

**PIXLEY KA SEME DISTRICT MUNICIPALITY
 COMPILATION OF THE ANNUAL BUDGET FOR PERIOD
 1 JULY 2018 TO 30 JUNE 2019**

ACTIVITY	Responsible Official	Date to be completed
1. PRE BUDGETING TASKS		
1.1. Appoint task team and involve staff for BUDGET	Executive Mayor	2017/08/31
1.2. Verify all Income & Expenditure as posted and accounted for	B James & BTO	2017/11/30
1.3. Evaluate and determine CAPEX projects for roll over possibilities	B James	2017/12/31
1.4. Preparation of final actual Income & Expenditure as on 31/12/2016	D Fourie	2018/01/31
1.5. Draw up current Staff budget according to departments	B James/Z Cofa/G Theron	2018/02/01
1.6. Finalise loans register to determine interest and redemption payments	D Fourie	2017/12/31
1.7. Finalise outlay of budget on spreadsheets	BTO	2017/11/31
1.8. Calculate contributions to funds	BTO & B James	2017/11/30
1.9. Calculate and investigate over or under spending on current versus:		
1.9.1. Once - off events	BTO	2018/01/01
1.9.2. Recurrent events	BTO	2018/01/01
1.9.3. Future tendency of account	BTO	2018/01/01
1.10. Finalise outlay of budget on spreadsheets with the following columns:		
1.10.1. Vote number	BF James/BTO	2017/12/31
1.10.2. Description	BF James/BTO	2017/12/31
1.10.3. Actual as on 31/12/2016	BF James/BTO	2017/12/31
1.10.4. Projected actual as on 30/06/2017	BF James/BTO	2017/12/31
1.10.5. Budget previous year	BF James/BTO	2017/12/31
1.10.6. New Budget 2017/2018	BF James/BTO	2017/12/31
1.10.7. New Budget 2018/2019	BF James/BTO	2017/12/31
1.10.8. New Budget 2019/200	BF James/BTO	2017/12/31
1.11. Finalise IDP preliminary budget format	HP Greef/Dev & Infrastructure	2017/12/31
1.12. Do Income evaluation and determine amounts	BTO	2018/01/15
1.13. PERFORMANCE AUDIT COMMITTEES MEETINGS	Mayoral Committee	2018/12/31
1.14. IDP REPRESENTATIVE MEETING	Mayoral Committee & DEV	2018/12/31

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2. BUDGET PROCESS		
Send notice of budget process to all involved including Executive Councillors:		
2.1. Compile first draft of budget with final Income & Expenditure filled in	B James & D Fourie	2018/01/31
Send notice to all HOD's and relevant Executive Councillors	B James & D Fourie	2018/01/31
2.2. Meeting with MM, HOD's and Executive Councillors and finalise first draft of budget	B James & D Fourie	2018/01/31
2.2.1. Past year financial overview	B James & D Fourie	2018/01/31
2.2.2. Forecast for coming financial year	B James & D Fourie	2018/01/31
2.2.3. Local economic environment and trend	B James & D Fourie	2018/01/31
2.2.4. Levy income and effects on budget	B James & D Fourie	2018/01/31
2.2.5. Department of Treasury guidelines and limitations	B James & D Fourie	2018/01/31
2.2.6. Staff and Salary budget	B James & D Fourie	2018/01/31
2.3. Finalise salary increase / budget increase with Unions	B James & D Fourie	2018/01/31
2.4. Finalise salary increase with Exco	B James & D Fourie	2018/01/31
2.5. Finalise source of funding	B James & D Fourie	2018/01/31
2.6. Calculate second draft budget	B James & D Fourie	2018/01/31
2.7. Calculate surplus/ deficit	B James & D Fourie	2018/01/31
2.8. If deficit:		2018/01/31
2.8.1. Reconvene meeting with MM and HOD	B James & D Fourie	2018/01/31
2.8.2. Do savings and decide among critical items and nice - to - have's	B James & D Fourie	2018/01/31
2.8.3. Calculate final numbers	B James & D Fourie	2018/01/31
2.9. Calculate rate increase	B James & D Fourie	2018/01/31
2.10. Write Financial Director's report with overview on past year & current year's expectations	B James & D Fourie	2018/01/31
2.11. Align IDP CAPEX with budget amount allocated	B James & D Fourie	2018/01/31
2.12. Submit to MEC for recommendations to Council	B James & D Fourie	2018/01/31
2.13. Refer back to Exco depending outcome of Item 2.12	B James & D Fourie	2018/01/31
2.14. Final recommendation to Council	B James & D Fourie	2018/01/31
2.15. Council's approval or changes	B James & D Fourie	2018/01/31
2.16. Revised budget 16/17	B James & D Fourie	2018/01/31

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3. POST BUDGETING TASKS		
3.1. Advertise budget in press	CFO:BF James	2018/06/01
3.2. Send copies to MEC, National Treasury & DPLG	CFO	2018/06/31
3.3. Get Treasury approval within 14 days after approval	CFO	2018/06/31
3.4. Capture on IT system and allocate vote numbers	CFO	2018/06/15
3.5. Distribute to HOD for control	CFO	2018/06/15

DATE APPROVED : 30 AUGUST 2017

RESOLUTION : R 2017 – 08 – 30 (9.12)