2023/24 Revenue and Capital Forecasting Timetable

Service Managers and Budget Managers to post forecasts into ABW	DMT	Service Directors and Finance to review forecasts and make amendments as appropriate	Key Meeting Date
Non working day	Bank Holiday		

Month	Type of Report	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Cabinet Key Dates	Cabinet Key Dates
June	P2/Q1 Detailed				1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th			28th Jun	4th Jul
					Close P2					Cabinet P1						Flash Review Meeting	Hard close / EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	Quarterly CIB CLB						Final Submission P2							Submit Q1/MTFP	Cabinet Q1/MTFP
July	P3 Exception	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st							24th Jul	1st Aug
		Close P3	Cabinet P2						Flash Review Meeting	Hard Close / EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB / Cabinet Q1 / MTFP						Final Deadline Submission P3													Submit P3 Exception Report	Cabinet P3 Exception Report
August	P4 Exception		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st				25th Aug	5th Sep
			Close P4 / Cabinet P3								Flash Review Meeting	Hard close					EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB			Final Deadline Submission P4			Summer Bank Holiday							Submit P4 Exception Report	Cabinet P4 Exception Report
September	P5/Q2 Detailed					1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th		25th Sep	3rd Oct
						Close P5				Cabinet P4						Flash Review Meeting	Hard close / EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	Quarterly CIB CLB						Final Deadline Submission Q2							Submit P5/Q2 Detailed Report	Cabinet P5/Q2 Detailed Report
October	P6 Exception	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st						30th Oct	7th Nov
		Close P6	Cabinet Q2 Detailed								Flash Review Meeting	Hard close					EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB						Final Deadline Submission P6							Submit P6 Exception Report	Cabinet P6 Exception Report
November	P7 Exception		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th					27th Nov	5th Dec
			Close P7						Cabinet P6		Flash Review Meeting	Hard close					EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	Quarterly CIB CLB						Final Deadline Submission P7							Submit P7 Exception Report	Cabinet P7 Exception Report
December	P8/Q3 Detailed				1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st		15th Jan	23nd Jan
					Close P8				Cabinet P7							Flash Review Meeting	Hard close / EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB						Christmas Day	Boxing Day						Submit P8/Q3 detailed Report & Budget	Cabinet P8/Q3 detailed Report & Budget
January	P9 Option for Exception	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st					29th Jan	6th Feb
		New Year's Day	Close P9									Hard close				Final deadline Q3 and Budget		EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB & Budget Cabinet Q3						Final Deadline Submission P9							Submit P9 Exception Report	P9 Cabinet Exception
February	P10 Exception		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th						26th Feb	5th Mar
			Close P10								Flash Review Meeting					Hard close / EDM PREP		EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CIB CLB						Final Deadline Submission P10							Submit P10 Exception Report	Cabinet P10 Exception Report
March	P11 Option for Exception				1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st		25th Mar	2nd Apr
					Close P11				Cabinet P10								Hard close / EDM PREP	EDM	COMMENCE CONSOLIDATION OF REPORT & 1ST REVIEW	FD Sign Off			CMB	CLB						Final Deadline Submission P11				Good Friday			Submit P11 Exception Report	Cabinet P11 Exception