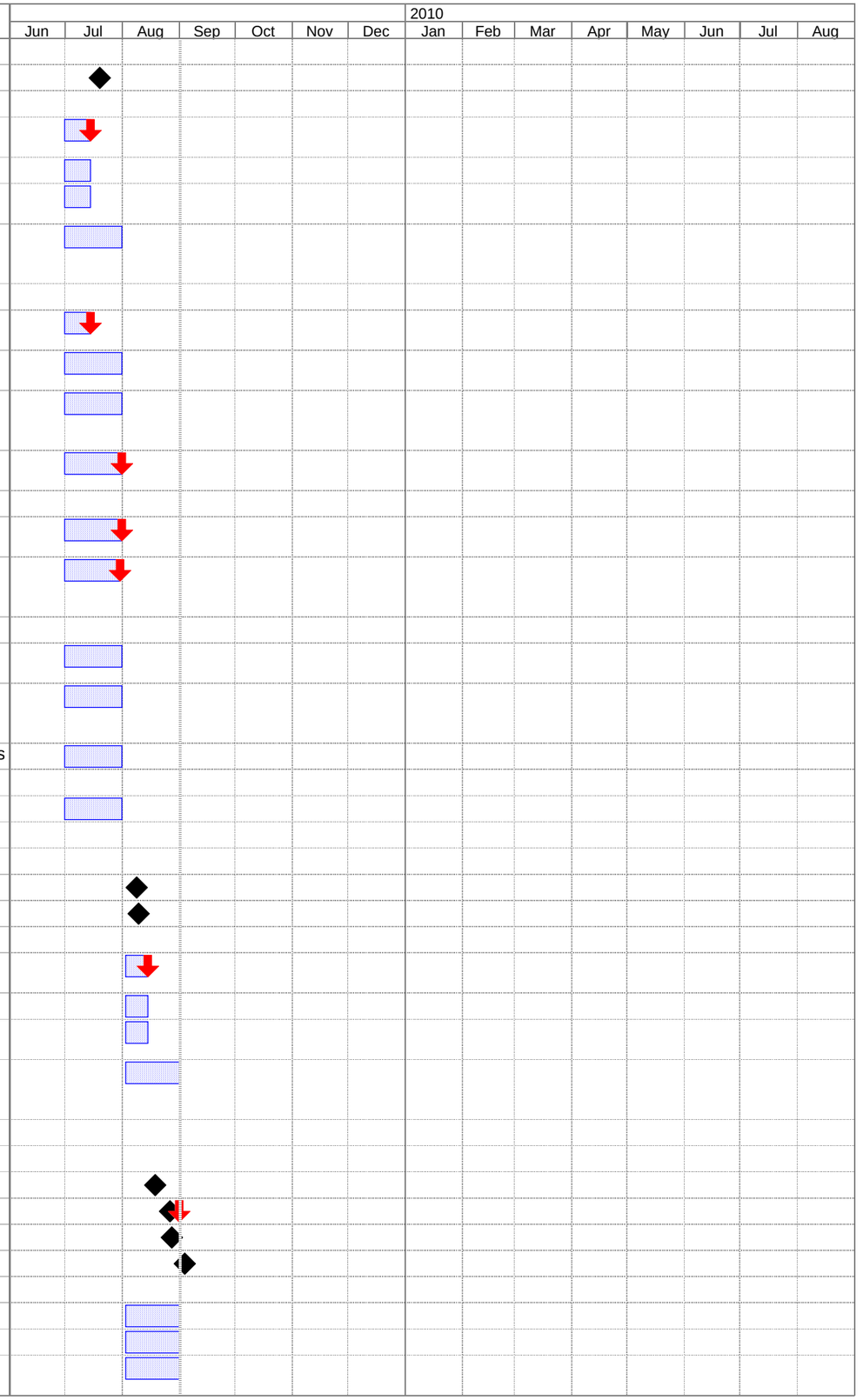
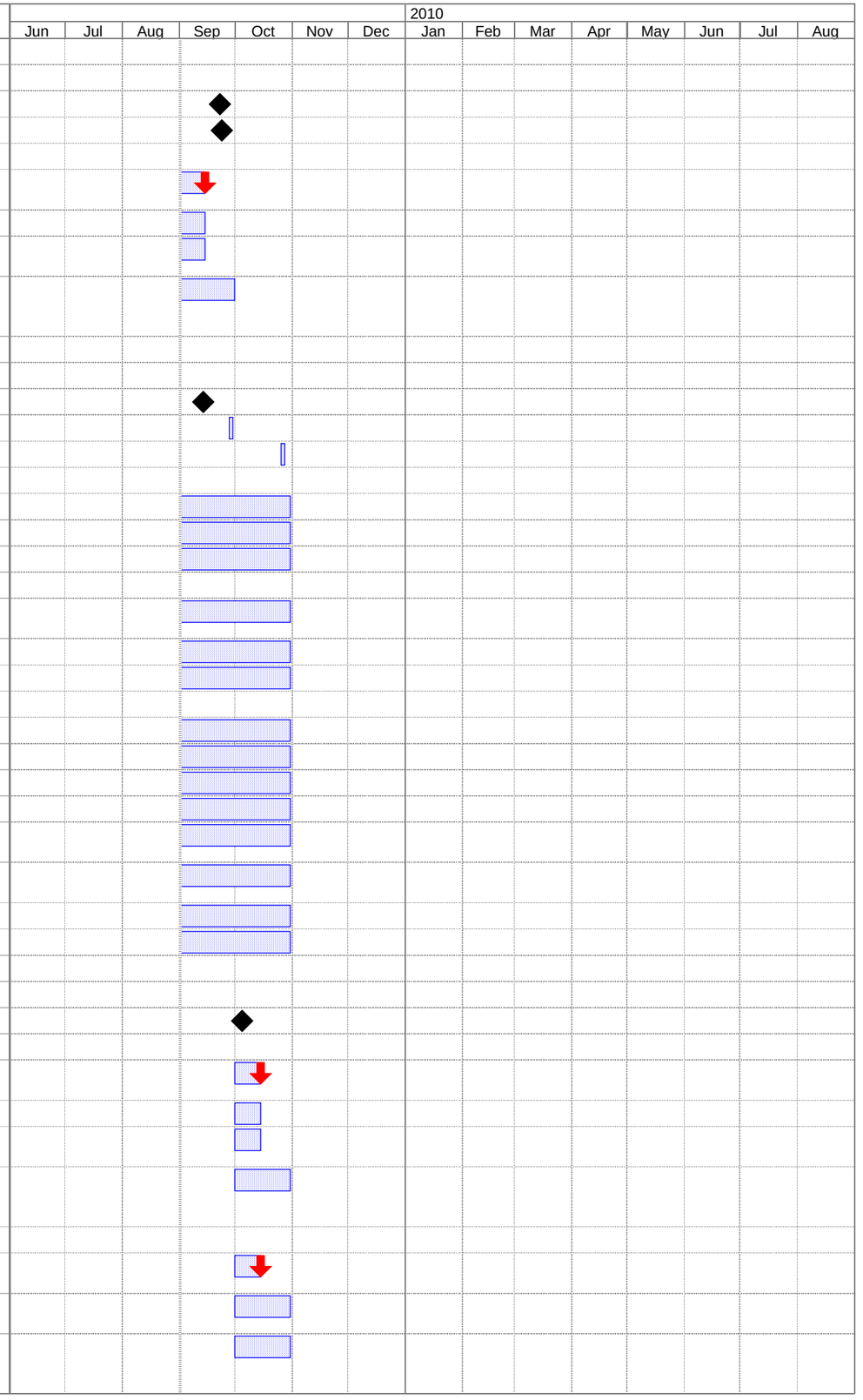
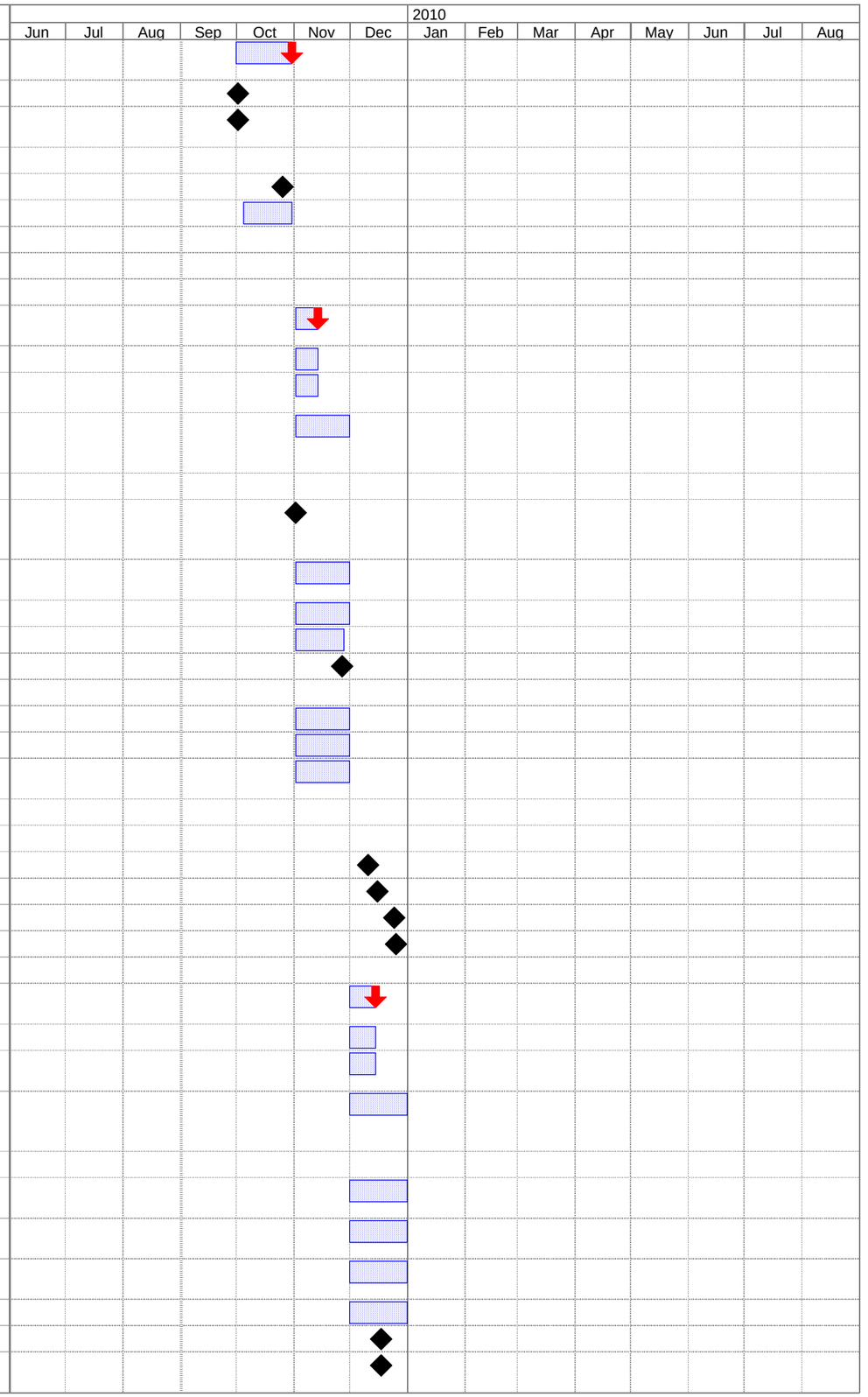
ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
1	JULY 2009		2009-07-01	2009-07-31	
2	**Schools open (3rd term)**		**2009-07-20**	**2009-07-20**	
3	**Monthly Reports / Statements**		**2009-07-01**	**2009-07-31**	
4	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-07-01	2009-07-14	Financial Services
5	Submit monthly report on salaries and wages expenditure to Council	Current	2009-07-01	2009-07-14	Financial Services
6	Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount	Previous	2009-07-01	2009-07-14	Financial Services
7	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-07-01	2009-07-31	Financial Services
8	**Quarterly Reports**		**2009-07-01**	**2009-07-31**	
9	Submit a quarterly report on implementation of the supply chain management policy to the mayor and make report public	Previous	2009-07-01	2009-07-14	Financial Services
10	Review quarterly projections for period ending 30 June for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 report	Previous	2009-07-01	2009-07-31	Financial Services
11	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	Previous	2009-07-01	2009-07-31	Financial Services
12	Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial state of affairs of the municipality to council	Previous	2009-07-01	2009-07-31	Financial Services
13	**Annual / Bi-annual Reports**		**2009-07-01**	**2009-07-31**	
14	Submit an annual report on implementation of the supply chain management policy to Council	Previous	2009-07-01	2009-07-31	Financial Services
15	Submit consolidated bi-annual report for period ending 30 June on compliance with the prescribed minimum competency levels to council, provincial treasury and National Treasury	Previous	2009-07-01	2009-07-30	Accounting Officer
16	**IDP and Annual Budget**		**2009-07-01**	**2009-07-31**	
17	Establish departmental budget committees to include portfolio councillors and officials and delegate tasks in accordance with delegations policies	Next 3	2009-07-01	2009-07-31	Financial Services
18	Commence process to review delegations and all budget related policies including reviews of tariff, rates, credit control and supply chain management and cash management / investment policies	Next 3	2009-07-01	2009-07-31	Financial Services
19	Print and distribute final approved budget, SDBIP and IDP	Current	2009-07-01	2009-07-31	Fin and Strat Services
20	**Other Tasks**		**2009-07-01**	**2009-07-31**	
21	Commence process to close all accounts and prepare financial statements	Previous	2009-07-01	2009-07-31	Financial Services
22					
23	AUGUST 2009		2009-08-03	2009-08-31	
24	**National Women's Day**		**2009-08-09**	**2009-08-09**	
25	**Public holiday**		**2009-08-10**	**2009-08-10**	
26	**Monthly Reports / Statements**		**2009-08-03**	**2009-08-31**	
27	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-08-03	2009-08-14	Financial Services
28	Submit monthly report on salaries and wages expenditure to Council	Current	2009-08-03	2009-08-14	Financial Services
29	Submit monthly reports for period ending 31 July for each contract awarded and signed above the prescribed amount	Previous	2009-08-03	2009-08-14	Financial Services
30	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-08-03	2009-08-31	Financial Services
31	**IDP and Annual Budget**		**2009-08-19**	**2009-09-03**	
32	**Table in council budget and IDP time schedule of key deadlines**		**2009-08-19**	**2009-09-03**	
33	Submit to EMC	Next 3	2009-08-19	2009-08-19	Strategic Manager
34	Submit to Council	Next 3	2009-08-27	2009-08-27	Strategic Manager
35	Submit to WCDM and PGWC	Next 3	2009-08-28	2009-08-28	Strategic Manager
36	Notice in media	Next 3	2009-09-03	2009-09-03	Strategic Manager
37	**Other Tasks**		**2009-08-03**	**2009-08-31**	
38	Place quarterly (section 52) report on budget implementation on the municipal website	Previous	2009-08-03	2009-08-31	Financial Services
39	Compile and submit municipal audit file to the Auditor-General	Previous	2009-08-03	2009-08-31	Accounting Officer
40	Submit annual financial statements and annual performance report to the Auditor-General for auditing	Previous	2009-08-03	2009-08-31	Accounting Officer



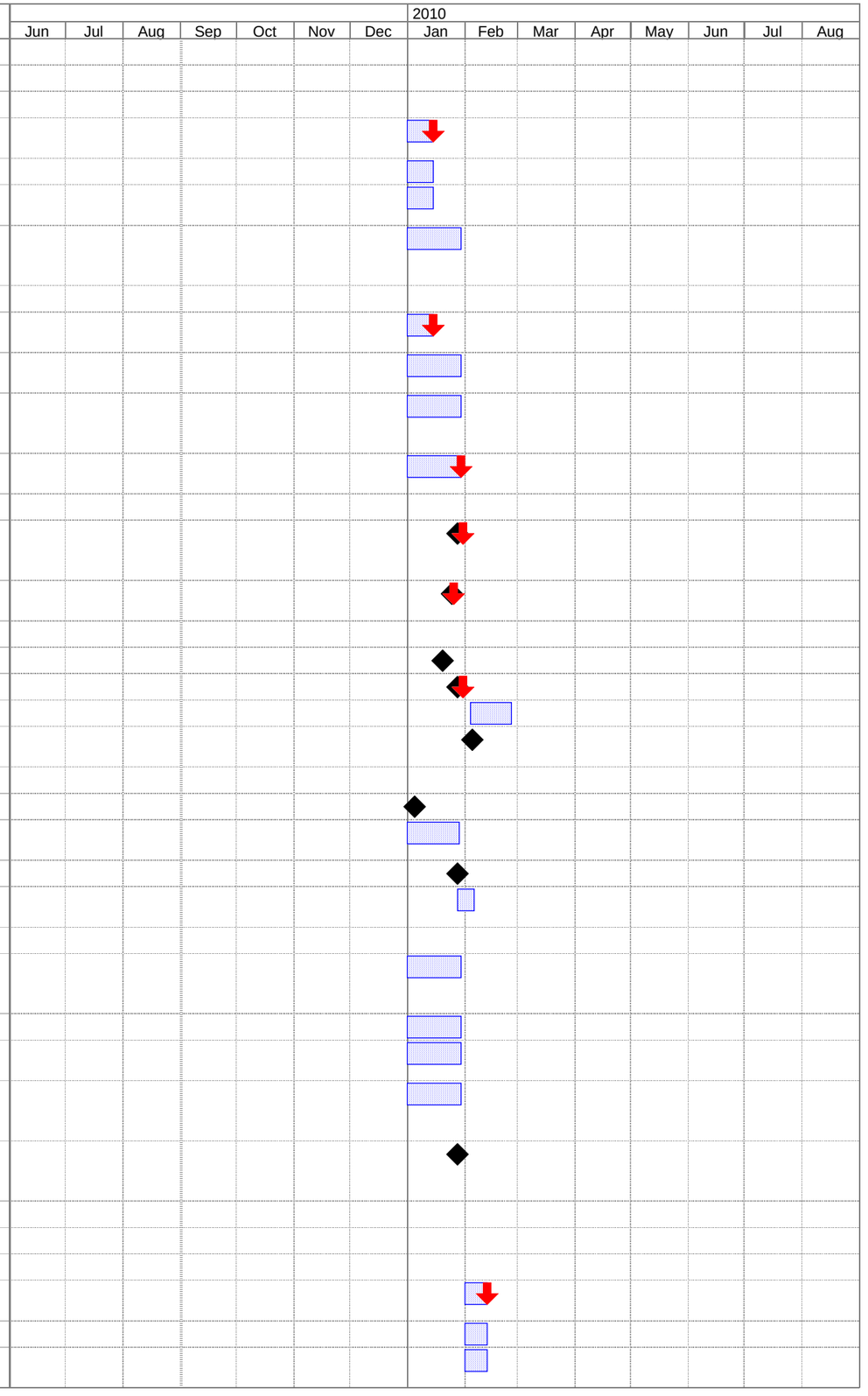
ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
41					
42	SEPTEMBER 2009		2009-09-01	2009-09-30	
43	**Schools close (3rd term)**		**2009-09-23**	**2009-09-23**	
44	**Heritage Day**		**2009-09-24**	**2009-09-24**	
45	**Monthly Reports / Statements**		**2009-09-01**	**2009-09-30**	
46	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-09-01	2009-09-14	Financial Services
47	Submit monthly report on salaries and wages expenditure to Council	Current	2009-09-01	2009-09-14	Financial Services
48	Submit monthly reports for period ending 31 August for each contract awarded and signed above the prescribed amount	Previous	2009-09-01	2009-09-14	Financial Services
49	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-09-01	2009-09-30	Financial Services
50	**IDP and Annual Budget**		**2009-09-01**	**2009-10-30**	
51	**Ward committee engagements for annual revision IDP**		**2009-09-14**	**2009-10-27**	
52	Session with ward coouncillors regarding ward plans	Next 3	2009-09-14	2009-09-14	Strategic Manager
53	Preparation of ward plans - first session of ward committees	Next 3	2009-09-28	2009-09-29	Strategic Manager
54	Preparation of ward plans - second session of ward committees	Next 3	2009-10-26	2009-10-27	Strategic Manager
55	**Internal gap analysis by directorates**		**2009-09-01**	**2009-10-30**	
56	Review status quo information	Next 3	2009-09-01	2009-10-30	Directors
57	Review most critical issues and challenges	Next 3	2009-09-01	2009-10-30	Directors
58	Review service backlogs	Next 3	2009-09-01	2009-10-30	Directors
59	**Performance analysis**		**2009-09-01**	**2009-10-30**	
60	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community feedback]	Next 3	2009-09-01	2009-10-30	Strategic Manager
61	Review the KPI's (excluding the general national KPI's in terms of Regulation 10)	Next 3	2009-09-01	2009-10-30	Strategic Manager
62	Review the annual performance targets	Next 3	2009-09-01	2009-10-30	Strategic Manager
63	**Financial analysis**		**2009-09-01**	**2009-10-30**	
64	Assess financial performance over year	Next 3	2009-09-01	2009-10-30	Financial Services
65	Analyse gaps between actual and planned performance	Next 3	2009-09-01	2009-10-30	Financial Services
66	Determine financial position and assess financial capacity against future strategies	Next 3	2009-09-01	2009-10-30	Financial Services
67	Determine the funding / revenue potentially available for next three years	Next 3	2009-09-01	2009-10-30	Financial Services
68	Determine the most likely financial outlook and identify need for changes to fiscal strategies	Next 3	2009-09-01	2009-10-30	Financial Services
69	Determine factors that can influence budgets for the next 3 years and broad financial parameters	Next 3	2009-09-01	2009-10-30	Financial Services
70	Refine funding policies including tariff structures	Next 3	2009-09-01	2009-10-30	Financial Services
71	**Revise and update Financial Plan**	**Next 3**	**2009-09-01**	**2009-10-30**	**Financial Services**
72					
73	OCTOBER 2009		2009-10-01	2009-10-30	
74	**Schools open (4th term)**		**2009-10-05**	**2009-10-05**	
75	**Monthly Reports / Statements**		**2009-10-01**	**2009-10-30**	
76	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-10-01	2009-10-14	Financial Services
77	Submit monthly report on salaries and wages expenditure to Council	Current	2009-10-01	2009-10-14	Financial Services
78	Submit monthly reports for period ending 30 September for each contract awarded and signed above the prescribed amount	Previous	2009-10-01	2009-10-14	Financial Services
79	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-10-01	2009-10-30	Financial Services
80	**Quarterly Reports**		**2009-10-01**	**2009-10-30**	
81	Submit a quarterly report on implementation of the supply chain management policy to the mayor and make report public	Previous	2009-10-01	2009-10-14	Financial Services
82	Review quarterly projections for period ending 30 September for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 report	Previous	2009-10-01	2009-10-30	Financial Services
83	Table in council quarterly consolidated report for period ending 30 September of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Previous	2009-10-01	2009-10-30	Financial Services



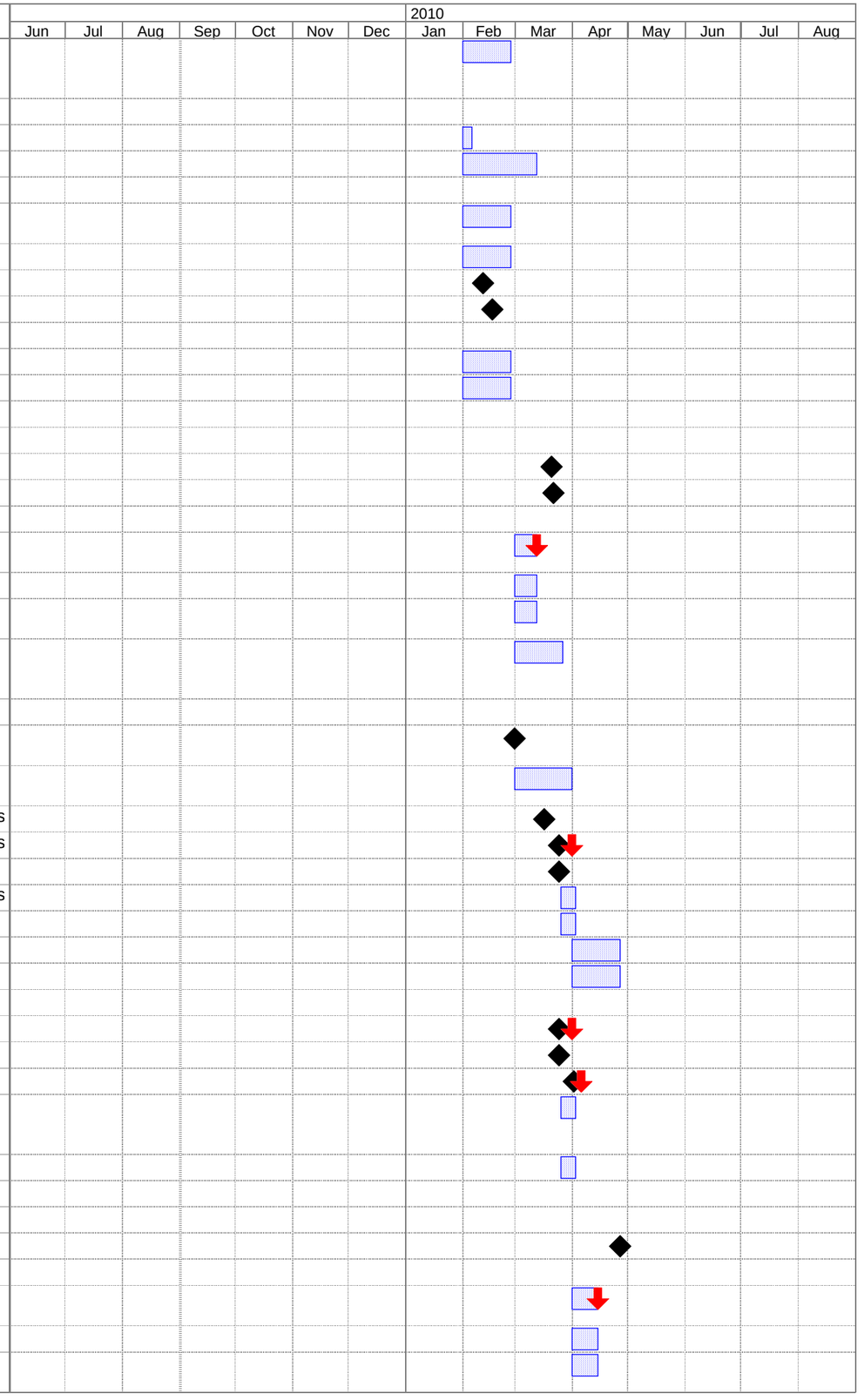
ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
84	Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial state of affairs of the municipality to council	Previous	2009-10-01	2009-10-30	Financial Services
85	**Annual Report**		**2009-10-01**	**2009-10-01**	
86	Commence preparation of annual report utilising, financial and non-financial information first reviewed as part of the budget and IDP analysis	Previous	2009-10-01	2009-10-01	Accounting Officer
87	**IDP and Annual Budget**		**2009-10-05**	**2009-10-30**	
88	Commence with compilation of the operating / salary / vehicle budget	Next 3	2009-10-26	2009-10-26	Financial Services
89	Obtain inputs from councillors and directors on capital budget and small capital budget	Next 3	2009-10-05	2009-10-30	Financial Services
90					
91	NOVEMBER 2009		2009-11-02	2009-11-30	
92	**Monthly Reports / Statements**		**2009-11-02**	**2009-11-30**	
93	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-11-02	2009-11-13	Financial Services
94	Submit monthly report on salaries and wages expenditure to Council	Current	2009-11-02	2009-11-13	Financial Services
95	Submit monthly reports for period ending 31 October for each contract awarded and signed above the prescribed amount	Previous	2009-11-02	2009-11-13	Financial Services
96	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-11-02	2009-11-30	Financial Services
97	**IDP and Annual Budget**		**2009-11-02**	**2009-11-30**	
98	Commence preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NER)	Next 3	2009-11-02	2009-11-02	Accounting Officer
99	Compile small capital budget (expenditure of R300 and more and life expectancy of item more than a year)	Next 3	2009-11-02	2009-11-30	Financial Services
100	Strategic Session with Executive Mayoral Committee	Next 3	2009-11-02	2009-11-30	Strategic Manager
101	Meeting with SMAF and Sector Groups	Next 3	2009-11-02	2009-11-27	Strategic Manager
102	Complete the first draft operating / salary / vehicle budget	Next 3	2009-11-27	2009-11-27	Financial Services
103	**Other Tasks**		**2009-11-02**	**2009-11-30**	
104	Place quarterly (section 52) report on budget implementation on the municipal website	Current	2009-11-02	2009-11-30	Financial Services
105	Receive audit report on annual financial statements from the Auditor-General	Previous	2009-11-02	2009-11-30	Accounting Officer
106	Ensure the AO addresses any issues raised by the Auditor-General in the audit report - prepare action / audit plans to address and incorporate into the annual report	Previous	2009-11-02	2009-11-30	Executive Mayor
107					
108	DECEMBER 2009		2009-12-01	2009-12-31	
109	**Schools close (4th term)**		**2009-12-11**	**2009-12-11**	
110	**Day of Reconciliation**		**2009-12-16**	**2009-12-16**	
111	**Christmas Day**		**2009-12-25**	**2009-12-25**	
112	**Day of Goodwill**		**2009-12-26**	**2009-12-26**	
113	**Monthly Reports / Statements**		**2009-12-01**	**2009-12-31**	
114	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2009-12-01	2009-12-14	Financial Services
115	Submit monthly report on salaries and wages expenditure to Council	Current	2009-12-01	2009-12-14	Financial Services
116	Submit monthly reports for period ending 30 November for each contract awarded and signed above the prescribed amount	Previous	2009-12-01	2009-12-14	Financial Services
117	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2009-12-01	2009-12-31	Financial Services
118	**IDP and Annual Budget**		**2009-12-01**	**2009-12-31**	
119	Finalise inputs from bulk resource providers (and NER) & agree on proposed price increase	Next 3	2009-12-01	2009-12-31	Accounting Officer
120	Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resources	Next 3	2009-12-01	2009-12-31	Accounting Officer
121	Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities	Next 3	2009-12-01	2009-12-31	Accounting Officer
122	Workshop with Management on budget prioritising	Next 3	2009-12-01	2009-12-31	Financial Services
123	**Annual Report**		**2009-12-18**	**2009-12-18**	
124	Finalise first draft of annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements	Previous	2009-12-18	2009-12-18	Accounting Officer



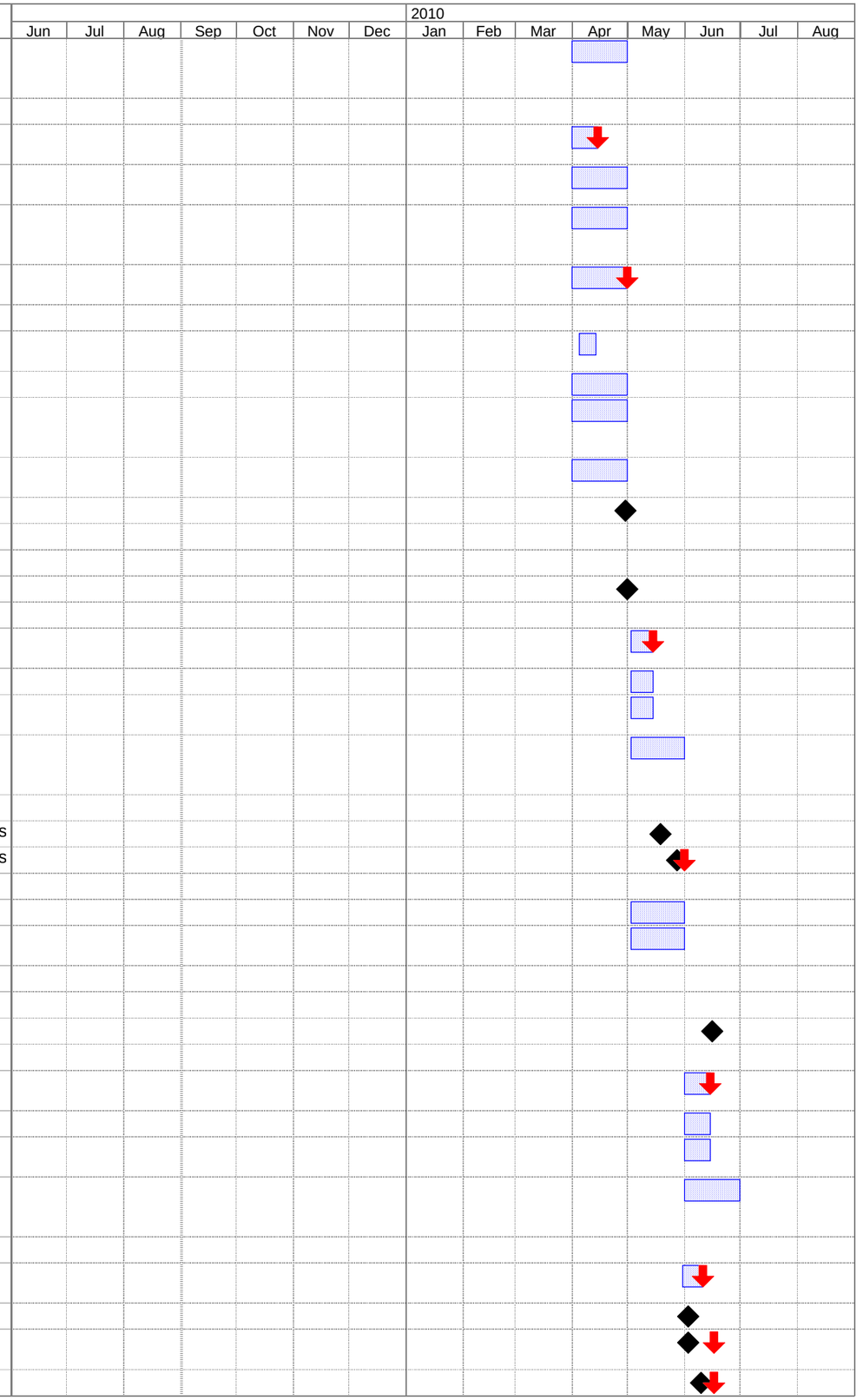
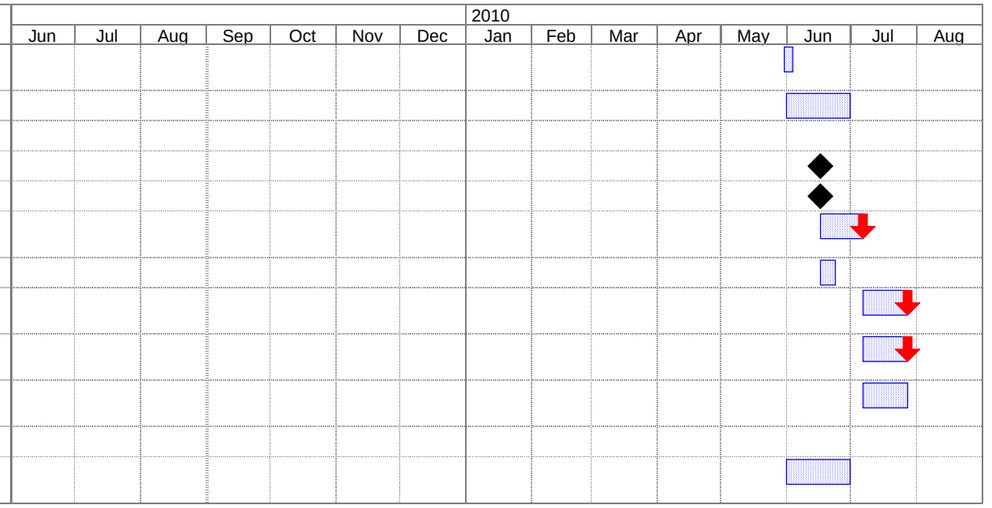
ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
125					
126	JANUARY 2010		2010-01-01	2010-01-29	
127	**Monthly Reports / Statements**		**2010-01-01**	**2010-01-29**	
128	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-01-01	2010-01-14	Financial Services
129	Submit monthly report on salaries and wages expenditure to Council	Current	2010-01-01	2010-01-14	Financial Services
130	Submit monthly reports for period ending 31 December for each contract awarded and signed above the prescribed amount	Previous	2010-01-01	2010-01-14	Financial Services
131	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-01-01	2010-01-29	Financial Services
132	**Quarterly Reports**		**2010-01-01**	**2010-01-29**	
133	Submit a quarterly report on implementation of the supply chain management policy to the mayor and make report public	Previous	2010-01-01	2010-01-14	Financial Services
134	Review quarterly projections for period ending 31 December for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report	Previous	2010-01-01	2010-01-29	Financial Services
135	Table in council quarterly consolidated report for period ending 31 December of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Previous	2010-01-01	2010-01-29	Financial Services
136	Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial state of affairs of the municipality to council	Previous	2010-01-01	2010-01-29	Financial Services
137	**Annual / Bi-annual Reports**		**2010-01-25**	**2010-01-28**	
138	Submit consolidated bi-annual report for period ending 31 December on compliance with the prescribed minimum competency levels to council, provincial treasury and National Treasury	Previous	2010-01-28	2010-01-28	Accounting Officer
139	Submit a mid-year Section 72 assessment report to the mayor, provincial treasury & National Treasury. Consider an adjustments budget if necessary	Current	2010-01-25	2010-01-25	Accounting Officer
140	**Annual Report**		**2010-01-20**	**2010-02-25**	
141	Submit to EMC	Previous	2010-01-20	2010-01-20	Strategic Manager
142	Submit to Council	Previous	2010-01-28	2010-01-28	Strategic Manager
143	Make public and invite comments from the local community	Previous	2010-02-04	2010-02-25	Strategic Manager
144	Submit report to the Auditor-General, provincial treasury & provincial department responsible for local government	Previous	2010-02-05	2010-02-05	Accounting Officer
145	**Adjustments Budget**		**2010-01-01**	**2010-02-05**	
146	Commence with preparing Ajustments Budget	Current	2010-01-04	2010-01-04	Financial Services
147	Further review all aspects of budget including any unforeseen & unavoidable expenditure in light of need for an adjustments budget	Current	2010-01-01	2010-01-28	Executive Mayor
148	Where necessary consider tabling and approval of an adjustments budget	Current	2010-01-28	2010-01-28	Executive Mayor
149	Submit the approved adjustments budget to the provincial treasury and National Treasury	Current	2010-01-28	2010-02-05	Accounting Officer
150	**IDP and Annual Budget**		**2010-01-01**	**2010-01-29**	
151	Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state	Next 3	2010-01-01	2010-01-29	Accounting Officer
152	Note the President's "State Of The Nation Address" for further budget priorities	Next 3	2010-01-01	2010-01-29	Executive Mayor
153	Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources	Next 3	2010-01-01	2010-01-29	Accounting Officer
154	Finalise detailed operating & capital budgets in the prescribed formats incorporating National & provincial budget allocations, integrate & align to IDP documentation & draft SDBIP, finalise budget policies including tariff policy	Next 3	2010-01-01	2010-01-29	Accounting Officer
155	Report to council on status of next 3 yr budget, previous year's annual report (incl annual fin statements, audit report) & summarise overall findings of previous year's annual perf report - reinforce upcoming process for budget approval & oversight	Next 3	2010-01-28	2010-01-28	Executive Mayor
156					
157	FEBRUARY 2010		2010-02-01	2010-02-26	
158	**Monthly Reports / Statements**		**2010-02-01**	**2010-02-26**	
159	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-02-01	2010-02-12	Financial Services
160	Submit monthly report on salaries and wages expenditure to Council	Current	2010-02-01	2010-02-12	Financial Services
161	Submit monthly reports for period ending 31 January for each contract awarded and signed above the prescribed amount	Previous	2010-02-01	2010-02-12	Financial Services



ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
162	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-02-01	2010-02-26	Financial Services
163	**Annual Report**		**2010-02-01**	**2010-03-12**	
164	Place annual report on the municipal website	Previous	2010-02-01	2010-02-05	Accounting Officer
165	Oversight Committee proceeds with assessing Annual Report	Previous	2010-02-01	2010-03-12	Accounting Officer
166	**IDP and Annual Budget**		**2010-02-01**	**2010-02-26**	
167	Note National budget for provincial and National allocations to municipalities for incorporation into budget	Next 3	2010-02-01	2010-02-26	Accounting Officer
168	Meeting with SMAF and Sector Groups	Next 3	2010-02-01	2010-02-26	Strategic Manager
169	Finalise first draft capital budget	Next 3	2010-02-12	2010-02-12	Financial Services
170	Conclude first budget draft & policies for initial Mayoral Committee discussion	Next 3	2010-02-17	2010-02-17	Financial Services
171	**Other Tasks**		**2010-02-01**	**2010-02-26**	
172	Place quarterly (section 52) report on budget implementation on the municipal website	Current	2010-02-01	2010-02-26	Accounting Officer
173	Finalise corrective measures from audit report	Previous	2010-02-01	2010-02-26	Accounting Officer
174					
175	MARCH 2010		2009-07-01	2009-07-01	
176	**Human Rights Day**		**2010-03-21**	**2010-03-21**	
177	**Public holiday**		**2010-03-22**	**2010-03-22**	
178	**Monthly Reports / Statements**		**2010-03-01**	**2010-03-26**	
179	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-03-01	2010-03-12	Financial Services
180	Submit monthly report on salaries and wages expenditure to Council	Current	2010-03-01	2010-03-12	Financial Services
181	Submit monthly reports for period ending 28 February for each contract awarded and signed above the prescribed amount	Previous	2010-03-01	2010-03-12	Financial Services
182	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-03-01	2010-03-26	Financial Services
183	**Draft IDP and Annual Budget (90 days)**		**2010-03-01**	**2010-04-26**	
184	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years	Next 3	2010-03-01	2010-03-01	Financial Services
185	Receive bulk resource providers' price increases as tabled in Parliament or the provincial legislature	Next 3	2010-03-01	2010-03-31	Financial Services
186	Submit to EMC	Next 3	2010-03-17	2010-03-17	Fin and Strat Services
187	Table in Council	Next 3	2010-03-25	2010-03-25	Fin and Strat Services
188	Approval of NERSA tariffs	Next 3	2010-03-25	2010-03-25	Council
189	Submit to the Provincial Treasury, National Treasury and other affected organs of state	Next 3	2010-03-26	2010-04-02	Fin and Strat Services
190	Submit the proposed revised IDP to the District Municipality	Next 3	2010-03-26	2010-04-02	Strategic Manager
191	Make public the annual budget and invite the community to submit representations	Next 3	2010-04-01	2010-04-26	Financial Services
192	Publish the proposed revised IDP for public comment	Next 3	2010-04-01	2010-04-26	Strategic Manager
193	**Annual Report (Oversight Report)**		**2010-03-25**	**2010-04-02**	
194	Consider and approve, reject or refer back the annual report at a council meeting	Previous	2010-03-25	2010-03-25	Council
195	Adopt an oversight report providing comments on the annual report	Previous	2010-03-25	2010-03-25	Council
196	Make public the oversight report	Previous	2010-04-01	2010-04-01	Accounting Officer
197	Submit minutes of meetings where annual report is discussed to the Auditor-General, the relevant provincial treasury and the department responsible for local government in the province	Previous	2010-03-26	2010-04-02	Accounting Officer
198	Submit the annual report and the oversight report to the provincial legislature	Previous	2010-03-26	2010-04-02	Accounting Officer
199					
200	APRIL 2010		2009-07-01	2009-07-01	
201	**Freedom Day**		**2010-04-27**	**2010-04-27**	
202	**Monthly Reports / Statements**		**2010-04-01**	**2010-04-30**	
203	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-04-01	2010-04-14	Financial Services
204	Submit monthly report on salaries and wages expenditure to Council	Current	2010-04-01	2010-04-14	Financial Services
205	Submit monthly reports for period ending 31 March for each contract awarded and signed above the prescribed amount	Previous	2010-04-01	2010-04-14	Financial Services



ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
206	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-04-01	2010-04-30	Financial Services
207	**Quarterly Reports**		**2010-04-01**	**2010-04-30**	
208	Submit a quarterly report on implementation of the supply chain management policy to the mayor and make report public	Previous	2010-04-01	2010-04-14	Financial Services
209	Review quarterly projections for period ending 31 March for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report	Previous	2010-04-01	2010-04-30	Financial Services
210	Table in council quarterly consolidated report for period ending 31 March of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Previous	2010-04-01	2010-04-30	Financial Services
211	Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council	Previous	2010-04-01	2010-04-30	Financial Services
212	**IDP and Annual Budget - Inputs and Refinement**		**2010-04-01**	**2010-04-30**	
213	Process of consultation and meetings with wards, Provincial and National Treasury and other organs of state	Next 3	2010-04-05	2010-04-13	Accounting Officer
214	Confirm Provincial and National budget allocations	Next 3	2010-04-01	2010-04-30	Financial Services
215	Review prov & Nat legislation incl DoRA to establish potentially new reporting requirements including annual, monthly & quarterly grant & performance reports for specific new allocations & programmes - 10 working days after end of month deadlines	Next 3	2010-04-01	2010-04-30	Financial Services
216	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	Next 3	2010-04-01	2010-04-30	Executive Mayor
217	Completion of Annual Budget amendments / refinements	Next 3	2010-04-30	2010-04-30	Financial Services
218					
219	MAY 2010		2009-07-01	2009-07-01	
220	**Workers' Day**		**2010-05-01**	**2010-05-01**	
221	**Monthly Reports / Statements**		**2010-05-03**	**2010-05-31**	
222	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-05-03	2010-05-14	Financial Services
223	Submit monthly report on salaries and wages expenditure to Council	Current	2010-05-03	2010-05-14	Financial Services
224	Submit monthly reports for period ending 30 April for each contract awarded and signed above the prescribed amount	Previous	2010-05-03	2010-05-14	Financial Services
225	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-05-03	2010-05-31	Financial Services
226	**IDP and Annual Budget (30 days)**		**2010-05-19**	**2010-05-27**	
227	Submit to EMC	Next 3	2010-05-19	2010-05-19	Fin and Strat Services
228	Submit to Council to consider approval of the IDP and annual budget	Next 3	2010-05-27	2010-05-27	Fin and Strat Services
229	**Other Tasks**		**2010-05-03**	**2010-05-31**	
230	Place quarterly (section 52) report on budget implementation on the municipal website	Current	2010-05-03	2010-05-31	Accounting Officer
231	Announce plan of action to start on preparation of annual financial statements, communicated what is to be done	Current	2010-05-03	2010-05-31	Accounting Officer
232					
233	JUNE 2010		2009-07-01	2009-07-01	
234	**Youth Day**		**2010-06-16**	**2010-06-16**	
235	**Monthly Reports / Statements**		**2010-06-01**	**2010-06-30**	
236	Submit Section 71 monthly reports / statements to the mayor of the municipality and the relevant provincial treasury	Current	2010-06-01	2010-06-14	Financial Services
237	Submit monthly report on salaries and wages expenditure to Council	Current	2010-06-01	2010-06-14	Financial Services
238	Submit monthly reports for period ending 31 May for each contract awarded and signed above the prescribed amount	Previous	2010-06-01	2010-06-14	Financial Services
239	Consider monthly (section 71) report, review implementation of budget and SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	Current	2010-06-01	2010-06-30	Financial Services
240	**IDP and Annual Budget**		**2010-05-31**	**2010-06-30**	
241	Submit a copy of the revised IDP to the MEC for local government (within 10 days of the adoption of the plan)	Next 3	2010-05-31	2010-06-10	Strategic Manager
242	Publish tariffs	Next 3	2010-06-03	2010-06-03	Financial Services
243	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	Next 3	2010-06-03	2010-06-03	Strategic Manager
244	Publicise a summary of the IDP (within 14 days of the adoption of the plan)	Next 3	2010-06-10	2010-06-10	Strategic Manager



ID	Task Name	Applicable year(s)	Start	Finish	Resource Names
245	Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website	Next 3	2010-05-31	2010-06-03	Strategic Manager
246	Submit approved budget to the provincial treasury and National Treasury	Next 3	2010-06-01	2010-06-30	Financial Services
247	**SDBIP and Performance Agreements**		**2010-06-16**	**2010-07-27**	
248	Submit draft SDBIP to the mayor	Next 3	2010-06-16	2010-06-16	Accounting Officer
249	Submit draft annual performance agreements for the next year to the mayor	Next	2010-06-16	2010-06-16	Accounting Officer
250	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Next 3	2010-06-17	2010-07-06	Executive Mayor
251	Place the performance agreements and all service delivery agreements on the website	Next	2010-06-17	2010-06-23	Accounting Officer
252	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP)	Next	2010-07-07	2010-07-27	Accounting Officer
253	Make public the performance agreements of Mun Manager and senior managers (no later than 14 days after the approval of the SDBIP)	Next	2010-07-07	2010-07-27	Accounting Officer
254	Submit copies of the performance agreements to Council and the MEC for local government	Next	2010-07-07	2010-07-27	Accounting Officer
255	**Other Tasks**		**2010-06-01**	**2010-06-30**	
256	Submit all bank account details to the provincial treasury, National Treasury & Auditor-General	Current	2010-06-01	2010-06-30	Accounting Officer