

TIME SCHEDULE FOR THE 2019/20 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

(2nd REVIEW OF THE 5 YEAR IDP – 2017/2022)

Approved 29.8.2018

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2017/18	Close off 2018/19	2019/20 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
JUNE-OCTOBER 2018				
PREPARATION PHASE				
District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules	Strategic Office			25-June-18
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			29-Aug-18
Place public notice on the IDP review/Budget time schedule approval	Strategic Office			6-Sept-18
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			7-Sept-18
Provincial IDP Managers Forum	Local/ Provincial alignment- 2 nd Quarter Provincial engagement – Strategic Office			6 & 7 Sept-18
ANALYSIS, STRATEGY AND PROJECT PHASES				
Budget Office to submit Current 3 year capital budget and 2 years future planning to Strategic Office	Budget Office			27-July-18
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			1-Aug-18

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EMT buy-in Methodology for review of community needs for the 2019/20 IDP review	Top Management/ Mayco			7-Aug-18
Ward committees meet to review current needs on the wish list	Snr Managers for the respective administrations			13-17-Aug-18
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 2019/20 financial year	Ward Committees/ Snr Managers for the respective administrations			10-14-Sept-18
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			19-Sept-18
Review status of Bytes Budget Portal functionality and MTREF budget information	Bytes/Budget Office			21 Sept-18
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 2019/20 IDP review)	Strategic Office			20-Sept/ 1-Oct-18
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			1-3-Oct-18
Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			3-5-Oct-18
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests (After BSC meeting)	TMT/Budget Office			8-Oct-18
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list	Snr Managers of the respective administrations			15-19-Oct-18
Budget Office distributes current approved three year capital budget and 2 years future planning to directors and project managers to review existing projects on the two outer years and prioritise projects for the third outer year (2021/2022) as well as the 2 years future planning projects for a 5 year horizon.	Budget Office			09-Oct-18
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			09-Oct-18
Snr Managers of the respective administrations submit final ward projects to	Snr Managers of the			26-Oct-18

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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 5 th November 2018	Strategic Office			29-Oct-18
Final review Bytes Budget Portal for readiness	Bytes/Budget Office			19-Oct-18
Mayoral directional IDP/Budget Speech	Executive Mayor			31-Oct-18
Directors submit draft 3 year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2021/2022) as well as the 2 years future planning projects for 5 year horizon.	Directors			31-Oct-18
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Oct-2018 (TBC)
INTEGRATION PHASE				
Budget office to issue directives to budget holders regarding the compilation of 2019/20 – 2021/22) OPEX Budget	Budget Office			1-Nov-18
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			1-Nov-18
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			5-9-Nov-18
Workshop on Tariffs and Tariff Related Policies	Budget Office			5-9-Nov-18
Bytes Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects	Bytes/Strategic Office/Budget Office			9-Nov-18
Additional Training if required for all Budget Holders on the new Bytes Budget Portal for OPEX and CAPEX Budgets (Project Based Approach)	All Budget Holders/Budget Office			12-16-Nov-18
<u>Capturing of Opex & Capex budgets on the Budget Portal</u>	All budget Holders			12-Nov-18 to 30-Nov-18
Directors to submit New Post requests to HR & Salary Office	Directors			23-Nov-18
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			23-Nov-18
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			30-Nov-18
District Sector-focused engagements to ensure project alignment	Coordinated by ODM IDP Office			27-30-Nov-18
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government coordinate			Nov-18 (TBC)

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Budget Office to distribute Year-to-Date Opex & Capex performance for 2018-2019 for Mid-Year review proposals	Budget Office		30-Nov-18	
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			6 & 7 Dec-2018
<u>Closing date for the capturing of Opex & Capex budgets on the Budget Portal</u>	All budget Holders			30-Nov-18
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			30-Nov-18
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			30-Nov-18
Asset Management to submit draft three year depreciation budget (Asset register 2018) to Budget Office	Asset Management			30-Nov-18
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			30-Nov-18
Cash management to submit draft three year Interest & Redemption (Loan register 2018) to Budget Office	Cash Management			30-Nov-18
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			30-Nov-18
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			30-Nov-18
Directors return Mid-Year review requests to Budget Office	Directors		9-Dec-18	
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			9-Dec-18
Budget Steering Committee Meeting - Mid Year Review (2018/2019 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2019-2020 to 2021-2022 & finalisation of new posts	Budget Steering Committee		10-12-Dec-18	10-12-Dec-18
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office		14-Dec-18	
Budget Office distributes the status on the Draft Capex & Opex budget for 2019-2020 to 2021-2022	Budget Office			14-Dec-18

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Compilation of Mid-Year Review Report (2018/19)	Budget Office/ Strategic Office		14-18 Jan-19	13-16 Jan-20
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office			18-Jan-19
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		25-Jan-19	25-Jan-19
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		30-Jan-19	30-Jan-19
Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2018/2019 Budget)	Budget Steering Committee		30/31 Jan-19	30/31 Jan-19
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section			4-Feb-19
	Asset Management			
	Costing Section			
	Cash Management			
	Fleet Management			
	Accounting Services			
Budget Office distributes Draft Capex & Opex budget for 2019-2020 to 2021-2022 for BSC meeting	Budget Office			8-Feb-19
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			8-Feb-19
Review Budget Related Policies	Budget Committee/Councilors/ Directors/Managers			4-8-Feb-19
Compile Adjustment Budget (2018/2019 Budget): NT Reports and working papers	Budget Office		4-15-Feb-19	
Final Review of 2018/2019 Adjustment Budget documents	Budget Office		18-19-Feb-19	
Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			11-15 Feb-19
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-19- Dept. LG to confirm

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District IDP Managers engagement to discuss alignment of Draft 2 nd Reviews (Coordinated by ODM- IDP Manager)	Strategic Office			Feb-19 ODM to confirm
Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-19 (TBC)
Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) (2019/20)	Strategic Office/ Directorates			18-Feb-19
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			19-Feb-19
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			19-Feb-19
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			20-Feb-19
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			20-Feb-19
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			20-Feb-19
Update & Balance Financial System with 3yr Budget Info	Budget Office			18-22 Feb-19
Review Draft I/E and Capital Budget status	Budget Office			21-22 Feb-19
Compile Draft Cash Flow	Budget Office			27-28 Feb-19
Managers to submit Final Policies to CFO	Managers			28-Feb-19
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			28 Feb -19
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			28 Feb -19
Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			28 Feb -19
Overstrand Municipal Advisory Forum (OMAF) Meeting - 2019/20 IDP review focus areas & preliminary budget proposals for 2019/20	OMAF - Ward Com/Mayor/Councilors/ Directors /Managers			19-27-Feb-19
Provincial IDP Managers Forum	Local/ Provincial alignment- 4 th Quarter Provincial engagement – Strategic Office			28-Feb- 1 Mar-19
Finalise the draft IDP review for 2019/20	Strategic Office			1-22 Mar-19

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Finalisation of Draft Opex & Capex Budgets working papers	Budget Office			01-08 Mar-19
Update & Balance A Schedule and compile draft agenda item	Budget Office			08-15 Mar-19
Budget Office send financial information to Strategic Office for Draft IDP review & draft SDBIP	Budget Office			15-Mar-19
Budget Office compile Draft Budget Report & Schedules	Budget Office			15-19 Mar-19
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			20&22 Mar-19
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			25-26 Mar-18
Budget Office distributes Draft Budget Report	Budget Office			26 Mar-19
Prepare advertisements for Draft IDP review & Budgets for comments	Budget Office / Strategic Office			27 Mar-19
Budget Office distributes Draft Budget Report	Budget Office			28 Mar-19
Draft IDP review, draft Budget and draft SDBIP tabled in Council	Budget Office / Strategic Office			27-Mar-19
Submit Draft IDP review/Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office			27-Mar-19
Place Draft Budget and IDP review on website	Budget Office / Strategic Office			28-Mar-19
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-19
Advertise Draft IDP review & Budget for public comment	Budget Office / Strategic Office			28-Mar-19
APRIL – MAY 2019				
CONSULTATION & APPROVAL PHASE				
Public comment period	Community			28-Mar-30 Apr-19
Public Participation on draft IDP review & Draft Budget	Community/ Councillors/ Top Management/ Area Managers			April 2019
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April/ Mid-May-19
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			30-Apr-19
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Apr-19 (ODM to confirm)

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Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-19
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			2 May-19
Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			3 May-19
Budget Office updates final changes on financial system	Budget Office			6-8 May -19
Budget Office compile Final Budget Report and Schedules	Budget Office			8-15 May-19
Budget Office does Final Review of Budget Report & Schedules	Budget Office			16 -17 May-19
Printing , Binding and Electronic Media of Final Budget Report	Budget Office			20-21 May -19
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			22-May -19
Approval of Final IDP review and Final Budget by Council	Budget Office / Strategic Office			29- May-19
IMPLEMENTATION PHASE				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1 st Quarter Provincial engagement – Strategic Office			6-7June-19
Place Final IDP review and Final Budget documents on the website	Strategic Office/ Budget Office			3- June-19
Advertise Final Budget and Tariffs in the media	Budget Office			6-June-19
Submission of Final Budget and data strings and Final IDP review to National and Provincial Treasury	Budget Office / Strategic Office			7 June-19
Municipal Manager submits SDBIP and draft performance agreements to Mayor	Municipal Manager			12-June-19
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office			12 June-19
Confirm/Capture Capital Budget on Financial System	Budget Office			10-14 June-19
Compile Electronic Internal Budget Book	Budget Office			17-28 June-19
Publish a summary of Budget in Bulletin	Manager: Communications			15-June-18 TBC
Approval of SDBIP by Executive Mayor	Mayor			26-June-19

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Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			28-June-19
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			21 June-19
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			28-June-19
Submit Budget Locking Certificate to National Treasury	Budget Office			30-June-19
REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 18- Jul 19	Aug 19- Jul 20
Quarterly reporting by Mayor to Council	Mayor		Oct 18, Jan 19, Apr 19, Jul 19	Oct 19, Jan 20, Apr 20, Jul 20
Table adjustments Budget	Budget Office		27-Feb-19	26-Feb-20
Finalise Roll over Projects (Final Amounts)	Budget Office		5-Jul-19	4-Jul-20
Table Adjustments Budget for approval of Roll over projects	Budget Office		31-Jul-19	29-Jul-20
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	31-Aug-18	30-Aug-19	29- Aug-20
Submission of annual financial statements to AG	Accounting Services	31-Aug-18	31-Aug-19	31-Aug-20
Finalise the draft unaudited annual report for submission to AG	Strategic Office	31-Aug-18	31-Aug19	31 Aug-20
Submit Adjustments Budget (Overspending), if necessary	Budget Office	23-Jan-19	24-Jan-20	25-Jan-21
Submit Draft audited Annual Report to Council	Strategic Office	23-Jan-19	24-Jan-20	25-Jan-21
Finalise Annual Report Comments for Approval	Strategic Office	Feb-March	Feb-March	Feb-March
Approval of Annual Report	Strategic Office	27-Mar-19	28-Mar-20	27-Mar-21

Notes:

Capex- Capital budget

Opex- Operating budget

**** The due dates are subject to change depending on the official date of the National Elections**

**** A review of the Spatial Development Framework (SDF) is planned in 2018/19, but the timeframes were not available at the time of finalising this**

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