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SCHEDULES FOR THE UMSOBOMVU MUNICIPALITY IDP, PMS AND BUDGET PROCESS FOR THE 2015/2016 FINANCIAL YEAR

DATE	BUDGET PROCES	IDP PROGRAMME	PMS – PROCESS
July 2014	<ul style="list-style-type: none"> • Submit Draft SDBIP within 14 days after approval of the budget • Submit quarterly report to Council on Budget implementation and the financial affairs of the municipality • Approval of SDBIP – within 28 days after budget approval 		<ul style="list-style-type: none"> • Start compiling reports on Annual performance of 2013-2014
August 2014	<ul style="list-style-type: none"> • Table the planning and budget schedule and draft policies to Council • Submission of financial statements (2013/14) to Council • Establishment of budget office and BCSC (budget coordinating committee) 	<ul style="list-style-type: none"> • Mayor tables the process plan to Council on 31 August 2014 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 56 performance • Monitor SDBIP • PMS Coordinating Committee meeting interacting on 2013-2014 annual reports
September 2014	<ul style="list-style-type: none"> • Submit Financial statements to Auditor General and MEC • Submit Financial statements (July and Aug) to Mayor Review of budget process (Budget Evaluation Checklist) for 3 years • Proposals for tariffs (rates and taxes). Allocations and policies • Engages with NT an PT on allocations and specific programmes • Advertise public hearings 	<ul style="list-style-type: none"> • Reconsider strategies and objectives accordingly • IDP Workshop initiating and kick –starting the IDP review process • Start with the review of the IDP • Analyse Integrated Sector Programmes like Environmental programmes, Waste Management programmes, Provincial and District G & DS, comments from Province etc. • IDP Steering committee 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 57 performance Annual performance contracts for section 57 Employees • Monitor SDBIP • Advertise public hearings

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		<p>meeting</p> <ul style="list-style-type: none"> • Advertise public hearings 	
October 2014	<ul style="list-style-type: none"> • Budget workshops for 2015-2016 and 3 years budget Agenda: • Planning • Inputs and managers according to A B C system (MFMA 35,36,42) • Budget workshops for managers and supervisors • Financial statements (September) submitted to Mayor • Budget implementation (July – Sept) Mayor and Council • Submit feedback of budget implementation (June – Sept) to council • Feedback on progress up to date (Budget implementation) • Expectations for rest of 2014-2015 year 	<ul style="list-style-type: none"> • IDP Road show identifying community needs to inform budget (visiting all wards) 	<ul style="list-style-type: none"> • Mayor table annual PMS report to council • Receive monthly performance datasheets for departmental and Section 56 performance • 1st Quarterly report on budget implementation • 1st Quarterly evaluation of Sec 56 employees • 1st Quarterly evaluation on organisational PMS • Public hearing on Annual Report jointly with IDP budget road show (visiting all wards)
November 2014	<ul style="list-style-type: none"> • Preparation and consolidating of draft budget for 2015-2016 • Financial statements (October) submitted to Mayor • Draft budget submitted to BSC • Review with managers • Finalize rate and taxes 2015-2016 • Rates and taxes submitted to Council • Receive audit report from AG 	<ul style="list-style-type: none"> • <i>Continue with IDP road show identifying community needs to inform budget (visiting all wards)</i> • <i>Inputs from Departments</i> • <i>Identify new and appropriate projects</i> • <i>Amend existing project designs</i> • <i>Continue with integrated programmes</i> • <i>Presentation of project by HOD's</i> • <i>Prioritise identified projects and start with documentation of draft IDP for 2014-2015</i> • <i>IDP Representative meeting</i> 	<ul style="list-style-type: none"> • Continue Public hearing on Annual Report jointly with IDP budget road show (visiting all wards) • Receive monthly performance datasheets for departmental and Section 56 performance • Monitor SDBIP • PMS Coordinating meeting to interact on 1st quarter reports • Submit 1st Quarter reports to Council

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		<ul style="list-style-type: none"> • <i>Report to Council on project implementation IDP</i> • <i>IDP Steering Committee meeting</i> 	
December 2014	<ul style="list-style-type: none"> • Council approves rates and taxes 2015-2016 (MSA)s 74-75 • Monthly financial statements (November) submitted to Mayor 	<ul style="list-style-type: none"> • Continue with integrated programmes and finalize integrated programmes • Amend IDP documentation accordingly 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 56 performance • Monitor SDBIP
January 2015	<ul style="list-style-type: none"> • Financial statements (December) • Submitted to MAYOR • Budget implementation (October – December) to Mayor • Budget 2014-2015 as on 31 December submitted to BSC for midyear reviewing • Reviewing 2014-2015 budget • Corrective measures as part of oversight report for the previous • Years audited financial statements and annual report 	<ul style="list-style-type: none"> • Submission of Project lists to Pixley ka Seme District Municipality not later than 31 January 2014 	<ul style="list-style-type: none"> • Submit Annual PMS Report to Auditor General and to Province and National Treasury after approval from Council • Receive monthly performance datasheets for departmental and Section 56 performance • Mid-year Budget and performance Assessment Report

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	<ul style="list-style-type: none"> • Allocations from NT and PT 		<ul style="list-style-type: none"> • 2nd Quarterly Report on budget implementation • 2nd Quarterly evaluation of Section 56 employees • 2nd Quarterly evaluation on organisational PMS • Review SDBIP in line with mid-year budget review
February 2015	<ul style="list-style-type: none"> • Financial Statements (January) submitted to Mayor • Workshop on draft budget 2015-2016 to Councilors and management • Information from PKSDM for 2015-2016 budget • Consultation with NT and PT • Council approve revised budget 2014-2015 • Draft budget (2015-2016) tabled in Council and IDP • Draft budget (2015-2016) submitted to NT and PT (MFMA 22) and IDP • Review all budget related policies and submit draft to council. 	<ul style="list-style-type: none"> • Report to council on project implementation for IDP • Produce first draft IDP for 2015-2016 • Mayor tables draft IDP together with budget • IDP Steering Committee meeting 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 57 performance Produce first draft balance scorecard • Monitor SDBIP • PMS Coordinating committee to interact on mid-year evaluation reports • Table first draft on SDBIP with IDP and budget
March 2015	<ul style="list-style-type: none"> • Notification of draft budget & IDP to all stakeholders <p>Financial Statements (February) submitted to Mayor</p> <p>Price structures review for bulk services form authorities last day</p>	<ul style="list-style-type: none"> • Interaction with sector department to integrate funding 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 57 performance • Finalise Departmental Programmes • Monitor SDBIP

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	<p>Notification of draft budget & IDP to all stakeholders (MFMA) Financial Statements (February) submitted to Mayor</p>		
<p>April 2015</p>	<ul style="list-style-type: none"> • Consultations with NT & PT for finalizing grants • Financial statements (March 2015) to Mayor • Budget implementation (Jan-March) to Mayor and to Council • Finalizing draft budget 2015-2016 and Draft IDP • MM publish draft budget and related documents for comments • Conduct public hearings on budget • Budget send to Provincial and National Treasury • Draft system of delegations 	<ul style="list-style-type: none"> • MM publish IDP and related doc. for comments in local papers • Conduct public hearings on IDP • Finalize inputs from sector Departments • Consult Rep Forums • Report to Council on project implementation IDP 	<ul style="list-style-type: none"> • Review monthly performance datasheets for departmental and Section 57 performance • 3rd Quarterly Report on budget implementation • 3rd Quarterly evaluation of Sec 57 employees • 3rd Quarterly evaluation on organizational PMS

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May 2015	<ul style="list-style-type: none"> • Consider inputs and comments received • Amend budget accordingly • Mayor table 2015-2016 Budget and IDP for adoption not later than 31 May 2015 • Financial Statements (April 2015) to Mayor 	<ul style="list-style-type: none"> • Consider inputs and comments received • Amend document accordingly • Mayor tables 2015-2016 IDP for adoption together with budget (not later than 31 May 2015) 	<ul style="list-style-type: none"> • Receive monthly performance datasheets for departmental and Section 57 performance • Monitor SDBIP • PMS Coordinating Committee to interact on 3rd quarter reports
June 2015	<ul style="list-style-type: none"> • Approved budge send to Provincial and National Treasury • Publication of approved budget and IDP • Financial statements (May 2015) to Mayor • Financial year (2014-2015) ends 	<ul style="list-style-type: none"> • IDP send to MEC within 10 days after adoption by Council • MM place notice that the Council has adopted its reviewed IDP • Report to Council on project implementation for IDP 	<ul style="list-style-type: none"> • Table SDBIP's and section 57 performance agreements 14 days after approval of budget to Mayor • Advertise SDBIP and Section 57 performance agreements for inputs from community • Mayor approves Draft SDBIP 2015-2016 by 28 June 2015 • Signing of Section 57 Contracts • Receive monthly performance datasheets for departmental and Section 57 performance • Review organizational PMS indicators and set targets for 2015-2016
July 2015	<ul style="list-style-type: none"> • Plan annual report 2015-16 • Financial Statements (June 2015) to Mayor 		<ul style="list-style-type: none"> • 4th Quarterly report on budget implementation • Annual PMS evaluation • Annual evaluation of SDBIP