

DRAKENSTEIN MUNICIPALITY IDP/BUDGET PROCESS PLAN FOR 2016-2017 IDP REVIEW

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
JULY 2015							
1	Commence with the preparation of Capital Roll-Over Budget for the 2015/2016 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		01/07/2015			Manager: Budgets and Accounting
2	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)			08/07/2015		Manager: IDP/PMS
3	Submit Monthly report on the budget for period ending 30 June 2015 within 10 days working days to Executive Mayor	MFMA - Sec 71(1)				14/07/2015	Manager: Reporting
4	Review of the previous year's budget process and completion of the Budget Evaluation Checklist to be submitted to National Treasury	MFMA - Sec 21		15/07/2015			Manager: Budgets and Accounting
5	2014/2015 Fourth Quarter Performance Report to EMT for revision session	Not Applicable			25/07/2015		Manager: IDP/PMS
6	Submit Quarterly report for period ending 30/06/2015 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				29/07/2015	Municipal Manager
AUGUST 2015							
7	District IDP Managers Forum	MSA - Sec 24	01/08/2015				Manager: IDP/PMS

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
8	IDP Review Programme presented to Executive Management Team (EMT)	Not Applicable	04/08/2015				Manager: IDP/PMS
9	Advertisement of IDP / Budget Process Plan on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	13/08/2015				Manager: IDP/PMS
10	Submit Monthly report on the budget for period ending 31 July 2015 within 10 days working days to Mayor	MFMA Section 71(1)				17/08/2015	Manager: Financial Reporting
11	Executive Mayor and Mayoral Committee approve IDP / Budget Process Plan (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	19/08/2015	19/08/2015			Municipal Manager
12	Executive Mayor and Mayoral Committee approve 2015/2016 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		19/08/2015			CFO
13	2014/2015 Fourth Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			19/08/2015		Manager: IDP/PMS
14	IDP Review Programme discussed by MAYCO	MFMA - Sec 53(1)	19/08/2015				Municipal Manager
15	Council approve IDP / Budget Process Plan (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	25/08/2015	25/08/2015			Municipal Manager
16	Council approve 2015/2016 Capital Roll-Over Budget (to be tabled before 25 August 2015)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		25/08/2015			CFO
17	2014/2015 Fourth Quarter Performance Report to Council	MPPMR - Reg 13			25/08/2015		Manager: IDP/PMS
18	Submit monthly report for period ending 31/07/2015 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				25/08/2015	Municipal Manager
19	District (Metro) IDP Alignment Workshop		26/08/2015 - 28/08/2015				Manager: IDP/PMS
20	Submit 4th Quarter (2014/2015) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			27/08/2015		Manager: IDP/PMS

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
21	<i>IDP Representative Forum on the IDP Process Plan</i>	Chapter 4 MSA	28/08/2015	28/08/2015			Manager: IDP/PMS
22	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2014/2015 to the Auditor General	MFMA - Section 126				31/08/2015	Municipal Manager
SEPTEMBER 2015							
23	IDP Indaba Working Group (IIWG) Meeting - Briefing / check-in meeting: Planning for IDP Indaba 1	MSA Section 24	01/09/2015				Manager: IDP/PMS
24	Community Based Planning Pilot Project Practical	Chapter 4 MSA	01/09/2015 - 04/09/2015				Manager: IDP/PMS
25	Place 2014/2015 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			04/09/2015		Manager: IDP/PMS
26	Provincial IDP Managers Forum	MSA Section 24	04/09/2015				Manager: IDP/PMS
27	Submit Monthly report on the budget for period ending 31 August 2015 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/09/2015	Manager: Financial Reporting
28	<i>IDP Public Meetings - Public meetings attended by ward committee members, other role-players/stakeholders & members of the public, sectoral groupings and IDP Representative Forum as per approved schedule</i>	Chapter 4 MSA	01/09/2015 - 16/10/2015				Manager: IDP/PMS
29	<i>Submit monthly report for period ending 31/08/2015 on implementation of the budget and financial state of affairs of the municipality to Council</i>	MFMA - Sec 71(1) MBRR - Reg 29				30/09/2015	Municipal Manager
OCTOBER 2015							
30	Determine Budget Assumptions for 2016/2021 Medium Term Revenue and Expenditure Framework (MTREF)	Not Applicable		12/10/2015			Manager: Budgets and Accounting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
31	Commence with the preparation of the capital programme	MFMA - Chapter 4 MBRR - Part 3		2015/12/10			Manager: Budgets and Accounting
32	First Quarter Performance Report to EMT for revision session	MPPMR - Reg 13			14/10/2015		Manager: IDP/PMS
33	<i>IDP Public Meetings - Public meetings attended by ward committee members, other role-players/stakeholders & members of the public, sectoral groupings and IDP Representative Forum as per approved schedule</i>	<i>Chapter 4 MSA</i>	<i>01/09/2015 - 16/10/2015</i>				<i>Manager: IDP/PMS</i>
34	Submit Monthly report on the budget for period ending 30 September 2015 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/10/2015	Manager: Financial Reporting
35	Joint Planning Initiative (JPI) Cape Winelands	MSA Section 24	16/10/2015				Manager: IDP/PMS
36	Distribute capital programme to Directorates for costing purposes and prioritisation in consultation with Manager: Budgets and Accounting	MFMA - Chapter 4 MBRR - Part 3		16/10/2015			All Directorates / Departments
37	<i>IDP Representative Forum on proposed amendments</i>	<i>Chapter 4 MSA</i>	<i>20/10/2015</i>				<i>Manager: IDP/PMS</i>
38	On-site meeting by Department of LG on Priority Lists for sector departments' comments at Indaba 2	MSA - Sec 24	16/10/2015				Municipal Manager
39	Proposed community amendments templates circulated to senior management for administrative / technical inputs	Not Applicable	16/10/2015				Manager: IDP/PMS
40	<i>2015/2016 First Quarter Performance Report to Executive Mayor and Mayoral Committee</i>	<i>MPPMR - Reg 13</i>			<i>21/10/2015</i>		<i>Manager: IDP/PMS</i>
41	Closing date for capital programme costed and prioritised	MFMA - Sec 21		23/10/2015			Manager: Budgets and Accounting
42	Compile Draft Capital Budget for 2016/2021 MTREF	MFMA - Sec 21		23/10/2015			Manager: Budgets and Accounting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
43	2015/2016 First Quarter Performance Report to Council	MPPMR - Reg 13			28/10/2015		Manager: IDP/PMS
44	Submit Quarterly report for period ending 30/09/2015 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				28/10/2015	Municipal Manager
45	Review the municipality's performance management system (PMS) with participation of community (proposed amendments to municipal key performance indicators and targets)	MPPR - Section 3(4)(b)			28/10/2015		Municipal Manager
46	On-site meeting by Department of LG on Priority Lists for sector departments' comments at Indaba 2	MSA - Sec 24	16/10/2015				Municipal Manager
47	Make IDP Indaba 2 submission on municipal priority lists for the comments of sector departments to Department of LG	MSA - Sec 24	30/10/2015				Manager: IDP/PMS
NOVEMBER 2015							
48	Distribute operating budget templates to directorates to revise the 2015/2016 operating budget and inputs to 2016/2021 operating budget.	MFMA - Sec 21			02/11/2015		Manager: Budgets and Accounting
49	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3			02/11/2015		Manager: Budgets and Accounting
50	Proposed community amendments presented to EMT to prepare recommendation to MAYCO	Not Applicable	27/10/2015				Manager: IDP/PMS
51	Submit 1st Quarter 2015/2016 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				05/11/2015		Manager: IDP/PMS
52	Place 2012/2015 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				05/11/15	Manager: IDP/PMS

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
53	Submit Monthly report on the budget for period ending 31 October 2015 within 10 days working days to Executive Mayor	MFMA Section 71(1)				13/11/2015	Manager: Financial Reporting
54	Submit inputs to 2015/2016 Operating Adjustments Budget and 2016/2021 Operating Budget to Manager: Budgets and Accounting	MFMA - Section 21 & 28		13/11/2015			All Directorates
55	Finalise Draft Capital Budget for 2016/2021 MTREF	MFMA - Sec 21		13/11/2015			Manager: Budgets and Accounting
56	Submit Draft Capital Budget for 2016/2021 to Executive Management	MFMA - Sec 21		17/11/2015			Manager: Budgets and Accounting
57	Submit Draft Capital Budget for 2016/2021 to MAYCO for discussion	MFMA - Sec 21		23/11/2015			CFO
58	<i>Councillor or Committee of Council submits a memorandum with recommendations for amendments to the IDP and Municipal Scorecard to Executive Mayor and Mayoral Committee</i>	MPPR - Section 3(1) and (2)	18/11/2015				Municipal Manager
59	<i>Submit monthly report for period ending 31/10/2015 on implementation of the budget and financial state of affairs of the municipality to Council</i>	MFMA - Sec 71(1) MBRR - Reg 29				25/11/2015	Municipal Manager
60	Auditor General's Report on Annual Finance Statements and Annual Performance Report submitted to Municipal Manager	MFMA - Sec 126(3) MFMA - Circular No. 63				30/11/2015	Auditor-General
DECEMBER 2015							
61	<i>Strategic Session of MAYCO and Executive Management</i>	Not Applicable	04/12/2015				Municipal Manager
62	Provincial IDP Managers Forum	MSA Section 24	03/12/2015 - 04/12/2015				Manager: IDP/PMS
63	Submit Monthly report on the budget for period ending 30 November 2015 within 10 days working days to Executive Mayor	MFMA Section 71(1)				15/12/2015	Manager: Financial Reporting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
JANUARY 2016							
64	SECOND Quarter Performance Report and Mid-year Performance Assessment Report to EMT for revision session	MPPMR - Reg 13			13/01/2016		Manager: IDP/PMS
65	Submit Monthly report on the budget for period ending 31 December 2015 within 10 working days to Executive Mayor	MFMA Section 71(1)				15/01/2016	Manager: Financial Reporting
66	Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			20/01/2016		Manager: IDP/PMS
67	Submit Draft 2014/2015 Annual Report to Executive Mayor and Mayoral Committee	MFMA - Sec 21				20/01/2016	Municipal Manager
68	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2016		Manager: IDP/PMS
69	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2016			CFO
70	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2016	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2016	25/01/2016		Municipal Manager
71	2015/2016 Adjustments Budget and 2016/2021 MTREF workshop with MAYCO and senior management	MFMA - Sec 21		25/01/2016			Municipal Manager / CFO
72	Table 2014/2015 Annual Report to Council	MFMA - Sec 127				27/01/2016	Municipal Manager
73	Submit monthly report for period ending 30/11/2015 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				27/01/2016	Municipal Manager
74	Submit Quarterly report for period ending 31/12/2015 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				27/01/2016	Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
75	Submit Mid-year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		27/01/2016	27/01/2016		Manager: IDP/PMS & CFO
76	Start with the finalisation of 2015/2016 Adjustments Budget, 2016/2021 MTREF, A and B Schedules	MFMA - Sec 21		28/01/2016			Manager: Budgets and Accounting
77	Place 2015/2016 SECOND Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			29/01/2016		Manager: IDP/PMS
78	Make public the Mid-Year Budget and Performance Report in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)		29/01/2016	29/01/2016		Municipal Manager
79	District IDP Managers Forum	MSA - Sec 24	29/01/2016				Manager: IDP/PMS
FEBRUARY 2016							
80	Tabled Annual Report submitted to Auditor General, Audit Committee, Provincial Treasury and Department LG	MFMA - Section 127(5)(b)				05/02/2016	Manager: IDP/PMS
81	Make public the Annual Report for comments and inputs	MFMA - Sec 127(5)(a) MSA - Sec 21A				05/02/2016	Manager: IDP/PMS
82	Finalise 2015/2016 Adjustments Budget and B Schedules	MFMA - Sec 28 MBRR - Part 4		05/02/2016			Manager: Budgets and Accounting
83	Finalise 2016/2021 Draft MTREF and A Schedules	MFMA - Section 21 MBRR - Part 3		12/02/2016			Manager: Budgets and Accounting
84	Submit 2015/2016 Adjustments Budget to Budget Steering Committee	MFMA - Sec 28 MBRR - Part 4		15/02/2016			Manager: Budgets and Accounting
85	Submit Monthly report on the budget for period ending 31 January 2016 within 10 days working days to Mayor	MFMA Section 71(1)				12/02/2016	Manager: Financial Reporting
86	MAYCO considers and adopts 2015/2016 Adjustments Budget and potentially Revised 2015/2016 SDBIP	MFMA - Sec 28 MBRR - Part 4		17/02/2016	17/02/2016		Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
87	IDP Indaba 2	MSA - Chapter 5	29/02/2016				Municipal Manager
88	Submit 2016/2021 Draft MTREF, tariffs and budget related policies to Executive Management	MFMA - Section 21 MBRR - Part 3		16/02/2016			CFO
90	Submit monthly report for period ending 31/01/2016 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				24/02/2016	Municipal Manager
91	Council considers and adopts 2015/2016 Adjustments Budget and potential Revised 2015/2016 SDBIP	MFMA - Sec 28 MBRR - Part 4		24/02/2016			Municipal Manager
92	LG MEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	27/02/2016				Municipal Manager
93	Submit 2016/2021 Draft MTREF, tariffs and budget related policies to MAYCO	MFMA - Sec 21 MBRR - Part 3		29/02/2016			Manager: Budgets and Accounting
MARCH 2016							
94	Advertise the approved 2015/2016 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		03/03/2016			Manager: Budgets and Accounting
95	Submit monthly report on the budget for period ending 28 February 2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/03/2016	Manager: Financial Reporting
96	Submit 2016/2021 Draft MTREF, tariffs and budget related policies to Budget Steering Committee	MFMA - Sec 21 MBRR - Part 3		16/03/2016			Municipal Manager / CFO
97	Executive Mayor and Mayoral Committee consider 2016/2017 draft IDP, SDBIP and budget.	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	23/03/2016	23/03/2016	23/03/2016		Municipal Manager
98	Executive Mayor and Mayoral Committee consider Oversight Report i.t.o. Section 121 of the MFMA	MFMA - Sec 129				23/03/2016	Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
99	<i>Council meeting on draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year).</i>	<i>MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3</i>	<i>30/03/2016</i>	<i>30/03/2016</i>	<i>30/03/2016</i>		<i>Municipal Manager</i>
100	<i>Council meeting to consider the Annual Report and adopt an Oversight Report containing the Council's comments on the report</i>	<i>MFMA - Sec 129</i>				<i>30/03/2016</i>	<i>Municipal Manager</i>
101	<i>Submit monthly report for period ending 28/02/2016 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>30/03/2016</i>	<i>Municipal Manager</i>
102	Submit the draft IDP, SDBIP and budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	30/03/2016	30/03/2016	30/03/2016		Manager: IDP/PMS Manager: Budgets and Accounting
APRIL 2016							
103	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	07/04/2016	07/04/2016	07/04/2016		Manager: IDP/PMS Manager: Budgets and Accounting
104	Make public the Oversight Report (within 7 days of its adoption)	MFMA - Sec 129(3)				04/04/2016	Manager: IDP/PMS
105	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)				04/04/2016	Manager: IDP/PMS
106	<i>Community Road Shows to consult the Draft IDP, SDBIP and Budget</i>	<i>MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)</i>	<i>06/04/2016 - 29/04/2016</i>	<i>06/04/2016 - 29/04/2016</i>	<i>06/04/2016 - 29/04/2016</i>		<i>Manager: IDP/PMS Manager: Budgets and Accounting</i>
107	THIRD Quarter Performance Report to EMT for revision session	MPPMR - Reg 13			14/04/2016		Manager: IDP/PMS

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
108	Submit Monthly report on the budget for period ending 31 March 2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/04/2016	Manager: Financial Reporting
109	District IDP Managers Forum	MSA - Sec 24	18/04/2016				Manager: IDP/PMS
110	THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			22/04/2016		Manager: IDP/PMS
111	THIRD Quarter Performance Report to Council	MPPMR - Reg 13			27/04/2016		Manager: IDP/PMS
112	Submit Quarterly report for period ending 31/03/2016 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				27/04/2016	Manager: Financial Reporting
113	Submit 3rd Quarter 2015/2016 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13				30/04/2016	Manager: IDP/PMS
114	IDP Representative Forum to consult the Draft IDP, SDBIP and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	29/04/2016	29/04/2016			Manager: IDP/PMS Manager: Budgets and Accounting
MAY 2016							
115	LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of LG	MSA Chapter 5 MFMA	2016/02/05	13/05/2016			Municipal Manager
116	Place 2015/2016 THIRD Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				05/05/2016	Manager: IDP/PMS
117	Workshop with Executive Mayor and Mayoral Committee on submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)	MFMA - Sec 23	02/05/2016	02/05/2016			Manager: IDP/PMS Manager: Budgets and Accounting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
118	Complete 2016/2021 MTREF budget documentation and A schedules	MFMA - Sec 24		09/05/2016			Manager: Budgets and Accounting
119	Submit Monthly report on the budget for period ending 30/04/2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				13/05/2016	Manager: Financial Reporting
120	<i>Budget Steering Committee considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)</i>	<i>MFMA - Sec 23</i>	<i>18/05/2016</i>	<i>18/05/2016</i>	<i>18/05/2016</i>		<i>Municipal Manager</i>
121	<i>MAYCO meeting to approve Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)</i>	<i>MFMA - Sec 24</i>	<i>18/05/2016</i>	<i>18/05/2016</i>	<i>18/05/2017</i>		<i>Municipal Manager</i>
122	<i>Council meeting to adopt Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)</i>	<i>MFMA - Sec 24</i>	<i>25/05/2016</i>	<i>25/05/2016</i>	<i>25/05/2017</i>		<i>Municipal Manager</i>
123	<i>Submit monthly report for period ending 30/04/2016 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>25/05/2016</i>	<i>Municipal Manager</i>
JUNE 2016							
124	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	01/06/2016	01/06/2016			Manager: IDP/PMS Manager: Budgets and Accounting
125	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	05/06/2016				Manager: IDP/PMS

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
126	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		08/06/2016			Manager: Budgets and Accounting
127	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b)	10/06/2016	08/06/2016			Manager: IDP/PMS Manager: Budgets and Accounting
128	Submit to the Executive Mayor the SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)			10/06/2016		Municipal Manager
129	Submit Monthly report on the budget for period ending 31/05/2016 within 10 days working days to Mayor	MFMA Section 71(1)				14/06/2016	Manager: Financial Reporting
130	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)			24/06/2016		Municipal Manager
131	<i>Submit monthly report for period ending 31/05/2016 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>29/06/2016</i>	<i>Municipal Manager</i>
JULY 2016							
132	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Sec 20(2)(b)			08/07/2016		Manager: IDP/PMS