

**BUFFALO CITY MUNICIPALITY****2005/06****BUDGET & IDP SCHEDULE**

<b>July 2004</b>		
Review the 2004/05 Budget Process	12 July 2004	Budget & Treasury Department
Establish process and timetable for the 2005/06 to 2007/08 Budget and IDP Development	12 July 2004	Budget & Treasury Dept./Reform Team
IDP, Budget and Performance Strategic Management Committee Workshop to identify strategies for the development of the 2005/06 to 2007/08 Budgets.	21 July 2004	Budget & Treasury Department
Identify factors affecting the medium term budget forecasts.	30 Jul 2004	Budget & Treasury Department /Reform Team
<b>Annual Performance agreements (S 57(1)(b) Mun. Sys. Act) completed.</b>	<b>30 Jul 2004</b>	<b>Municipal Manager</b>
<b>August 2004</b>		
<b>Budget Schedule to the IDP, Budget and Performance Strategic Management Committee.</b>	<b>3 Aug 2004</b>	<b>GM Budget &amp; Treasury</b>
IDP / Budget Steering Committee Meeting	19 Aug 2004	GM Budgets/GM IDP
Rep Forum: to gather IDP / Budget priorities from the community.	26 Aug 2004	IDP, Budget and Performance Strategic Management Committee
Approval of Council of Budget Assumptions and IDP Review Process.	31 Aug 2004	IDP, Budget and Performance Strategic Management Committee
<b>2003/04 Financial Statements submitted to Auditor-General</b>	<b>31 Aug 2004</b>	<b>Chief Financial Officer</b>
<b>September 2004</b>		
Directorates to be provided with the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2005/06 to 2006/07 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2005/06 to 2007/08.	6 Sep 2004	Directorates
Review tariffs and charges and prepare options.	06 Sept 2004	Finance Directorate
Organise Budget training sessions for Directorates (staff)	13 Sept 2004	Budget & Treasury Department
Check with National, Provincial Governments and District Municipalities for any adjustments to projected allocations for the next three years.	22 Sept 2004	Budget & Treasury Department

<b>October 2004</b>		
IDP/Budget Steering Committee <b>Workshop</b>	7 Oct 2004	GM budgets & GM
Final date for submission of all Baseline Operating Budgets & Operational Plans by Directorates	08 Oct 2004	Directorates
Strategic Workshop: Discuss cluster allocations & linking of budget to IDP. Review linkage between Departmental Operational Plans and the Integrated Development Plan.	21 – 22 Oct 2004	Directorates
Draft of Tariff Policies	29 Oct 2004	GM Budget & Treasury Department
<b>November 2004</b>		
IDP, Budget & Performance Management Committee. Discuss outcome of Strategic Workshop.	01 Nov 2004	GM Budgets & Treasury and GM IDP
First Adjustments review of 2004/05 Capital & Operating Budget to Finance Committee.	02 Nov 2004	Budget & Treasury Department
Cluster Meetings: Outcome of strategic workshop	1 – 5 Nov 2004	Directorates
Prepare the First Draft Capital Expenditure Budgets 2005/06 to 2007/08.	12 Nov 2004	Directorates
Update 5 year Financial Plan	19 Nov 2004	Finance Directorate
IDP/ Budget Steering Committee	26 Nov 2004	Budget & Treasury Department
<b>Receive audited Consolidated Financial Statements and Audit Report from the Auditor-General for the 2003/04 financial year</b>	<b>30 Nov 2004</b>	<b>Auditor-General</b>
<b>December 2004</b>		
Rep Forum: Feedback from community & update on the 04/05 IDP implementation	02 Dec 2004	GM Budgets/GM IDP
Consideration by the IDP, Budget and Performance Management Committee and any other relevant Council body on Operating Expenditure, Capital Expenditure and Tariffs Drafts.	07 Dec 2004	GM Budgets/GM IDP
Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	10 Dec 2004	Budget & Treasury Department / Directorates
<b>January 2005</b>		
IDP / Budget Steering Committee Meeting	25 Jan 05	GM Budget
<b>Table in a Special Council meeting the annual report, consolidated financial statements and the audit report for 2003/04.</b>	<b>27 Jan 2005</b>	<b>Municipal Manager</b>
Prepare Chapter 2 of the Budget Book “ 2004/05 Review”	10 – 21 Jan 2004	Budget & Treasury Office
<b>February 2005</b>		
<b>Final Capital and Operating Draft Budgets and IDP for presentation to Mayoral Committee and the Community (Possible combined meeting with IDP, Budget Policy &amp; Performance Management Strategic Committee – if any changes from National Treasury).</b>	<b>1 Feb 2005</b>	<b>GM Budget &amp; Treasury/GM IDP &amp; Performance Management</b>
Second Adjustment Review of the 2004/05 Budget to the	2 Feb 2005	Budget & Treasury

Finance Committee presented to Finance Committee.		Department & Directorates
Submission of adjusted Operational Plans	2 Feb 2005	Directorates
Rep Forum: Consultation with Stakeholders, Representative Forums and the Community	17 Feb 2005	Council
Capital and Operating Draft Budgets and IDP approved by Council for consultation with the community.	22 Feb 2005	Council/CFO/GM Budgets
Capital and Operating Draft Budgets forwarded to National Treasury and the Provincial Treasury and District Municipalities and any prescribed national or provincial organs of state to other municipalities affected by the budget.	25 Feb 2005	Budget & Treasury Department
Briefing and preparation for Public Consultation & advertise IDP and Budget for public comments	28 Feb 2005	GM Budgets/GM IDP / Directorates
<b>March 2005</b>		
Public meetings / Consultation	3-24 March 05	IDP Office
Tender for Design and Printing of the IDP, Budget and other books for approval by Council on the 31 May 2005.	9 Mar 2005	GM Budgets & GM IDP
<b>Council after consideration of the 2003/04 Annual Report to adopt an Oversight Report.</b>	<b>29 Mar 2005</b>	<b>Council</b>
Submit to National Treasury, Provincial Treasury and the MEC responsible for Local Government the Consolidated Annual Financial Statements, the 2003/04 audit report and any corrective action taken in response to the findings of the audit report.	31 Mar 2005	Municipal Manager / Directorates
<b>April 2005</b>		
Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	15 Apr 2005	Budget & Treasury Department
Directorates to provide the Final Review of the Current Year 2004/05 for inclusion into the Budget Book.	15 Apr 2005	Directorates
Review Financial Management Policies	15 Apr 2005	Budgets & Treasury Department
Final IDP & Draft Budgets prepared, taking into consideration community feedback.	19 Apr 2005	Council/CFO/ Budget & Treasury Department
Directorates to submit list of Capital Projects to be rolled over for inclusion in the 2005/06 Budget.	15 Apr 2005	Budget Office/Directorates
<b>May 2005</b>		
Adjustments Review Report of the 2004/05 Budget to the Finance Committee.	3 May 2005	Budget & Treasury Department & Directorates
<b>IDP, Budget Policy &amp; Performance Management joint meeting with Mayoral Committee: adoption of IDP &amp; Budget</b>	<b>3 May 05</b>	
Arrange printing of Budget and Tariff documents and IDP.	13 May 2005	GM Budgets
IDP & Budgets 2005/06 to 2007/08 adopted by Council along with the Mayor's State of the City Address.	31 May 2005	Council/CFO/ Budget & Treasury Department
<b>June 2005</b>		
<b>The Draft Budgets and service delivery implementation plans and the annual performance agreements for the</b>	<b>14 Jun 2005</b>	<b>Municipal Manager</b>

<b>Municipal Manager and all managers directly responsible to the municipal manager, based on operational plans and the IDP, to be issued to the Mayor by the Municipal Manager.</b>		
<b>IDP &amp; Annual Budget Reports to National, Provincial Treasury and District Municipality</b>	<b>7 Jun 2005</b>	<b>Budget &amp; Treasury Department</b>
<b>IDP, Annual &amp; Adjustment Budget, Budget related policies, annual report, performance agreements, service delivery agreements, Long Term Borrowing contracts published on Council website.</b>	<b>7 Jun 2005</b>	<b>Budget &amp; Treasury Department</b>