

## **Budget Procedure**

### **Committees Consider Budgets**

Starting in October, each committee evaluates their specific budget needs and responsibilities, preparing for multiple meetings.



### **Finance & General Purposes Committee**

In December, the Finance and General Purposes Committee (F&GPC) reviews all submitted budget proposals from the relevant committees and makes initial recommendations.



### **Budget Meeting**

At the beginning of January, this meeting focuses on refining the budget and determining the precept (the amount needed minus anticipated income/balances).



### **Full Council Meeting**

Held at the end of January, this meeting approves the final budget and the precept after any further discussions and amendments.



### **Precept Request to Cheshire West and Chester Council (CWAC)**

Once approved, the precept request is formally submitted to Cheshire West and Chester Council before the January 31st deadline.

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## **Unspent Budgets**

- ✓ Unspent budgets for completed projects will not be carried forward to a subsequent year (Finance Regulation 4.4 <https://frodsham.gov.uk/wp-content/uploads/2024/07/FTC-Financial-Regulations-2024-2025.pdf>)
- ✓ Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council (Finance Regulation 4.4 <https://frodsham.gov.uk/wp-content/uploads/2024/07/FTC-Financial-Regulations-2024-2025.pdf>)