

**TIME SCHEDULE FOR THE 2014/15 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY
(APPROVED BY COUNCIL 28 AUGUST 2013)**

TASK/ ACTIVITY	RESPONSIBILITY	2014/15 BUDGET
		TIME FRAME
JULY – OCTOBER 2013		
PREPARATION PHASE		
District IDP Managers Forum (activity alignment) (Coordinated by ODM- IDP Manager)	Strategic Office	5 –Aug-13
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)	Budget Office / Strategic Office	28-Aug-13
Submission of time schedule to ODM and the Provincial Government	Strategic Office	6-Sept-13
Place public notice on IDP/Budget time schedule approval	Strategic Office	6-Sept-13
ANALYSIS, STRATEGY AND PROJECT PHASES		
Review status of Capital Projects on Capital Wish list + current 3 year budget	Budget Office	31-Jul-13
Snr Managers for the respective administrations receive Wish list of previous project requests for Ward Committees to review	Budget Office	06-Aug-13
Ward based planning sessions with ward committees and registered organisations/interest groups to identify new projects	Strategic Office & Snr Managers for the respective administrations	19-30 Aug13 & 2-4 Sep-13
Distribute Capital Projects template to all project managers to complete for existing projects on the two outer years and new projects	Budget Office	06-Aug-13
Ward Committees hold ward public meetings to present the outcomes of the ward planning sessions (new projects identified)	Snr Managers for the respective administrations	9-12-Sep-13
Provincial IDP Indaba 1/ Special MinMay Tech (Coordinator Dept of LG – IDP unit)	Strategic office/ MM/ Directors	16-Sept-13
Snr Managers for the respective administrations submit draft Ward requests to Strategic Office + R450 000 projects & other large capital projects	Snr Managers for the respective administrations	20-Sep-13
Managers submit completed capital projects templates on the 2014/2016 MTREF Capital Budget to Directors	Managers	23-Sep-13
Strategic Office to submit Draft ward requests (R450k projects & Other) to the Budget Office	Strategic Office	23-27 Sep-13
Strategic session with Management and Councillors	Strategic Office	Sep-13

TASK/ ACTIVITY	RESPONSIBILITY	2014/15 BUDGET
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Mayoral directional IDP/Budget Speech	Mayor	25-Sept-13
Budget Steering Committee Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital	Budget Steering Committee	26-30-Sep-13
Directors to prioritise new departmental capital project proposals and submit Capital project Templates with priorities to Budget Office	Directors	30-Sep-13
Snr Manager Revenue send Tariff List to Directors for review	Snr Manager Revenue	1-Oct-13
Snr Managers for the respective administrations receive updated lists of ward project (R450k projects & Other) for Ward Committees to prioritise	Budget Office	4-Oct-13
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	11-Oct-13
Ward Committees meet and priorities their list of ward specific capital projects (R450 000)	Ward Committee / Snr Managers for the respective administrations	14-17 Oct-13
Snr Managers for the respective administrations to submit Ward Project priorities to the Budget Office in Excel format	Snr Managers for the respective administrations	18-Oct-13
Budget Steering Committee meet to discuss & review capital budget requests (ROUND1)	Budget Steering Committee	23-31-Oct-13
Directors to submit proposed Tariffs to Snr Manager Revenue	Directors	31-Oct-13
NOVEMBER 2013- MARCH 2014		
INTEGRATION PHASE		
Budget Office distributes ward specific projects to Snr Managers of the respective administrations for Ward Committee final verification	Budget Office	1-Nov-13
Workshop on Tariffs and Tariff Related Policies	Budget Office	04-08 Nov-13
Budget Office sends summarised capital budget requests to budget holders after Budget Steering committee review	Budget Office	8-Nov-13
Directorates to be provided with the current OPEX Budget and actuals up until end of October including the two outer years budgets for review of 2013/2014 and for completion of 2014/2015 to 2016/2017	Budget Office	8-Nov-13
Top Management Meeting with MM (Directors, Snr Managers for the respective administrations & Budget Office) to discuss budget proposals and budget affordability	Budget Office/TMT	11-15 Nov-13
Snr Managers of the respective administrations submit final ward specific projects to Budget Office	Snr Managers of the respective administrations	15-Nov-13
Budget Steering Committee meeting- Mid Year Review (2013/2014 Budget): Capex including Draft 2014-2016 Capital budget requests (ROUND2)	Budget Steering Committee	18 -22 Nov-13
Managers to submit 2014/2015 -2016/2017 Opex requests to Directors	Managers	22-Nov-13

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Directors to submit New Post requests to HR & Salary Office	Directors	22-Nov-13
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR	29-Nov-13
Directors to submit 2014/2015 -2016/2017 Opex requests to Budget Office	Directors	29-Nov-13
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management	29-Nov-13
Managers to submit Final List of Overtime, Essential etc to Salary Department	Managers	29-Nov-13
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue	29-Nov-13
OMAF Meeting for discussion on capital proposals	OMAF - Ward Com/Councilors/Managers/ Directors	02-05 Dec-13
Budget Office to compile summary of current Budget & new Opex requests	Budget Office	02-06 Dec-13
Budget Steering Committee meeting - Mid Year Review (2013/2014 Budget): Opex performance including Draft 2014 -2016 Opex	Budget Steering Committee	09-13 Dec-13
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section	9-Dec-13
Asset Management to submit draft three year depreciation budget (Asset register 2013) to Budget Office	Asset Management	9-Dec-13
Costing Section must provide Draft Recharges/ Departmental charges	Costing Section	9-Dec-13
Cash management to submit draft three year Interest & Redemption (Loan register 2013) to Budget Office	Cash Management	9-Dec-13
Budget Office distributes all Mid Year Review (Capex & Opex) Changes & Draft Capex & Opex budget requests to managers and directors for verification	Budget Office	20-Dec-13
Compilation of Mid Year Review Report (2013/14)	Budget Office/Strategic Office	5-17 January-14
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office	17-Jan-14
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office	22 Jan 14
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office	29 Jan 14
Budget Steering Committee Meeting for final discussion of Tariffs & Final Adjustment Budget Review (2013/2014 Budget)	Budget Steering Committee	27-31 Jan-14
Snr Manager: Revenue determines Final revenue projections & Tariffs	Snr Manager Revenue	03-07 Feb-14

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Review Budget Related Policies	Budget Committee/Councilors/Directors/ Managers	03-07 Feb-14
Budget Office distributes information for finalisation of depreciation, salary budget and interest & redemption	Budget Office	3-Feb-14
Budget Office distributes all operational budget requests to managers and directors for final verification	Budget Office	3-Feb-14
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	4-Feb-14
Compile Adjustment Budget (2013/2014 Budget): NT Reports and working papers	Budget Office	3-14 February-14
Provincial IDP Indaba 2 (Coordinated Dept LG- IDP Directorate)	Strategic Office/ MM/ Directors	11 Feb-14
Budget Steering Committee meet to discuss & review opex, capex, new posts, Revenue Projections & Filling of vacancies for determination of Salary Contingency	Budget Steering Committee	10-14 Feb-14
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office	17-Feb-14
Final Review of 2013/2014 Adjustment Budget documents	Budget Office	19 February-14
Start with the compilation of Draft SDBIP (2014/15)	Strategic Office/ Directorates	February-14
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-14
Managers return final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to budget office	Relevant Managers	20-Feb-14
Snr Manager Revenue Dept to finalise Draft tariffs & Revenue Projections and submit to Budget Office	Snr Manager: Revenue	20-Feb-14
Update & Balance DB4 System with 3yr Budget Info	Budget Office	20-28 Feb-14
Balance & Verify Draft I/E, Cash Flow and Capital Budget	Budget Office	20-28 Feb-14
Managers to submit Final Policies to CFO	Managers	28-Feb-14
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue	28 Feb -14
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders	7-March-14
Finalise the draft IDP review 2014/15	Strategic Office	3-18 Mar-14
Finalisation of Draft Opex & Capex Budgets working papers	Budget Office	03-14 Mar-14
Update & Balance A Schedule and compile draft agenda item	Budget Office	03-14 Mar-14
Budget Office compile Draft Budget Report & Schedules	Budget Office	03-14 Mar-14

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Budget Office send financial information to Strategic Office for Draft IDP review & SDBIP	Budget Office	14-Mar-14
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office	17-18 Mar-14
Printing & Binding of Draft Budget Report	Budget Office	17-18 Mar-14
Budget Office distributes Draft Budget Report	Budget Office	19 Mar-14
Prepare advertisements for Draft IDP & Budgets for comments	Budget Office / Strategic Office	25 Mar-14
Draft IDP/Budget tabled in Council	Budget Office / Strategic Office	26-Mar-14
Advertise Draft IDP & Budget for public comment	Budget Office / Strategic Office	27-Mar-14
APRIL – MAY 2014		
CONSULTATION & APPROVAL PHASE		
Prepare and distribute presentation for OMAF or discussion on Draft Capital & Operational Budget & Tariff Proposals & IDP review	Strategic Office/Budget Office	3-Apr-14
OMAF Meeting for discussion on Draft Capital & Operational Budget & Tariff Proposals & IDP review	OMAF - Ward Com/Councilors/Managers/Directors	7-11-Apr-14
Electronic Draft IDP/Budget files submitted to Provincial Treasury after Council Meeting	Budget Office / Strategic Office	9-Apr-14
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-14
Public Participation	Community	01-30 Apr-14
Managers to submit Demand Management Plans to SCM	Budget Holders	30-Apr-14
LG MTEC3 Engagement	Provincial Treasury/Municipal Delegation	end April-14
Managers to submit Final Activity/ Business Plans for Grants to Budget Office	Budget Holders	2-May-14
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office	05 -9 May-14
Budget Steering Committee Meeting - Consideration of Budget Comments	Budget Steering Committee	05 -9 May-14
Budget Office compile Final Budget Report and Schedules	Budget Office	05 -16 May-14
Budget Office does Final Review of Budget Report & Schedules	Budget Office	18 -19 May-14
Printing & Binding of Final Budget Report		20-21 May
Distribution of Final Budget Report	Budget Office	21 May 2014
Approval of IDP and Budget by Council	Budget Office / Strategic Office	28-May-14
IMPLEMENTATION PHASE		
Place Final Budget documents on the website	Budget Office	4 June-14

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Advertise Final Budget and Tariffs in the media	Budget Office	5-June-14
Submission of Final Budget and IDP to National and Provincial Treasury.	Budget Office / Strategic Office	11 June-14
Municipal Manager submits SDBIP to Mayor	Municipal Manager	11-June-14
Compile Internal Budget Book	Budget Office	2-20 June-14
Implement Capital Budget on Financial System	Budget Office	20 June-14
Print & Bind Internal Budget Book	Budget Office	23-26 June-14
Approval of SDBIP by Executive Mayor	Mayor	25-June-14
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM	25-June-14
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue	27 June-14
Publish a summary of Budget in Bulletin	Manager: Communications	June-14
Place Internal Budget Book on Intranet	Budget Office	27-June-14
Distribute Internal Budget Book	Budget Office	27-June-14
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office	30 June-14
Submit Budget Locking Certificate to National Treasury	Budget Office	15-Jul-14
REPORTING & REVIEW		
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office	Jul 14- Jun 15
Quarterly reporting by Mayor to Council	Mayor	Oct 14, Jan 15, Apr 15, Jul 15
Mid year Budget and Performance Assessment (SDBIP) information	Budget Office / Strategic Office	5-20 January 15
Mid year Budget and Performance Assessment Report to MM & Mayor	Budget Office / Strategic Office	21 January 15
Mid year Budget and Performance Assessment Report to Council	Budget Office / Strategic Office	28 January 15
Table adjustments Budget	Budget Office	25 Feb 15
Finalise Roll over Projects (Final Amounts)	Budget Office	10 July 2015
Table Adjustments Budget for approval of Roll over projects	Budget Office	29 July 2015
Table in Council Draft Annual Report / AFS	Budget Office / Strategic Office	25 Aug 2015
Submission of annual financial statements to AG	Accounting Services	31-Aug 2015
Finalise the draft annual report for submission to AG	Strategic Office	31-Aug 2015
Finalise the Annual Report	Strategic Office	Aug – Nov 2015
Submit Draft Annual Report to Council	Strategic Office	January 2016
Submit Adjustments Budget (Overspending), if necessary	Budget Office	January 2016

TASK/ ACTIVITY	RESPONSIBILITY	2014/15 BUDGET
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Final Annual Report Comments and Approval	Strategic Office	Feb – Apr 2016

Notes:

Opex: Operational Expenditure

Capex: Capital Expenditure

The 2013/2014 Mid Year Review & 2014/2015 Draft Capital and Operational Budget Process are incorporated into one process.