

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr A Komani

Committee Members :

**Ald M Sapepa, Cllrs R Nutt
& N Nqinata**

**PORTEFEULJEKOMITEE :
BESTUURSDIENSTE**

Voorsitter :

Rdl A Komani

Komiteelede :

**Rdh M Sapepa, Rdle R Nutt
& N Nqinata**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

20 August 2019

I N D E X

ITEM

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**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

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(IDP) REVIEW AND AMENDMENT / BUDGET PROCESS | 1 |
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**AGENDA of the
Portfolio Committee: Management Services
20 August 2019
(Also the agenda for the Mayoral Committee Meeting: 28 August 2019)**

**1.
TIME SCHEDULE FOR THE 2020/21 INTEGRATED DEVELOPMENT PLAN (IDP)
REVIEW AND AMENDMENT/ BUDGET PROCESS**

**5/1
RG Louw
20 August 2019**

(028) 313 8071

Corporate Head Office

1. Executive Summary

To inform Council of the time schedule for the Integrated Development Plan (IDP) review and amendment process as well as the compilation of the Budget for the 2020/21 financial year. This time schedule will be for an IDP review and amendment of the current 5 year IDP (2017/2022) approved on 31 May 2017.

2. Service Delivery and Budget Implementation Plan - IGNITE

Management Services
Strategic Services

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment
The encouragement of structured community participation in the matters of the municipality
Promotion of tourism, economic and social development

4. Delegated Authority

None

5. Legal Requirements

Sections 26 (e), 28 and 29 (1) of the Local Government: Municipal Systems Act, No.32 of 2000 (MSA)
Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001
Section 21(1) of the Local Government: Municipal Finance Management Act, No.56 of 2003 (MFMA)

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6. Background

Under Section 21(1) of the MFMA the Mayor must at least 10 months before the start of the new budget year, table in the Municipal Council a time schedule outlining key deadlines for:

- *The preparation, tabling and approval of the annual budget;*
- *The annual review of the IDP in terms of the Systems Act and the budget related policies;*
- *The tabling and adoption of any amendments to the IDP and the budget related policies, and*
- *Any consultative processes forming part of the processes referred to above.*

The tabling of the time schedule is thus a legislative competency reserved for the Executive Mayor.

Discussion

An IDP must in terms of Section 34 (a) of the Municipal Systems Act be reviewed on an annual basis.

The Spatial Development Framework (SDF) is a core component of the Integrated Development Plan (IDP) in terms of section 26 (e) of the Municipal Systems Act (Act 32 of 2000). A review of the Overstrand SDF was initiated in 2018/19 and will be finalised in 2019/20. The SDF review will necessitate an IDP amendment in accordance with the prescribed process of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

The drafting of the municipality's IDP review and amendment and Budget compilation process is to run concurrently and the time schedules are therefore consolidated into the IDP review and amendment/Budget schedule. The key budget deadlines in the time schedule were discussed with the Senior Manager: Financial Services and the Budget Office for endorsement. Furthermore the Senior Manager: Town and Spatial Planning endorsed the SDF review timelines.

Conclusion

In terms of the IDP, this time schedule details the process for a review and an amendment of the current 5 year IDP of 2017/2022.

This report seeks to ensure compliance with the relevant provision of the MFMA. The time schedule for the 2020/21 IDP review and amendment/ Budget process is attached as Annexure A to this report.

**AGENDA of the
Portfolio Committee: Management Services
20 August 2019
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7. Financial Implications

Provision has been made for the costs of the above process in the 2019/20 operational budget.

8. Staff Implications

The IDP review and amendment and Budget compilation process will be undertaken by internal staff. A service provider was appointed to review the SDF.

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Time schedule for the 2020/21 IDP review and amendment/
Budget process

RECOMMENDATION TO THE COUNCIL:

that the schedule of key dates for the 2020/21 compilation of an IDP review and amendment/ Budget process **be noted**.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

28 AUGUST 2019

**AGENDA of the
Portfolio Committee : Management Services
20 August 2019
(Also the agenda for the Mayoral Committee Meeting : 28 August 2019)**

**1.
TIME SCHEDULE FOR THE 2020/21 INTEGRATED DEVELOPMENT PLAN (IDP)
REVIEW AND AMENDMENT / BUDGET PROCESS**

5/1

RG Louw

(028) 313 8071

Corporate Head Office

29 July 2019

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
20 AUGUST 2019, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION TO THE COUNCIL:

that the schedule of key dates for the 2020/21 compilation of an IDP review and amendment/ Budget process **be noted**.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

28 AUGUST 2019

TIME SCHEDULE FOR THE 2020/21 IDP REVIEW AND *AMENDMENT AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

(3rd REVIEW OF THE CURRENT 5 YEAR IDP – 2017/2022)

* The Spatial Development Framework (SDF) is a core component of the Integrated Development Plan (IDP) in terms of section 26 (e) of the Municipal Systems Act (Act 32 of 2000). A review of the Overstrand SDF was initiated in 2018/19 and will be finalised in 2019/20. The SDF review will necessitate an IDP Amendment in accordance with the prescribed process.

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19 FINANCIAL YEAR	2019/20 FINANCIAL YEAR	BUDGET TIME FRAME
JUNE-OCTOBER 2019				
PREPARATION PHASE				
District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules	Strategic Office			23-July-19
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			28-Aug-19
Place public notice on the IDP review and amendment/Budget time schedule approval	Strategic Office			5-Sept-19
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			6-Sept-19
Provincial IDP Managers Forum	Local/ Provincial alignment- 2nd Quarter Provincial engagement – Strategic Office			19 & 20 Sept-19
ANALYSIS, STRATEGY AND PROJECT PHASES				
Budget Office to submit Current 3 year capital budget and 2 years future planning to Strategic Office	Budget Office			30-July-19

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
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			2-Aug-19
Ward committees meet to review current needs on the wish list	Snr Managers for the respective administrations			12-15-Aug-19
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 2020/21 financial year	Ward Committees/ Snr Managers for the respective administrations			9-12-Sept-19
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			20-Sept-19
Review status of Budget Portal functionality and MTREF budget information and scoping of new budget methodology (IDP, Projects Segmentation & Revised Project Codes)	Bytes/Budget Office			20 Sept-19
Public meetings on the Spatial Development Framework (SDF) review	Town and Spatial Planning department			Sept-Oct-19
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 2020/21 IDP review)	Strategic Office			26-Sept/ 4-Oct-19
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			7-11-Oct-19
Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			7-11-Oct-19
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests (After BSC meeting)	TMT/Budget Office			11-Oct-19
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list	Snr Managers of the respective administrations			14-17-Oct-19
Budget Office distributes current approved three year capital budget and 2 years future planning to directors and project managers to review	Budget Office			14-Oct-19

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
existing projects on the two outer years and prioritise projects for the third outer year (2022/2023) as well as the 2 years future planning projects for a 5 year horizon.				
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			14-Oct-19
Capture Opex Projects linked to IDP (Strategic objectives/Focus Areas/Programmes/Projects)	Budget Office			14-Oct-01-Nov-19
Snr Managers of the respective administrations submit final ward projects to Budget Office and final reviewed prioritised wish list to Strategic Office	Snr Managers of the respective administrations			23-Oct-19
Strategic office distribute final reviewed prioritised ward wish list to Directorates for their response by 01 November 2019	Strategic Office			24 Oct-19
Mayoral directional IDP/Budget Speech	Executive Mayor			30-Oct-19
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Oct-19 (TBC)
District Sector-focused engagements (relevant sectors to be identified following needs identified at local municipal IDP public engagements)	Coordinated by ODM IDP Office			Oct-19 (TBC)
INTEGRATION PHASE				
Directors submit draft 3 year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2022/2023) as well as the 2 years future planning projects for 5 year horizon.	Directors			01-Nov-19
Final review of Budget Portal for readiness	Bytes/Budget Office			5-Nov-19
Budget office to issue directives to budget holders regarding the compilation of the 2020/21 – 2022/23 OPEX Budget	Budget Office			6-Nov-19
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			6-Nov-19
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			
Workshop on Tariffs and Tariff Related Policies	Budget Office			4-8-Nov-19
Bytes Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects	Bytes/Strategic Office/Budget Office			11-15-Nov-19
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			11-15-Nov-19
Capturing of Opex & Capex budgets on the Budget Portal	All budget Holders			11-Nov-19 to 29-Nov-19
Directors to submit New Post requests to HR & Salary Office	Directors			22-Nov-19

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			22-Nov-19
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			29-Nov-19
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government coordinate			Nov-19 (TBC)
Budget Office to distribute Year-to-Date Opex & Capex performance for 2019-2020 for Mid-Year review proposals	Budget Office		02-Dec-19	
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			5 & 6 Dec-2019
Closing of the Opex budgets on the Budget Portal	Budget Office			02-Dec-19
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			02-Dec-19
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			02-Dec-19
Asset Management to submit draft three year depreciation budget (Asset register 2020) to Budget Office	Asset Management			02-Dec-19
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			02-Dec-19
Cash management to submit draft three year Interest & Redemption (Loan register 2020) to Budget Office	Cash Management			02-Dec-19
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			02-Dec-19
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			02-Dec-19
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			4-Dec-19
Directors return Mid-Year review requests to Budget Office	Directors		5-Dec-19	
Budget Steering Committee Meeting - Mid Year Review (2019/2020 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review	Budget Steering Committee		09-13-Dec-19	09-13-Dec-19

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL	FINANCIAL	TIME FRAME
		YEAR	YEAR	
Draft Capex & Opex budget for 2020-2021 to 2022-2023 & finalisation of new posts				
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office		20-Dec-19	
Budget Office distributes the status on the Draft Capex & Opex budget for 2020-2021 to 2022-2023	Budget Office			20-Dec-19
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Compilation of Mid-Year Review Report (2019/20)	Budget Office/ Strategic Office		09-15 Jan-20	13-15 Jan-21
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Budget Office			17-Jan-20
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		16-Jan-20	25-Jan-21
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		22-Jan-20	27-Jan-21
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Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2019/2020 Budget)	Budget Steering Committee		04-Feb-20	
Review Budget Related Policies	Budget Committee/Councillors/ Directors/Managers			4-11-Feb-20
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section Asset Management Costing Section Cash Management Fleet Management Accounting Services			5-Feb-20
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			7-Feb-20
Budget Office distributes Draft Capex & Opex budget for 2020-2021 to 2022-2023 for BSC meeting	Budget Office			10-Feb-20

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL	FINANCIAL	TIME FRAME
		YEAR	YEAR	
Budget Steering Committee Meeting - To discuss final draft Opex. Capex and revenue projections	Budget Steering Committee			10-14 Feb-20
Compile Adjustment Budget (2019/2020 Budget): NT Reports and working papers (B-Schedule)	Budget Office		4-17-Feb-20	
Final Review of 2019/2020 Adjustment Budget documents	Budget Office		17-19-Feb-20	
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-20
District IDP Managers engagement to discuss alignment of Draft 3 rd Reviews (Coordinated by ODM- IDP Manager)	Strategic Office/ MM/ Directors			Dept. LG (TBC)
Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-20
Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) (2020/21)	Strategic Office/ Directorates			Dept. LG (TBC)
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			17-Feb-20
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Budget Office			19-Feb-20
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			19-Feb-20
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Directors/Managers			19-Feb-20
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Relevant Managers			19-Feb-20
Update & Balance Financial System with 3yr Budget Info	Snr Manager: Revenue			19-Feb-20
Review Draft I/E and Capital Budget status	Budget Office			19-21 Feb-20
Compile Draft Cash Flow	Budget Office			24-25 Feb-20
Managers to submit Final Policies to CFO	Managers			25-26 Feb-20
Submit Electricity Tariffs to NERSA	Managers			28-Feb-20
Managers to submit Activity/ Business Plans for Grants to Budget Office	Snr. Manager: Revenue			28 Feb -20
	Budget Holders			28 Feb -20
Overstrand Municipal Advisory Forum (OMAF) Meeting - 2020/21 IDP focus areas & preliminary budget proposals for 2020/21	OMAF - Ward Com/Mayor/Councillors/ Directors /Managers			17-28-Feb-20

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21 BUDGET TIME FRAME
		2018/19 FINANCIAL YEAR	2019/20 FINANCIAL YEAR	
Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			03- Mar-20
Provincial IDP Managers Forum	Local/ Provincial alignment- 4th Quarter Provincial engagement – Strategic Office			5-6 Mar-20
Finalise the draft IDP review and amendment for 2020/21	Strategic Office			2-21 Mar-20
Finalisation of Draft Opex & Capex Budgets working papers and updating and balancing of A Schedule	Budget Office			02-13 Mar-20
Town and Spatial Planning send SDF review chapter to Strategic Office for inclusion in the Draft IDP review and amendment	Town and Spatial Planning department			13-Mar-20
Budget Office send financial information to Strategic Office for Draft IDP review and amendment & draft SDBIP	Budget Office			13-Mar-20
Budget Office compile Draft Budget Report, Schedules & Agenda Item	Budget Office			16-20 Mar-20
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			20&23 Mar-20
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			23-24 Mar-20
Prepare advertisements for Draft IDP review and amendment, Draft SDF review & Budgets for comments	Budget Office / Strategic Office/ Town and Spatial Planning department			23 -24 Mar-20
Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT	Budget Office			24 Mar-20
Draft IDP review and amendment, draft SDF review, draft Budget and draft SDBIP tabled in Council	Budget Office / Strategic Office / Town and Spatial Planning department			25-Mar-20
Submit Draft IDP review and amendment/ Draft SDF review/Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office / Spatial Planning department			25-Mar-20
Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			25-Mar-20
Place Draft Budget, Draft IDP review and amendment, Draft SDF review	Budget Office /			25-Mar-20
				26-Mar-20

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21
		2018/19	2019/20	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
and Draft SDBIP on website	Strategic Office / Town and Spatial Planning department			
Advertise Draft IDP review and amendment, Draft SDF review & Draft Budget for public comment	Budget Office / Strategic Office / Town and Spatial Planning department			26-Mar-20
Obtain Overberg District Municipality (ODM) comments on the draft IDP amendment	Strategic Office			27-Mar-20
APRIL – MAY 2020				
CONSULTATION & APPROVAL PHASE				
Public comment period	Community			1-30 Apr-20
Public Participation on draft IDP review and amendment & Draft Budget	Community/ Councillors/ Top Management/ Area Managers			April 2020
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April/ Mid-May -20 (TBC)
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			30-Apr-20
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Apr-20
Managers to submit Demand Management Plans to SCM	Budget Holders			(ODM to confirm)
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			30-Apr-20
Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			4 May-20
Budget Office updates final changes on financial system	Budget Office			5-6 May-20
Budget Office compile Final Budget Report and Schedules	Budget Office			6-8 May -20
Budget Office does Final Review of Budget Report & Schedules	Budget Office			8-15 May-20
Printing, Binding and Electronic Media of Final Budget Report	Budget Office			18 - 19 May-20
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			20-21 May-20
Approval of Final IDP review and amendment, Final SDF review and Final	Budget Office /			22-May -20
				27- May-20

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21 BUDGET TIME FRAME
		2018/19 FINANCIAL YEAR	2019/20 FINANCIAL YEAR	
Budget by Council	Strategic Office / Town and Spatial Planning department			
IMPLEMENTATION PHASE				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1st Quarter Provincial engagement – Strategic Office			4-5 June-20
Place Final IDP review and amendment, Final SDF review and Final Budget documents on the website	Strategic Office/ Budget Office / Town and Spatial Planning department			1- June-20
Place notice of Final IDP review and amendment in the media	Strategic Office			4- June-20
Place notice of Final SDF review in the media	Town and Spatial Planning department			4- June-20
Advertise Final Budget and Tariffs in the media	Budget Office			4- June-20
Submission of Final Budget and data strings and Final IDP review and amendment, Final SDF review to National and Provincial Treasury	Budget Office / Strategic Office / Town and Spatial Planning department			8 June-20
Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager			10- June-20
Confirm/Capture Capital Budget on Financial System	Budget Office			15-19 June-20
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue Manager:			19 June-20
Publish a summary of Budget in Bulletin	Communications			15- June-20
Approval of Final SDBIP by Executive Mayor	Executive Mayor			24- June-20
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			24- June-20
Compile Electronic Internal Budget Book	Budget Office			22-26 June-20
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			30- June-20

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2020/21 BUDGET TIME FRAME
		2018/19 FINANCIAL YEAR	2019/20 FINANCIAL YEAR	
Submit Budget Locking Certificate to National Treasury	Budget Office			15-July-20
REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 19- Jul 20	Aug 20- Jul 21
Quarterly reporting by Mayor to Council	Mayor		Oct 19, Jan 20, Apr 20, Jul 20	Oct 20, Jan 21, Apr 21, Jul 21
Table adjustments Budget	Budget Office		26-Feb-20	24-Feb-21
Finalise Roll over Projects (Final Amounts)	Budget Office		5-Jul-20	5-Jul-21
Table Adjustments Budget for approval of Roll over projects	Budget Office		31-Jul-20	29-Jul-21
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	28-Aug-19	26-Aug-20	25- Aug-21
Submission of annual financial statements to AG	Accounting Services	31-Aug-19	31-Aug-20	31-Aug-21
Finalise the draft unaudited annual report for submission to AG	Strategic Office	30-Aug-19	31-Aug-20	31 Aug-21
Submit Adjustments Budget (Overspending), if necessary	Budget Office	23-Jan-20	24-Jan-21	25-Jan-22
Submit Draft audited Annual Report to Council	Strategic Office	22-Jan-20	20-Jan-21	19-Jan-22
Finalise Annual Report Comments for Approval	Strategic Office	Feb-March	Feb-March	Feb-March
Approval of Annual Report	Strategic Office	25-Mar-20	31-Mar-21	30-Mar-22

NOTES:

Capex- Capital budget
Opex- Operating budget

*** This is preliminary scheduled dates and subject to change