

ANNEXURE A

BUDGET PROCESS PLAN AND TIMETABLE: 2012/ 2013 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK PLAN (MTREF)

Tasks and Activities	Responsible Body
July 2011 <ul style="list-style-type: none"> Discussion with Senior Manager Finance on the 2012/2013 Budget process. Establishment of forums and committees (internal and external) for consultation on Budget and IDP processes. 	<p>CFO/ Budget Team</p> <p>Municipal Manager/ Senior Managers/CFO/Managers</p>
August 2011 <ul style="list-style-type: none"> Preparation of the budget process plan and timetable for the 2012/2013 Multi-year budget. Review of Draft Budget Process Plan and Timetable by Mayor. Council approved the 2011/2012 IDP review on the 10/05/2011 by Council Resolution no. 7267 (Rpt 149827). The Public Participation Committee approved the 2012/ 2013 IDP Process Plan for the 2012/2013 IDP review on the 15/08/2011 (RPT 150402). The IDP Process plan 2012/2013 will be submitted to the Executive Committee and to Council in due course and thereafter to the Department of Co-Operative Governance and Traditional Affairs. The IDP Financial Plan 2011/2012 to be used to compile the 2012/2013 Medium Term Revenue and Expenditure Framework (MTREF). Completion of the Budget Evaluation Checklist and submitted to National Treasury (DMS 741703). Council approval of the 2012/ 2013 Multi-year budget process and timetable. Reviewing of external mechanisms affecting the Medium Term Revenue and Expenditure Framework (MTREF) forecasts. Public information meetings (divided into the established clusters), reviewing and strategising the current IDP. Assess Council's 2010/2011 Draft Financial Statements and current year's (2011/2012) revised results and capacity, to determine the impact on future strategies and budgets. 	<p>CFO/ Budget Team</p> <p>Mayor /CFO</p> <p>Municipal Manager's Office</p> <p>Municipal Manager's Office</p> <p>Municipal Manager's Office/CFO/ Budget Team</p> <p>CFO/ Budget Team</p> <p>CFO/ Budget Team</p> <p>CFO/ Budget Team</p> <p>CFO/ Budget Team</p> <p>Municipal Manager's Office</p> <p>CFO/Budget Team</p>

Tasks and Activities	Responsible Body
August 2011 Continued <ul style="list-style-type: none"> • Refine the funding policies including the tariff structures. • Budget information /strategic session with Mayor. 	CFO/Budget Team Mayor/ Municipal Manager/CFO
September 2011 <ul style="list-style-type: none"> • Issuing of the 2012/2013 Medium Term Revenue and Expenditure Framework (MTREF) guideline addressing various budget assumptions, internal budget processes, policies and requirements in terms of the Municipal Budgeting and Reporting Regulations etc. • Information sharing meeting/session with all sector departments/service providers and neighbouring local municipalities to ensure that synergy occurs on all levels between the various local IDP documents and to align with the IDP Review document of the District Municipality to achieve more support on the regional scale. • Public information meetings (divided into the established clusters), reviewing and strategising the current IDP. • Strategic Budget Meeting with Senior Managers/Managers. • Budget information meeting regarding operational support and capacity building. • Budget information /strategic session with Mayor. 	CFO/ Budget Team/ Municipal Manager Municipal Manager's Office/CFO/ Budget Team/ Municipal Manager Municipal Manager's Office Senior Managers/ Managers/ CFO Budget Team/ Departmental representatives/CFO Mayor/ Municipal Manager/CFO
October 2011 <ul style="list-style-type: none"> • Budget requests from Councillors/ ward committees, fully supported within the Integrated Development Planning document, be submitted to the Municipal Manager in order for the relevant Senior Manager to determine the financial and operational impacts of such requests. • Public information meetings (divided into the established clusters), reviewing and strategising the current IDP. • National regulators and external mechanism entities to give notification of their pricing strategies for the next 3-5 years • National Government to provide Council with their Medium Term Revenue and Expenditure Framework Plans. 	Municipal Manager/Councillors/ Relevant Senior Managers Municipal Manager's Office Relevant Senior Managers CFO/ Budget Team

Tasks and Activities	Responsible Body
<p>October 2011 continued</p> <ul style="list-style-type: none"> • Obtain confirmation of financial allocations to municipalities from National and Provincial Governments in terms of the Appropriation Division of Revenue Act. • Budget information meeting regarding operational support and capacity building as well as clarity on the Budget guideline document issued by the CFO. • Submission of the Adjusted Capital Budget for the 2011/ 2012 Medium Term Revenue and Expenditure Framework Plan (MTREF). • Submission of the Draft Capital projects for the 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTREF). • Budget information /strategic session with Mayor. 	<p>CFO/ Budget Team</p> <p>Budget Team/ Departmental representatives</p> <p>Senior Managers/ Managers</p> <p>Senior Managers/ Managers</p> <p>Mayor/ Municipal Manager/ CFO</p>
<p>November 2011</p> <ul style="list-style-type: none"> • Submission of the Adjusted Operating Budget for the 2011/ 2012 Medium Term Revenue and Expenditure Framework Plan (MTTREF), analysed according to activities aligned to Council's strategic objectives, as set out in the draft IDP. • Submission of the Draft Operating Budget for the 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTTREF), analysed according to activities aligned to Council's strategic objectives, as set out in the draft IDP. • Discussions with Senior Managers/Managers on the draft Capital projects for the 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTTREF). • Budget information /strategic session with Mayor. • Information sharing meeting/session with all sector departments/service providers and neighbouring local municipalities to ensure that synergy occurs on all levels between the various local IDP documents and to align with the IDP Review document of the District Municipality to achieve more support on the regional scale. 	<p>Senior Managers/ Managers</p> <p>Senior Managers/ Managers</p> <p>CFO/ Senior Manager's/ Budget Team</p> <p>Mayor/ Municipal Manager/CFO</p> <p>Municipal Manager's Office</p>

Tasks and Activities	Responsible Body
<p>December 2011</p> <ul style="list-style-type: none"> • Perform a mid-year financial review on the current year's (2011/2012) budget and revised estimates to submit an Adjustment budget to Council if considered necessary. • Review tariffs and charges and evaluate options. • Further consultation, if needed with the budget steering committee represented by the various departments. • Discussions with Senior Managers/Managers on the Adjusted Operating Budget for the 2011/2012 Medium Term Revenue and Expenditure Framework (MTREF). • Discussions with Senior Managers/Managers on the Adjusted Capital Budget for the 2011/2012 Medium Term Revenue and Expenditure Framework (MTREF). • Discussions with Senior Managers/Managers on the Draft Operating Budget for the 2012/2013 Medium Term Revenue and Expenditure Framework (MTREF). • Discussions with Senior Managers/Managers on the Draft Capital Budget for the 2012/2013 Medium Term Revenue and Expenditure Framework (MTREF). • Alignment of the Adjusted Capital Budget and the Draft Capital Budget to the IDP. • Budget information/strategic session with Mayor. 	<p>Budget Team /CFO/ Senior Managers/Managers</p> <p>CFO/ Budget Team</p> <p>CFO/ Departmental representatives/ Budget Steering Committee/ Mayor</p> <p>CFO/Senior Managers/ Managers/ Budget Team</p> <p>CFO/Senior Managers/ Managers/ Budget Team</p> <p>CFO/Senior Managers/ Managers/ Budget Team</p> <p>CFO/Senior Managers/ Managers/ Budget Team</p> <p>Mayor/ Municipal Manager/ CFO</p> <p>Mayor/ Municipal Manager/CFO</p>

Tasks and Activities	Responsible Body
<p>January 2012</p> <ul style="list-style-type: none"> • Submit the mid-year budget and performance assessment report to Council no later than 25 January 2012. (In terms of National Treasury Municipal Budget and Reporting Regulations - Gazette number 32141 dated 17 April 2009). • Submit the Annual Report to Council no later than 25 January 2012. • Submit to National Treasury and Provincial Treasury by 25 January 2012 in both printed and electronic form the mid-year budget and performance assessment (Section 35 of Gazette number 32141). • Make public the mid-year budget and performance assessment report by placing on the municipal website within 5 working days of the 25 January 2012. (Section 34 of Gazette number 32141). • Further consultation, if needed with the Budget Steering Committee, represented by the various departments. • Alignment of the Draft Operating Budget to the IDP. • Prepare the Budget Report and the corresponding Budget Tables in terms of the gazette mentioned above. • Budget information/strategic session with Mayor. • Mid-Year Review by National Treasury. The purpose of the engagement will be to review the Municipality's 2011/12 financial service delivery performance, assess mid-year performance as at 31 December 2011 per section 72 of the MFMA and the check progress on the preparation of the 2012/13 budget. 	<p>Municipal Manager</p> <p>Municipal Manager</p> <p>Municipal Manager</p> <p>CFO/ Departmental representatives/ Budget Team</p> <p>Mayor/CFO/ Senior Managers/ Managers/ Budget Team</p> <p>Mayor/ Municipal Manager/ CFO</p> <p>CFO/ Budget Team/Other finance sections/Relevant Departments</p> <p>Mayor/ Municipal Manager/ CFO</p> <p>National Treasury/Provincial Treasury/Mayor/ Municipal Manager/ CFO/Senior Managers/Managers</p>

Tasks and Activities	Responsible Body
<p>February 2012</p> <ul style="list-style-type: none"> • Obtain confirmation of financial allocations to municipalities from National and Provincial Governments in terms of the Draft Division of Revenue Bill. • An adjustment budget if necessary to be tabled at Council any time after the mid-year budget and performance assessment has been tabled in Council but not later than the 28th of February 2012 (Section 23 of Gazette number 32141). • Make public the adjustment budget and supporting documentation within 10 working days after being approved by Council (Section 26 of Gazette number 32141). • Submit to National Treasury and Provincial Treasury in both printed and electronic form the adjustment budget, supporting documentation and the adjusted service delivery and budget implementation plan (SDBIP) within 10 working days after the Mayor has tabled the adjustment budget in Council. (Section 24). • Tabled 2012/2013 Medium Term Revenue and Expenditure Framework Plan (MTREF) together with the IDP submitted to Financial Services Portfolio Committee for consideration and approval. • Tabled 2012/2013 Service Delivery and Budget Implementation Plans submitted to Finance, LED, IDP and Marketing Portfolio Committee for consideration and approval. • Review of the Mid-year visit Report by National Treasury and implementation of any recommendations. 	<p>Mayor/ CFO</p> <p>Municipal Manager</p> <p>Municipal Manager</p> <p>CFO/Budget Team/Municipal Manager's Office</p> <p>CFO/Budget team/Municipal Manager's Office</p> <p>Mayor/ Municipal Manager/ CFO/Senior Managers/ Managers/ Municipal Manager's Office</p> <p>Mayor/ Municipal Manager/ CFO/Senior Managers</p>

Tasks and Activities	Responsible Body
<p>March 2012</p> <ul style="list-style-type: none"> • Tabled 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTREF) and IDP submitted to Executive Committee and Council for approval. • Tabled 2012/ 2013 Service Delivery and Budget Implementation Plans submitted to Executive Committee and Council for approval. • Tabled 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTREF) and IDP and Service Delivery and budget implementation plan in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council. • Make public the tabled Medium Term Revenue and Expenditure Framework Plan (MTREF) and supporting documentation within 10 working days after being approved by Council. • Discussion of the tabled Medium Term Revenue and Expenditure Framework Plan (MTREF) together with the proposed public participation process with the Amakhosi. • Ward Committee meeting highlighting involvement of members in the budget Public Participation process. • Undertake a 4 week community consultation process of the budget. 	<p>Mayor/CFO/Municipal Manager's Office</p> <p>Mayor/CFO/Municipal Manager's Office</p> <p>Municipal Manager</p> <p>Municipal Manager</p> <p>Mayor/Amakhosi/CFO</p> <p>CFO/Senior Managers/Managers/ Budget Team/ Ward com members / Corporate Services</p> <p>Mayor/ CFO/Senior Managers/ Managers/ Budget Team/Corporate Services</p>
<p>April 2012</p> <ul style="list-style-type: none"> • Undertake a 4 week community consultation process of the budget. • Revision of the tabled Medium Term Revenue and Expenditure Framework Plan (MTREF) from inputs received from the community, Government departments and National Treasury, if required. 	<p>Mayor/ CFO/Senior Managers/ Managers/ Budget Team/Corporate Services</p> <p>CFO/ Budget Team</p>
<p>May 2012</p> <ul style="list-style-type: none"> • Revised tabled Medium Term Revenue and Expenditure Framework Plan (MTREF), incorporating community inputs tabled at Council for approval. • Publish tariffs and budget for the 2012/2013 financial year. • Assessment of the progress of the 2012/2013 budget by National Treasury. 	<p>Mayor/ CFO</p> <p>Budget Team</p> <p>National Treasury/Provincial Treasury/Mayor/ Municipal Manager/ CFO/Senior Managers/Managers</p>

Tasks and Activities	Responsible Body
<p>June 2012</p> <ul style="list-style-type: none"> • Submission of the draft SDBIP to the Mayor within 14 days of approval of the budget. • Submission of the Adopted 2012/ 2013 Medium Term Revenue and Expenditure Framework Plan (MTREF), in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council. • Make public the approved budget and supporting documentation within 10 working days after being approved by Council. • Publish Council's Medium Term Revenue and Expenditure Framework Plan (MTREF), on its website. • Approval of the SDBIP within 28 days after approval of the budget and completion of the annual performance contracts in accordance with S 57(2) of the MSA. • Make public the SDBIP within 10 working days after being approved by Council (Section 19). • The Service Delivery and budget implementation plan in both printed and electronic format to be forwarded to National Treasury and Provincial Treasury within 10 working days after being approved by Council (Section 20). 	<p>Municipal Manager</p> <p>Municipal Manager</p> <p>Budget Team</p> <p>Budget Team</p> <p>Mayor</p> <p>Municipal Manager</p> <p>Municipal Manager</p>