

## APPENDIX A

### **SCHEDULES FOR THE UMSOBOMVU MUNICIPALITY IDP, PMS AND BUDGET PROCESS FOR THE 2016/2017 FINANCIAL YEAR**

<b>DATE</b>	<b>BUDGET PROCES</b>	<b>IDP PROGRAMME</b>	<b>PMS – PROCESS</b>
July 2015	<ul style="list-style-type: none"> <li>• Submit Draft SDBIP within 14 days after approval of the budget</li> <li>• Submit quarterly report to Council on Budget implementation and the financial affairs of the municipality</li> <li>• Approval of SDBIP – within 28 days after budget approval</li> </ul>		<ul style="list-style-type: none"> <li>• Start compiling reports on Annual performance of 2014-2015</li> </ul>
August 2015	<ul style="list-style-type: none"> <li>• Table the planning and budget schedule and draft policies to Council</li> <li>• Submission of financial statements (2014/15) to Council</li> <li>• Establishment of budget office and BCSC (budget coordinating committee)</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor tables the process plan to Council on 31 August 2015</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 56 performance</li> <li>• Monitor SDBIP</li> <li>• PMS Coordinating Committee meeting interacting on 2014-2015 annual reports</li> </ul>
September 2015	<ul style="list-style-type: none"> <li>• Submit Financial statements to Auditor General and MEC</li> <li>• Submit Financial statements (July and Aug) to Mayor Review of budget process ( Budget Evaluation Checklist) for 3 years</li> <li>• Proposals for tariffs (rates and taxes). Allocations and policies</li> <li>• Engages with NT an PT on allocations and specific programmes</li> <li>• Advertise public hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Reconsider strategies and objectives accordingly</li> <li>• IDP Workshop initiating and kick –starting the IDP review process</li> <li>• Start with the review of the IDP</li> <li>• Analyse Integrated Sector Programmes like Environmental programmes, Waste Management programmes, Provincial and District G &amp; DS, comments from Province etc.</li> <li>• IDP Steering committee</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 57 performance Annual performance contracts for section 57 Employees</li> <li>• Monitor SDBIP</li> <li>• Advertise public hearings</li> </ul>

## APPENDIX A

		<p>meeting</p> <ul style="list-style-type: none"> <li>• Advertise public hearings</li> </ul>	
October 2015	<ul style="list-style-type: none"> <li>• Budget workshops for 2016-2017 and 3 years budget Agenda:</li> <li>• Planning</li> <li>• Inputs and managers according to A B C system (MFMA 35,36,42)</li> <li>• Budget workshops for managers and supervisors</li> <li>• Financial statements (September ) submitted to Mayor</li> <li>• Budget implementation (July – Sept) Mayor and Council</li> <li>• Submit feedback of budget implementation (June – Sept) to council</li> <li>• Feedback on progress up to date (Budget implementation)</li> <li>• Expectations for rest of 2015-2016 year</li> </ul>	<ul style="list-style-type: none"> <li>• IDP Road show identifying community needs to inform budget (visiting all wards)</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor table annual PMS report to council</li> <li>• Receive monthly performance datasheets for departmental and Section 56 performance</li> <li>• 1<sup>st</sup> Quarterly report on budget implementation</li> <li>• 1<sup>st</sup> Quarterly evaluation of Sec 56 employees</li> <li>• 1<sup>st</sup> Quarterly evaluation on organisational PMS</li> <li>• Public hearing on Annual Report jointly with IDP budget road show (visiting all wards)</li> </ul>
November 2015	<ul style="list-style-type: none"> <li>• Preparation and consolidating of draft budget for 2015-2016</li> <li>• Financial statements (October ) submitted to Mayor</li> <li>• Draft budget submitted to BSC</li> <li>• Review with managers</li> <li>• Finalize rate and taxes 2016-2017</li> <li>• Rates and taxes submitted to Council</li> <li>• Receive audit report from AG</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Continue with IDP road show identifying community needs to inform budget (visiting all wards)</i></li> <li>• <i>Inputs from Departments</i></li> <li>• <i>Identify new and appropriate projects</i></li> <li>• <i>Amend existing project designs</i></li> <li>• <i>Continue with integrated programmes</i></li> <li>• <i>Presentation of project by HOD's</i></li> <li>• <i>Prioritise identified projects and start with documentation of draft IDP for 2016-2017</i></li> <li>• <i>IDP Representative meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>• Continue Public hearing on Annual Report jointly with IDP budget road show (visiting all wards)</li> <li>• Receive monthly performance datasheets for departmental and Section 56 performance</li> <li>• Monitor SDBIP</li> <li>• PMS Coordinating meeting to interact on 1<sup>st</sup> quarter reports</li> <li>• Submit 1<sup>st</sup> Quarter reports to Council</li> </ul>

## APPENDIX A

---

		<ul style="list-style-type: none"> <li>• <i>Report to Council on project implementation IDP</i></li> <li>• <i>IDP Steering Committee meeting</i></li> </ul>	
December 2015	<ul style="list-style-type: none"> <li>• Council approves rates and taxes 2016-2017 (MSA)s 74-75</li> <li>• Monthly financial statements (November) submitted to Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Continue with integrated programmes and finalize integrated programmes</li> <li>• Amend IDP documentation accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 56 performance</li> <li>• Monitor SDBIP</li> </ul>
January 2016	<ul style="list-style-type: none"> <li>• Financial statements (December)</li> <li>• Submitted to MAYOR</li> <li>• Budget implementation (October – December ) to Mayor</li> <li>• Budget 2015-2016 as on 31 December submitted to BSC for midyear reviewing</li> <li>• Reviewing 2015-2016 budget</li> <li>• Corrective measures as part of oversight report for the previous</li> <li>• Years audited financial statements and annual report</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of Project lists to Pixley ka Seme District Municipality not later than 31 January 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Annual PMS Report to Auditor General and to Province and National Treasury after approval from Council</li> <li>• Receive monthly performance datasheets for departmental and Section 56 performance</li> <li>• Mid-year Budget and performance Assessment Report</li> </ul>

## APPENDIX A

	<ul style="list-style-type: none"> <li>• Allocations from NT and PT</li> </ul>		<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Quarterly Report on budget implementation</li> <li>• 2<sup>nd</sup> Quarterly evaluation of Section 56 employees</li> <li>• 2<sup>nd</sup> Quarterly evaluation on organisational PMS</li> <li>• Review SDBIP in line with mid-year budget review</li> </ul>
February 2016	<ul style="list-style-type: none"> <li>• Financial Statements (January) submitted to Mayor</li> <li>• Workshop on draft budget 2016-2017 to Councilors and management</li> <li>• Information from PKSDM for 2016-2017 budget</li> <li>• Consultation with NT and PT</li> <li>• Council approve revised budget 2015-2016</li> <li>• Draft budget (2016-2017) tabled in Council and IDP</li> <li>• Draft budget (2016-2017) submitted to NT and PT (MFMA 22) and IDP</li> <li>• Review all budget related policies and submit draft to council.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to council on project implementation for IDP</li> <li>• Produce first draft IDP for 2016-2017</li> <li>• Mayor tables draft IDP together with budget</li> <li>• IDP Steering Committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 57 performance Produce first draft balance scorecard</li> <li>• Monitor SDBIP</li> <li>• PMS Coordinating committee to interact on mid-year evaluation reports</li> <li>• Table first draft on SDBIP with IDP and budget</li> </ul>
March 2016	<ul style="list-style-type: none"> <li>• Notification of draft budget &amp; IDP to all stakeholders</li> </ul> <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"> <li>• Interaction with sector department to integrate funding</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 57 performance</li> <li>• Finalise Departmental Programmes</li> <li>• Monitor SDBIP</li> </ul>

## APPENDIX A

---

	<p>Notification of draft budget &amp; IDP to all stakeholders (MFMA) Financial Statements (February) submitted to Mayor</p>		
<p>April 2016</p>	<ul style="list-style-type: none"> <li>• Consultations with NT &amp; PT for finalizing grants</li> <li>• Financial statements (March 2016) to Mayor</li> <li>• Budget implementation (Jan-March) to Mayor and to Council</li> <li>• Finalizing draft budget 2016-2017 and Draft IDP</li> <li>• MM publish draft budget and related documents for comments</li> <li>• Conduct public hearings on budget</li> <li>• Budget send to Provincial and National Treasury</li> <li>• Draft system of delegations</li> </ul>	<ul style="list-style-type: none"> <li>• MM publish IDP and related doc. for comments in local papers</li> <li>• Conduct public hearings on IDP</li> <li>• Finalize inputs from sector Departments</li> <li>• Consult Rep Forums</li> <li>• Report to Council on project implementation IDP</li> </ul>	<ul style="list-style-type: none"> <li>• Review monthly performance datasheets for departmental and Section 57 performance</li> <li>• 3rd Quarterly Report on budget implementation</li> <li>• 3rd Quarterly evaluation of Sec 57 employees</li> <li>• 3rd Quarterly evaluation on organizational PMS</li> </ul>

## APPENDIX A

<p>May 2016</p>	<ul style="list-style-type: none"> <li>• Consider inputs and comments received</li> <li>• Amend budget accordingly</li> <li>• Mayor table 2016-2017 Budget and IDP for adoption not later than 31 May 2016</li> <li>• Financial Statements (April 2016) to Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Consider inputs and comments received</li> <li>• Amend document accordingly</li> <li>• Mayor tables 2016-2017 IDP for adoption together with budget (not later than 31 May 2016)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive monthly performance datasheets for departmental and Section 57 performance</li> <li>• Monitor SDBIP</li> <li>• PMS Coordinating Committee to interact on 3<sup>rd</sup> quarter reports</li> </ul>
<p>June 2016</p>	<ul style="list-style-type: none"> <li>• Approved budget send to Provincial and National Treasury</li> <li>• Publication of approved budget and IDP</li> <li>• Financial statements (May 2016) to Mayor</li> <li>• Financial year (2016-2017) ends</li> </ul>	<ul style="list-style-type: none"> <li>• IDP send to MEC within 10 days after adoption by Council</li> <li>• MM place notice that the Council has adopted its reviewed IDP</li> <li>• Report to Council on project implementation for IDP</li> </ul>	<ul style="list-style-type: none"> <li>• Table SDBIP's and section 57 performance agreements 14 days after approval of budget to Mayor</li> <li>• Advertise SDBIP and Section 57 performance agreements for inputs from community</li> <li>• Mayor approves Draft SDBIP 2016-2017 by 28 June 2016</li> <li>• Signing of Section 57 Contracts</li> <li>• Receive monthly performance datasheets for departmental and Section 57 performance</li> <li>• Review organizational PMS indicators and set targets for 2016-2016</li> </ul>
<p>July 2016</p>	<ul style="list-style-type: none"> <li>• Plan annual report 2015-16</li> <li>• Financial Statements (June 2016) to Mayor</li> </ul>		<ul style="list-style-type: none"> <li>• 4<sup>th</sup> Quarterly report on budget implementation</li> <li>• Annual PMS evaluation</li> <li>• Annual evaluation of SDBIP</li> </ul>