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| SCHEDULE OF KEY DEADLINES: 2011/2012 BUDGET |
| **AUGUST - 10** |
| **ACTION** | **PURPOSE** | **PERSON RESPONSIBLE** |
| Planning of IDP and Budget Process | To align IDP & Budget processes | CFO/IDP MNGR |
| Workshop draft with HOD's for comment | To seek HOD’s input | CFO/IDP |
| Plan approved by executive committee | For recommendation to Council for approval | CFO/IDP |
| Plan workshoped with COUNCIL | Buy-in of Council | CFO/IDP |
| Plan approved by COUNCIL | Compliance with MFMA | COUNCIL |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **SEPTEMBER 10** |
| BTO determines revenue projections. | Preparatory budgetary planning | CFO/IDP |
| Engagement with Provincial and National sector departments on sector specific programmes (water, electricity, roads, etc) | To ensure alignment and identification of gaps for alignment with IDP | IDP |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **OCTOBER 10** |
| *S52 (d) Mayoral Reports on implementation of the current year’s budget* | *To monitor implementation of the current year’s budget against set targets* | *MAYOR* |
| Initial review of national policies and budget plans and checking of price increases of bulk resources with function and department officials | To ensure that the budget considers the MTBPS and also ensure expenditures are realistically projected | MM |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **NOVEMBER 10 to DECEMBER- 10** |
| Review of IDP Strategies | To ensure relevance | MM |
| Submission of projections by depts | To compile draft Budget | CFO |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **JANUARY - 11** |
| Draft Budget is Compiled | Define Service Delivery Objectives for each function | IDP/CFO/HOD's |
| Mid-year Budget & Performance Assessment | Assessment of municipality for the first half of the year | MM/CFO |
| ***Tabling of Annual Report*** | ***To report on the performance of the previous year and service delivery targets achieved*** | ***MM*** |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| *S52 (d) Mayoral Reports on implementation of the current year’s budget* | *To monitor implementation of the current year’s budget against set targets* | *MAYOR* |
| **FEBRUARY - 11** |
| Tabling of Adjustments Budget | To seek adoption of Adjustments budget in terms of s28 of MFMA  | MAYOR |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **MARCH - 11** |
| **ACTION** | **PURPOSE** | **PERSON RESPONSIBLE** |
| ***Table oversight report*** | ***Oversight report on the Annual Report for consideration by Council*** | ***Mayor*** |
| Table draft budget to EXCO | For recommendation to Council | CFO/HOD's |
| Table draft IDP/Budget/SDBIP to COUNCIL | To seek approval of draft budget before community participation process. | MAYOR |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **APRIL - 11** |
| Public comment on Draft budget | To obtain input from communities | COUNCIL |
| COUNCIL considers views of the Local Communities, NT, PT and other National and Provincial Organs of State | Community Participation | COUNCIL |
| Mayor responds to submissions during consultation | Community Participation | MM/CFO/MAYOR |
| Mayor tables amendments for COUNCIL consideration | Community Participation | MM/CFO/MAYOR |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| *S52 (d) Mayoral Reports on implementation of the current year’s budget* | *To monitor implementation of the current year’s budget against set targets* | *MAYOR* |
| **MAY - 11** |
| Approve annual IDP/Budget/SDBIP and Budget related policies in COUNCIL and send copy to National Treasury | To enable council to operate from 1 July '10 | MM/CFO/MAYOR |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |
| **JUNE - 11** |
| Submission of SDBIP to Mayor | Ensuring a budget implementation plan is in place. | MM |
| Conclusion of Annual Performance contracts by Mayor | To ensure a performance driven management | MAYOR |
| Publication of SDBIP and Annual Budget | Community Participation | MM |
| Submission by Mayor of approved SDBIP and Performance Agreements to COUNCIL, MEC for Local Govt. | Compliance | MAYOR/MM |
| *Monthly s71 Reports* | *Implementation of the current year’s budget* | *MM* |