

## **The Revised Draft Budget Programme 2011/12**

| <b>When?</b> | <b>What?</b>   | <b>Who is involved?</b>  |
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| April        | Indicative budgets 2011/12 to 2013/14 updated from Council Tax setting   | Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting                                     |
| April - May  | Scrutiny of indicative budgets and update for further new pressures identified<br>Draft Financial Strategy reported for comment & input to CMT | Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting                                     |
| May          | Draft financial strategy reported to the Strategic Finance Working Group   | Executive Director of CS   |
| 7 July       | Budget Guidance issued to relevant persons   | Head of Finance & ICT<br>Manager of Accounting<br>CMT  |
| July         | Departments to supply listing of savings options to Corporate Finance.   | All Executive Directors<br>Head of Finance & ICT   |
| August       | CMT meet to consider budget savings options.   | CMT<br>Head of Finance & ICT<br>Manager of Accounting  |
| 27 August    | Detailed revenue budgets to be received by Corporate Finance: 2011/12  | All Executive Directors<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting          |
| September    | Detailed revenue budgets submissions to be received by Corporate Finance: 2012/13<br>2013/14   | All Executive Directors<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting          |
| September    | Finance scrutiny of budgets<br>Compilation of consolidated reports and analyses.<br>Control assumptions applied.                               | Manager of Accounting  |
| October      | Update to the Strategic Finance Working Group regarding the budget process to date   | CMT  |
| October      | Directors meet individually with Chief Executive to discuss plans, budgets (including growth items, savings options & burdens).                | Chief Executive<br>All Directors<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting |

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| 14 October   | Special Council Meeting to consider mid year spending review.  | All Members<br>CMT<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting                     |
| November     | Report to SFWG on draft budget 2011/12 and savings options   | Members of SFWG<br>Chief Executive<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting     |
| December     | Changes to settlement announced  | Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting   |
| December     | Agree balanced estimates book issued to all Members, with alternative savings options                | CMT<br>Executive Director of CS<br>Head of Finance<br>Manager of Accounting  |
| December     | Special Council Meeting at which time the Administration's draft budget proposals will be presented. | All Members<br>Finance Convenor<br>CMT<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting |
| January      | Public Consultation Meetings   | Council Leader<br>Finance Convenor<br>CMT<br>Head of Finance & ICT   |
| 27 January   | Budget day   | All Members<br>Finance Convenor<br>CMT<br>Executive Director of CS<br>Head of Finance & ICT<br>Manager of Accounting |
| March        | Financial Strategy to be updated and presented to SFWG   | Executive Director of CS   |