



Llywodraeth Cymru
Welsh Government

Chief Financial Officers,
Welsh County and County Borough Councils

Parc Cathays / Cathays Park
Caerdydd / Cardiff, CF10 3NQ

28 February 2024

Dear Colleague,

BUDGET REQUIREMENT RETURN (BR1) FOR BILLING AUTHORITIES, 2024-25

This letter constitutes a notice under section 64(1) of the [Local Government Finance Act 1992](#) ("the 1992 Act").

On 28 February 2024, we will be sending an e-mail to our contact in your authority, containing a weblink to a spreadsheet and notes for guidance on completing the return. The completed spreadsheet should be printed and then **certified by you**.

Once certified, please send the following:

- An electronic copy of the spreadsheet for data processing.
- A signed copy of the spreadsheet (preferably as a PDF) or by post.

1. Budget requirement information

Each authority should use its spreadsheet to supply the information required by section 64 of the 1992 Act, as amended, namely:

- The budget requirement for 2024-25 (section 64(1));
- The aggregate amount of precepts issued to it by (or anticipated by it in respect of) community councils (section 64(2)).

Your attention is drawn to the additional note to line 1, as follows:

'In calculating the budget requirement you should net off all specific, special and expenditure grants, including the unhypothecated Outcome Agreement Grant (formally IAG) and any amounts of RSG relating to earlier years as a result of an amended report.'

Section 64(3) requires that this information should be supplied **before the end of the period of seven days beginning with the day on which the budget requirement was calculated**. An authority which has calculated its budget requirement for 2024-25 before receiving this letter may need to complete the return and send it to the Welsh Government immediately.

The latest date on which a county or county borough council may calculate its budget requirement for 2024-25 is **11 March 2024** (by virtue of section 32(10) of the 1992 Act). The completed BR1 form must therefore be received in the Welsh Government by **no later than 14 March 2024**.

2. Substitute calculations of budget requirement

If an authority calculates a substitute budget requirement, it must inform the Welsh Government within seven days (section 64(3)). In that event a new BR1 form would have to be completed, certified and returned to the Welsh Government within that period.

3. Further information requested

This letter also constitutes a notice under sections 64(4) and 68 of the 1992 Act and section 230 of the Local Government Act 1972 to supply further information. The further information required are the items described in lines 2 to 23 of form BR1 and should, subject to what is said in item 1.2, be supplied at the same time as the information about the authority's budget requirement or substitute budget requirement, as the case may be.

4. Amounts of council tax calculated more than seven days after calculation of budget requirement

Where an authority intends to calculate amounts of council tax more than seven days after it calculates its budget requirement, it will need to:

- Complete lines 15 and 17 of form BR1 and ensure that the Welsh Government receives the certified form and spreadsheet within the period specified in section 64(3) of the 1992 Act;
- Complete the remaining lines of form BR1 after it has calculated amounts of council tax and ensure that the Welsh Government receives the certified form and spreadsheet **as soon as possible**.

5. Errors and corrections

If an authority discovers that there is an error or errors in information that it has supplied on the BR1, it should send the Welsh Government a new certified return (paper or preferably as a PDF) and a revised spreadsheet as soon as possible.

If as a result of a substitute calculation or because of corrections, an authority is submitting a new return it must make it clear that it replaces any previous return it has made.

6. Contact Details

Please send all correspondence, including notification of substitute calculations (see item 2) and enquiries, in the first instance to: LGFS.Transfer@gov.wales

Phone enquiries: Bruce Anderson on 030 0025 9169 or Frank Kelly on 030 0025 5673

Postal address: Local Government Finance Statistics,
Knowledge and Analytical Services,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

Finally, we would be most grateful if you could forward a copy of this letter to the Chief Executive of your Council.

Thank you for your continued co-operation.

Kind regards,

Anthony Newby
Local Government Finance Statistics / Ystadegau Cyllid Llywodraeth Leol,
Knowledge and Analytical Services / Gwasanaethau Gwybodaeth a Dadansoddi,
Finance and Corporate Services / Cyllid a Gwasanaethau Corfforaethol,
Welsh Government / Llywodraeth Cymru