



HASLEMERE TOWN COUNCIL

BUDGET SETTING PROCEDURE

Reviewed June 2024

BWP – Budget Working Party RG – Revenue Grant FC – Full Council

Date	Action	Assigned to
May Full Council	BWP is formed consisting of the Mayor and Chairs of F&G, Amenities and Cil, Town Clerk and two other councillors	Clerk
By 1 August	Clerk has received reports from RG recipients. Clerk emails members requesting suggested items for inclusion in the following year's Budget.	Clerk
End of August	BWP has met, if necessary, to discuss any issues with RG reports. Councillors give the Clerk proposals for inclusion in following year's Budget	Councillors
Mid September	Deadline for Revenue Grant applications.	BWP
September Council	Council reviews the items suggested by Members for inclusion in the Budget, notes existing RG recipients' reports and considers any recommendation from BWP.	Council
End of September	Clerk produces draft Budget based on September Council discussions.	Clerk
October	BWP meets to discuss the first draft Budget.	Budget WP
End of October	Clerk makes any amendments to the draft Budget and circulates to BWP.	Clerk
Beginning of November	Further BWP meeting held if required.	Budget WP
November Council	Council considers final draft Budget, including revenue grant awards.	Council
Early December	Clerk makes any amendments to the Budget, taking into account comments made at November FC.	Clerk
Before January Council	If necessary BWP 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

