



Camdeboo Municipality Schedule of Key Deadlines - Budget & IDP 2016-2017 Budget Year

Date	Action	Reference	Responsibility
August 2015			
Plan & Prepare			
11	Review previous year's budget process		Mayor & BSC
13	Table in Council Budget & IDP Time Schedule	MFMA 21(1)(b) & 53 (1)(b) MSA s34	Mayor & BSC Special Council
13	Establish/confirm Committees and consultation forums	MFMA guidance	Mayor & BSC Special Council
Sept 2015			
Consult & review			
1	Publicise schedule on website	MFMA guidance	Accounting Officer
2	Implementation of Budget & IDP key deadlines	MFMA guidance	Accounting Officer
30	Review provincial & national Government sector and strategic plans	MFMA Guidance	Mayor & BSC BSC Meeting
From 1 st	Consult with community on changing needs and expectations	MSA ch4 as amended	Mayor & BSC
October 2015			
Review and update			
1 - 16	Review and update budget related policies	MFMA Guidance	Accounting Officer
19 - 23	Evaluate revenue projections for next budget year, proposed rates and service charges	MFMA Guidance	Accounting Officer Mayor & BSC
30	Review of potential price increases of bulk resources (electricity)	MFMA s42	Accounting Officer
Nov 2015			
Conclude & confirm			
2 – 13 (12 th)	Engage with national & provincial Sector departments on alignment with municipal plans	MFMA Guidance	Accounting Officer
2 – 27 27	Conclude initial community consultation on priorities	MSA ch4	Mayor & BSC BSC Meeting
30	Identify government allocations to municipality	MFMA Guidance	Accounting Officer
16 - 30	Commence preparation of Departmental plans & SDBIP aligned to IDP and community inputs	MFMA Guidance	Accounting Officer
Dec 2015			
Draft & discuss			
1	Conclude first budget draft and Policies for council discussion	MFMA Guidance	Accounting Officer Workshop
11	Consider Community and stakeholder consultation on inputs, financial models, impact on tariffs and charges	MSA ch4 as amended	Accounting Officer
11	Management discussion and debate on estimated plans and resources	MFMA Guidance	Accounting Officer
14	Consider Council discussion and debate on estimated plans and resources	MFMA s53	Mayor & BSC
January 2016			
Finalise			
15	Finalise inputs from bulk providers (Eskom)	MFMA Guidance	Accounting Officer
29	Finalise first draft of departmental plans and SDBIP for review against strategic priorities	MFMA Guidance	Accounting Officer
29	Finalise detailed Capital & Operational Budgets & align to IDP and draft SDBIP	MFMA Guidance	Accounting Officer

Date	Action	Reference	Responsibility
22 29	Report to Council on status of Budget – reinforce upcoming process on budget approval & oversight	MFMA Guidance	Mayor & BSC BSC Special Council meeting
29	Note the President's "State of the Nation" address for budget priorities	MFMA Guidance	Mayor & BSC
February 2016	Transfers and tabling		
29	Note National and provincial allocations to municipality for incorporation in the budget	MFMA Guidance	Accounting Officer
9	Council workshop on Capital and Operational Budget	MFMA Guidance	Chief Financial Officer Workshop
March 2016	Consult & Confirm		
18	Receive Bulk resource providers' price increases	MFMA s42	Accounting Officer
18	Incorporate transfers to and from municipalities	MFMA s37(2)	Accounting Officer
18	Print and distribute all documents prior to meeting of budget tabling	MFMA Guidance	Accounting Officer
23	Table in Council the annual budget and all supporting documentation	MFMA s16(2); s17 & s87(3)	Mayor & BSC Special Council
April 2016	Consider		
1	Submit tabled budget to Treasury and affected organs of state	MFMA s22	Accounting Officer
1	Publicise the tabled budget and supporting documentation	MFMA s22	Accounting Officer
28	Note National & Provincial allocations to municipality for incorporation in budget	MFMA Guidance	Accounting Officer
4 - 28	Public hearings	MFMA s23; s24 MSA ch 4 as amended	Mayor & BSC
4 - 28	Meetings with Wards	MFMA s23	Ward Councillors
28	Confirm provincial & national budget allocations	MFMA Guidance	Accounting Officer
28	Review provincial and national legislation for new reporting requirements and deadlines	New	Accounting Officer
29	Consider views of community and Stakeholders and, if needed, revise budget and table amendments for council consideration	MFMA s23(1)&(2)	Accounting Officer Mayor & BSC BSC Meeting
May 2016	Consider & Approve		
9 - 13	Assist mayor in preparing final budget documentation for approval by council	MFMA s68	Accounting Officer
13	Review any comments from National or Provincial government or organ of state	MFMA s68	Accounting Officer
16 - 20	Print and distribute budget documentation, draft IDP and SDBIP	MFMS Guidance	Accounting Officer
26	Consider approval of the annual Budget	MFMA s24(1)	Council
26	Approve annual budget by council resolution (including taxes, tariffs, measureable performance objectives, changes to IDP and budget related policies, SDBIP and LTC's where appropriate)	MFMA s16(1), s24(2) & s53(1)(c)(ii)	Council Special Council Meeting
31	Publicise approved budget and submit to Treasury	MFMA s75	Accounting Officer