

IDP AND BUDGET PROCESS PLAN: SCHEDULE KEY DEADLINES

BUDGET COMPILATION 2024/2025 (SCHEDULE KEY DEADLINES 2023/2024)

	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
1	July 2023	<u>MTREF AND EVALUATION CHECKLIST</u> Planning for next three-year budget, reviews of IDP and budget policies and consultation in accordance with co-ordinated role of budget process (included is previous year review of budget process and the budget, and completion of budget evaluation checklist).	MFMA 21 (1)	Executive Mayor	3-Jul-23
2		<u>SDBIP & SECTION 57 PERFORMANCE AGREEMENTS</u> Signing of performance contracts for service delivery.	MFMA 53 (1) c (iii) MSA (S 57)	Executive Mayor/ Municipal Manager	3-Jul-23
		Submission of Section 57 Performance agreements to Council and the MEC for local government	MFMA 53 (3) (b)	Executive Mayor	28-Jul-23
3		<u>MFMA REPORTING</u> Place approved annual budget and policies on the municipal website	MFMA 75(1)(a) & (b)	Chief Financial Officer	5-Jul-23
4		<u>MFMA QUARTERLY SCM REPORTING</u> Submit quarterly report on Implementation of Supply Chain Management Policy.	SCM Reg 6 (3)(4)	Chief Financial Officer	10-Jul-23
5		<u>SDBIP</u> Make public the service delivery and budget implementation plan.	MFMA 53 (3) (a)	Chief Financial Officer/IDP Manager	14-Jul-23
6		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury	MFMA (S 71)	Chief Financial Officer	14-Jul-23
7		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received within 10 working days of start of month	MFMA 71 (5)	Chief Financial Officer	14-Jul-23

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8		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council 10 working days of start of month	MFMA 66	Chief Financial Officer	14-Jul-23
9		<u>MFMA SCM REPORTING</u> Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount	MFMA GUIDANCE	Chief Financial Officer	14-Jul-23
10		<u>MFMA QUARTERLY BUDGET REPORTING</u> Table in council quarterly consolidated report for the period ending 30 June of all withdrawals not approved in the budget and submit the copy to the Provincial Treasury and the Auditor General.	MFMA 11 (4)	Chief Financial Officer	28-Jul-23
11		<u>MFMA QUARTERLY BUDGET REPORTING</u> Submit quarterly report for service delivery and budget implementation.	MFMA (S 52)	Executive Mayor	28-Jul-23
12		<u>MFMA ANNUAL SCM REPORTING</u> Submit annual report on implementation of the supply chain management policy to the mayor and make the report public.	SCM Reg 6 (2)	Chief Financial Officer	28-Jul-23
13		<u>MFMA IMPLEMENTATION PRIORITIES</u> Complete Quarterly MFMA Implementation Priorities Checklist and submit to National Treasury.	NT Circular 38	Chief Financial Officer	28-Jul-23
14		<u>MFMA REPORTING</u> Print and distribute final approved budget, SDBIP and IDP	MFMA GUIDANCE	Chief Financial Officer/IDP Manager	28-Jul-23
		Submit annual performance report to internal audit	FBDM PMS Policy	IDP/PMS Manager & MM	28-Jul-23

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15	August 2023	<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury	MFMA (S 71)	Chief Financial Officer	15-Aug-23
16		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received - within 10 working days of start of month	MFMA (S 71) (5)	Chief Financial Officer	15-Aug-23
17		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council - within 10 working days of start of month	MFMA 66	Municipal Manager/Chief Financial Officer/ Budget Officer	15-Aug-23
18		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 July for each contract awarded and signed above the prescribed amount	MFMA GUIDANCE	Chief Financial Officer	15-Aug-23
19		<u>PREPARATION SCHEDULE OF KEY DEADLINES</u> Preparation of time schedule outlining key deadlines for preparing, tabling and approval of the budget and the review of the IDP.	MFMA 21 (1) (b) & 53 (1) (b) MSA (S 34)	Municipal Manager/Chief Financial Officer/ Budget Officer/IDP Manager	31-Aug-23
20		<u>TABLING KEY DEADLINES</u> Tabling of time schedule outlining key deadlines for preparing, tabling and approval of the budget and the review of the IDP.	MFMA (S 21) MSA (S 34)	Executive Mayor And Council	31-Aug-23

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	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
21		<u>AFS</u> Submission of AFS to Auditor-General for the year ended 30 June 2023.	MFMA (S 122 & 126)	Municipal Manager/Chief Financial Officer/ Budget Officer	31-Aug-23
22	September 2023	<u>IMPLEMENTATION</u> Implement budget and IDP time schedule of key deadlines.	MFMA GUIDANCE	Chief Financial Officer/IDP Manager	4-Sep-23
23		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Sep-23
24		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	14-Sep-23
25		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA (66)	Chief Financial Officer	14-Sep-23
26		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 August for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	15-Sep-23
27		<u>IDP ASSESSMENT</u> Assess the extend of the previous year IDP implementation processes and implement corrective measures.	MSA (CHAP 5)	Municipal Manager/ Chief Financial Officer/ Budget Officer/IDP Manager	29-Sep-23

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	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
28	October 2023	<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	13-Oct-23
29		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	13-Oct-23
30		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA 66	Chief Financial Officer	13-Oct-23
31		<u>MFMA SCM REPORTING</u> Submit monthly reports for period ending 30 September for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	13-Oct-23
32		<u>MFMA QUARTERLY SCM REPORTING</u> Submit quarterly report on Implementation of Supply Chain Management Policy.	SCM Reg 6 (3)(4)	Chief Financial Officer	10-Oct-23
		<u>QUARTERLY PERFORMANCE REPORTING</u> Submit quarterley report to internal audit.	FBDM PMS policy	IDP/PMS Manager &Municipal Manager	26-Oct-23
33		<u>MFMA QUARTERLY BUDGET REPORTING</u> Submit quarterly report for service delivery and budget implementation.	MFMA (S 52)	Executive Mayor	26-Oct-23
34		<u>PRIMARY BANK ACCOUNT</u> Table before Council quarterly report of all withdrawals from primary bank account.	MFMA (S11) 4(a)(b))	Municipal Manager/ Chief Financial Officer/ Budget Officer	26-Oct-23

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	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
35		<u>MFMA PRIORITIES</u> Quarterly completion and submission of MFMA implementation priorities.	Circular 38 and MFMA (S 52(d))	Municipal Manager/ Chief Financial Officer/ Budget Officer	26-Oct-23
		<u>STEERING COMMITTEE</u> Host a steering committee meeting	COGTA IDP guidelines	IDP Manager	26-Oct-23
36	November 2023	<u>GUIDELINES FOR 2024/2025 BUDGET</u> Budget guidelines are issued to various departments for the preparation of 2024/2025 budget.	MFMA (S 21)	Municipal Manager/ Chief Financial Officer/ Budget Officer	16-Nov-23
37		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Nov-23
38		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	14-Nov-23
39		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA (66)	Chief Financial Officer	14-Nov-23
40		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 October for each contrat awarded and signed above the prescibed amount.	MFMA GUIDANCE	Chief Financial Officer	15-Nov-23
41		<u>FINANCIAL STATEMENTS</u> Receive audit report on previous years financial statements from the Auditor-General.	MFMA 126 (3)	Chief Financial Officer	30-Nov-23
42		<u>STRATEGIC PLANNING DRY-RUN</u> Undertake strategic planning workshop for the district municipality.	MFMA GUIDANCE	Municipal Manager/IDP Manager	30-Nov-23
43		<u>STRATEGIC PLANNING FINAL</u> Host final FBDM strategic planning session.	MFMA GUIDANCE	Municipal Manager/IDP Manager	30-Nov-23

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	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
44	December 2023	<u>ADJUSTMENT BUDGET INPUTS</u> The budget office receive the inputs from various departments for the 2023/2024 adjustment budget.	MFMA (S 28)	Various Heads Of Departments	8-Dec-23
45		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Dec-23
46		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state of municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	14-Dec-23
47		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA (66)	Chief Financial Officer	14-Dec-23
48		<u>MFMA SCM REPORTING</u> Submit monthly reports for period ending 30 November for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	15-Dec-23
49	January 2024	<u>FINANCIAL STATEMENTS</u> Ensure the AO addresses any issues raised by the Auditor-General in the audit report - prepare action/audit plans to address and incorporate into the annual report.	MFMA 131 (1)	Municipal Manager/ Chief Financial Officer/ Budget Officer	12-Jan-24
50		<u>MFMA QUARTERLY SCM REPORTING</u> Submit quarterly report on Implementation of Supply Chain Management Policy.	SCM Reg 6 (3)(4)	Chief Financial Officer	12-Jan-24

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	PERIOD	ACTIVITY	REF	RESPONSIBILITY	TARGET DATE
51		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	12-Jan-24
52		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state of municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	12-Jan-24
53		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA 66	Chief Financial Officer	12-Jan-24
54		<u>MFMA SCM REPORTING</u> Submit monthly reports for period ending 31 December for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	12-Jan-24
55		<u>MTREF 2024/2025 INPUTS</u> Budget office receive 2024/2025 budget inputs from various directorates. Inputs are considered and to seek clarities.	MFMA (S 21)	Various Heads Of Departments	25-Jan-24
56		<u>MID YEAR BUDGET ASSESSMENT 2023/2024</u> Assessment is made for half year (the first six months) regarding the performance of the municipality.	MFMA (S 72(1)(b))	Municipal Manager / Chief Financial Officer	25-Jan-24
57		<u>PERFORMANCE ASSESSMENT</u> Tabling of mid-year performance assessment before Council for consideration.	MFMA (S 72)	Executive Mayor	25-Jan-24

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58		<u>ADJUSTMENT BUDGET</u> Tabling of adjustment budget and considering half yearly actual and projections.	MFMA (S 28)	Executive Mayor	25-Jan-24
59		<u>MFMA QUARTERLY BUDGET REPORTING</u> Submit quarterly report for service delivery and budget implementation.	MFMA (S 52)	Executive Mayor	30-Jan-24
60		<u>MFMA PRIORITIES</u> Quarterly completion and submission of MFMA implementation priorities.	Circular 38 and MFMA (S 52(d))	Municipal Manager/ Chief Financial Officer/ Budget Officer	30-Jan-24
61		<u>TABLING ANNUAL REPORT</u> Tabling of 2022/2023 Annual Report before Council.	MFMA (S 127(2))	Executive Mayor	30-Jan-24
62		<u>PRIMARY BANK ACCOUNT</u> Table before Council quarterly report of all withdrawals from primary bank account.	MFMA (S11) 4(a)(b))	Municipal Manager/ Chief Financial Officer/ Budget Officer	30-Jan-24
63	February 2024	<u>PUBLICATION OF ANNUAL REPORT</u> Annual Report is published for public comments and representations.	MFMA (S 127(5))	Municipal Manager/ Chief Financial Officer/ Budget Officer	1-Feb-24
64		<u>SUBMISSION OF ANNUAL REPORT</u> Submission of Annual Report to Auditor-General (AG), Provincial and National Treasuries (PT & NT) as well as the Department of Housing and Local Government (DHLG).	MFMA (S 127(5))	Municipal Manager/ Chief Financial Officer/ Budget Officer	1-Feb-24
65		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Feb-24

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66		<u>MFMA REPORTING</u> Submit monthly statement to the provincial or national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	14-Feb-24
67		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA (66)	Chief Financial Officer	14-Feb-24
68		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 January for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	14-Feb-23
69		<u>BUDGET PLANS</u> Preparation of proposed budget and plans for 2024/2025 taking into consideration the previous 2022/2023 performance as per Audited Financial Statements and comments from National and Provincial Treasury.	MFMA (S 21)	Municipal Manager And Various Heads Of Departments	26-Feb-24
70		<u>NATIONAL AND PROVINCIAL CONSULTATIONS</u> Consult with National & Provincial Treasuries for 2023/2024 Section 72 Engagements.	MFMA (S 21(2))	Executive Mayor	26-Feb-24
		<u>STEERING COMMITTEE</u> Host the IDP steering committee meeting	COGTA IDP guidelines	IDP Manager	26-Feb-24
71	March 2024	<u>MTREF ALLOCATIONS</u> Allocations from National and Provincial Governments are reviewed for incorporation into the 2024/2025 draft budget for tabling.	MFMA (S 36)	Municipal Manager And Chief Financial Officer	4-Mar-24
72		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Mar-24

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73		<u>MFMA REPORTING</u> Submit monthly statement to the provincial and national organ of the state or municipality on allocations received.	MFMA (S 71) ()	Chief Financial Officer	14-Mar-24
74		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA 66	Chief Financial Officer	14-Mar-24
75		<u>MFMA SCM REPORTING</u> Submit monthly reports for period ending 28 February for each contract awarded and signed above the prescribed amount	MFMA GUIDANCE	Chief Financial Officer	15-Mar-24
76		<u>MTREF TABLING</u> The Draft Annual Budget for 2023/2024 to 2025/2026 for revenue and expenditure, Budget plans from directors, Table A1 to A10, and all supporting documentation as required by National Treasury directives are tabled to council. This includes the budget resolution and the proposed revisions to the IDP (Draft IDP).	MFMA (S 16,22 & 23) MSA (CHAP 4)	Executive Mayor	29-Mar-24
77		<u>OVERSIGHT REPORT</u> Adoption of oversight report and comments on 2022/2023 Annual Report. Publication of oversight report.	MFMA (129) AND MSA (21)	Council	29-Mar-24
78	April 2024	<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	15-Apr-24
79		<u>MFMA REPORTING</u> Submit monthly statement to the provincial and national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	15-Apr-24

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80		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA (66)	Chief Financial Officer	15-Apr-24
81		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 March for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	15-Apr-24
82		<u>NATIONAL AND PROVINCIAL CONSULTATIONS</u> Consult with National & Provincial Treasuries for 2024/2025 daft budget Engagements.	MFMA (S 21(2))	Executive Mayor	26-Apr-24
83		<u>MFMA QUARTERLY SCM REPORTING</u> Submit quarterly report on Implementation of Supply Chain Management Policy.	SCM Reg 6 (3)(4)	Chief Financial Officer	26-Apr-24
84		<u>MFMA QUARTERLY BUDGET REPORTING</u> Submit quarterly report for service delivery and budget implementation.	MFMA (S 52)	Executive Mayor	26-Apr-24
85		<u>PRIMARY BANK ACCOUNT</u> Table before Council quarterly report of all withdrawals from primary bank account.	MFMA (S11) 4(a)(b))	Municipal Manager/ Chief Financial Officer/ Budget Officer	26-Apr-24
86		<u>MFMA PRIORITIES</u> Quarterly completion and submission of MFMA implementation priorities.	Circular 38 and MFMA (S 52(d))	Municipal Manager/ Chief Financial Officer/ Budget	26-Apr-24
		<u>QUARTERLY PERFORMANCE REPORTING</u> Submit quarterly performance report to Internal Audit	FBDM performance policy	Municipal Manager & IDP/PMS Manager	28-Apr-23

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87	May 2024	<u>PUBLICATION AND SUBMISSIONS</u> Publications of tabled Budgets, Resolutions, Plans and proposed revisions to IDP (Draft IDP) and invite local community to comment, and submission to National and Provincial Treasury and other forums to submit comments.	MFMA (S 22 & 27) MSA (CHAP 4)	Municipal Manager/ Chief Financial Officer/ Budget Officer	3-May-24
		<u>STEERING COMMITTEE/ IDP BUDGET FORUM</u> Host the forum	IDP guidelines	Mayor/MM/CFO/IDP Manager	13-May-24
		Submit IDP and Budget to council for approval	MFMA (S 22 & 27) MSA (CHAP 4)	Municipal Manager/ Chief Financial Officer/ IDP Manager	31-May-24
88		<u>REVISING BUDGET DOCUMENTS</u> Revision of budget documents in accordance with consultative processes and taking into account the results from National and Provincial Treasury, public comments as well as the third quarterly review of current year.	MFMA (S 21)	Municipal Manager/ Chief Financial Officer/ Budget Officer	3-May-24
89		<u>ENGAGEMENT WITH STAKEHOLDERS</u> The final views of public, National & Provincial Treasury and other organs of state are consolidated. The Mayor is provided with the opportunity to respond to submissions from consultations and to table amendments to council for consideration.	MFMA (S 23 & 24) MSA (CHAP 4)	Executive Mayor	3-May-24
90		<u>FINAL MTREF</u> Preparation of the final budget documentation for consideration for approval at least 30 days before the start of the budget year 2024/2025 taking into account other new information of material nature.	MFMA (S 23)	Municipal Manager/ Chief Financial Officer/ Budget Officer	10-May-24
91		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	15-May-24

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92		<u>MFMA REPORTING</u> Submit monthly statement to the provincial and national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	15-May-24
93		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA 66	Chief Financial Officer	15-May-24
94		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 30 April for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	15-May-24
95		<u>APPROVAL OF THE BUDGET AND IDP</u> Council approves annual budget, resolutions, setting of taxes and tariffs. Council approves changes to IDP and measurement of performance objectives for revenues by source and expenditure by vote.	MFMA (S 16,24,26 AND 53)	Council	31-May-24
96	June 2024	<u>PUBLICATION OF BUDGET AND IDP</u> The adopted budget, IDP Executive Summary and plans are published.	MFMA (S 75 & 87)	Municipal Manager	14-Jun-24
		Submit copy of approved District IDP to MEC for Local Government.	MSA	Municipal Manager	
97		<u>MFMA REPORTING</u> Submit Monthly report on the budget to the Mayor, Accounting Officer, Provincial and National Treasury.	MFMA (S 71)	Chief Financial Officer	14-Jun-24

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98		<u>MFMA REPORTING</u> Submit monthly statement to the provincial and national organ of state or municipality on allocations received.	MFMA (S 71) (5)	Chief Financial Officer	14-Jun-24
99		<u>MFMA REPORTING</u> Submit monthly report on salaries and wages expenditure to council.	MFMA 66	Chief Financial Officer	14-Jun-24
100		<u>MFMA SCM REPORTING</u> Submit monthly reports for the period ending 31 May for each contract awarded and signed above the prescribed amount.	MFMA GUIDANCE	Chief Financial Officer	14-Jun-24
101		<u>APPROVAL OF THE SDBIP'S</u> Approval of SDBIP 28 days after final approval of the budget and to ascertain that annual performance contracts are concluded in accordance of section 57(2) of MSA. It must be ensured that annual performance agreements are linked to measurable performance objectives approved with the budget.	MFMA (S 53) MSA (S 38 - 45 & 57(2))	Executive Mayor	29-Jun-24

LEGEND :
 MFMA : Municipal Finance Management Act (56 of 2003)
 MSA : Municipal Systems Act (32 of 2000)
 SCM Reg : Supply Chain Management Regulations
 Mref : Medium Term Revenue & Expenditure Framework