

**SERVICE DEVELOPMENT PLAN
AND BUDGET TIMETABLE 2005/2006 - 2008/2009**

Date	Action	Responsible
14 – 16 July	First Awaydays.	
Late July	Budget Guidance Issued with updated cash targets.	Director of Finance
August/September	Work on formulating draft budgets per guidelines.	Service Area and Corporate Unit Directors
24 September	All Service Area Revenue and Capital Items returned to BFS.	Service Area and Corporate Unit Directors
Late September/ Early October	Review meetings between BFS, Leadership for Excellence Task Groups and Service Areas.	
20 – 22 October	Second Awaydays. Members review budgets, growth and savings, and confirm overall approach.	
29 November	Full Council. First reading of Policy Framework and Budget for 2005/2006. SDPs to be available.	Chief Executive
Early December	Provisional Local Government Finance Settlement announcement.	
13 December	Executive to consider Service Area Budgets and Service Development Plans, and provisional schools budget for submission to DfES.	
January	Executive review budget position and set Collection Fund Surplus/Deficit.	Director of Finance
31 January	Full Council sets Council Taxbase.	Director of Finance
14 February	Executive considers and announces administration's final budget proposals.	
February	Joint meeting of Overview and Scrutiny Committee considers administration's budget proposals.	
By 28 February	GLA Budget agreed.	
28 February	Full Council confirms budget.	
End March	Service Areas agree final estimates and Budget Book published.	Service Area Directors/Director of Finance