

Appendix 2: Budget Setting Timetable

Date	Action
October and November 2022	Executive Leadership Team work with the Cabinet Member for Finance & Assets to identify options for efficiencies and additional income.
11 October 2022	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2023/24 and the Cabinet's approach to the budget / MTFS
14 October 2022	Deadline to submit taxbase calculation.
Est. 28 October 2022	Confirmation of two year Local Government settlement released
November 2022	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
9 December 2022	Deadline for preparation of the draft budget, including proposals for savings / income and growth to be identified for the council and its partner organisations.
9 December 2022	Calculate taxbase figure for Section 151 Officer. Sign off under delegated powers and production of briefing note for Lead Member after council decision on 12 December re council tax support scheme
12 December 2022	Council approves council tax support scheme.
13 December 2022	S151 Officer to sign off the Council tax base
21 December 2021 or 14 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
Throughout January 2023	Trade Union meetings on draft budget proposals.
	Budget Working group - review consultation and make recs to O&S committee on budget
	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
27 January 2023	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
27 January 2023	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
31 January 2023	Approve final NNDR1 estimate and advise County Council and DLUHC
27 January 2023	Deadline for submission of alternative budget proposals to Financial Services for validation.
3 February 2023	Police & Crime Panel notify level of precept
31 January 2023	Deadline for Cabinet/Council papers on final budget proposal and consultation exercise
7 February 2023	Cabinet present final budget proposals including response to consultation exercise
15 February 2023	County Council due to approve budget and set Council Tax level
20 February 2023	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)
24 February 2023	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.
27 February 2023 – 3 March 2023	Council tax bill processing
6 March 2023 – 10 March 2023	Council tax bills printed/packed
By 14 March 2023	Collection Fund Bills to be issued (14 days notice required before first payment - some payments due on 1st April)