

Budget / Business Planning Process 2014/15 – Timetable of key stages / dates

July - September 2013	SLT / Service Managers work with the Bridging the Gap programme to identify options for savings and additional income
1st October - 13th December 2013	Calculate provisional NNDR1 estimate 2014/15
3rd October 2013	Budget Working group - review the draft budget strategy before the reporting to Cabinet in October.
18th October 2013	Deadline to submit taxbase calculation - applicable date is 18th October 2013 (CTB1 figure used in RSG calculation).
15th October 2013	Cabinet approve the budget strategy - guidelines, timetable and estimated funding gap for 2014/15 and the Cabinet's approach to the budget / MTFS
24th October 2013	Joint Consultative Committee - briefing on funding projections and estimated budget gap and strategy for closing the gap, including any HR implications e.g. restructures / potential for redundancies.
5th November 2013	Budget Working group - consider input to interim budget proposals and report direct to Cabinet.
15th November 2013	Deadline for preparation of standstill budget on basis of no growth and further detailed analysis of under spends / additional income.
18th November 2013	Treasury Management Panel to consider budget estimates for treasury management budget assumptions.
2nd December 2013	Recalculate taxbase figure for Section 151 Officer sign off under delegated powers and production of briefing note for Cabinet Deputy
13th December 2013	Confirm provisional NNDR1 estimate to County Council and DCLG

16th December 2013	Council to approve Council Tax Support Scheme and the New Council Tax Discounts on Empty Properties for 2014/15
17th December 2013	Cabinet present interim budget proposals for consultation including proposals for growth, savings and levels of fees and charges and projection of the Medium Term Financial Strategy (MTFS).
18th December 2013 to 17th January 2014	Cabinet consult on budget proposals including Overview and Scrutiny committee, public and the business community.
January 2014	Finance Settlement.
7th January 2014	Budget Working group - review consultation and make recs to O&S committee on budget
9th January 2014	O&S Committee consider recommendations from budget working group and forward to Cabinet/Council
10th January 2014	Recalculate taxbase and confirm or amend figure under delegated powers, if necessary.
13th January 2014	Approve final NNDR1 estimate and advise County Council and DCLG
13th January 2014	Advise all precepting authorities (including parishes) re. relevant taxbase figures
20th January 2014	Treasury Management Panel – consider final recommendations to Cabinet in respect of treasury management activity.
23rd January 2014	Joint Consultative Committee - briefing on budget and any HR implications.
31st January 2014	Deadline for submission of alternative budget proposals to Financial Services for validation.

11th February 2014	Cabinet present final budget proposals including response to consultation exercise.
14th February 2014	Council meet to approve Cheltenham Borough Council budget only - approve proposed Cabinet or alternative budget (approved in principal).
14th February 2014?	Police Authority approve budget and council tax level.
17th February 2014	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.
28th February 2014	Council meet to approve the Council tax resolution (includes GCC and police tax) – last day for Council to approve any proposed budget.
3rd March - 5th March 2014	Council tax charge calculation / bill file creation.
6th March 2014	Final amendments to council tax leaflet/sign off for printing
7th March - 10th March 2014	Billing information sent to printers.
3rd - 6th March 2014	Council tax booklets to be delivered to printers/CBC
By 11th March 2014	Bills to be issued (14 days notice required before first payment - some payments due on 1st April)
Summer 2014	Budget Working group - seminars with Directors to educate members on service direction of travel / issues