

DRAKENSTEIN MUNICIPALITY							
BUDGET TIME SCHEDULE FOR DRAFTING THE 2017/2018 - 2021/22 INTEGRATED DEVELOPMENT PLAN							
ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
JULY 2016							
1	Commence with the preparation of Capital Roll-Over Budget for the 2016/2017 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		01/07/2016			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)			01/07/2016		Manager: IDP/PMS
3	Submit Monthly report on the budget for period ending 30 June 2016 within 10 days working days to Executive Mayor	MFMA - Sec 71(1)				14/07/2016	Manager: Reporting
4	Submit 2015/2016 Fourth Quarter Performance Report to EMT for revision	Not Applicable			12/7/2016		Manager: IDP/PMS
5	Executive Mayor and Mayoral Committee approve 2016/2016 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		20/07/2016			CFO
6	Executive Mayor and Mayoral Committee approve IDP Process Plan and Budget Time Schedule (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	20/07/2016	20/07/2016			Municipal Manager
7	Council approve IDP Process Plan and Budget Time Schedule (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	27/07/2016	27/07/2016			Municipal Manager
8	Submit 2015/2016 Fourth Quarter Performance Report to Council	MPPMR - Reg 13			27/07/2016		Manager: IDP/PMS
9	Council approve 2016/2017 Capital Roll-Over Budget (to be tabled before 25 August 2016)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		27/07/2016			CFO

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
10	Submit Quarterly report for period ending 30/06/2016 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				27/07/2016	Municipal Manager
11	Advertisement of IDP Process Plan and Budget Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	28/07/2016				Manager: IDP/PMS
AUGUST 2016							
12	Place 2015/2016 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2016		Manager: IDP/PMS
13	Submit 4th Quarter (2015/2016) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			1/8/2016		Manager: IDP/PMS
14	IDP Roadshow Schedule submitted to Executive Management Team (EMT)	Not Applicable	05/08/2016				Manager: IDP/PMS
15	Submit Monthly report on the budget for period ending 31 July 2016 within 10 days working days to Mayor	MFMA Section 71(1)				16/08/2016	Manager: Financial Reporting
16	IDP Review Programme discussed by MAYCO	MFMA - Sec 53(1)	17/08/2016				Municipal Manager
17	Submit monthly report for period ending 31/07/2016 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				24/08/2016	Municipal Manager
18	Submit Terms of Reference on the establishment of the IDP Representative Forum to Council	Not Applicable	24/08/2016				Manager: IDP/PMS
19	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2015/2016 to the Auditor General of South Africa (AGSA)	MFMA - Section 126				31/08/2016	Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
SEPTEMBER 2016							
20	Submit draft 2015/16 annual report to EMT	Not Applicable			30/09/2016		Manager: IDP/PMS
21	Provincial IDP Managers Forum	MSA Section 24	01/09/2016 - 02/09/2016				Manager: IDP/PMS
22	Submit Monthly report on the budget for period ending 31 August 2016 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/09/2016	Manager: Financial Reporting
23	<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>14/09/2016 - 03/10/2016</i>				<i>Manager: IDP/PMS</i>
24	<i>Submit monthly report for period ending 31/08/2016 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>28/09/2016</i>	<i>Municipal Manager</i>
25	<i>Council Lekgotla (councillors, municipal manager, executive managers and selected senior managers) to reconcile views and opinions of the political structures and administration</i>	<i>Not Applicable</i>	<i>30/09/2016</i>				<i>Executive Mayor/Municipal Manager</i>
26	Strategy Workshop 1 (Mayoral Committee, municipal manager, executive managers and selected senior managers) to reconcile views and opinions of the political structures and administration	Not Applicable	30/09/2016				Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
OCTOBER 2016							
27	Strategy Workshop 2 (municipal manager, executive managers and selected senior managers) to suggest solutions that contribute most to the Strategic Goal(s) applicable to each department	Not Applicable	31/10/2016				Municipal Manager and EMT
28	Determine Budget Assumptions for 2017/2021 Medium Term Revenue and Expenditure Framework (MTREF)	Not Applicable		12/10/2016			Manager: Budgets and Accounting
29	Commence with the preparation of the capital programme	MFMA - Chapter 4 MBRR - Part 3		12/10/2016			Manager: Budgets and Accounting
30	First Quarter Performance Report to EMT for revision	MPPMR - Reg 13			14/10/2016		Manager: IDP/PMS
31	Submit Monthly report on the budget for period ending 30 September 2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/10/2016	Manager: Financial Reporting
32	Distribute capital programme to Directorates for costing purposes and prioritisation in consultation with Manager: Budgets and Accounting	MFMA - Chapter 4 MBRR - Part 3		17/10/2016			All Directorates / Departments
33	On-site meeting by Department of LG on Priority Lists for sector departments' comments at Indaba 2	MSA - Sec 24	17/10/2016				Municipal Manager
34	Community inputs circulated to senior management for administrative / technical inputs	Not Applicable	17/10/2016				Manager: IDP/PMS
35	2016/2017 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			19/10/2016		Manager: IDP/PMS
36	Closing date for capital programme costed and prioritised	MFMA - Sec 21		24/10/2016			Manager: Budgets and Accounting
37	Compile Draft Capital Budget for 2017/2021 MTREF	MFMA - Sec 21		24/10/2016			Manager: Budgets and Accounting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
38	2016/2017 First Quarter Performance Report to Council	MPPMR - Reg 13			26/10/2016		Manager: IDP/PMS
39	Submit Quarterly report for period ending 30/09/2016 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				26/10/2016	Municipal Manager
40	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)			28/10/2016		Municipal Manager
41	On-site meeting by Department of LG on Priority Lists for sector departments' comments at Indaba 2	MSA - Sec 24	17/10/2016				Municipal Manager
42	Make IDP Indaba 2 submission on municipal priority lists for the comments of sector departments to Department of LG	MSA - Sec 24	31/10/2016				Manager: IDP/PMS
NOVEMBER 2016							
43	Distribute operating budget templates to directorates to revise the 2016/2017 operating budget and inputs to 2017/2021 operating budget.	MFMA - Sec 21		02/11/2016			Manager: Budgets and Accounting
44	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3		02/11/2016			Manager: Budgets and Accounting
45	Submit 1st Quarter 2016/2017 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				04/11/2016		Manager: IDP/PMS
46	Place 2015/2016 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			04/11/2016		Manager: IDP/PMS
47	Submit Monthly report on the budget for period ending 31 October 2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/11/2016	Manager: Financial Reporting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
48	Submit inputs for 2016/2017 Operating Adjustments Budget and 2017/2021 Operating Budget to Manager: Budgets and Accounting	MFMA - Section 21 & 28		11/11/2016			All Directorates
49	Finalise Draft Capital Budget for 2017/2021 MTREF	MFMA - Sec 21		11/11/2016			Manager: Budgets and Accounting
50	Submit Draft Capital Budget for 2017/2021 to Executive Management	MFMA - Sec 21		15/11/2016			Manager: Budgets and Accounting
51	Submit Draft Capital Budget for 2017/2021 to MAYCO for discussion	MFMA - Sec 21		23/11/2016			CFO
52	<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)	23/11/2016				Municipal Manager
53	<i>Submit monthly report for period ending 31/10/2016 on implementation of the budget and financial state of affairs of the municipality</i>	MFMA - Sec 71(1) MBRR - Reg 29				30/11/2016	Municipal Manager
54	Auditor General's Report on Annual Finance Statements and Annual Performance Report submitted to Municipal Manager	MFMA - Sec 126(3) MFMA - Circular No. 63				30/11/2016	Auditor-General
55	Workshop with IDP REPRESENTATIVE FORUM members, Cape Winelands District Municipality and sector departments	MSA Section 24(1)	4/11/2016				Manager: IDP/PMS
56	Sessions with WARD COMMITTEES	MSA Section 29(1)(b)	17/10/2016 - 04/11/2016				Manager: IDP/PMS
DECEMBER 2016							
57	<i>Strategy Workshop 3 (Mayoral Committee, municipal manager, executive managers and selected senior managers) to consolidate all strategic inputs and to formulate the first draft of a new Strategy Chapter of the IDP.</i>	Not Applicable	05/12/2016				Municipal Manager
58	Provincial IDP Managers Forum	MSA Section 24	08/12/2016 - 09/12/2016				Manager: IDP/PMS
59	Submit Monthly report on the budget for period ending 30 November 2016 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/12/2016	Manager: Financial Reporting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
JANUARY 2017							
60	Commence with first draft five-year performance scorecard for review against strategic priorities	MSA Section 26, Chapter 6	03/01/2017 - 28/02/2017		03/01/2017 - 28/02/2017		Manager: IDP/PMS
61	Submit SECOND Quarter Performance Report and Mid-year Performance Assessment Report to EMT for revision	MPPMR - Reg 13				11/01/2017	Manager: IDP/PMS
62	Submit Monthly report on the budget for period ending 31 December 2016 within 10 working days to Executive Mayor	MFMA Section 71(1)				13/01/2017	Manager: Financial Reporting
63	Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			18/01/2017		Manager: IDP/PMS
64	Submit Draft 2015/2016 Annual Report to Executive Mayor and Mayoral Committee	MFMA - Sec 21				18/01/2017	Municipal Manager
65	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2017		Manager: IDP/PMS
66	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2017			CFO
67	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2017	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2017	25/01/2017		Municipal Manager
68	2016/2017 Adjustments Budget and 2016/2021 MTREF workshop with MAYCO and senior management	MFMA - Sec 21		26/01/2017			Municipal Manager / CFO
69	Table 2015/2016 Annual Report to Council	MFMA - Sec 127				25/01/2017	Municipal Manager
70	Submit monthly report for period ending 30/11/2017 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				25/01/2017	Municipal Manager
71	Submit Quarterly report for period ending 31/12/2017 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				25/01/2017	Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
72	Submit Mid-year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2017	25/01/2017		Manager: IDP/PMS & CFO
73	Start with the finalisation of 2016/2017 Adjustments Budget, 2017/2021 MTREF, A and B Schedules	MFMA - Sec 21		27/01/2017			Manager: Budgets and Accounting
74	Place 2016/2017 SECOND Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			27/01/2017		Manager: IDP/PMS
75	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)		26/01/2017	26/01/2017		Municipal Manager
FEBRUARY 2017							
76	Tabled Annual Report submitted to Auditor General, Audit Committee, Provincial Treasury and Department LG	MFMA - Section 127(5)(b)				03/02/2017	Manager: IDP/PMS
77	Make public the Annual Report for comments and inputs	MFMA - Sec 127(5)(a) MSA - Sec 21A				03/02/2017	Manager: IDP/PMS
78	Finalise 2016/2017 Adjustments Budget and B Schedules	MFMA - Sec 28 MBRR - Part 4		03/02/2017			Manager: Budgets and Accounting
79	Finalise 2017/2021 Draft MTREF and A Schedules	MFMA - Section 21 MBRR - Part 3		10/02/2017			Manager: Budgets and Accounting
80	Submit 2016/2017 Adjustments Budget to Budget Steering Committee	MFMA - Sec 28 MBRR - Part 4		13/02/2017			Manager: Budgets and Accounting
81	Submit Monthly report on the budget for period ending 31 January 2017 within 10 days working days to Mayor	MFMA Section 71(1)				14/02/2017	Manager: Financial Reporting
82	MAYCO considers and adopts 2016/2017 Adjustments Budget and potentially Revised 2016/2017 SDBIP	MFMA - Sec 28 MBRR - Part 4		15/02/2017	15/02/2017		Municipal Manager
83	IDP Indaba 2	MSA - Chapter 5	28/02/2017				Municipal Manager
84	Submit 2017/2021 Draft MTREF, tariffs and budget related policies to Executive Management	MFMA - Section 21 MBRR - Part 3		21/02/2017			CFO

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
85	<i>Submit monthly report for period ending 31/01/2017 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>				22/02/2017	<i>Municipal Manager</i>
86	<i>Council considers and adopts 2016/2017 Adjustments Budget and potential Revised 2016/2017 SDBIP</i>	<i>MFMA - Sec 28 MBRR - Part 4</i>		22/02/2017			<i>Municipal Manager</i>
87	LG MEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	27/02/2017				Municipal Manager
88	Submit 2017/2021 Draft MTREF, tariffs and budget related policies to MAYCO	MFMA - Sec 21 MBRR - Part 3		27/02/2017			Manager: Budgets and Accounting
MARCH 2017							
89	Advertise the approved 2016/2017 Adjustments Budget and Revised SDBIP for 2016/17 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		02/03/2017			Manager: Budgets and Accounting
90	Submit monthly report on the budget for period ending 28 February 2017 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/03/2017	Manager: Financial Reporting
91	Submit 2017/2022 Draft MTREF, tariffs and budget related policies to Budget Steering Committee	MFMA - Sec 21 MBRR - Part 3		15/03/2017			Municipal Manager / CFO
92	<i>Executive Mayor and Mayoral Committee consider 2017/2022 draft IDP, budget and 2017/18 SDBIP</i>	<i>MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3</i>	22/03/2017	22/03/2017	22/03/2017		<i>Municipal Manager</i>
93	<i>Executive Mayor and Mayoral Committee consider Oversight Report i.t.o. Section 121 of the MFMA</i>	<i>MFMA - Sec 129</i>				22/03/2017	<i>Municipal Manager</i>
94	<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>	29/03/2017	29/03/2017	29/03/2017		<i>Municipal Manager</i>

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
95	<i>Council meeting to consider the Annual Report and adopt an Oversight Report containing the Council's comments on the report</i>	MFMA - Sec 129				29/03/2017	Municipal Manager
96	<i>Submit monthly report for period ending 28/02/2017 on implementation of the budget and financial state of affairs of the municipality to Council</i>	MFMA - Sec 71(1) MBRR - Reg 29				29/03/2017	Municipal Manager
97	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	30/03/2017	30/03/2017	30/03/2017		Manager: IDP/PMS Manager: Budgets and Accounting
APRIL 2017							
98	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)	30/03/2017	30/03/2017	30/03/2017		Manager: IDP/PMS Manager: Budgets and Accounting
99	Make public the Oversight Report (within 7 days of its adoption)	MFMA - Sec 129(3)			03/04/2017		Manager: IDP/PMS
100	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)			03/04/2017		Manager: IDP/PMS
101	<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>03/04/2017 - 28/04/2017</i>	<i>03/04/2017 - 28/04/2017</i>	<i>03/04/2017 - 28/04/2017</i>		<i>Manager: IDP/PMS Manager: Budgets and Accounting</i>
102	THIRD Quarter Performance Report to EMT for revision session	MPPMR - Reg 13			18/04/2017		Manager: IDP/PMS
103	Submit Monthly report on the budget for period ending 31 March 2017 within 10 days working days to Executive Mayor	MFMA Section 71(1)				18/04/2017	Manager: Financial Reporting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
104	<i>THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee</i>	<i>MPPMR - Reg 13</i>			19/04/2017		<i>Manager: IDP/PMS</i>
105	<i>THIRD Quarter Performance Report to Council</i>	<i>MPPMR - Reg 13</i>			26/04/2017		<i>Manager: IDP/PMS</i>
106	<i>Submit Quarterly report for period ending 31/03/2017 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29</i>				26/04/2017	<i>Manager: Financial Reporting</i>
107	Submit 3rd Quarter 2016/2017 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			28/04/2017		Manager: IDP/PMS
108	<i>IDP Representative Forum to consult the Draft IDP, SDBIP and Budget</i>	<i>MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)</i>	28/04/2017	28/04/2017	28/04/2017		<i>Manager: IDP/PMS Manager: Budgets and Accounting</i>
MAY 2017							
109	LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of LG	MSA Chapter 5 MFMA	02/05/2017	02/05/2017	02/05/2017		Municipal Manager
110	Place 2016/2017 THIRD Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				05/01/2017	Manager: IDP/PMS
111	<i>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)</i>	<i>MFMA - Sec 23</i>	02/05/2017	02/05/2017	02/05/2017		<i>Manager: IDP/PMS Manager: Budgets and Accounting</i>
112	Complete 2017/2021 MTREF budget documentation and A schedules	MFMA - Sec 24		11/05/2017			Manager: Budgets and Accounting
113	Submit Monthly report on the budget for period ending 30/04/2017 within 10 days working days to Executive Mayor	MFMA Section 71(1)				15/05/2017	Manager: Financial Reporting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
114	<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>17/05/2017</i>	<i>17/05/2017</i>	<i>17/05/2017</i>		<i>Municipal Manager</i>
115	<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>24/05/2017</i>	<i>24/05/2017</i>	<i>24/05/2017</i>		<i>Municipal Manager</i>
116	<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>31/05/2017</i>	<i>31/05/2017</i>	<i>31/05/2017</i>		<i>Municipal Manager</i>
117	<i>Submit monthly report for period ending 30/04/2017 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>31/05/2017</i>	<i>Municipal Manager</i>
JUNE 2017							
118	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	03/06/2017	03/06/2017			Manager: IDP/PMS Manager: Budgets and Accounting
119	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	14/06/2017				Manager: IDP/PMS
120	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		14/06/2017			Manager: Budgets and Accounting
121	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b)	14/06/2017	14/06/2017			Manager: IDP/PMS Manager: Budgets and Accounting
122	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)			14/06/2017		Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
123	Submit Monthly report on the budget for period ending 31/05/2017 within 10 days working days to Mayor	MFMA Section 71(1)				14/06/2017	Manager: Financial Reporting
124	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)			28/06/2017		Municipal Manager
125	<i>Submit monthly report for period ending 31/05/2017 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>28/06/2017</i>	<i>Municipal Manager</i>
JULY 2017							
126	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 Section 53(3)(a) MBRR Reg 19			07/07/2017		Manager: IDP/PMS
127	Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b):			28/07/2017		EM: Corporate Services