

Integrated Planning and Reporting Timetable - 2021/2022

Details	Type	Who	Duration	2020	2021					
				Dec	Jan	Feb	Mar	Apr	May	Jun
AGENDA DUE: FACR 1	FACR	Mgr Finance		2						
Business Cases Released to Managers/Directors	Capital	Sys Acct / Mgrs / Directors		4						
Fees and Charges released to Managers	Fees & Charges	Mgrs/Directors		4						
OCM - FACR 1	CFWD	Sys Acct		14						
Christmas Day	Public Holiday			25						
Boxing Day				28						
Payroll Budget to be Loaded	Operating			31						
New Years Day Public Holiday	Public Holiday				1					
Commence Budget Review	Budget Review	Fin Acct			1					
Public Service Day	Public Holiday				4					
SUBMISSION DATE: Business Cases	Capital	Mgr/Directors			15					
SUBMISSION DATE: Fees and Charges Due	Fees & Charges	Mgrs/Directors			15					
Fleet Budget Worksheet	Operating	Mgr Waste and Fleet			15					
Parks, Building and Engineering Budget Worksheets.	Operating	Mgr Operations			15					
Load non-controllable operating costs - See Worksheet Tab	Operating	Sys Acct			29					
FACR Q2 - Managers Meetings	FACR	Fin Acct/Mgr Finance	Week commencing		11					
SUBMISSION DATE: FACR Q2	FACR	Fin Acct			18					
Operating Budget Training	Operating	Sys Acct / Mgrs / Coordinators/ Directors	Week commencing		25					
Australia Day Public Holiday	Public Holiday				26					
FACR Q2 - EMG	FACR	EMG/Sys Acct/Fin Acct	2 days		20 - 21					
AGENDA DUE: 2019/2020 Carryforward / Surplus / FACR Q2	FACR	Fin Acct			27					
Operating Packs Released to Managers	Operating					1				
EMG - Business Case Review and Budget Review	Capital / Budget Review	EMG/Sys Acct/Fin Acct				2nd or 3rd week Feb				
SUBMISSION DATE: Operating Packs - Managers	Operating	Mgrs				12				
SUBMISSION DATE: Fleet Budgets	Operating	Mgmr Waste and Fleet				12				
SUBMISSION DATE: Parks, Building and Engineering Budget	Operating	Mgmr Operations				12				
OCM - 2019/20 Carryforwards and Surplus, FACR 2, Rating Equity Project	FACR	Dir Corp / Council				15				
Operating Packs - Director Review	Operating	Directors				15				
Councillor Workshop - LTFP, Community perception Survey and CBP Performance Analysis (Direction Setting)	LTFP/CBP	Dir Corp / Council				22				
AGENDA DUE: Budget Review agenda item due	FACR	Sys Acct/Fin Acct				24				
SUBMISSION DATE: Operating Packs - Directors	Operating	Directors				26				

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Details	Type	Who	Duration	2020	2021					
				Dec	Jan	Feb	Mar	Apr	May	Jun
Labour Day Public Holiday	Public Holiday						1			
Finance to Review 1st Pass Budget and Generate 1st Cash Required	Operating	Sys Acct					5			
Councillor Workshop - Fees and Charges	Fees and Charges	Dir Corp / Council					8			
Finance Meeting with Managers to discuss Operating Budget & make changes	Operating	Sys Acct/Mgrs/Directors	2 weeks				9 - 19			
EMG - Manager Operating Budget Presentations	Operating	EMG/Sys Acct	3 days				22			
OCM - Budget Review	Budget Review / FACR	Sys Acct/Fin Acct					15			
Finalise Interim Rates	Rates	Rev Acct					End of March			
Commence Rates Modelling	Rates	Rev Acct					End of March			
Compile Capital Budget	Capital	Sys Acct/Mgr Finance					End of March			
Easter Break	Public Holiday		5 days					2 - 6		
2nd Pass Operating Budget and Cash Required to EMG	Operating	Sys Acct						9		
Councillor Workshop - LTFP, CBP and Capital	LTFP/CBP/Capital	Dir Corp / Council						12		
Councillor Workshop - Rates	Rates	Dir Corp / Council						14		
FACR Q3 - Managers Meetings	FACR	Fin Acct/Sys Acct	7 days					7 - 14		
SUBMISSION DATE: FACR Q3	FACR	Fin Acct/Sys Acct						19		
SUBMISSION DATE: Carryforward Submissions due	Carryforwards	Mgrs/Directors/Sys Acct						22		
ANZAC Day Public Holiday	Public Holiday							26		
FACR Q3 - EMG	FACR	EMG/Sys Acct	2 days					21 - 22		
Agenda Due - FACR 3	FACR	Fin Acct/Sys Acct						28		
Councillor Workshop - Operating	Operating	Dir Corp / Council							10	
OCM - FACR Q3	FACR	Dir Corp / Council							17	
OCM - Resolution to Advertise Rates	Rates	Dir Corp / Council							17	
EMG - Final Review - Operating, Capital, Carryforwards, LTFP	All	EMG/Sys Acct							Mid May	
Advertise Rates (21 working days before = 31 May) and Draft Capital Budget	Rates	Rev Acct							24	
Prepare Statutory Reports	Statutory	Sys Acct								Mid May to Early June
Queens Birthday Public Holiday	Public Holiday									7
Statutory Budgets, Fees and Charges, Capital and Carryforward + Agenda Item ready for EMG	Statutory	EMG/Sys Acct								7
Statutory Budgets, Fees and Charges, Capital and Carryforward + Agenda Item ready for Council	Statutory	Sys Acct/Mgr Finance								14
Special Council Meeting - Adoption of Budget, CBP, LTFP	Statutory	Dir Corp / Council								28
Move Draft to Active Budget and release to organisation	All	Sys Acct								30