

Budget Process and Timescale FY 2022-2023

Community Group Financial Plan Submissions and Budgeting Process

Glossary

CB – Community Board

CBFC – Membership Board Finance Committee

CGC – Community Groups Committee

CGT - Community Group Team - Swindon Community Group Coordinators

TB - Trustee Board

The following is the process for all Community Groups 2022-2023

The two key elements of the financial plan submitted to secure the Group's budget are:

- the sums requested with the associated activity record
- the aims and benefits recorded on the planning form

For many Community Groups, once this is established, the process will be increasingly streamlined to submitting copies.

Planning and Budgeting Cycle for 2022-2023:

February:

The invitation to submit a financial plan is made by the Community Group Team to Treasurers and Chairs.

CGT Action Required: to send out budget packs to each group Treasurer and cc Chair.

CBFC Action Required: hold virtual Treasurers Meeting 17th February. Information to be issued to Community Groups w/c 7/02/2022

March:

CGC Action Required: hold a budget planning committee meeting.

CGC draw up their initial cost proposals for activity and send completed financial planning forms to the CGT to collate. The CGT will review each submission and apply policy and consensual guidance to the proposals received

Overall comment should be logged on the master spreadsheet and appropriate details completed on the Community Group Coordinator Budget Comment Form to accompany each budget submission.

Trustee Board meets to review and set the strategic assumptions relating to Community Groups.

CGC Action Required: Send financial plan forms to groups@bcs.uk by **31 03 2022 at the latest**

CGT Action Required: Continuous Review and acknowledge to their Branches and Specialist Groups submitted budgets. Ensure requests fall within the BCS financial guidelines.

Complete the Coordinator Budget Comment Form with appropriate details to accompany submission.

April:

First planning review meeting by CBFC to do a first pass on the proposals, and comments from the CGT. Corrections made where necessary and final bid prepared.

CBFC Action Required: Meeting to review plans

CGT Action Required: Action any query requests from CBFC review.

May:

Final confirmation of plans and consolidation by CGT and CBFC for preparation of detailed budget submission for the new financial year.

CGT Action Required: Produce Group and Support teams final planned expenditure (including any re-planning). This is usually by the CBFC Chair day prior to the May CBFC Meeting in conjunction with Head of Community Groups and Financial Accountant.

CBFC – Chair Action Required: Prepare detailed submission to Trustee Board for 2022-23 response to exceptions such as a budget shortfall that will impact Group budgets.

CGT Action Required: None unless re-planning required and then plan modifications and re-submit.

August:

TB confirms final budget for FY 2022/2023 to CB who then inform CBFC Chair of allocation.

In conjunction with Financial Accountant funds final review of allocations are allocated to individual cost centres including SFR's and subsidiary boards of CB.

CBFC and CGT Action Required: *Confirm final budgets with Community Groups. Notify CGC via email of allocation and liaise with CGC over exceptional issues.*

September:

Start new financial year.

Funds confirmed to individual CGC via monthly accounts.

Quarterly Actions

1st Quarterly return and Forecast of Out-turn.

January:

CBFC examines 1st return and make any necessary reallocations.

CGT Required: *none*

CBFC Action Required: *review and inform CB*

CB Action Required: *escalation of finance issues as necessary.*

Quarter 2: return and Forecast of Out-turn.

Repeat and refine. Start to identify any likely surplus or deficit. (Deficit may justify increased allocation)

CGT Required: *none*

CBFC Action Required: *review and inform CB*

CB Action Required: *escalation of finance issues as necessary.*

Quarter 3: return and Forecast of Out-turn and preparation for next FY budget cycle.

All groups start to prepare following year's bid (2023/2024) being informed by current year actual and forecasts. **Repeat and refine as 1 & 2.**

CGC Required: *begins to prepare for the 2023/2024 financial year.*

CBFC Action Required: *review and inform CB*

CB Action Required: *escalation of finance issues as necessary.*

Quarter 4: return and Forecast of Out-turn.

Work towards end of year finals.

CGC Required: *to manage their assigned funds until end of financial year.*

CBFC Action Required: *review and inform CB*

CB Action Required: *escalation of finance issues as necessary.*