

Appendix 2: Budget Setting Timetable

Date	Action
October and November 2023	Leadership Team work with the Cabinet Member for Finance & Assets to identify options for efficiencies and additional income.
13 October 2023	Deadline to submit taxbase calculation.
17 October 2023	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2024/25 and the Cabinet's approach to the budget / MTFS
22 November 2023	Government Autumn Statement announcement.
13 November 2023	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
5 December 2023	Deadline for preparation of the draft budget, including proposals for savings / income and growth to be identified for the council and its partner organisations.
5 December 2023	Calculate taxbase figure for Section 151 Officer. Sign off under delegated powers and production of briefing note for Lead Member after council decision on 11 December re council tax support scheme
11 December 2023	Council approves council tax support scheme.
11 December 2023	S151 Officer to sign off the Council tax base
19 December 2023	Cabinet present interim budget proposals for consultation incorporating partner organisations budgets including proposals for growth, savings and levels of fees and charges.
20 December 2023 to 26 January 2024	Cabinet consult on interim budget proposals including the 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
	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity
26 January 2023	Deadline for submission of alternative budget proposals to Financial Services for validation.
26 January 2023	Deadline for preparation of final council budget incorporating final proposals for savings / income and growth from partner organisations.
30 January 2024	Deadline for Cabinet/Council papers on final budget proposal and consultation exercise
31 January 2023	Approve final NNDR1 estimate and advise County Council and DLUHC
6 February 2024	Police & Crime Panel notify level of precept
13 February 2024	Cabinet present final budget proposals including response to consultation exercise
21 February 2024	County Council due to approve budget and set Council Tax level
23 February 2024	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 2024 – 28 February 2024	Council tax bill processing
29 February 2024 – 6 March 2024	Council tax bills printed/packed
By 15 March 2024	Collection Fund Bills to be issued (14 days notice required before first payment - some payments due on 1st April)