

IDP and Budget Time Schedule in terms of Section 21(1)(b) of the MFMA

August 2015 - June 2016



AUGUST 2015

ACRONYMS

MFMA	Municipal Finance Management Act 56 of 2003
MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009

AUGUST 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	9 Aug: National Women's Day
9	10	11	12	13	14	15	10 Aug: Public Holiday; 12 Aug: Mayoral Committee
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	27 Aug: Council
30	31						

Task	Date	Legal Reference
IDP / Budget time schedule of key deadlines: <ul style="list-style-type: none"> • Submit to Mayoral Committee • Submit to Council (<i>at least 10 months before the start of the budget year</i>) 	12 Aug 27 Aug	MFMA Section 21(1)(b): <i>The mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for -</i> <ol style="list-style-type: none"> (i) <i>the preparation, tabling and approval of the annual budget;</i> (ii) <i>the annual review of-</i> <ol style="list-style-type: none"> (aa) <i>the integrated development plan in terms of section 34 of the Municipal Systems Act; and</i> (bb) <i>the budget-related policies;</i> (iii) <i>the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and</i> (iv) <i>any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).</i>
Panel evaluation of the 2014/2015 performance	19 Aug	MPR Regulation 27(4)(d) and (e)
External Audit Committee and MPAC: Evaluation of the annual financial statements	27 Aug	
Submit annual financial statements and annual performance report to the Auditor-General for auditing (<i>within two months after the end of the financial year</i>)	Before 31 Aug	MSA Section 126(1)(a): <i>The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing</i>

SEPTEMBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	9 Sep: Mayoral Committee
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	24 Sep: Heritage Day
27	28	29	30				28 Sep – 1 Oct: Ward Committee meetings

Task	Date	Legal Reference
Submit IDP / Budget time schedule to the Provincial Government and the West Coast District Municipality	1 Sep	
Start setting up spreadsheets for budget submissions (Budget Office)	1 Sep	
Sessions to review Chapter 7 of the IDP: • With Mayoral Committee • With departments	Sep	MSA Section 56. (2) The executive mayor must - (a) identify the needs of the municipality; (b) review and evaluate those needs in order of priority
Sessions with Ward Committees: • Ward 1 (Mrb Town Hall – Side Hall - 18:00) • Ward 2 (Rosenhof Community Hall - 19:30) • Ward 8 (Malmesbury Town Hall - 18:00) • Ward 10 (Wesbank Community Hall - 19:00)	28 Sep	
• Ward 5 (Darling Council Chambers - 17:00) • Ward 6 (Darling Community Hall - 19:00) • Ward 12 (Riebeek-K POP Centre - 19:00)	29 Sep	
• Ward 3 (Riebeek W POP Centre at 19:00) • Ward 7 (Abbotsdale Comm. Hall - 19:00)	30 Sep	
• Ward 4 (Chatsworth AFM Church - 19:00)	1 Oct	
Send out operating budget spreadsheets to departments	30 Sep	

OCTOBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	1 Oct: Ward Committee meeting; 2 Oct - 12 Oct: School holiday
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	14 Oct: Mayoral Committee
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	26 - 29 Oct: Ward Committee meetings

Task	Date	Legal Reference
Commence with salary, vehicle and operating budget	1 Oct	
Joint Planning Initiative with Prov Government	8 Oct	
Strategy workshop with Mayoral Committee and senior management	13 Oct	
Send out capital budget spreadsheets to departments	19 Oct	
Sessions with Ward Committees: • Ward 9 (Ilinge Lethu Thusong Centre - 18:30) • Ward 11 (Wesbank Community Hall - 19:00)	27 Oct	
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	30 Oct	

NOVEMBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Nov: Mayoral Committee
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	23 - 26 Oct: Ward Committee meetings; 26 Nov: Council
29	30						

Task	Date	Legal Reference
Deadline for <u>capital</u> budget inputs from departments	6 Nov	
Annual Report (November submission): [Note: Legal deadline is end of January 2016. SM will attempt to meet the earlier deadline by means of the new Annual Report software. If not successful the report will be submitted in January 2016]		
<ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Council (<i>within 7 months after the end of a financial year</i>) 	11 Nov 26 Nov	MFMA Section 127(2): The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality.
Long term financial plan: <ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Council 	11 Nov 26 Nov	
Due date for final adjustment budget submissions	20 Nov	
Determine possible tariff increases for water and electricity	Nov	
Submit any new budget related policies and by-laws to the <u>Management Team</u> in view of the 90-day budget submission to the Mayoral Committee and Council in March	27 Nov	

DECEMBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	9 Dec: Mayoral Committee; Schools close
13	14	15	16	17	18	19	16 Dec: Day of Reconciliation
20	21	22	23	24	25	26	25 Dec: Christmas Day; 26 Dec: Day of Goodwill
27	28	29	30	31			

Task	Date	Legal Reference
Annual Report (November submission): [Note: If the earlier Annual Report deadline in November 2015 is not met, the Annual Report (<u>January submission</u>) dates will be followed]		
<ul style="list-style-type: none"> Post on the website Submit Annual Report to the Auditor-General, Provincial Treasury and provincial department responsible for local government. Make public and invite comments from the local community. 	By 1 Dec 4 Dec 1+2 Dec	MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must - (a) in accordance with section 21A of the Municipal Systems Act - (i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

Task	Date	Legal Reference
Budget week: • Review adjustment budget and requests for 2016/2017	7-11 Dec	
Commence with compilation of Adjustments Budget (B Schedule and Report)	7 Dec	

JANUARY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	1 Jan: New Year's Day
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Jan: Schools open
17	18	19	20	21	22	23	20 Jan: Mayoral Committee
24	25	26	27	28	29	30	28 Jan: Council
31							

Task	Date	Legal Reference
Annual Report (<u>November submission</u>): • Closing date for comments on Annual Report • MPAC Meeting – Oversight Report	8 Jan 14 Jan	
• Consider and approve, reject or refer back the annual report at a council meeting (<i>within 9 months after the end of a financial year</i>) • Adopt an oversight report providing comments on the annual report (<i>no later than 2 months from the date on which the annual report was tabled in the council</i>)	28 Jan 28 Jan	MFMA Section 121(1): <i>The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129</i> MFMA Section 129(1): <i>The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report.</i>
Annual Report (<u>January submission</u>): • Submit to Mayoral Committee • Submit to Council (<i>within 7 months after the end of a financial year</i>)	20 Jan 28 Jan	MFMA Section 127(2): <i>The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality.</i>
Section 72 mid-year assessment report: • Submit to Mayoral Committee • Submit to Provincial Treasury and National Treasury • Submit to Council	20 Jan 22 Jan 28 Jan	MFMA Section 72(1): <i>The accounting officer of a municipality must by 25 January of each year-</i> <i>(a) assess the performance of the municipality during the first half of the financial year... and</i> <i>(b) submit a report on such assessment to-</i> <i>(i) the mayor of the municipality;</i> <i>(ii) the National Treasury; and</i> <i>(iii) the relevant provincial treasury</i> MFMA Section 54(1)(f): <i>The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.</i> MBRR Regulation 35(1): <i>The municipal manager must submit to the National Treasury and the relevant provincial treasury,</i>

Task	Date	Legal Reference
		<i>in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.</i>
Adjustments Budget: <ul style="list-style-type: none"> • Submit documents and item to Corporate Services • Submit to Budget Steering Committee • Submit to Mayoral Committee • Submit to Council 	15 Jan 19 Jan 20 Jan 28 Jan	MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
Review the KPI's and annual performance targets	Jan / Feb	

FEBRUARY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	10 Feb: Mayoral Committee
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29						

Task	Date	Legal Reference
Compile draft SDBIP	Feb	
Finalise area plans	Feb	
Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy	Feb	
Annual Report (<u>November submission</u>): Make public the oversight report (<i>within seven days of its adoption</i>)	2+3 Feb	MFMA Section 129(3): The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.
Adjustments budget and Mid-year Section 72 assessment: <ul style="list-style-type: none"> • Post on the website • Advertisements in local newspapers 	By 2 Feb 9+10 Feb	MBRR Regulation 26(1): Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.

Task	Date	Legal Reference
Annual Report (<u>January submission</u>): <ul style="list-style-type: none"> Post on the website Submit Annual Report to the Auditor-General, Provincial Treasury and provincial department responsible for local government. Make public and invite comments from the local community. 	By 2 Feb 5 Feb 2+3 Feb	MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must - (a) in accordance with section 21A of the Municipal Systems Act - (i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
IDP Indaba 2	9+10 Feb	
Check allocations (DORA and Prov Gazette)	Feb / Mar	
Submit the approved adjustments budget to Provincial Treasury and National Treasury	By 11 Feb	MBRR Regulation 24(1): The municipal manager must comply with section 28(7) of the Act within 10 working days after the mayor has tabled an adjustments budget in the municipal council
Management Team: Discuss budget related policies and by-laws in view of the 90-day budget submission to the Mayoral Committee in March	26 Feb	
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (<i>by no later than 120 days before the start of its budget year</i>)	Before 29 Feb	MFMA Section 37(2): The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.
Preliminary approval of electricity tariff increase for submission to NERSA	29 Feb	

MARCH 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	16 Mar: Mayoral Committee; 18 Mar – 5 Apr: School holiday
20	21	22	23	24	25	26	21 Mar: Human Rights Day; 25 Good Friday
27	28	29	30	31			28 Mar: Family Day; 31 Mar: Council

Task	Date	Legal Reference
Annual Report (<u>January submission</u>): <ul style="list-style-type: none"> Closing date for comments on Annual Report MPAC Meeting – Oversight Report 	26 Feb 3 Mar	
Submit draft 90 days budget to Budget Steering Committee	15 Mar	

Task	Date	Legal Reference
Draft IDP revision, budget and budget related policies and by-laws: <ul style="list-style-type: none"> • Submit documents and item to Corporate Services • Submit to Mayoral Committee • Submit to Council (<i>at least 90 days before the start of the budget year</i>) 	11 Mar 16 Mar 31 Mar	MFMA Section 16: (1) <i>The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.</i> (2) <i>In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>
Annual Report (<u>January submission</u>): <ul style="list-style-type: none"> • Consider and approve, reject or refer back the annual report at a council meeting (<i>within 9 months after the end of a financial year</i>) • Adopt an oversight report providing comments on the annual report (<i>no later than 2 months from the date on which the annual report was tabled in the council</i>) 	31 Mar 31 Mar	MFMA Section 121(1): <i>The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129</i> MFMA Section 129(1): <i>The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report.</i>

APRIL 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	18 Mar – 5 Apr: School holiday
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Apr: Mayoral Committee
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	27 Apr: Freedom Day

Task	Date	Legal Reference
Post on the website: <ul style="list-style-type: none"> • Budget documents • Draft IDP Revision • Annual Report and Oversight Report 	By 5 Apr	
Workshop with SMAF members and other invited stakeholders and ward committee members as determined by the Mayoral Committee	5 Apr	MFMA Section 23(1): <i>When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.</i>
Annual Report and Oversight Report (<u>January submission</u>): Make public the oversight report (<i>within seven days of its adoption</i>)	5+6 Apr	MFMA Section 129(3): <i>The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.</i>
Make public the annual budget and supporting documentation and invite the community to submit representations	5+6 Apr	MFMA Section 22(a): <i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act - (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit</i>

Task	Date	Legal Reference
		<p><i>representations in connection with budget.</i></p> <p>MBRR Regulation 15(1): When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process</p>
Publish the proposed IDP for public comment (for a period of at least 21 days)	5+6 Apr	<p>MPPMR Regulation 3(4)(b): No amendment to a municipality's integrated development plan may be adopted by the municipal council unless the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.</p>
Submit the budget as well as the IDP to the National Treasury, Provincial Treasury, other affected organs of state and other municipalities affected by the budget.	By 8 Apr	<p>MFMA Section 22(b): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget -</p> <ul style="list-style-type: none"> (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. <p>MBRR Regulation 15(3): When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal manager must also submit, in both printed and electronic form -</p> <ul style="list-style-type: none"> (a) the supporting documentation as tabled in the municipal council; (b) the draft service delivery and budget implementation plan; and (c) any other information as may be required by the National Treasury <p>MBRR Regulation 15(4): The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget within 10 working days of the annual budget being tabled in the municipal council.</p>
Consult with West Coast District Municipality	Apr	<p>MSA Section 29(3)(b): A local municipality must draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.</p> <p>MPPMR Regulation 3(6): A local municipality that considers an amendment to its integrated development plan must-</p> <ul style="list-style-type: none"> (a) consult the district municipality in whose area it falls on the proposed amendment; (b) take all comments submitted to it by the

Task	Date	Legal Reference
		<i>district municipality into account before it takes a final decision on the proposed amendment.</i>
Closing of comments from public: IDP & Budget	29 Apr	
Consider any inputs from the local community, National and Provincial Treasury, provincial or national organs of state or municipalities.		MFMA Section 23(1): <i>When the annual budget has been tabled, the municipal council must consider any views of –</i> <i>(a) the local community; and</i> <i>(b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.</i>

MAY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	1 May: Workers Day; 2 May: Public holiday
8	9	10	11	12	13	14	11 May: Mayoral Committee
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	26 May: Council
29	30	31					

Task	Date	Legal Reference
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the Council	30 Apr – 6 May	MFMA Section 23(2): <i>After considering all budget submissions, the council must give the mayor an opportunity-</i> <i>(a) to respond to the submissions; and</i> <i>(b) if necessary, to revise the budget and table amendments for consideration by the council.</i>
Submit draft 30 days budget to Budget Steering Committee	10 May	
Final IDP and budget: <ul style="list-style-type: none"> Submit documents and item to Corp Services Submit to Mayoral Committee Notice for the Special Council Meeting Submit to Council (<i>at least 30 days before the start of the budget year</i>) 	6 May 11 May 12 May 26 May	MFMA Section 24(1): <i>The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.</i> MPPMR Regulation 3(3): <i>An amendment to a municipality's integrated development plan is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.</i>
Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website (<i>within 5 days of the adoption of the plan</i>)	Before 31 May	MFMA Section 75(1): <i>The accounting officer of a municipality must place on the website the following documents of the municipality:</i> <i>(a) the annual and adjustments budgets and all budget-related documents; and</i> <i>(b) all budget-related policies</i> MSA Section 21A(1)(b): <i>All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</i> MFMA Section 75(2): <i>A document referred to above must be placed on the website not</i>

Task	Date	Legal Reference
		<i>later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</i>

JUNE 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	8 Jun: Mayoral Committee
12	13	14	15	16	17	18	16 Jun: Youth Day
19	20	21	22	23	24	25	24 Jun: Schools close
26	27	28	29	30			

Task	Date	Legal Reference
Give notice to the public of the adoption of the IDP (<i>within 14 days of the adoption of the IDP</i>)	7+8 Jun	<p>MSA Section 25(4)(a): A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) give notice to the public-</p> <p>(i) of the adoption of the plan; and</p> <p>(ii) that copies of or extracts from the plan are available for public inspection at specified places;</p> <p>MSA Section 21A(1)(a) and (c): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -</p> <p>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</p> <p>(c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.</p>
Make public the approved annual budget and supporting documentation (including tariffs) (<i>within 10 working days after approval of the budget</i>)	7+8 Jun	<p>MBRR Regulation 18:</p> <p>(1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the Act.</p> <p>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including-</p> <p>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</p> <p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in</p>

Task	Date	Legal Reference
		<p>subregulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (<i>within 14 days after approval of the budget</i>)	08 Jun	<p>MFMA Section 69(3):</p> <p>(a) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year.</p> <p>(b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</p>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (<i>within 28 days after approval of the budget</i>)	08 Jun	<p>MFMA Section 53(1)(c)(ii): The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.</p>
Submit a copy of the revised IDP to the MEC for local government as well as Provincial Treasury (<i>within 10 days of the adoption or amendment of the plan</i>)	Before 09 Jun	<p>MSA Section 32(1)(a): The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.</p>
Submit approved budget to the provincial treasury and National Treasury (<i>within 10 working days after approval of the budget</i>)	09 Jun	<p>MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p>MBRR Regulation 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</p>
Publish property rates tariffs in Provincial Gazette	Before 27 Jun	<p>PROPERTY RATES ACT Section 14(2): A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.</p>
Place the performance agreements and all service delivery agreements on the website	13 Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p> <p>MBRR Regulation 19: The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</p>

Task	Date	Legal Reference
Submit the SDBIP to National and Provincial Treasury (<i>within 10 working days approval of the plan</i>)	Before 22 Jun	MBRR Regulation 20(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan.
Make public the projections, targets and indicators as set out in the SDBIP (<i>within 10 working days after the approval of the SDBIP</i>)	Before 22 Jun	MFMA Section 53(3)(a): The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan. MBRR Regulation 19: The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.
Make public the performance agreements of Municipal Manager and senior managers (<i>no later than 14 days after the approval of the SDBIP</i>)	Before 22 Jun	MFMA Section 53(3)(b): The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.
Distribution of Budget and Tariff books	24 Jun	
Implement pre-paid electricity tariffs by 24:00	30 Jun	

JULY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Jul: Mayoral Committee
17	18	19	20	21	22	23	18 Jul: Schools open
24	25	26	27	28	29	30	
31							

Task	Date	Legal Reference
Performance agreements: <ul style="list-style-type: none"> • Submit copies to the Mayoral Committee • Submit copies to the MEC for local government as well as the national minister responsible for local government <i>(both actions within 14 days after concluding the performance agreements)</i>	13 Jul 14 Jul	MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MPR Regulation (5): The employment contract and performance agreement must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement