



Frodsham

TOWN COUNCIL

BUDGET SETTING TIMETABLE

The Town Council budget process starts in August each year when the Town Clerk begins preparing draft budgets for each committee. These are then reviewed with the committee chairman and in September/October committees agree a draft budget. The budget is passed to the Finance & GP Committee which in November reviews the amalgamated budget and agrees the draft reserve levels. The committee agrees a recommended budget which is presented to the January Town Council meeting where the budget is agreed and precept is set.

August	Town Clerk prepares draft budgets for Amenities Committee, Events Committee, Finance & General Purposes Committee.
August (last Monday)	Finance Committee considers its draft budget to be reviewed in October.
September (2 nd Monday)	Amenities Committee considers draft budget and makes recommendations to go to Finance Committee in October.
October (1 st Tuesday)	Events Committee considers draft budget and makes recommendations to go to Finance Committee in October.
October (last Monday)	Finance Committee to annual staffing budgets, make recommendation for an amalgamated budget, EMR and general reserves to be recommended to full council.
November (last Monday)	Full council consider recommendations of Finance Committee.
December	Finance Committee to make final revisions to budget at 3 rd quarter of year
January	Full council to consider the budget and set the precept.
January	Town Clerk to complete budget request form and send breakdown of budget, EMR and general reserves to CWAC.