

## Annexure B: Planning, Budgeting and Performance Management Programme

The following are key activities that need to take place in more detail than the IDP Process Plan	Time frame				Nature of Activity				Responsibility of and/or coordinated by:	Legislation applicable
	Deadline of Activity	Period referred to	Start Date	Finish Date	Finance	Planning	Performance Management	Administration		
			2012/09/01	2013/08/31						
<b>September 2013</b>			<b>2013/09/01</b>	<b>2013/09/26</b>						
August Monthly Budget Statement	Aug-13		2013/09/01	2013/09/07	√				CFO	MFMA 71
August Monthly Performance Report.	Aug-13		2013/09/01	2013/09/07			√		Senior Management	MSA 41 and
Strategic Risk Assessment	Jul-13	13/14 Financial	2013/09/03	2013/09/28				√	Risk Unit	
IGRF	Jul-13		2013/07/23	2013/07/23		√	√		MM, IDP/PMS Unit	IGRFA
<b>October 2013</b>			<b>2013/10/01</b>	<b>2013/10/31</b>						
September Monthly Budget Statement.	Sep-13		2013/10/01	2013/10/08	√				CFO	MFMA 71
September Monthly Performance Report.	Sep-13		2013/10/01	2013/10/08			√		Senior Management	MSA 41 and
Prepare first quarter reports	Sep-13	July - September 2013	2013/10/01	2013/10/05			√		Senior Management	MFMA, MSA
Verification of 1st quarter reports	Sep-13	July - September 2013	2013/10/08	2013/10/12			√		Internal Audit Department	
Consolidate 1st quarter reports	Sep-13	July - September	2013/10/08	2013/10/15			√		IDP/PMS Unit	
1st quarter review of section Senior Managers	Sep-13	July - September 2013	2013/10/16	2013/10/26			√		Executive Mayor	
IGR Meeting	Oct-13		2013/10/22	2013/10/22	√				Executive Mayor, MM, IDP/PMS Unit	
<b>November 2013</b>			<b>2013/11/01</b>	<b>2013/11/30</b>						
October Monthly Budget Statement.	Oct-13		2013/11/01	2013/11/07	√				CFO	MFMA 71
October Monthly Performance Report.	Oct-13		2013/11/01	2013/11/07			√		Senior Management	MSA 41 and
Council considers 1st quarter report	Oct-13	July - September	2013/10/31	2013/10/31			√		Executive Mayor	
<b>December 2013</b>			<b>2013/12/03</b>	<b>2013/12/28</b>						
November Monthly Budget Statement.	Nov-13		2013/12/01	2013/12/07	√				CFO	MFMA 71
November Monthly Performance Report.	Nov-13		2013/12/01	2013/12/07			√		Senior Management	MSA 41 and
MPAC considers 1st quarter report	Dec-13	July - September	2012/12/03	2012/12/06			√		MPAC	MFMA 129

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			2013/09/01	2013/08/31						
Conclude review of Sector Plans	Dec-13	13/14 Financial Year	2013/09/03	2013/12/14		√			Senior Management	MSA
<b>January 2014</b>			<b>2014/01/03</b>	<b>2014/06/30</b>						
Prepare mid-year review reports	Jan-14	July - December 2013	2013/07/03	2013/12/11			√		Senior Management	MFMA 72
Verification of mid-year review reports	Jan-14	July - December 2013	2013/07/14	2013/12/16			√		Internal Audit Department	
Consolidate mid-year review reports	Jan-14	July - December	2013/07/11	2013/12/14			√		IDP/PMS Unit	
Executive Mayor tables Annual Report to	Jan-14	12/13 Financial Year	2013/01/24	2013/01/24			√		Executive Mayor	MFMA 121 &
MPAC to consider the annual report and conduct public hearings on the annual report and priorities.	Jan-14	12/13 Financial Year	2013/01/25	2013/01/31			√		MPAC	
Submit 11/12 Audit Report to council.	Jan-14	12/13 Financial	2013/01/24	2013/01/24	√		√		Executive Mayor	
Conduct community satisfaction survey; consolidation of the results of the community satisfaction survey, IDP priority review survey	Jan-14	12/13 Financial Year	2013/06/03	2013/06/28		√	√		Communications Unit	
December Monthly Performance Report.	Jan-14		2013/12/01	2013/12/07			√		CFO	MSA 41 and
December Monthly Budget Statement.	Jan-14		2013/12/01	2013/12/07	√				Senior Management	MSA 41 and
2nd Quarter report on budget implementation to council.	Jan-14	November - December 2013	2013/07/24	2013/12/24			√		Executive Mayor, MM	MFMA 52 AND
Mid-year Budget and Performance Assessment.	Jan-14	July - December 2013	2013/07/21	2013/12/24					Executive Mayor, MM	
2nd Quarter Meeting of the Audit committee for the quarterly, Mid-year Budgets and Performance Assessment and Risk	Jan-14	July - December 2013	2013/07/01	2013/12/31	√		√	√	Senior Management	
2nd Quarter review of section 57 employees.	Jan-14	November - December 2013	2013/07/21	2013/12/31			√		Executive Mayor	MFMA, MSA
<b>February 2014</b>			<b>2014/02/01</b>	<b>2014/02/28</b>						
IGRF	Feb-14		2014/02/07	2014/02/07		√	√		MM, IDP/PMS Unit	IGRFA

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			2014/09/01	2014/08/31						
January Monthly Performance Report.	Jan-14		2014/01/01	2014/02/07			√		Senior Management	MSA 41 and
January Monthly Budget Statement.	Jan-14		2014/02/01	2014/02/07		√			CFO	MSA 41 and
Mid-year Budget and Performance Assessment Report to Council.	Feb-14	July - December 2013	2013/07/27	2013/12/27	√		√		Executive Mayor, MM	
MPAC considers mid-year Budget and	Feb-14	July - December 2013	2013/07/28	2013/12/28			√		MPAC	
Copies of the Annual Report are submitted to the National and Provincial Treasury Departments, OAG, Legislature and the Department of Local Government.	Feb-14	12/13 Financial Year	2014/02/01	2014/02/08			√		MM, IDP/PMS Unit	
MM publicizes Annual Report and invites community representations.	Feb-14	12/13 Financial Year	2013/02/01	2013/02/08			√		MM, IDP/PMS Unit	
Adjustment Budget Meeting	Feb-14	13/14 Financial Year	2013/02/27	2013/02/27	√				Executive Mayor, MM, CFO	
<b>March 2014</b>			<b>2014/03/01</b>	<b>2014/03/29</b>						
February Monthly Performance Report.	Feb-14		2014/03/01	2014/03/07			√		Senior Management	
February Monthly Budget Statement.	Feb-14		2014/03/01	2014/03/07	√				CFO	
Council adopts the Draft IDP and Budget for the 2013/14	Mar-14	13/14 Financial Year	2014/03/28	2014/03/28	√	√	√		Executive Mayor, MM, CFO, IDP/PMS Manager	
Council presents Mid-year Budget and Performance Assessment Report to	Feb-14	13/14 Financial Year	2014/03/01	2014/03/29			√		Council	
Council adopts the 2011/12 Annual & AG Report	Feb-14	12/13 Financial Year	2014/03/28	2014/03/28	√		√		Council	
Council adopts the 2011/12 MPAC Oversight	Feb-14	12/13 Financial Year	2014/03/28	2014/03/28	√		√		Council	
<b>April 2013</b>			<b>2013/04/01</b>	<b>2013/04/30</b>						

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Technical IGRF	Apr-13		2013/04/11	2013/04/11		√	√		MM, IDP/PMS Unit	
Political IGRF	Apr-13		2013/04/18	2013/04/18		√	√		Executive Mayor, MM, IDP/PMS Unit	
March Monthly Budget Statement.	Mar-13		2013/04/01	2013/04/05	√				CFO	
March Monthly Performance Reports.	Mar-13		2013/04/01	2013/04/05			√		Senior Mangement	
Prepare 3rd quarter reports	Apr-13		2013/04/01	2013/04/05			√		Senior Mangement	
Verification of 3rd quarter reports	Apr-13		2013/04/08	2013/04/12			√		Internal Audit Department	
Consolidate 3rd quarter reports	Apr-13		2013/04/08	2013/04/12			√		IDP/PMS Unit	
Meeting of the Audit Committee.	Apr-13		2013/04/01	2013/04/30	√	√	√	√	Senior Mangement	
3rd Quarter review of Senior Managers	Apr-13		2013/04/15	2013/04/19			√		Executive Mayor	
Publish the 2013/14 Draft IDP & Budget for public comments and inputs.	Apr-13		2013/04/01	2013/04/05	√	√	√		IDP/PMS Unit	
Submit Annual Draft IDP and Budget to National and Provincial Treasury, other municipalities and prescribed organs of the State.	Apr-13	13/14 Financial Year	2013/04/08	2013/04/08	√	√	√		MM, CFO, IDP/PMS Unit	MFMA 23
Committee of Council conducts public hearings on the IDP and Budget.	Apr-13	13/14 Financial Year	2013/04/01	2013/04/30	√	√	√		Council	
MM submits minutes of the Annual Report meeting to the National and Provincial Treasury, OAG, Legislature and the	Apr-13	11/12 Financial Year	2012/08/10	2012/08/10			√		MM, IDP/PMS Unit	MFMA 52 and 166 PPMR 14 (2)
<b>May 2013</b>			<b>2013/05/01</b>	<b>2013/05/30</b>						
Publish the MPAC Oversight Report.	May-13	11/12 Financial	2013/05/01	2013/05/10			√		MM, IDP/PMS Unit	
April Monthly Performance Reports.	Apr-13		2013/05/01	2013/05/07			√		Senior Management	MSA 41 and
April Monthly Budget Statement.	Apr-13		2013/05/01	2013/05/07		√			CFO	MSA 41 and

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Executive Mayor tables the Final 2013/14 IDP	May-13	13/14 Financial Year	2013/05/30	2013/05/30	√	√	√		Executive Mayor	MSA
<b>June 2013</b>			<b>2013/06/03</b>	<b>2013/07/26</b>						
May Monthly Performance Reports.	May-13		2013/06/03	2013/06/07			√		Senior Management	MSA 41 and
May Monthly Budget Statement.	May-13		2013/06/03	2013/06/07	√				CFO	MSA 41 and
Approved 2013/14 IDP and Budget submitted to the MEC for Local Government, the National and Provincial Treasury, OAG, the Legislature and XDM.	Jun-13	13/14 Financial Year	2013/06/03	2013/06/10	√	√	√		MM, IDP/PMS Unit	MSA 25
The community is given notice in the media that the IDP and budget have been adopted and that copies and extracts of the plan are available for public inspection.	Jun-13	13/14 Financial Year	2013/06/03	2013/06/10				√	MM, IDP/PMS Unit	MSA, MFMA
Approved IDP and budget are published on the Municipal website.	Jun-13	13/14 Financial Year	2013/06/03	2013/06/14				√	MM, IDP/PMS Unit, CFO, Corporate Services	MFMA
A summary of the plan is published in booklet form and distributed to members of the public.	Jun-13	13/14 Financial Year	2013/06/03	2013/06/28				√	Communications Unit	MFMA 69
Draft Top Layer SDBIP (to be approved by the Executive Mayor)	Jun-13	13/14 Financial Year	2013/07/01	2013/07/26			√		MM, IDP/PMS Unit	MFMA 53
Draft Performance Plan & Agreements for the MM and Senior Managers	Jun-13	13/14 Financial Year	2013/06/03	2013/06/28			√		Senior Management, IDP/PMS Unit/ Corporate Services	
<b>July - August 2013</b>			<b>2013/07/01</b>	<b>2013/10/01</b>						
Annual Financial Statements	Aug-13	12/13 Financial Year	2013/07/01	2013/08/30	√				CFO	MFMA
Annual report from different departments	Aug-13	12/13 Financial Year	2013/07/01	2013/07/12			√		Senior Management	MFMA

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Verification of annual reports	Aug-13	12/13 Financial Year	2013/07/15	2013/07/31			√		Internal Audit Department	MFMA
Consolidate Annual Performance Report	Aug-13	12/13 Financial	2013/08/13	2013/08/30			√		IDP/PMS Unit	MFMA
Submit Annual Financial Statements to	Aug-13	12/13 Financial Year	2013/08/01	2013/08/30	√				MM, CFO	MFMA
Submit Annual Performance Report to Council and Auditor General	Aug-13	12/13 Financial Year	2013/09/02	2013/10/01			√		MM, IDP/PMS Unit	MFMA