

ZULULAND DISTRICT MUNICIPALITY

EXTRACT FROM MINUTES OF THE FULL COUNCIL MEETING HELD ON THE
24TH OF AUGUST 2017

ZDME: 17/93

FILE NUMBER: 5/1

BUDGET TIME TABLE 2018-2019



The report on the budget time table 2018/2019 was **NOTED**.

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ZULULAND DISTRICT MUNICIPALITY

2017/2018 MTREF : Schedule of key deadlines for IDP, Budget, Quarterly Reports, Annual Reports, Performance Management Process and Service Delivery and Budget Implementation Plan

	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
JULY -- 2017				
BUDGET PROCESS				
31 July 2017	Commence planning for the next three year budget by review of previous year budget and completion of the Budget Evaluation Checklist.	MFMA 53,68,77	Chief Financial Officer	
14 July 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
IDP PROCESS				
31 July 2017	Advertise intention to begin with IDP process		IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
July 2017	Commencement of electronic system verification process after adoption			
July 2017	Draft 2017/18 Annual Performance Report to internal audit	MSA 41 (e) and MSA 46		
July 2017	Place approved annual budget and policies on the municipal website	MFMA S75(1)(a) &(b)		
July 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)		
July 2017	Table in council quarterly consolidated report for period ending 30 June of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	MFMA 11(4)		
July 2017	Submission of Individual Performance Plans to MEC.	MSA 56/57		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
28 July 2017	Submit quarterly oversight report to Exco for period Apr-June 2017	MFMA 52(d)	Budget Officer	
AUGUST -- 2017				
BUDGET PROCESS				
14 August 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
21 August 2017	Prepare schedule of key deadlines for preparing, tabling and approving the Budget and reviewing the IDP at least 10 months before the start of the budget year	MFMA 21(1)(b), 53(1)(b)	Chief Financial Officer / Municipal Manager	
23 August 2017	Table schedule of key deadlines to Budget Steering Committee (BSC)		Chief Financial Officer	
25 August 2017	Table schedule of key deadlines to Exco		Municipal Manager	
31 August 2017	Table schedule of key deadlines to Council	MFMA 21(1)(b), 53(1)(b)		His Worship The Mayor
PERFORMANCE MANAGEMENT PROCESS				
14 August 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)		
August 2017	Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount	MFMA guidance		

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
August 2017	Submit framework for community review, inline with the IDP Process	MSA S40 MSA Mun Planning and PM Regs Chap 3 (8)		
31 August 2017	Submit 2016/17 Organisational scorecards to Auditor General	Municipal Systems Act Section 45		
31 August 2017	Compile and submit municipal audit file to the Auditor-General	MFMA guidance		
31 August 2017	Submit annual financial statements and annual report to the Auditor-General for auditing	MFMA 126(1)(a)		
ANNUAL REPORT PROCESS				
26 August 2017	Departmental contributions to be received (Excluding AFS)	MFMA guidance	Chief Financial Officer	
SEPTEMBER -- 2017				
BUDGET PROCESS				
14 September 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
September 2017	Budget for programme and projects (both capital and operating where feasible)in terms of the IDP 8 point plan and inputs from other stakeholders			
September 2017	Circular providing guidance in compiling the Staff Budgets			
30 September 2017	Confirm with National and Provincial Governments for any adjustments to projected allocations for the next three years.	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
September 2017	Alignment of the 2018/19 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)		
29 September 2017	Submit 2018/19 Process Plan to COGTA	MSA 31 (1)(a)(b)(c)(d)	IDP Manager	
30 September 2017	Consultation on the IDP with stakeholders	MSA 29	IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
September 2017	Commence with Organisational Scorecard Planning process for 2018/19			
September 2017	Finalisation of Performance Assessments for Non Section 57 senior management for 2017/18 period			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
02 September 2017	Publish the Quarter 4 SDBIP Report on the Website	MFMA 75 (1) k	Budget Officer	
30 September 2017	Prepare draft 2018/19 SDBIP in line with the budget process	MFMA, Circular 13	Budget Officer	
ANNUAL REPORT PROCESS				
30 September 2017	Continue with preparation of the 2016/17 Annual Report	MFMA guidance	Chief Financial Officer	
OCTOBER -- 2017				
BUDGET PROCESS				
13 October 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
IDP PROCESS				

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
October 2017	Present first 2018/19 Draft IDP to EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)		
PERFORMANCE MANAGEMENT PROCESS				
October 2017	Commence Quarterly Individual performance reviews for current year (Verbal)			
October 2017	Commence with mid term amendments process	Munic Perf. Reg 13(4)(a-b)		
October 2017	Submit quarterly report to Internal Audit	Mun Plan and Perf Regs, 2001 14(1)c(ii)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
October 2017	Quarterly report to be adopted by Exco for period July - Sept 2017	MFMA 52(d)		
NOVEMBER -- 2017				
BUDGET PROCESS				
14 November 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
30 November 2017	Table the status of the 18/19 budget to BSC		Chief Financial Officer	
IDP PROCESS				
November 2017	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)		
PERFORMANCE MANAGEMENT PROCESS				
November 2017	Draft KPI's for the 2018/19 period	MSA 41 (e)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
November 2017	Update website with quarterly SDBIP Report	MFMA 53.3		
November 2017	Hold meetings to discuss SDBIP discrepancies and commence with the finalisation of the first draft	MFMA, Circular 13		
ANNUAL REPORT PROCESS				
30 November 2017	Update and amend Annual Report		Chief Financial Officer	
DECEMBER -- 2017				
BUDGET PROCESS				
14 December 2017	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
19 December 2017	Annual review of budget related policies (Tariff, Credit Control & Debt Management, Rates etc).	MFMA 21, 61(f)	Municipal Manager	
19 December 2017	Finalise inputs from bulk resource providers (and NERSA) and agree on proposed price increase	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
December 2017	Prepare second draft 2018/19	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
December 2017	1st draft of the 2018/2019 scorecard received from Plan Owners			
December 2017	Final Draft of mid-term amendments for 17/18 scorecard	Mun. Plan. And Perf. Reg.11. (1)(2)		

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
ANNUAL REPORT PROCESS				
04 December 2017	Final Draft of the 2016/17 annual report to Municipal Manager			Handover by Auditor General
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
December 2017	1st Draft of new (2017/18) SDBIP received from plan owners	MFMA 54c		
JANUARY -- 2018				
BUDGET PROCESS				
14 January 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
15 January 2018	Note the President's State of the Nation Address for further budget priorities	MFMA guidance	Municipal Manager	
22 January 2018	Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.	MFMA guidance	Chief Financial Officer	
January 2018	Review and submit draft estimates report to senior management for perusal and comment			
January 2018	Second draft of the Draft Estimate Report	MFMA guidance		
22 January 2018	To table the Adjustments Budget and Mid year assessment to BSC		Chief Financial Officer	
25 January 2018	Adoption of amended budget related policies and update Council on the status of the budget	MFMA guidance		His Worship The Mayor
IDP PROCESS				
During January 2018	Complete second draft of 2018/19 IDP	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
January 2018	Commence Mid-year Individual Performance Review	MSA-Reg 28 (2006), MSA 45		
January 2018	Receive Mid term Scorecard report from Entities	MFMA 88(1)(a)		
25 January 2018	Municipal Manager to assess Performance of the Municipality and its entities for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72, Reg.14 (1) (c) (i) (ii)		
31 January 2018	Submit Mid-Year Performance Report to Internal Audit	MSA 45, Mun Plan and Perf Regs, 2001 14(1)c(ii)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
January 2018	Submit quarterly oversight report to Exco for period Oct - Dec 2017	MFMA 52(d)		
January 2018	Access 2017/18 Performance for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72, MFMA Bud Regs 35		
January 2018	Commence with IDP and SDBIP Alignment for 2018/19			
January 2018	Submission of draft SDBIP 2018/19 Mid-term Amendments to council and commence with public participation for 2018/19 SDBIP amendment process.	Mun Plan and Perf Reg.3 (4)(b)		
29th January 2018 (Within 5 working days of 25 January)	The Municipal Manager must make the mid-year budget & performance assessment public by placing on the municipal website	MFMA Budget Reg.34 (1)(2)		

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
By 31 January 2018	First draft of the new financial year SDBIP for review			
31 January 2018	Submit draft SDBIP to IDP			
ANNUAL REPORT PROCESS				
31 January 2018	Prepare for the public participation process of the annual report	MFMA 127	Municipal Manager	
31 January 2018	Table at council the annual report (including entities) and post on website	MFMA 127(2)		His Worship The Mayor
FEBRUARY -- 2018				
BUDGET PROCESS				
14 February 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
21 February 2018	Note National budget for provincial and national allocations to municipalities for incorporation into budget	MFMA guidance	Chief Financial Officer	
23 February 2018	Approval of Adjustments Budget - Tabled at Exco		Municipal Manager	
28 February 2018	Approval of Adjustments Budget - Tabled at Council			His Worship the Mayor
28 February 2018	Update the Draft Estimate Report	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
February 2018	Meeting COGTA and Municipalities on IDP Submission and Assessment Process	MSA 31(a)(b)(c)(d)		
February 2018	Prepare third 2018 /2019 IDP draft based on public comment received from public participation	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
February 2018	Finalisation of Mid-term reviews for Senior Management	Performance Policy		
February 2018	Submit the Scorecard Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustment Budget	Mun Plan and Perf Regulation 3 (3), MFMA (54)©		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
February 2018	Update Website with quarterly SDBIP Report	MFMA 53.3		
February 2018	Submit the SDBIP Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustments Budget	Mun Plan and Perf Regulation 3 (3)		
End of February 2018	Table the 2017/18 Adjustments budget in Council	MFMA 28		
ANNUAL REPORT PROCESS				
01 February 2018	Make public the Annual Report and invite local communities to submit representations.	MFMA 127(5)(a)	Chief Financial Officer	
05 February 2018	Submit the Annual Report to the Auditor General, Provincial Treasury and CoGTA.	MFMA 127(5)(b)	Chief Financial Officer	
MARCH -- 2018				
BUDGET PROCESS				
14 March 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
05 March 2018	Place the Adjustments budget on the municipal website	MFMA 75 (1) a	Budget Officer	

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
05 March 2018	Submit the approved Adjustments Budget to Provincial and National Treasuries	MBRR 20 (1)	Budget Officer	
30 March 2018	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years	MFMA 37(2)	Municipal Manager	
30 March 2018	Provide notification of any transfers that will be made by the municipality to other municipalities in each of the next three financial years	MFMA 37(2)	Municipal Manager	
30 March 2018	Advertise in the local newspapers, the public hearings on the budget		Chief Financial Officer	
26 March 2018	Table Annual Budgets - BSC		Chief Financial Officer	
28 March 2018	Table Annual Budgets - Exco.	MFMA 16(2), 17, 87(3)	Municipal Manager	
30 March 2018	Table Annual Budgets - Council	MFMA 16(2), 17, 87(3)		His Worship The Mayor
IDP PROCESS				
30 March 2018	Draft 2018/19 to be tabled at Exco and Council for 'noting'	MSA 34	Municipal Manager	
30 March 2018	Draft 2018/19 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	Municipal Manager	
PERFORMANCE MANAGEMENT PROCESS				
30 March 2018	Publish adopted 2018/19 Scorecard Mid-term amendments on the website	MFMA 54 (3) MSA s25 (4)	IDP Manager	
30 March 2018	Community KPI review	MSA 42	IDP Manager	
30 March 2018	Submit reviewed 2018/19 KPIs and Targets to IDP Office	MSA 34	IDP Manager	
ANNUAL REPORT PROCESS				
30 March 2018	Preparation of an Oversight Report on the Annual Report	MFMA guidance	Chief Financial Officer	
30 March 2018	Council to adopt the Oversight Report after consideration of the 2016/17 Annual Report	MFMA 129(1)		His Worship The Mayor
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
30 March 2018	Submit Draft 2018/19 SDBIP to Treasury and to Mayor, to be tabled with Annual Budget	MFMA, Circular 13	Budget Officer	
Immediately after annual budget is tabled	Submit to National Treasury in both printed and electronic forms the draft SDBIP	Budget Regs S15	Budget Officer	
APRIL -- 2018				
BUDGET PROCESS				
14 April 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
06 April 2018	Place approved annual budget and policies on the municipal website	MFMA S75(1)(a) &(b)	Budget Officer	
27 April 2018	Municipal hearings to be held on the Budgets	MFMA 23, MFMA guidance		His Worship The Mayor
27 April 2018	Confirm National and Provincial budget allocations	MFMA guidance	Budget Officer	

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
27 April 2018	Revise budget documents (DER) incorporating comments from National and Provincial Treasury and stakeholders	MFMA 68, MFMA guidance	Chief Financial Officer	
27 April 2018	Print and distribute all budget documents including draft SDBIP	MFMA guidance		
27 April 2018	Views of community and other stakeholders considered and amendments, if necessary, be made to budgets. Feedback to be incorporated into report prepared for Exco	MFMA 68, MFMA 23(1), (2) MFMA guidance	Municipal Manager	
20 April 2018	Budgets tabled at BSC		Chief Financial Officer	
IDP PROCESS				
27 April 2018	IDP Assessment by COGTA	MSA 31(a)(b)(c)(d)	IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
30 April 2018	Development of new KPI's for 557 employees		IDP Manager	
30 April 2018	Public hearings for 2018/19 Performance Information aligned to IDP Process	MSA 42, 44	IDP Manager	
30 April 2018	Quarterly report to Internal Audit	Mun Plan and Perf Regs, 2001 14(1)c(ii)	IDP Manager	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
30 April 2018	Submit quarterly oversight report to Exco for period Jan - Mar 2018	MFMA 52(d)	Chief Financial Officer	
08 April 2018	Submit the annual report and oversight report to the provincial legislature	MFMA 132(1) and (2)	Chief Financial Officer	
ANNUAL REPORT PROCESS				
13 April 2018	Adopted Oversight Report to be made public, 7 days after adoption and submit to Provincial Legislative	MFMA 129(3), 132(2)	Budget Officer	
MAY -- 2018				
BUDGET PROCESS				
15 May 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
27 May 2018	Commence fourth 2017/18 IDP draft based on public comment from Regional/Cluster hearings and COGTA assessment feedback	MSA 34		
27 May 2018	Fourth draft 2017/18 IDP review to be completed	MSA 25(1)		
27 May 2018	Reviewed IDP draft 4 to be tabled at Exco	MSA 32 (1) (a)(b)(c)		
27 May 2018	Reviewed IDP draft 4 to be tabled at Council for adoption	MSA 28 (1)		
27 May 2018	Approval of final budgets - Tabled at Exco		Municipal Manager	
31 May 2018	Approval of final budgets - Tabled at Council	MFMA 16(1), 24(2), 53(1)(c)(1)		His Worship the Mayor
PERFORMANCE MANAGEMENT PROCESS				
Within 14 days after approval of the budget	Accounting officer to submit 2018/19 draft annual performance agreements to MSA 557 to the Mayor	MFMA 569 (3)		
Within 28 days after the approval of the annual budget	The Mayor must ensure that the annual performance agreements are concluded in accordance with MSA 557	MFMA 53 (1)(c)		
ANNUAL REPORT PROCESS				

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
			31 May 2018	Print and distribute bind copies of the annual report
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 14 days after the approval of the annual budget	Submit the 2018/19 SDBIP to the Mayor	MFMA 69(3)(a)		
Within 28 days after the approval of the annual budget	Approval of 2018/19 SDBIP by Mayor	MFMA 53(1)(c)(ii)		
JUNE -- 2018				
BUDGET PROCESS				
14 June 2018	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
14 June 2018	Submit approved annual budget to provincial and National Treasury	MFMA 24(3)	Chief Financial Officer	
29 June 2017	Submit all bank account details to provincial treasury, National Treasury and the Auditor General	MFMA 9(b)	Chief Financial Officer	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 10 working days after approval of SDBIP	Annual budget, supporting documentation, and resolutions are to be made public (SDBIP)	MFMA Budget Reg18		
June 2018	Submit draft SDBIP to the mayor	MFMA 69(3)(a)		
June 2018	Submit draft annual performance agreements for the next year to the mayor	MFMA 69(3)(b)		
June 2018	Performance agreements made public (website) within 14 days after approval of SDBIP - Copies must be submitted to the council and the MEC for local government in the province.	MFMA 53(3)(b)		
Within 10 days of approval of the Annual budget by Council	Within 10 days of approval of the plan by Mayor, submit to National Treasury in both printed and electronic forms the approved SDBIP	MFMA s24(3) Budget Regs S20(2) b		