

TIME SCHEDULE FOR THE 2015/16 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

Approved by Council on 27 August 2014

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2013/14	Close off 2014/15	2015/16 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
JULY-OCTOBER 2014				
PREPARATION PHASE				
District IDP Managers Forum (activity alignment) (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			4-Aug-14
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			27-Aug-14
Submission of time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			4-Sept-14
Place public notice on IDP/Budget time schedule approval	Strategic Office			4-Sept-14
ANALYSIS, STRATEGY AND PROJECT PHASES				
Review status of Capital Projects on Capital Wish list + current 3 year budget	Budget Office			29-Aug-14
Snr Managers for the respective administrations receive Wish list of previous project requests for Ward Committees to review	Budget Office			01-Sept-14
Distribute Capital Projects template to all project managers to complete for existing projects on the two outer years, prioritise outer year (2017/18) and new projects in exceptional circumstances	Budget Office			01-Sept-14
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 2 Provincial engagement- Strategic Office			4-5 Sept-14
Ward committees meet to review current needs on wish list	Snr Managers for the respective administrations			8-12 Sept-14
Provincial IDP Indaba 1/ Special MinMay Tech (Coordinator Dept of	Strategic office/ MM/			16-Sept-14

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LG – IDP unit)	Directors			
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			19-Sept-14
Managers submit completed capital projects templates on the 2015/2017 MTREF Capital Budget to Directors	Managers			26-Sep-14
Mayoral Strategic session with Management and Councillors	Strategic Office			26-Sep-14
Budget Steering Committee Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital	Budget Steering Committee			29/30-Sep-14
Directors to review existing 3 year MTREF capital project budget and submit completed Capital project Templates with priorities to Budget Office	Directors			30-Sep-14
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			1-Oct-14
Snr Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests	Budget Office			3-Oct-14
Top Management Meeting with MM (Directors, Snr Managers for the respective administrations & Budget Office) to discuss budget proposals and budget affordability	Budget Office/TMT			3-6 Oct 14
Budget office to issue directives to budget holders regarding the compilation of 2015/16 – 2017/18 OPEX Budget	Budget Office			13-Oct-14
Based on BSC directive, Ward Committees meet to prioritise their ward requests	Ward Committee / Snr Managers for the respective administrations			13-17 Oct 14
Snr Managers for the respective administrations to submit prioritised ward requests to the Budget Office in Excel format	Snr Managers for the respective administrations			22-Oct-14
INTEGRATION PHASE				
Budget Steering Committee meet to discuss & review capital budget requests (ROUND1)	Budget Steering Committee			27/31 Oct-14
Mayoral directional IDP/Budget Speech	Mayor			29-Oct-14
Directors to submit proposed Tariffs to Snr Manager Revenue	Directors			31-Oct-14
Budget Office distributes prioritised ward requests to Snr Managers of the respective administrations for Ward Committee final	Budget Office			3-Nov-14

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verification				
District IDP Managers Forum (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			3-Nov-14
Workshop on Tariffs and Tariff Related Policies	Budget Office			3-7 Nov-14
Budget Office sends summarised capital budget requests to budget holders after Budget Steering committee for review	Budget Office			07-Nov-14
Ward Committees meet for final confirmation of their ward requests	Snr Managers of the respective administrations			10-14-Nov 14
Snr Managers of the respective administrations submit final ward requests to Budget Office	Snr Managers of the respective administrations			17-Nov-14
Budget Steering Committee meeting- Mid Year Review (2014/15 Budget): Capex including Draft 2015-2018 Capital budget requests (ROUND2)	Budget Steering Committee		20/21-Nov 14	20/21-Nov-14
Directors to review 2015/2016 -2017/2018 Opex requests from Managers on the New Budget Programme	Managers			24-Nov-14
Directors to submit New Post requests to HR & Salary Office	Directors			24-Nov-14
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			24-Nov-14
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			28-Nov-14
Directors to submit 2015/2016 -2017/2018 Opex requests to Budget Office	Directors			28-Nov-14
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			28-Nov-14
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			28-Nov-14
Budget Office to distribute OPEX performance including Draft 2015-2017 OPEX	Budget Office		3 Dec-14	3-Dec-14
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			4-5 Dec-14

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Budget Steering Committee meeting - Mid Year Review (2014/2015 Budget): Opex performance including Draft 2015-2017 Opex	Budget Steering Committee		8-12-Dec-14	8-12 Dec-14
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			8-Dec-14
Asset Management to submit draft three year depreciation budget (Asset register 2014) to Budget Office	Asset Management			8-Dec-14
Costing Section must provide Draft Recharges/ Departmental charges	Costing Section			8-Dec-14
Cash management to submit draft three year Interest & Redemption (Loan register 2014) to Budget Office	Cash Management			8-Dec-14
Budget Office distributes all Mid-Year Review (Capex & Opex) Changes & Draft Capex & Opex budget requests to managers and directors for verification	Budget Office		24-Dec-14	24-Dec-14
Compilation of Mid-Year Review Report (2014/15)	Budget Office/ Strategic Office		12-19 Jan-15	11-19 Jan-16
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office			12-Jan-15
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		23-Jan 15	22-Jan-16
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		28-Jan 15	27-Jan-16
Budget Steering Committee Meeting for final discussion of Tariffs & Final Adjustment Budget Review (2014/2015 Budget)	Budget Steering Committee		29/30 Jan15	29/30 Jan-15
Budget Office distributes information for finalisation of depreciation, salary budget and interest & redemption	Budget Office			2-Feb-15
District IDP Managers Forum (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			2-Feb-15
Budget Office distributes all operational budget requests to managers and directors for final verification	Budget Office			2-Feb-15
Snr Manager: Revenue determines Final revenue projections & Tariffs	Snr Manager Revenue			2-6 Feb-15
Review Budget Related Policies	Budget			2-6-Feb-15

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	Committee/Councilors/ Directors/Managers			
OMAF Meeting for discussion on preliminary budget proposals and IDP review focus areas	OMAF - Ward Com/Councilors/Managers / Directors			3-5-Feb 15
Compile Adjustment Budget (2014/2015 Budget): NT Reports and working papers	Budget Office		2-13 -Feb-15	February
Budget Steering Committee meet to discuss & review opex, capex, new posts, Revenue Projections & Filling of vacancies for determination of Salary Contingency	Budget Steering Committee			9-13 Feb-15
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			13-Feb-15
Provincial IDP Indaba 2 (Coordinated Dept LG- IDP Directorate)	Strategic Office/ MM/ Directors			16 Feb-15
Start with the compilation of Draft SDBIP (2015/16)	Strategic Office/ Directorates			17-Feb-15
Final Review of 2014/2015 Adjustment Budget documents	Budget Office		20-Feb-15	Feb
Directors and Managers return final operational and capital budget including the Statistical Information with final sign off to verify information submitted	Directors/Managers			20-Feb-15
Managers return final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to budget office	Relevant Managers			20-Feb-15
Snr Manager Revenue Dept to finalise Draft tariffs & Revenue Projections and submit to Budget Office	Snr Manager: Revenue			20-Feb-145
Update & Balance DB4 System with 3yr Budget Info	Budget Office			23-27 Feb-15
Balance & Verify Draft I/E, Cash Flow and Capital Budget	Budget Office			23-27 Feb-15
Managers to submit Final Policies to CFO	Managers			27-Feb-15
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			27 Feb -15
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			6-Mar-15
Finalise the draft IDP review 2015/16	Strategic Office			2-18 Mar-15
Finalisation of Draft Opex & Capex Budgets working papers	Budget Office			02-13 Mar-15

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Update & Balance A Schedule and compile draft agenda item	Budget Office			02-13 Mar-14
Budget Office compile Draft Budget Report & Schedules	Budget Office			02-13 Mar-15
Budget Office send financial information to Strategic Office for Draft IDP review & SDBIP	Budget Office			13-Mar-15
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			16-17 Mar-15
Printing & Binding of Draft Budget Report	Budget Office			16-17 Mar-15
Budget Office distributes Draft Budget Report	Budget Office			18 Mar-15
Prepare advertisements for Draft IDP& Budgets for comments	Budget Office / Strategic Office			24 Mar-15
Draft IDP/Budget tabled in Council	Budget Office / Strategic Office			25-Mar-15
Advertise Draft IDP& Budget for public comment	Budget Office / Strategic Office			26-Mar-15
APRIL – MAY 2015				
CONSULTATION & APPROVAL PHASE				
Public Participation	Community			29 Mar-30 Apr-15
Electronic Draft IDP/Budget files submitted to Provincial Treasury after Council Meeting	Budget Office / Strategic Office			9-Apr-15
Submission of Annual Draft Budget and IDP for representation to National and Provincial Treasury any other prescribed organs of state.	Budget Office / Strategic Office			9-Apr-15
District IDP Managers Forum (Draft IDP reviews and inputs) (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office			14-Apr-15
Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-15
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April-15
Managers to submit Final Activity/ Business Plans for Grants to Budget Office	Budget Holders			4-May-15
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			4/5 May-14

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Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			05 -8 May-14
Re-advertise for Budget comments	Budget Office			14 May-15
Budget Office compile Final Budget Report and Schedules	Budget Office			04-15 May-15
Budget Office does Final Review of Budget Report & Schedules	Budget Office			18 -19 May-15
Printing & Binding of Final Budget Report	Budget Office			20-21 May -15
Distribution of Final Budget Report	Budget Office			21-22 May -15
Approval of IDP and Budget by Council	Budget Office / Strategic Office			27-May-15
IMPLEMENTATION PHASE				
Place Final Budget documents on the website	Budget Office			3 June-15
Advertise Final Budget and Tariffs in the media	Budget Office			4-June-15
Submission of Final Budget and IDP to National and Provincial Treasury.	Budget Office / Strategic Office			10 June-15
Municipal Manager submits SDBIP to Mayor	Municipal Manager			10-June-15
Publish a summary of Budget in Bulletin	Manager: Communications			15-June-15
Compile Internal Budget Book	Budget Office			4-22 June-15
Implement Capital Budget on Financial System	Budget Office			22 June-15
Print & Bind Internal Budget Book	Budget Office			23-30 June-15
Approval of SDBIP by Executive Mayor	Mayor			24-June-15
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			24-June-15
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			26 June-15
Place Internal Budget Book on Intranet	Budget Office			30-June-15
Distribute Internal Budget Book	Budget Office			30-June-15
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office			30 June-15
Submit Budget Locking Certificate to National Treasury	Budget Office			15-Jul-15

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REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Jul 14- Jun 15	Jul 15- Jun 16
Quarterly reporting by Mayor to Council	Mayor		Oct 14, Jan 15, Apr 15, Jul 15	Oct 15, Jan 16, Apr 16, Jul 16
Table adjustments Budget	Budget Office		25-Feb-15	24-Feb-16
Finalise Roll over Projects (Final Amounts)	Budget Office	16-Jul-14	15-Jul-15	08-Jul-16
Table Adjustments Budget for approval of Roll over projects	Budget Office	23-Jul-14	22-Jul-15	15-Jul-16
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	27-Aug-14	26-Aug-15	31- Aug-16
Submission of annual financial statements to AG	Accounting Services	29-aug-14	31-Aug-15	31-Aug-16
Finalise the draft unaudited annual report for submission to AG	Strategic Office	29-Aug-14	31-Aug15	31 Aug-16
Submit Draft audited Annual Report to Council	Strategic Office	28-Jan-15	27-Jan-16	25-Jan-17
Submit Adjustments Budget (Overspending), if necessary	Budget Office	28-Jan-15	27-Jan-16	25-Jan-17
Final Annual Report Comments and Approval	Strategic Office	Feb-March-15	Feb-March	Feb-March

Notes:

Opex: Operational Expenditure

Capex: Capital Expenditure

The 2014/2015 Mid-Year Review & 2015/2016 Draft Capital and Operational Budget Process are incorporated into one process.