

**TIME SCHEDULE FOR THE 2016/17 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY –  
Approved 26 Aug 2015**

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2014/15	Close off 2015/16	2016/17 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
<b>JULY-OCTOBER 2015</b>				
<b>PREPARATION PHASE</b>				
District IDP Managers Forum (activity alignment) (Coordinated by ODM- IDP Manager)	Strategic Office			<b>6-Aug-15</b>
Table in Council a budget and IDP time schedule of key deadlines (Every year - at least 10 months before the start of the budget year)	Strategic Office/ Budget Office			<b>26-Aug-15</b>
Submission of time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			<b>4-Sept-15</b>
Place public notice on IDP/Budget time schedule approval	Strategic Office			<b>3-Sept-15</b>
<b>ANALYSIS, STRATEGY AND PROJECT PHASES</b>				
Review status of Capital Projects on Capital Wish list + current 3 year budget	Budget Office			<b>28-Aug-15</b>
Snr Managers for the respective administrations receive Wish list of previous project requests for Ward Committees to review	Budget Office			<b>01-Sept-15</b>
Distribute Capital Projects template to all project managers to complete for existing projects on the two outer years, prioritise outer year (2018/19) and new projects in exceptional circumstances	Budget Office			<b>01-Sept-15</b>
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 2 Provincial engagement- Strategic Office			<b>3-4 Sept-15</b>
Ward committees meet to review current needs on wish list	Snr Managers for the respective administrations			<b>14-18 Sept-15</b>

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Provincial IDP Indaba 1/ Special MinMay Tech (Coordinator Dept of LG – IDP unit)	Strategic office/ MM/ Directors			<b>TBC by Province</b>
Snr Managers for the respective administrations submit draft Ward requests based on review of current wish list to Strategic Office and Budget office	Snr Managers for the respective administrations			<b>18-Sept-15</b>
Managers submit completed capital projects templates on the 2016/2018 MTREF Capital Budget to Directors	Managers			<b>25-Sep-15</b>
Mayoral Strategic session with Management and Councillors	Strategic Office			<b>1- Oct-15</b>
<b>Budget Steering Committee Meeting</b> - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital	Budget Steering Committee			<b>06-Oct-15</b>
Directors to review existing 3 year MTREF capital project budget and submit completed Capital project Templates with priorities to Budget Office	Directors			<b>06-Oct-15</b>
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			<b>06-Oct-15</b>
Snr Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests	Budget Office			<b>09-Oct-15</b>
Top Management Meeting with MM (Directors, Snr Managers for the respective administrations & Budget Office) to discuss budget proposals and budget affordability	Budget Office/TMT			<b>12-14 Oct 15</b>
Based on BSC directive, Ward Committees meet to prioritise their ward requests	Ward Committee / Snr Managers for the respective administrations			<b>12-16 Oct 15</b>
Budget office to issue directives to budget holders regarding the compilation of 2016/17 – 2018/19 OPEX Budget	Budget Office			<b>16-Oct-15</b>
Snr Managers for the respective administrations to submit prioritised ward requests to the Budget Office in Excel format	Snr Managers for the respective administrations			<b>23-Oct-15</b>
<b>INTEGRATION PHASE</b>				
<b>Budget Steering Committee Meeting</b> - To discuss & review capital budget requests ( <b>ROUND1</b> )	Budget Steering Committee			<b>27/29 Oct-15</b>
Mayoral directional IDP/Budget Speech	Mayor			<b>28-Oct-15</b>
Directors to submit proposed Tariffs to Snr Manager Revenue	Directors			<b>30-Oct-15</b>

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Budget Office distributes prioritised ward requests to Snr Managers of the respective administrations for Ward Committee final verification	Budget Office			<b>3-Nov-15</b>
Workshop on Tariffs and Tariff Related Policies	Budget Office			<b>3-6-Nov-15</b>
Budget Office sends summarised capital budget requests to budget holders after Budget Steering committee for review	Budget Office			<b>06-Nov-15</b>
Ward Committees meet for final confirmation of their ward requests	Snr Managers of the respective administrations			<b>09-13-Nov 15</b>
Snr Managers of the respective administrations submit final ward requests to Budget Office	Snr Managers of the respective administrations			<b>18-Nov-15</b>
<b>Budget Steering Committee Meeting</b> - Mid Year Review (2015/16 Budget): Capex including Draft 2016-2019 <b>Capital budget</b> requests <b>(ROUND2)</b>	Budget Steering Committee		<b>20/21-Nov 15</b>	<b>19/20-Nov-15</b>
Directors to review 2016/2017 -2018/2019 Opex requests from Managers on the New Budget Programme	Managers			<b>23-Nov-15</b>
Directors to submit New Post requests to HR & Salary Office	Directors			<b>23-Nov-15</b>
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			<b>23-Nov-15</b>
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			<b>27-Nov-15</b>
Directors to submit 2015/2016 -2017/2018 Opex requests to Budget Office	Directors			<b>27-Nov-15</b>
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			<b>27-Nov-15</b>
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			<b>27-Nov-15</b>
District IDP Managers Forum (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			<b>30-Nov-15</b>
Budget Office to distribute OPEX performance including Draft 2016-2018 OPEX	Budget Office		<b>3 Dec-14</b>	<b>4-Dec-15</b>
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3			<b>3-4 Dec-15</b>

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	Provincial engagement – Strategic Office			
<b>Budget Steering Committee Meeting</b> - Mid Year Review (2015/2016 Budget): Opex performance including Draft 2016-2018 Opex	Budget Steering Committee		<b>8-12-Dec-15</b>	<b>7-Dec-15</b>
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			<b>7-Dec-15</b>
Asset Management to submit draft three year depreciation budget (Asset register 2015) to Budget Office	Asset Management			<b>7-Dec-15</b>
Costing Section must provide Draft Recharges/ Departmental charges	Costing Section			<b>7-Dec-15</b>
Cash management to submit draft three year Interest & Redemption (Loan register 2015) to Budget Office	Cash Management			<b>7-Dec-15</b>
Budget Office distributes all <b>Mid-Year Review (Capex &amp; Opex) Changes &amp; Draft Capex &amp; Opex</b> budget requests to managers and directors for verification	Budget Office		<b>24-Dec-15</b>	<b>21-Dec-15</b>
Compilation of Mid-Year Review Report (2015/16)	Budget Office/ Strategic Office		<b>12-19 Jan-16</b>	<b>11-18 Jan-16</b>
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office			<b>11-Jan-16</b>
<b>Submit Mid-Year Review (MYR) Report to Mayor</b>	Budget Office/ Strategic Office		<b>23-Jan 16</b>	<b>25-Jan-16</b>
<b>Table Mid-year Review (MYR) in Council</b>	Budget Office/ Strategic Office		<b>28-Jan 15</b>	<b>27-Jan-16</b>
<b>Budget Steering Committee Meeting</b> - Final discussion of Tariffs & Final Adjustment Budget Review (2015/2016 Budget)	Budget Steering Committee		<b>29/30 Jan16</b>	<b>28/29 Jan-16</b>
Budget Office distributes information for finalisation of depreciation, salary budget and interest & redemption	Budget Office			<b>1-Feb-16</b>
Budget Office distributes all operational budget requests to managers and directors for final verification	Budget Office			<b>1-Feb-16</b>
Snr Manager: Revenue determines Final revenue projections & Tariffs	Snr Manager Revenue			<b>1-5 Feb-16</b>
Review Budget Related Policies	Budget			<b>1-5-Feb-16</b>

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	Committee/Councilors/ Directors/Managers			
OMAF Meeting for discussion on preliminary budget proposals and IDP review focus areas for 2016/17	OMAF - Ward Com/Councilors/Managers / Directors			<b>2-4-Feb-16</b>
Compile Adjustment Budget (2015/2016 Budget): NT Reports and working papers	Budget Office		<b>2-13 -Feb-16</b>	<b>1-12 Feb-16</b>
<b>Budget Steering Committee Meeting</b> - To discuss & review opex, capex, new posts, Revenue Projections & Filling of vacancies for determination of Salary Contingency	Budget Steering Committee			<b>8-12 Feb-16</b>
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			<b>12-Feb-16</b>
Provincial IDP Indaba 2 (Coordinated Dept LG- IDP Directorate)	Strategic Office/ MM/ Directors			<b>16 Feb-15- TBC</b>
Start with the compilation of Draft SDBIP (2016/17)	Strategic Office/ Directorates			<b>16-Feb-16</b>
Final Review of 2015/2016 Adjustment Budget documents	Budget Office		<b>20-Feb-16</b>	<b>19 Feb 16</b>
Directors and Managers return final operational and capital budget including the Statistical Information with final sign off to verify information submitted	Directors/Managers			<b>19 Feb 16</b>
Managers return final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to budget office	Relevant Managers			<b>19 Feb 16</b>
Snr Manager Revenue Dept to finalise Draft tariffs & Revenue Projections and submit to Budget Office	Snr Manager: Revenue			<b>19 Feb 16</b>
Update & Balance DB4 System with 3yr Budget Info	Budget Office			<b>22-26 Feb-16</b>
Balance & Verify Draft I/E, Cash Flow and Capital Budget	Budget Office			<b>22-26 Feb-16</b>
Managers to submit Final Policies to CFO	Managers			<b>26-Feb-16</b>
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			<b>26 Feb -16</b>
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			<b>4-Mar-16</b>
Finalise the draft IDP review 2016/17	Strategic Office			<b>1-18 Mar-16</b>
Finalisation of Draft Opex & Capex Budgets working papers	Budget Office			<b>01-12 Mar-16</b>

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Update & Balance A Schedule and compile draft agenda item	Budget Office			01-12 Mar-16
Budget Office compile Draft Budget Report & Schedules	Budget Office			01-12 Mar-16
Budget Office send financial information to Strategic Office for Draft IDP review & SDBIP	Budget Office			12-Mar-16
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			15-16 Mar-16
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			15-16 Mar-16
Budget Office distributes Draft Budget Report	Budget Office			17 Mar-16
Prepare advertisements for Draft IDP& Budgets for comments	Budget Office / Strategic Office			24 Mar-16
Draft IDP/Budget tabled in Council	Budget Office / Strategic Office			23/30-Mar-16
Advertise Draft IDP& Budget for public comment	Budget Office / Strategic Office			31-Mar-16
<b>APRIL – MAY 2016</b>				
<b>CONSULTATION &amp; APPROVAL PHASE</b>				
Public Participation	Community			1 April-5 May-16
Electronic Draft IDP/Budget files submitted to Provincial Treasury after Council Meeting	Budget Office / Strategic Office			8-Apr-16
Submission of Annual Draft Budget and IDP for representation to National and Provincial Treasury any other prescribed organs of state.	Budget Office / Strategic Office			8-Apr-16
District IDP Managers Forum (Draft IDP reviews and inputs) (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			11-Apr-16
Managers to submit Demand Management Plans to SCM	Budget Holders			29-Apr-16
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April-16
Managers to submit Final Activity/ Business Plans for Grants to Budget Office	Budget Holders			29-Apr-16
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			3 May-16

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<b>Budget Steering Committee Meeting</b> - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			<b>3 May-16</b>
Re-advertise for Budget comments	Budget Office			<b>13 May-16</b>
Budget Office compile Final Budget Report and Schedules	Budget Office			<b>03-12 May-16</b>
Budget Office does Final Review of Budget Report & Schedules	Budget Office			<b>12 -13 May-16</b>
Printing & Binding of Final Budget Report	Budget Office			<b>16-17 May -16</b>
Distribution of Final Budget Report	Budget Office			<b>19-20 May -16</b>
Approval of IDP and Budget by Council	Budget Office / Strategic Office			<b>25-May-16</b>
<b>IMPLEMENTATION PHASE</b>				
Place Final Budget documents on the website	Budget Office			<b>1 June-16</b>
Advertise Final Budget and Tariffs in the media	Budget Office			<b>3-June-16</b>
Submission of Final Budget and IDP to National and Provincial Treasury.	Budget Office / Strategic Office			<b>7 June-16</b>
Municipal Manager submits SDBIP to Mayor	Municipal Manager			<b>8-June-16</b>
Publish a summary of Budget in Bulletin	Manager: Communications			<b>15-June-15</b>
Compile Internal Budget Book & electronic copy	Budget Office			<b>4-22 June-16</b>
Confirm Capital Budget on Financial System	Budget Office			<b>20 June-16</b>
Print & Bind Internal Budget Book & Electronic Copy	Budget Office			<b>23-28 June-16</b>
Approval of SDBIP by Executive Mayor	Mayor			<b>23-June-16</b>
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			<b>23-June-16</b>
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			<b>24 June-16</b>
Place Internal Budget Book on Intranet	Budget Office			<b>28-June-16</b>
Distribute Internal Budget Book	Budget Office			<b>28-June-16</b>
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office			<b>30 June-16</b>
Submit Budget Locking Certificate to National Treasury	Budget Office			<b>14-Jul-16</b>

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<b>REPORTING &amp; REVIEW</b>				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Jul 15- Jun 16	Jul 16- Jun 17
Quarterly reporting by Mayor to Council	Mayor		Oct 15, Jan 16, Apr 16, Jul 16	Oct 16, Jan 17, Apr 17, Jul 17
Table adjustments Budget	Budget Office		25-Feb-16	24-Feb-17
Finalise Roll over Projects (Final Amounts)	Budget Office	31-Jul-15	31-Jul-16	31-Jul-17
Table Adjustments Budget for approval of Roll over projects	Budget Office	25-Aug-15	25-Aug-16	25-Aug-17
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	26-Aug-15	26-Aug-16	31- Aug-17
Submission of annual financial statements to AG	Accounting Services	31-Aug-15	31-Aug-16	31-Aug-17
Finalise the draft unaudited annual report for submission to AG	Strategic Office	31-Aug-15	31-Aug16	31 Aug-17
Submit Draft audited Annual Report to Council	Strategic Office	27-Jan-16	27-Jan-17	25-Jan-18
Submit Adjustments Budget (Overspending), if necessary	Budget Office	27-Jan-16	27-Jan-17	26-Jan-18
Final Annual Report Comments and Approval	Strategic Office	Feb-March	Feb-March	Feb-March

**Notes:**

Opex: Operational Expenditure

Capex: Capital Expenditure