

HASLEMERE TOWN COUNCIL
BUDGET SETTING PROCEDURE
Adopted July 2016

Date	Action	Assigned to
Beginning of August	Clerk emails members requesting suggested items together with rationale, for inclusion in the following year's Budget. Any budget proposals for projects such as Charter Fair, The Vision etc should be made on a grant application form and supported by the rationale and accounts relating to the application.	Clerk
End of August	Councillors give the Clerk items for inclusion in following year's Budget	Councillors
September Council	Council reviews the items suggested by Members for inclusion in the Budget and appoints Members to a Budget working party. <i>These will usually be the Chairs of the Council's committees.</i>	Council
End of September	Clerk produces draft Budget based on September Council discussions.	Clerk
Mid October	Budget working party meets to discuss the first draft Budget.	Budget WP
End of October	Clerk makes any amendments to the draft Budget and circulates to Budget WP.	Clerk
Beginning of November	Further Budget working party meeting held if required.	Budget WP
November Council	Council considers final draft Budget.	Council
Early December	Clerk makes any amendments to the Budget, taking into account comments made at Council.	Clerk
Before January Council	If necessary Budget WP meets to review the final draft budget.	Budget WP
January Council	Council must agree final Budget.	Council
Immediately after January Council	Clerk to notify WBC of the precept requirement for the following year.	Clerk