



LG503 Annual Budget Process Timetable

Key Focus Area Leadership and Governance	Responsible Directorate Governance and People Relevant Council Delegation Nil
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Purpose

This policy provides the timeframe for the preparation of Council’s annual budget. This is to ensure that the annual budget is aligned to Council’s Strategic Community Plan (through the Corporate Business Plan). The budget is prepared for adoption by Council as early as possible and provides Councillors, ratepayers and residents with adequate opportunity for input.

Policy

The annual budget will be prepared according to the following timetable:

December	Review and update the Long Term Financial Plan (LTFP), once the Annual Financial Statements have been audited.
January/February	Conduct the mid-year Budget review for current year.
March	<ul style="list-style-type: none"> • Adopt the mid-year budget review by 31 March. • Draft Capital works program prepared and distributed • Circulate budget templates
April	<u>Budget Workshop</u> <ul style="list-style-type: none"> ▪ Project Proposals ▪ Salaries and wages ▪ Councillor entitlements
May	<u>Budget Workshop</u> <ul style="list-style-type: none"> • Finalise Capital program • Rates modelling • Fees and Charges Present draft operating budget.

June	<u>Budget Workshop</u> <ul style="list-style-type: none"> • Present final budget for assessment and review • Draft budget to be released for public comment for 14 day period
July	Adopt final budget in accordance with the LG Act.
August	Rates Notice Issued

Document Control Box			
Business Unit:	Finance		
Legislation:	Nil		
Organisational:	Nil		
Review Frequency:	Annual	Next Due:	2021
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	N/A	N/A
2.	Reviewed	16 October 2001	1170/01
3.	Reviewed	4 March 2003	88/03
4.	Reviewed	5 October 2010	210/10
5.	Modified	7 August 2012	133/12
6.	Reviewed	10 December 2013	360/13
7.	Reviewed	9 December 2014	203/14
8.	Reviewed	13 December 2016	206/16
9.	Modified	18 December 2018	228/18
10.	Reviewed	7 April 2020	032/20
11.	Modified	21 April 2020	048/20