

DOCUMENTATION/FUNCTION - MEDIUM TERM FINANCIAL PLAN (MTFP) ANNUAL BUDGETS

IMPLEMENTATION				
Target Population Duty	Public, Members, COE/COB, Managers/Supervisors, External Audit.			
Training Requirements	To conform to existing and proposed statutory requirements upon annual budget setting and longer term financial planning.			
Lead Officer	Budgetary Control Awareness Training for Budget Holders.			
	Assistant Director – Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Budget setting process comprising a series of reports and discussions throughout the year involving COE, Efficiency & Resources Scrutiny, Cabinet and Council.	Annually.	MTFP and yearly budgets set which allocate resources according to priorities.	COE/Cabinet/ Council
	Budgetary Control Awareness training for budget holders.	As required in response to training needs identified from Performance Development Reviews. Finance Training provided 4 times per year.	Budgetary Control training needs addressed.	Finance Managers/ Managers/ Supervisors
MONITORING (keeping it effective – recording when it happens)	Annual budget monitoring regime :- monthly reports to SMT's	Monthly	Regular in year budget monitoring to facilitate control.	Assistant Director – Finance and HR
	Quarterly Budget Management Reports to Cabinet	Quarterly		Assistant Director – Finance and HR

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<p>REVIEW (keeping it up to date)</p>	<p>Outcomes from Annual Budgets against Actual built into the review of the MTFP.</p> <p>Consultation with public and stakeholder groups.</p>	<p>Annually</p> <p>Various events and mediums including social media</p>	<p>MTFP Reviewed.</p> <p>Information taken into account in budget setting.</p>	<p>COE/Cabinet/ Council</p> <p>Partner Organisations, electorate</p>
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