

HARRY GWALA DISTRICT MUNICIPALITY: DC43



BTO

SCHEDULE OF KEYDEADLINES FOR
PREPARATION OF THE 2015-16 BUDGET

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1/8/2014

HARRY GWALA DISTRICT MUNICIPALITY: DC43

SCHEDULE OF KEY DEADLINES: 2015/2016 BUDGET		
AUGUST - 14		
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
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>
SEPTEMBER 14		
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
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>
OCTOBER 14		
<i>S52 (d) Mayoral Reports on implementation of the current year's budget</i>	<i>To monitor implementation of the current year's budget against set targets</i>	<i>MAYOR</i>
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
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>
Circulation of 2015/16 Budget Preparation Template by BTO to other Departments.	To provide details on budget requests by various departments for BSC.	CFO

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NOVEMBER 14 to DECEMBER- 14		
Review of IDP Strategies	To ensure relevance	MM
Submission of projections by Department	To compile draft Budget	CFO
IDP Budget Izimbizo's	First Community consultative process	MAYOR
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>
JANUARY - 15		
ENTITY BOARD OF DIRECTORS APPROVES AND SUBMITS PROPOSED BUDGET AND PLANS FOR NEXT THREE-YEAR BUDGETS TO SISONKE DM	FOR CONSIDERATION BY THE SDM COUNCIL	ENTITY BOARD CHAIRPERSON
Draft Budget is Compiled	Define Service Delivery Objectives for each function	IDP/CFO/HOD's
Mid-year Budget & Performance Assessment (25 January 2015)	Assessment of municipality for the first half of the year	MM/CFO
Tabling of Adjustments Budget (31 January 2015)	To seek adoption of Adjustments budget in terms of s28 of MFMA	MAYOR
<i>Tabling of Annual Report to Council</i> (31 January 2015)	<i>To report on the performance of the previous year and service delivery targets achieved</i>	<i>MM</i>
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>
<i>S52 (d) Mayoral Reports on implementation of the current year's budget</i>	<i>To monitor implementation of the current year's budget against set targets</i>	<i>MAYOR</i>
FEBRUARY - 15		
COUNCIL CONSIDERS MUNICIPAL ENTITY PROPOSED BUDGET AND SERVICE DELIVERY PLAN AND ACCEPTS OR MAKES RECOMMENDATIONS TO THE ENTITY	TO ENSURE ALIGNMENT & CONSIDERATION OF FUNDING PROPOSALS	MAYOR
ENTITY BOARD OF DIRECTORS CONSIDERS RECOMMENDATIONS OF PARENT MUNICIPALITY AND SUBMITS REVISED BUDGET BEFORE MONTH END.	TO INCORPORATE SDM RECOMMENDATIONS AND CONSOLIDATE INTO THE SDM BUDGET.	ENTITY BOARD CHAIRPERSON
Finalisation of the Draft Line item Budget	To allow BTO to prepare the budget in terms of Municipal Budgeting Regulations	MM & HOD's
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>

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MARCH - 15		
ACTION	PURPOSE	PERSON RESPONSIBLE
<i>Table oversight report for Adoption</i>	<i>Oversight report on the Annual Report for consideration by Council</i>	<i>Mayor</i>
Table draft budget to EXCO	For recommendation to Council	MM
Table draft IDP/Budget/SDBIP to COUNCIL	To seek approval of draft budget before community participation process.	MAYOR
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	MM
APRIL - 15		
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
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	MM
<i>S52 (d) Mayoral Reports on implementation of the current year's budget</i>	<i>To monitor implementation of the current year's budget against set targets</i>	MAYOR
MAY - 15		
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 2015	MM/CFO/MAYOR
ENTITY BOARD OF DIRECTORS TO APPROVE THE BUDGET OF THE ENTITY NOT LATER THAN 30 DAYS BEFORE THE START OF THE FINANCIAL YEAR, TAKING INTO ACCOUNT ANY HEARINGS OR RECOMMENDATIONS OF THE COUNCIL OF THE PARENT MUNICIPALITY	TO ENABLE ENTITY TO OPERATE FROM 1 JULY 2015	ENTITY BOARD CHAIRPERSON
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>

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JUNE - 15		
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
<i>Monthly s71 Reports</i>	<i>Implementation of the current year's budget</i>	<i>MM</i>