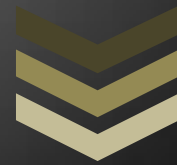


# HARRY GWALA DISTRICT MUNICIPALITY: DC43



## BTO

SCHEDULE OF KEYDEADLINES FOR  
PREPARATION OF THE 2018-19 BUDGET

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8/11/2017

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

| <b>SCHEDULE OF KEY DEADLINES: 2018/2019 BUDGET</b>  |  |                           |
|---|--|---------------------------|
| <b>AUGUST - 17</b>  |  |                           |
| <b>ACTION</b>   | <b>PURPOSE</b>   | <b>PERSON RESPONSIBLE</b> |
| 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>                 |
| <b>SEPTEMBER 17</b>   |  |                           |
| 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>                 |
| <b>OCTOBER 17</b>   |  |                           |
| <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 2018/19 Budget Preparation Template by BTO to other Departments.   | To provide details on budget requests by various departments for BSC.                                  | CFO                       |

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

| <b>NOVEMBER 17 to DECEMBER- 17</b>   |  |                                 |
|--|--|---------------------------------|
| 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>                       |
| <b>JANUARY - 18</b>  |  |                                 |
| <b>ENTITY BOARD OF DIRECTORS APPROVES AND SUBMITS PROPOSED BUDGET AND PLANS FOR NEXT THREE-YEAR BUDGETS TO SISONKE DM</b>              | <b>FOR CONSIDERATION BY THE SDM COUNCIL</b>  | <b>ENTITY BOARD CHAIRPERSON</b> |
| Draft Budget is Compiled   | Define Service Delivery Objectives for each function   | IDP/CFO/HOD's                   |
| Mid-year Budget & Performance Assessment<br>(25 January 2018)  | Assessment of municipality for the first half of the year                                      | MM/CFO                          |
| Tabling of Adjustments Budget<br>(31 January 2018)   | To seek adoption of Adjustments budget in terms of s28 of MFMA                                 | MAYOR                           |
| <i>Tabling of Annual Report to Council</i><br>(31 January 2018)  | <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>                    |
| <b>FEBRUARY - 18</b>   |  |                                 |
| <b>COUNCIL CONSIDERS MUNICIPAL ENTITY PROPOSED BUDGET AND SERVICE DELIVERY PLAN AND ACCEPTS OR MAKES RECOMMENDATIONS TO THE ENTITY</b> | <b>TO ENSURE ALIGNMENT &amp; CONSIDERATION OF FUNDING PROPOSALS</b>                            | <b>MAYOR</b>                    |
| <b>ENTITY BOARD OF DIRECTORS CONSIDERS RECOMMENDATIONS OF PARENT MUNICIPALITY AND SUBMITS REVISED BUDGET BEFORE MONTH END.</b>         | <b>TO INCORPORATE SDM RECOMMENDATIONS AND CONSOLIDATE INTO THE SDM BUDGET.</b>                 | <b>ENTITY BOARD CHAIRPERSON</b> |
| 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>                       |

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

| <b>MARCH - 18</b>   |   |                                 |
|---|---|---------------------------------|
| <b>ACTION</b>   | <b>PURPOSE</b>  | <b>PERSON RESPONSIBLE</b>       |
| <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                              |
| <b>APRIL - 18</b>   |   |                                 |
| 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                           |
| <b>MAY - 18</b>   |   |                                 |
| 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 2018                                     | MM/CFO/MAYOR                    |
| <b>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</b> | <b>TO ENABLE ENTITY TO OPERATE FROM 1 JULY 2018</b>                               | <b>ENTITY BOARD CHAIRPERSON</b> |
| <i>Monthly s71 Reports</i>  | <i>Implementation of the current year's budget</i>                                | <i>MM</i>                       |

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

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| <b>JUNE - 18</b>   |  |           |
|--|--|-----------|
| 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> |