

FP022 – Budget Preparation

1. Intention

To establish the parameters for setting the annual financial budget timetable each financial year.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

Draft Budgets are to be presented in accordance with the adopted timetable.

Draft Budgets to be sent out to Councillors five (5) clear days before Budget meeting.

Annual Budget meeting where practicable to be held in second week of August each year.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Finance				
Policy Number	FP022				
Contact Officer	Director Corporate Services				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
22/11/2011	Updated as part of major review.	OCM11/11/143
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		

FIN008 – Budget Preparation
3.2 – Budget Preparation

