

Mayfield and Five Ashes Parish Council

David Thompson
Clerk

THE CLERK'S OFFICE
COMMITTEE ROOM
LONDON HOUSE
HIGH STREET
MAYFIELD
EAST SUSSEX
TN20 6AQ



TEL: 01435 873784
FAX: 01435 873726

MAYFIELD AND FIVE ASHES PARISH COUNCIL

BUDGET TIMETABLE 2012/13

Version 1
Revised APRIL 2011

B/DOC/11/BU DT

BUDGET TIMETABLE AND PROCESS

May - June

1. Clerk and Assistant Clerk – Job Appraisals

1A Community Development Committee to decide on need for Parish Poll for budget and Plan.

1B Parish Consultation

August – September

2. Clerk to take into account any Risk Assessment actions relating to Budget issues

3. Review of Accounting Classification and Accounting policies

4. Clerk to obtain Spending Committee wish lists for budget year

5. F&GP Committee to agree any amendments to Accounts Classification
September meeting F05

5A Results of Parish Consultation to be summarised for Budget input.

5B Grant applications to be received by 30 September.

October

6. Clerk to produce Budget Draft 1, by 1st week October in accordance with laid down procedures, and make available to F&GP members in advance of Meeting F06

7. Clerk to collate all grant applications for October meeting of F&GP

7A Budget to be sent to full council in November for review.

7B Advice from Full council to be incorporated into Draft 2 of the budget, which will be reviewed, together with any other F&GP proposals at the November meeting of the Full Council

November

8. F&GP meeting to review 2nd^d Draft of budget.

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Changes to be incorporated into Final which will be sent to Full Council
For December meeting (C08)

9. Clerk to compile 24 weeks outturn forecast for consideration at F&GP meeting F07, results to be incorporated into Draft 2 of Budget
- 10 Clerk to draft Precept requirement calculation, reserves Forecast and Asset value statements for review and decision by Full Council at the December meeting.)

December

11. Draft 2 of Budget to be sent to Full Council for December Meeting (C08) for approval.
12. **FULL COUNCIL MEETING for DECEMBER AT LATEST RESOLVE TO:**
 - Set Budget for the new Fiscal Year
 - Set the Precept for the new Fiscal Year
13. Clerk to initiate Full Council Decision (12 above), and send **PRECEPT ADVICE TO WEALDEN DISTRICT COUNCIL**
14. Clerk to include 36 weeks outturn into Budget Document

JANUARY

15. **CONSOLIDATED BUDGET PUBLISHED END JANUARY**
RESERVES STATEMENT INCLUDED
ASSETS STATEMENT INCLUDED

David Thompson
Clerk to Mayfield and Five Ashes Parish Council

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