

FEZILE DABI DISTRICT MUNICIPALITY

TIME SCHEDULE OF KEY DEADLINES FOR 13/14

MONTH	Completion date	Activity	Responsibility
July-12	16-18	Preparations of the budget timelines	Finance Department
August-12	1	Planning of the next three year budget in accordance with co-ordination role of the budget process	Accounting Officer and S57 Directors
August-12	2	Tabling of the Timelines to Council	Chief Financial Officer
	10	Submission of the Timelines to PT	Chief Financial Officer
	10	Advertise the budget timelines	Chief Financial Officer
	31	Beginning of the Annual Report Preparation Process	AO & S57 Directors
	31	Submission of the Budget Checklist	Chief Financial Officer
	31	Preparation of budget related policies	Chief Financial Officer
	31	Review of the previous year's budget process	Accounting Officer and S57 Directors
	31	Review IDP and Budget Processes and develop improvements	Executive Mayor

September-12	28	Determine the Funding/revenue projections for the next three years	CFO
	28	The Executive Mayor to determine the strategic objectives for service delivery and development for the next three years (through IDP reviews)	Executive Mayor
October-12	4	Budget Process begins	CFO
	4	Preparation of the draft budget	CFO liaise with Heads of departments for their departmental budgets
	30	First Quarter Budget report to council	CFO
November-12			
	8	Preparation of the Draft budget	CFO liaise with Heads of departments for their departmental budget
December-12	13	Consolidating the departmental budgets and prepare the proposed budget	CFO

January-13	25	Finalise the Annual report	AO & CFO
	25	Preparation of Mid-year and Performance Assessment Report	CFO
	30	Second Quarter Budget Report to Council	Accounting Officer liaison with the CFO

	30	As a result of the Assessment- consider Adjustment of the Budget	CFO
	31	Adjustment Budget 12/13 to council for Approval	Executive Mayor
	31	Tabling of the Adjusted budget to Council	Executive Mayor
February-13	15	Publication of the Annual Report	Accounting Officer
	18	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-13	29	Tabling of the Draft Budget to Council	Executive Mayor
	29	Adoption of an Oversight Report	Executive Mayor
	29	Tabling of the SDBIP (Draft)	Accounting Officer
April-13	12	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-13	8 to 18	Public Participation Process	Executive Mayor
May-13	31	Approval of SDBIP	Council

May-13	31	Approval of the Annual Budget	Council
	31	Third Quarter Budget Report to Council	CFO
June-13	14	Place the annual Budget on the website	Finance Department
	14	Submit Budget document to National & Provincial Treasury and to DPLG	Finance Department
	28	Submit Budget Return Form to National & Provincial Treasury	Finance Department