



KAREEBERG MUNICIPALITY (NC 074)

BUDGET COMPILATION PROGRAMME FOR 2020/21 FINANCIAL YEAR

NO.	ACTIVITY	RESPONSIBLE COUNCILOR/ OFFICIAL	REPORTING TIME FRAMES
1.	PRE-BUDGETING PROCESSES/TASKS		
A.	<i>PLANNING & STRATEGISING</i> SUBMISSION OF BUDGET SCHEDULE & IDP REVIEW PROCESS TO THE MAYOR	MM & CFO	17/08/2019
1.1	Appoint Budget Task Team for compilation of 2020/2021 Capital & Operating Budget.	MM	30/08/2019
1.2	Verifying Income and Expenditure sources	CFO	11/11/2019
1.3	Investigate DORA for allocations	CFO	14/10/2019
1.4	Evaluate possible roll over Capital projects	MM	13/12/2019
1.5	Issuing of Budget guidelines and other departmental budget submission guidelines	CFO	21/09/2019
1.6	Preparing of programme for IDP steering committee & community involvement meetings.	Mayor & MM	16/10/2019
1.7	Negotiation of new contracts and renegotiation of expired contracts or contracts that will expire during the period to 30 September 2019 with supplies and other service providers	MM, CFO, Managers	30/09/2019
1.8	Requesting Budgetary inputs, suggestions, recommendations, possible sources of revenue from Managers for respective departments.	MM & Managers	30/09/2019
1.9	Calculate, investigate & identify over- and under spending on votes, departments such (i) Once-off events (ii) Recurrent events (iii) Future tendencies of accounts	CFO & Managers	13/12/2019

1.10	Finalisation of IDP preliminary budget format	MM & Managers	Continuous
1.11	Finalise outlay of budget on spreadsheets as prescribe according National Treasury & MFMA	MM, Managers	Continuous
1.12	Proper record keeping of all activities within the pre-budgeting processes	CFO	Continuous
2.	COMMUNITY PARTICIPATION PROCESS		
	<i>PLANNING & STRATEGISING</i>		
2.1	IDP Steering committee meeting - First IDP input Meeting -Sector Departments Alignment meeting - Review IDP Meeting - Final IDP Prioritising and Sector departments meeting	Mayor, MM	30/09/2019 12/10/2019 22/11/2019 31/01/2020
2.2	Community IDP and Budget Input meetings (i) Combined Ward Committee Meetings: All 4 wards	Mayor, Ward, Councillors, MM & CFO	05/10/2019
2.3	Community IDP Budget Input meetings (i) Input Meeting: Ward 1 (ii) Input Meeting: Ward 2 (iii) Input Meeting: Ward 3 (iv) Input Meeting: Ward 4 (v) Input Meeting: Business Community, Agricultural Community, NGO's	Mayor, Ward Councillors, MM & CFO	Between 08/10/2019 to 12/10/2019
2.4	Performance Management Input meetings	Mayor, MM	17/10/2019
2.5	IDP Sectoral Meeting with Pixley Ka Seme District Municipality, Regional Governments departments	Mayor, Ward Councillors, MM & Managers	07/02/2020
2.6	Community IDP & Budget Report Back meetings (i) Report Back Meeting: Ward 1 (ii) Report Back Meeting: Ward 2 (iii) Report Back Meeting: Ward 3 (iv) Report Back Meeting: Ward 4 (v) Report Back Meeting: Business Community, Agricultural Community, NGO's Report Back Meetings	Mayor, Ward Councillors, MM & Managers	Between 03/04/2020 to 15/05/2020

	(vi) Review Meetings (vii) Final Prioritising Meetings		
2.7	Performance Audit Committee Meetings (i) Report Back Meetings (ii) Review Meetings (iii) Final Prioritising Meetings	Mayor, MM and PMS Steering Committee	10/10/2019
3.	BUDGET PREPARATORY PROCESS		
	<i>PREPARING</i>		
3.1	Draw up current staff budget according N.T	MM & Managers	25/10/2019
3.2	Evaluate and record proposals and Report Back from Managers (income & expenditure sources)	MM, CFO & Managers	21/10/2019
3.3	Determine and calculate redemption and finance costs for 2020/21 budget fin year	CFO	30/09/2019
3.4	Preparations of Budgeted Yearly Income and Expenditure levels, and Proposed Draft tariffs	CFO	01/11/2019
3.5	Record all inputs received from IDP forums, Communities, Ward Committees and other stakeholders.	Mayor, Clrs, MM, CFO, & Managers	18/10/2019
3.6	Compile first draft with budgeted Inc & Exp	CFO	13/12/2019
3.7	Compile first draft with budgeted capital projects and financing source of project that links with IDP projects, including Draft SDBIP	Mayor, MM & CFO	8/11/2019
3.8	Distribute First draft of budget to Mayor, Finance Committee Clrs, MM, Managers	CFO	17/01/2020
3.9	Budget Monitoring Meeting with Technical Steering Committee	Mayor, MM & Managers	10/12/2019
3.10	Setting of Strategic Objectives for the next MTEF period	Mayor, Councillors & MM	21/11/2019
4.	BUDGETARY POLICIES		
AA	Midyear Provincial Treasury Visit	CFO, Managers & Senior Accountant, TO	5 & 6/02/2020

4.1	Finalisation of Tariff policies (i) Personnel related Policies (ii) Rates policy (iii) Electricity policy (iv) Water & Sanitation policy (v) Credit Control Policy (vi) Indigent Policy (vii) Other Services policies	Mayor, MM, CFO & Managers	13/03/2020
4.2	Finalisation IDP Review document	Mayor, MM	05/03/2020
4.3	Finalisation of Strategic Policies documents such as - LED policy - Spacial Development policy (unlikely) - Tourism policy - Transport policy (do we need one?) - Other Strategic Policies	MM	05/03/2020
4.4	Finalisation of Compilation of Business Plan for submission to Government dept and Private Institutions	MM	05/03/2020
4.5	Application of Electricity Tariff Increment with NERSA	CFO	29/11/2019
4.6	Draft Budget Assessment by Provincial Treasury	CFO, Managers & Senior Accountant,	23/04/2020
5.	BUDGET APPROVAL PROCESS	Mayor & MM	28/05/2020
5.	TABLING OF BUDGETS		
5.1	Submission of Revised Integrated Development Planning to Mayor	MM	13/03/2020
5.2	Submit first draft of 2020/2021 Capital and Operating Budget to Mayor	CFO	16/03/2020
5.3	Tabling of Draft 2020/2021 Capital and Operating Budget to Council	Mayor	31/03/2020
5.4	Tabling of Budgetary Policies to Council	Mayor	31/03/2020
5.5	Tabling of Final 2020/2021 Capital and Operating Budget	Mayor	31/05/2020

5.6	Submission of SDBIP to Mayor	MM	08/06/2020
6.	APPROVAL OF BUDGET AND POLICIES		
6.1	Approval of Revised Integrated Development Planning	Council	28/05/2020
6.2	Approval of Budgetary Policies	Council	28/05/2020
	<ul style="list-style-type: none"> (i) Budget Policy (ii) Personnel related Policies (iii) Rates policy (iv) Electricity policy (v) Water & Sanitation policy (vi) Credit Control Policy (vii) Indigent Policy (viii) Other Services policies 		
6.3	Approval of Tariffs	Council	28/05/2020
	<ul style="list-style-type: none"> (i) Rates tariffs (ii) Water tariffs (iii) Electricity tariffs (iv) Sewerage tariffs (v) Refuse tariffs (vi) Secondary tariffs as indicated in the list of tariffs 		
6.4	Approval of Budgets	Council	28/05/2020
	<ul style="list-style-type: none"> (i) Capital Budget for 2020/2021 (ii) Operating Budget for 2020/2021 		
6.5	Approving of SDBIP	Council	26/06/2020
7.	FINALISING		
7.1	Approval of SDBIP	Mayor	26/06/2020
7.2	Submission of Approved Budget and SDBIP to <ul style="list-style-type: none"> - National Treasury, PT & RT - SALGA - DHLG - PIXLEY KA SEME 	MM	12/06/2020
7.3	PUBLICATION OF HIGH LEVEL SUMMARY BUDGET & SDBIP	MM	14/06/2020

	(i) Website (ii) Local Newspaper (iii) Hard Copies		
--	--	--	--

NB: The Budget schedule is subject to change, with oral and written notice, but it will be executed accordingly.