

REVENUE BUDGET MONITORING 2008/09

TIMETABLE FOR REPORTING

e-mail to Heads of Service - budget variations	18/07/2008 Friday	01/09/2008 Monday	13/10/2008 Monday	26/01/2009 Monday
Finance Unit produces corporate variations exception report	21/07/2008 Monday	02/09/2008 Tuesday	14/10/2008 Tuesday	27/01/2009 Tuesday
Service accountants produce and discuss variations analysis with Heads of Service - by	29/07/2008 Tuesday	12/09/2008 Friday	31/10/2008 Friday	06/02/2009 Friday
Heads of Service to consider issues to be reported and e-mail Finance Unit - by	01/08/2008 Friday	15/09/2008 Monday	03/11/2008 Monday	09/02/2009 Monday
Accountants to input variations information in master template by -	01/08/2008 Friday	15/09/2008 Monday	03/11/2008 Monday	09/02/2009 Monday
Report sent to Management Team	05/08/2008 Tuesday	19/09/2008 Friday	07/11/2008 Friday	13/02/2009 Friday
Management Team Meeting Date	06/08/2008 Wednesday	24/09/2008 Wednesday	12/11/2008 Wednesday	18/02/2009 Wednesday
Heads of Service requested to supply reports on issues identified	07/08/2008 Thursday	25/09/2008 Thursday	13/11/2008 Thursday	19/02/2009 Thursday
Amendments to main report and Heads of Service specific reports to be completed and returned to Finance Unit by -	14/08/2008 Thursday	02/10/2008 Thursday	20/11/2008 Thursday	26/02/2009 Thursday
Main report (and any specific reports from Heads of Service) sent to Finance and Performance/Executive Members	15/08/2008 Friday	03/10/2008 Friday	21/11/2008 Friday	27/02/2009 Friday
Finance and Performance Scrutiny Panel Meeting Date	20/08/2008 Wednesday	08/10/2008 Wednesday	26/11/2008 Wednesday	04/03/2009 Wednesday
Executive Meeting Date	19/08/2008 Tuesday	14/10/2008 Tuesday	09/12/2008 Tuesday	10/03/2009 Tuesday