

BUDGET PROCESS PLAN 2012/2013

THE MAYOR OF FEZILE DABI DISTRICT MUNICIPALITY TABLED THE BUDGET PROCESS PLAN FOR THE 2012/2013 BUDGET YEAR AS REQUIRED BY THE MFMA IN THE MUNICIPAL COUNCIL ON THE 5TH OF AUGUST 2011.

AS PER COUNCIL RESOLUTION DATED 05 AUGUST 2011 THE BUDGET PROCESS PLAN (TIME SCHEDULE) OUTLINED BELOW WAS APPROVED BY COUNCIL.

**FEZILE DABI DISTRICT MUNICIPALITY**

**TIME SCHEDULE OF KEY DEADLINES FOR 12/13**

MONTH	Completion date	Activity	Responsibility
July-11	19-29	Preparations of the budget timelines	Finance Department
August-11	1	Planning of the next three year budget in accordance with co-ordination role of the budget process	Accounting Officer and S57 Directors
August-11	4	Tabling of the Timelines to Council	Chief Financial Officer
	11	Submission of the Timelines fo PT	Chief Financial Officer
	11	Advertise the budget timelines	Chief Financial Officer
	29	Beginning of the Annual Report Preparation Process	AO & S57 Directors
	29	Submission of the Budget Checklist	Chief Financial Officer
	29	Preparation of budget related policies	Chief Financial Officer
	29	Review of the previous year's budget process	Accounting Officer and S57 Directors
	29	Review IDP and Budget Processes and develop improvements	Executive Mayor

September-11	30	Determine the Funding/revenue projections for the next three years	CFO
	30	The Executive Mayor to determine the strategic objectives for service delivery and development for the next three years (through IDP reviews)	Executive Mayor
October-11	3	Budget Process begins	CFO
	3	Preparation of the draft budget	CFO liaison Heads of deptment for their departmental budget
	24	First Quarter Budget report to council	CFO
November-11			
	7	Preparation of the Draft budget	CFO liaison Heads of deptment for their departmental budget
December-11	12	Consolidating the departmental budgets and prepare the proposed budget	CFO

January-12	12	Finalise the Annual report	AO & CFO
	30	Second Quarter Budget Report to Council	CFO
	30	Preparation of Mid-year and Performance Assessment Report	Accounting Officer liaison with the CFO
	30	As a result of the Assessment- consider	
	30	Adjustment of the Budget	CFO
	30	Adjustment Budget 10/11 to council for Approval	Executive Mayor
	30	Tabling of the Adjusted budget to Council	Executive Mayor

February-12	15	Publication of the Annual Report	Accounting Officer
	15	Finalise the Draft Budget in uniform format	Finance Department
	27	Submission of the Budget Return Form to NT & PT on the adjusted budget	AO & CFO Finance Department
March-12	22	Tabling of the Draft Budget to Council	Executive Mayor
	22	Adoption of an Oversight Report	Executive Mayor
	22	Tabling of the SDBIP (Draft)	Accounting Officer
March-12	29	Advertise Draft Budget	Finance Department
	29	Submit the Budget Return Form to National & Provincial Treasury	Finance Department
	29	Submission of the Oversight Report to Provincial Legislature & Provincial Treasury	Executive Mayor
April-12	2 to 5	Public Participation Process	Executive Mayor
April-12	30	Approval of SDBIP	Council
May-12	31	Approval of the Annual Budget	Council
	31	Third Quarter Budget Report to Council	CFO
June-12	11	Submit Budget Return Form to National & Provincial Treasury	Finance Department
	12	Place the annual Budget on the website	Finance Department
	12	Submit Budget document to National & Provincial Treasury and to DPLG	Finance Department