

Certified a true copy of an extract of a Special Council Meeting held on 28 July 2015.

.....*AGHans*.....

Date: *28 Aug 2015*

R7/7-15 SCHEDULE OF KEY DEADLINES: COMPILATION OF 2016/17
(5/11-2015/16)

(Report of the Directorate Finance)
(M Cornett)

RESOLVED

- i) that the contents of the report be noted;
- ii) that it be noted that the reviewed IDP will be considered by Council for approval in October 2015,
- iii) that, to ensure that deadlines are met, the budget office be authorised to proceed with the budget process if the inputs from departments were not received on the due dates as determined in the time schedule;
- iv) that the process and time schedule for the compilation of the 2016/17 budget be determined as follows and be strictly adhered to:

SCHEDULE OF KEY DEADLINES : 2016/17 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
28/07/2015	Special Council Meeting: Adopt the budget- and IDP time schedule	✓	✓	✓	✓	✓
06/08/2015	Publish IDP/Budget Schedule of key deadlines for 2015/16 in newspaper and on website	✓	✓	✓	✓	✓

19/08/2015	Special Mayoral Committee Meeting: Consider the Roll Over Adjustments Budget				✓	
25/08/2015	Special Council Meeting: Approve the Roll Over Adjustments Budget				✓	
11/08/2015 to 27/08/2015	IDP Review (Public Meetings including Ward Committees)					✓
04/09/2015	Finance: Request input on the 2016/17 tariffs from Departments.			✓		
15/09/2015	Budget Steering Committee (Determining the budget principles)	✓	✓	✓		
15/09/2015	Special Mayoral Committee Meeting: Consider the budget principles	✓	✓	✓		
15/09/2015	Finance: Submit budget schedules to all Directorates for completion	✓				
22/09/2015	Special Council Meeting: Adopt the 2016/17 budget principles	✓	✓	✓		
28/09/2015	Finance: Submit budget schedules to all Directorates for completion			✓		
9/10/2015	All Directorates: Provide completed budget schedules for 2016/17 with motivations to Finance	✓				
13/10/2015	Finalisation of the Organisational Restructuring		✓			

	internal process for 2016/17					
19/10/2015	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.	✓				
13/10/2015	Special Mayoral Committee Meeting: Consider the IDP review					✓
21/10/2015	Special Council Meeting: Consider IDP review.					✓
23/10/2015	All Directorates: Provide completed budget schedules for 2016/17 with motivations, as well as revised sundry tariffs to Finance			✓		
02/11/2015	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.			✓		
12/11/2015 and/or 13/11/2015	Budget Steering Committee Workshop: Salary and Capital budget	✓	✓			
12/11/2015	Finance: Request inputs from Departments on the Adjustment budget				✓	
18/11/2015	Mayoral Committee Meeting: Consider the approval of the draft Capital & Personnel Budget for incorporation in	✓	✓			

	main budgets					
01/12/2015	All Directorates: Provide completed adjusted budget schedules for 2015/16 with motivations to Finance				✓	
01/12/2015	Ordinary Council Meeting: Consider the approval of the draft Capital & Personnel Budget for incorporation in main budgets	✓	✓			
08/12/2015	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.				✓	
22/01/2016	Submit Summary Draft Operating Budget to CFO			✓		
18/02/2016	Special Mayoral Committee: Consider Main Adjustments Budget				✓	
18/02/2016	Workshop with Budget Steering Committee and Mayoral Committee (All Councillors invited)	✓	✓	✓		
25/02/2016	Special Council Meeting: Consider approval of Main adjustment Budget				✓	
14/03/2016	Budget /IDP Agenda to be submitted to all Councillors	✓	✓	✓		✓
17/03/2016	Special Mayoral Committee Meeting: Tabling of the	✓	✓	✓		✓

	2016/17 draft Budget & IDP					
28/03/2016	Special Council Meeting: Tabling of the 2016/17 draft Budget & IDP	✓	✓	✓		✓
31/03/2016	Advertise budget for inputs and comments in local newspaper and place on municipal website; Distribute all budget related documents to all council's offices and libraries for public inspection; Submit budget to NT and PT in prescribed formats for inputs	✓	✓	✓		✓
01/04/2016						
03/04/2016						
04/04/2016 to 28/04/2016	Public Meetings: Announcement and discussion of budget for representations to be submitted for consideration	✓	✓	✓		✓
29/04/2016	Closing of comments and representations on the Draft IDP and Budget @16 h 30	✓	✓	✓	✓	✓
10/05/2016 and/or 11/05/2016	Special Council workshop: Considering all inputs and/or objections on the budget and IDP, budget related policies and supply chain management policy.	✓	✓	✓		✓
	Special Mayoral Committee Meeting: Final consideration					

19/05/2016	of Budget & revised IDP to be proposed to Council for adoption with due consideration of inputs received.	✓	✓	✓		✓
26/05/2016	Special Council Meeting: Final consideration and adoption of Budget and revised IDP.	✓	✓	✓		✓

- v) that relevant dates as indicated in iv) above, be communicated to the public by way of Ward Councillors and West Coast Radio.