

**SCHEDULE FOR PREPARING THE COUNCIL'S
BUDGET AND PRECENT REQUIREMENT FOR 2027/28**

	Timings
1. All Task Groups and Committees to meet to review the strategic plan and discuss budget requirements	September
2. Task Groups and Committees to submit initial budget requirements to RFO	By 25 September
3. Full Council to attend Informal Budgeting Meeting	Meeting 29 September
4. Task Groups and Committees to submit revised breakdown of budget requirements to RFO	By 14 October
5. Chairman, Vice Chair, Finance Committee Chair and RFO to meet to discuss outcome of budgeting meeting and prepare first draft of budget	Meeting w/c 19 October
6. Finance Committee to receive, discuss and amend the first draft of the budget	Meeting 26 October
7. November Council meeting: Full Council reviews second draft budget	Meeting 17 November
8. December Council meeting: Full Council to receive and approve the final draft budget and agree precept request	Meeting 15 December
9. Clerk/RFO to submit precept request to Guildford Borough Council	December