 2021	Executive Leadership Team work with the Cabinet Member for Finance to identify options for efficiencies and additional income.	Ongoing
15 October 2021	Deadline to submit taxbase calculation - (CTB1 figure used in New Homes Bonus calculation).	Complete.
25 October 2021	Budget Scrutiny Working Group	Complete.
27 October 2021	Confirmation of two year Local Government settlement released	Complete.
26 October 2021	Deadline for the Cabinet report on budget strategy	The paper will be to follow to ensure that information from the Local Government Settlement can be reported.
9 November 2021	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2022/23 and the Cabinet's approach to the budget / MTFS	
15th November 2021	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.	
3 December 2021	Deadline for preparation of the draft budget, including proposals for savings / income and growth to be identified for the council and its partner organisations.	
3 December 2021	Calculate taxbase figure for Section 151 Officer. Sign off under delegated powers and production of briefing note for Lead Member after council decision on 6 December re council tax support scheme	
6 December 2021	Council approves council tax support scheme.	
9 December 2021	S151 Officer to sign off the Council tax base	
15 December 2021	Budget Working group - review the draft budget strategy and to consider input to interim budget proposals and report directly to Cabinet	
21 December 2021	Cabinet present interim budget proposals for consultation incorporating partner organisations budgets including proposals for growth, savings and levels of fees and charges and projection of the Medium Term Financial Strategy (MTFS)	
22 December 2021 to 21 January 2022	Cabinet consult on interim budget proposals including	

	Overview and Scrutiny committee, public and the business community	
10 January 2022	Budget Working group - review consultation and make recs to O&S committee on budget	
17 January 2022	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council	
24 th January 2022	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity	
28 January 2022	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.	
31 January 2022	Approve final NNDR1 estimate and advise County Council and DLUHC	
31 January 2022	Deadline for submission of alternative budget proposals to Financial Services for validation.	
4 February 2022	Police & Crime Panel notify level of precept	
1 February 2022	Deadline for Cabinet/Council papers on final budget proposal and consultation exercise	Paper likely to follow the deadline given external deadlines on NNDR1 and precepts.
15 February 2022	Cabinet present final budget proposals including response to consultation exercise	
16 February 2022	County Council due to approve budget and set Council Tax level	
21 February 2022	Council meet to approve Cheltenham Borough Council budget - approve proposed Cabinet or alternative budget (approved in principal) and the Council tax resolution (includes GCC and police tax)	
25 February 2022	Special council meeting (if required) – meets the requirement for the proper officer to call a council meeting to discuss objections to an alternative budget within 7 days of receipt of objections.	
28 February 2022 – 2 March 2022	Council tax bill processing	
3 March 2022 – 9 March 2022	Council tax bills printed/packed	
By 14 March 2022	Collection Fund Bills to be issued (14 days notice required before first payment - some payments due on 1st April)	