

## TIME SCHEDULE FOR THE 2018/19 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

### (1<sup>ST</sup> REVIEW OF THE 5 YEAR IDP – 2017/2022)

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2016/17	Close off 2017/18	2018/19 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
<b>JUNE-OCTOBER 2017</b>				
<b>PREPARATION PHASE</b>				
District IDP Managers Forum (time schedule activity alignment) (Coordinated by ODM- IDP Manager)	Strategic Office			<b>8-Aug-17</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			<b>30-Aug-17</b>
Provincial IDP Managers Forum	Local/ Provincial alignment- 2 <sup>nd</sup> Quarter Provincial engagement – Strategic Office			<b>31 Aug- 1 Sept 17</b>
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			<b>7 Sept-17</b>
Place public notice on the IDP review/Budget time schedule approval	Strategic Office			<b>7 Sept-17</b>
<b>ANALYSIS, STRATEGY AND PROJECT PHASES</b>				
Discussion with Area Management and Ward Councillors- Methodology for review of community needs for the 2018/19 IDP review	Area Managers/ Directors Community Services & Management Services/ Ward Councillors/Strategic Office			<b>27-July-17</b>
Budget Office to submit Current 3 year capital budget to Strategic Office	Budget Office			<b>27-July-17</b>

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Snr Managers for the respective administrations receive prioritised Wish list from Strategic Office of previous project requests for Ward Committees to review (including the Current 3 year capital budget from Budget Office)	Strategic Office/ Budget Office			<b>28-July-17</b>
Ward committees meet to review current needs on the wish list	Snr Managers for the respective administrations			<b>14-18-Aug-17</b>
Public ward feedback meetings- Ward committees obtain public input for draft Ward requests (ward specific projects) and draft reviewed prioritised ward wish list for the 2018/19 financial year	Ward Committees/ Snr Managers for the respective administrations			<b>11-15-Sept-17</b>
Snr Managers for the respective administrations submit draft Ward requests to the Budget Office and draft reviewed prioritised wish list to the Strategic Office	Snr Managers for the respective administrations			<b>19-Sept-17</b>
Review status of Samras Budget Portal functionality and MTREF budget information	Samras/Budget Office			<b>22 Sept-17</b>
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 2018/19 IDP review)	Strategic Office			<b>11-28-Sept-17</b>
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			<b>2-3-Oct-17</b>
<b>Budget Steering Committee Meeting</b> - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			<b>3-6-Oct-17</b>
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests <b>(After BSC meeting)</b>	TMT/Budget Office			<b>6-Oct-17</b>
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list	Snr Managers of the respective administrations			<b>9-13-Oct-17</b>
Budget Office distributes current approved three year capital budget to directors and project managers to review existing projects on the two outer years and prioritise projects for the third outer year (2020/2021)	Budget Office			<b>09-Oct-17</b>
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			<b>09-Oct-17</b>
Snr Managers of the respective administrations submit final ward projects to	Snr Managers of the			<b>16-Oct-17</b>

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Budget Office and final reviewed prioritised wish list to Strategic Office	respective administrations			
Strategic office distribute final reviewed prioritised ward wish list to Directorates for their response by 2 <sup>nd</sup> November 2017	Strategic Office			19-Oct-17
Final review Samras Budget Portal for readiness	Samras/Budget Office			20-Oct-17
Mayoral directional IDP/Budget Speech	Executive Mayor			25-Oct-17
Directors submit draft 3 year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2020/2021)	Directors			31-Oct-17
<b>INTEGRATION PHASE</b>				
District IDP Rep/PP Comm Forum	Coordinated by ODM IDP Office			Nov-17
Budget office to issue directives to budget holders regarding the compilation of 2018/19 – 2020/21) OPEX Budget	Budget Office			1-Nov-17
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			1-Nov-17
<b>Budget Steering Committee Meeting</b> - To discuss & review capital budget requests ( <b>ROUND1</b> )	Budget Steering Committee			6-10-Nov-17
Workshop on Tariffs and Tariff Related Policies	Budget Office			6-10-Nov-17
Samras Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes	Samras/Strategic Office/Budget Office			10-Nov-17
Additional Training if required for all Budget Holders on the new Samras Budget Portal for OPEX and CAPEX Budgets (Project Based Approach)	All Budget Holders/Budget Office			13-17-Nov-17
<b><u>Capturing of Opex &amp; Capex budgets on the Budget Portal</u></b>	<b>All budget Holders</b>			13-Nov-17 to 1-Dec-17
Directors to submit New Post requests to HR & Salary Office	Directors			20-Nov-17
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			24-Nov-17
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			24-Nov-17
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			27-Nov-17
District IDP Rep/PPCom Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Nov-17 to be confirmed
Budget Office to distribute Year-to-Date Opex & Capex performance for	Budget Office			

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2017-2018 for Mid-Year review proposals			30-Nov-17	
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			30-Nov/1 Dec-17
<b>Closing date for the capturing of Opex &amp; Capex budgets on the Budget Portal</b>	<b>All budget Holders</b>			<b>1-Dec-17</b>
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			<b>1-Dec-17</b>
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			<b>1-Dec-17</b>
Asset Management to submit draft three year depreciation budget (Asset register 2017) to Budget Office	Asset Management			<b>1-Dec-17</b>
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			<b>1-Dec-17</b>
Cash management to submit draft three year Interest & Redemption (Loan register 2017) to Budget Office	Cash Management			<b>1-Dec-17</b>
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			<b>1-Dec-17</b>
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			<b>1-Dec-17</b>
Directors return Mid-Year review requests to Budget Office	Directors		<b>8-Dec-17</b>	
<b>Directors confirm budget position of information captured on the Budget Portal for their respective directorates</b>	<b>Directors</b>			<b>8-Dec-17</b>
<b>Budget Steering Committee Meeting</b> - Mid Year Review (2017/2018 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review <b>Draft Capex &amp; Opex budget for 2018-2019 to 2020-2021</b> & finalisation of new posts	Budget Steering Committee		<b>11-13-Dec-17</b>	<b>11-13-Dec-17</b>
Budget Office distributes the <b>Mid-Year Review (Capex &amp; Opex) Changes</b> for final verification	Budget Office		<b>15-Dec-17</b>	
Budget Office distributes the status on the <b>Draft Capex &amp; Opex budget for 2018-2019 to 2020-2021</b>	Budget Office			<b>15-Dec-17</b>

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Compilation of Mid-Year Review Report (2017/18)	Budget Office/ Strategic Office		15-19 Jan-18	14-18 Jan-19
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office			20-Jan-18
<b>Submit Mid-Year Review (MYR) Report to Mayor</b>	Budget Office/ Strategic Office		24-Jan-18	25-Jan-19
<b>Table Mid-year Review (MYR) in Council</b>	Budget Office/ Strategic Office		25-Jan-18	30-Jan-19
<b>Budget Steering Committee Meeting</b> - Final discussion of Tariffs & Final Adjustment Budget Review (2017/2018 Budget)	Budget Steering Committee		30/31 Jan-18	30/31 Jan-18
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section			2-Feb-18
	Asset Management			
	Costing Section			
	Cash Management			
	Fleet Management			
	Accounting Services			
Budget Office distributes <b>Draft Capex &amp; Opex budget for 2018-2019 to 2020-2021</b> for BSC meeting	Budget Office			9-Feb-18
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			9-Feb-18
Review Budget Related Policies	Budget Committee/Councilors/ Directors/Managers			1-9-Feb-18
Compile Adjustment Budget (2017/2018 Budget): NT Reports and working papers	Budget Office		6-16-Feb-18	
Final Review of 2017/2018 Adjustment Budget documents	Budget Office		19-20-Feb-18	
<b>Budget Steering Committee Meeting</b> - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			12-15 Feb-18
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-18- Dept. LG to confirm

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District IDP Rep/PP Comm Forum	Coordinated by ODM IDP Office			<b>Feb-18 ODM to confirm</b>
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			<b>9-Feb-18</b>
Start with the compilation of Draft SDBIP (2018/19)	Strategic Office/ Directorates			<b>19-Feb-18</b>
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			<b>19-Feb-18</b>
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			<b>19-Feb-18</b>
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			<b>20-Feb-18</b>
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			<b>20-Feb-18</b>
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			<b>20-Feb-18</b>
Update & Balance Financial System with 3yr Budget Info	Budget Office			<b>19-23 Feb-18</b>
Review Draft I/E and Capital Budget status	Budget Office			<b>22-23 Feb-18</b>
Compile Draft Cash Flow	Budget Office			<b>27-28 Feb-18</b>
Managers to submit Final Policies to CFO	Managers			<b>28-Feb-18</b>
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			<b>28 Feb -18</b>
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			<b>28 Feb -18</b>
<b>Budget Steering Committee Meeting</b> – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			<b>28 Feb -18</b>
OMAF Meeting - 2018/19 IDP review focus areas & preliminary budget proposals for 2018/19	OMAF - Ward Com/Mayor/Councilors/ Directors /Managers			<b>21-28-Feb-18</b>
Provincial IDP Managers Forum	Local/ Provincial alignment- 4 <sup>th</sup> Quarter Provincial engagement – Strategic Office			<b>1-2-Mar-18</b>
Finalise the draft IDP review for 2018/19	Strategic Office			<b>1-20 Mar-18</b>
Finalisation of Draft Opex & Capex Budgets working papers	Budget Office			<b>01-09 Mar-18</b>

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Update & Balance A Schedule and compile draft agenda item	Budget Office			09-15 Mar-18
Budget Office send financial information to Strategic Office for Draft IDP review & SDBIP	Budget Office			16-Mar-18
Budget Office compile Draft Budget Report & Schedules	Budget Office			16-20 Mar-18
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			22-23 Mar-18
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			23-26 Mar-18
Budget Office distributes Draft Budget Report	Budget Office			27 Mar-18
Prepare advertisements for Draft IDP& Budgets for comments	Budget Office / Strategic Office			26 Mar-18
Budget Office distributes Draft Budget Report	Budget Office			27 Mar-18
<b>Draft IDP review/Budget tabled in Council</b>	Budget Office / Strategic Office			28-Mar-18
<b>Submit Draft IDP review/Budget files to Provincial Treasury after Council Meeting</b>	Budget Office / Strategic Office			28-Mar-18
<b>Place Draft Budget and IDP review on website</b>	Budget Office / Strategic Office			28-Mar-18
Submission of Annual Draft Budget, data strings and IDP for representation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			29-Mar-18
<b>Advertise Draft IDP review &amp; Budget for public comment</b>	Budget Office / Strategic Office			29/30-Mar-18
<b>APRIL – MAY 2018</b>				
<b>CONSULTATION &amp; APPROVAL PHASE</b>				
Public comment period	Community			30-Mar-30 Apr-18
Public Participation (road shows)	Community/ Councillors/ Top Management/ Area Managers			April 2018
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April/ Mid-May-18
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			27-Apr-18
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			27-Apr-18
Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-18
Summarise all community feedback and distribute to the relevant	Budget Office			3 May-18

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stakeholders for consideration to be included in the Final Budget report				
<b>Budget Steering Committee Meeting</b> - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			<b>4 May-18</b>
Budget Office updates final changes on financial system	Budget Office			<b>7-8 May -18</b>
Budget Office compile Final Budget Report and Schedules	Budget Office			<b>7-17 May-18</b>
Budget Office does Final Review of Budget Report & Schedules	Budget Office			<b>18 -21 May-18</b>
Printing , Binding and Electronic Media of Final Budget Report	Budget Office			<b>22-23 May -18</b>
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			<b>24-May -18</b>
<b>Approval of IDP review and Budget by Council</b>	Budget Office / Strategic Office			<b>30- May-18</b>
District IDP Rep/PP Comm Forum	Coordinated by ODM IDP Office			<b>May-18 ODM to confirm</b>
<b>IMPLEMENTATION PHASE</b>				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1 <sup>st</sup> Quarter Provincial engagement – Strategic Office			<b>31-May-1 June-18</b>
Place Final Budget documents on the website	Budget Office			<b>4- June-18</b>
Advertise Final Budget and Tariffs in the media	Budget Office			<b>7-June-18</b>
<b>Submission of Final Budget and data strings and IDP review to National and Provincial Treasury</b>	Budget Office / Strategic Office			<b>8 June-18</b>
Municipal Manager submits SDBIP to Mayor	Municipal Manager			<b>11-June-18</b>
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office			<b>13 June-18</b>
Confirm/Capture Capital Budget on Financial System	Budget Office			<b>11-15 June-18</b>
Compile Electronic Internal Budget Book	Budget Office			<b>18-28 June-18</b>
Publish a summary of Budget in Bulletin	Manager: Communications			<b>15-June-18 TBC</b>
Approval of SDBIP by Executive Mayor	Mayor			<b>28-June-18</b>
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			<b>28-June-18</b>



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Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			<b>22 June-18</b>
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			<b>29-June-18</b>
Submit Budget Locking Certificate to National Treasury	Budget Office			<b>30-June-18</b>
<b>REPORTING &amp; REVIEW</b>				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		<b>Aug 17- Jul 18</b>	<b>Aug 18- Jul 19</b>
Quarterly reporting by Mayor to Council	Mayor		<b>Oct 17, Jan 18, Apr 18, Jul 18</b>	<b>Oct 18, Jan 19, Apr 19, Jul 19</b>
Table adjustments Budget	Budget Office		<b>28-Feb-18</b>	<b>28-Feb-19</b>
Finalise Roll over Projects (Final Amounts)	Budget Office		<b>5-Jul-18</b>	<b>4-Jul-19</b>
Table Adjustments Budget for approval of Roll over projects	Budget Office		<b>25-Jul-18</b>	<b>31-Jul-19</b>
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	<b>31-Aug-17</b>	<b>30-Aug-18</b>	<b>29- Aug-19</b>
Submission of annual financial statements to AG	Accounting Services	<b>31-Aug-17</b>	<b>31-Aug-18</b>	<b>31-Aug-19</b>
Finalise the draft unaudited annual report for submission to AG	Strategic Office	<b>31-Aug-17</b>	<b>31-Aug18</b>	<b>31 Aug-19</b>
Submit Adjustments Budget (Overspending), if necessary	Budget Office	<b>19-Jan-18</b>	<b>26-Jan-19</b>	<b>30-Jan-20</b>
Submit Draft audited Annual Report to Council	Strategic Office	<b>25-Jan-18</b>	<b>26-Jan-19</b>	<b>30-Jan-20</b>
Finalise Annual Report Comments for Approval	Strategic Office	<b>Feb-March</b>	<b>Feb-March</b>	<b>Feb-March</b>
Approval of Annual Report	Strategic Office	<b>28-Mar-18</b>	<b>28-Mar-19</b>	<b>27-Mar-20</b>

**Notes:**

**Capex- Capital budget**

**Opex- Operating budget**