

EHLANZENI
DISTRICT MUNICIPALITY

EHLANZENI DISTRICT MUNICIPALITY


COMPLIANCE CALENDAR

2016/17 FINANCIAL YEAR

SCHEDULE OF DEADLINES

When controls are in place 

When improvement is still required 

When controls are not effective 

JULY

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLIED DATE	LEGEND
02 Jul	Performance agreements	Conclude annual performance Agreements for current year	MFMA(53)(1)(C) (iii) MSA 57	Finance & PMS		
02 Jul	Financial Statements	Commence process to close all accounts and prepare Financial Statements	MFMA 122	Finance		
4 July	Equitable Share	The National Treasury must transfer each municipality's equitable share referred to in subsection (1) to the primary bank account of the municipality in three transfers on 4 July 2016, 1 December 2016 and 17 March 2017, in accordance with the payment schedule determined in terms of section 23(2).	DORA 2015 5(3)	Finance		
06 Jul	Annual Budget and Policies	Place Annual Budget and policies on the municipal website.	MFMA(75)(1)(a) & (b)	Finance		

10 TH	Monthly report	Submit Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Submit monthly Statement to the provincial & national organ of state regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Submit monthly report on salaries and wages expenditure to council	MFMA 66	Finance		
10 Jul	SCM	Submitted Quarterly report on SCM implementation to the Executive Mayor and made public	SCM Regulation 6 (3) (4)	Finance		
10 Jul	SCM	Place Quarterly report on the implementation of the SCM policy on the municipal website.	SCM Regulation 6 (3) (4)	Finance		
10 Jul	Annual Budget, SDBIP & other Documents	Submit Annual Budget, SDBIP & other Documents to Provincial and National Treasury	Budget Reporting Regulations(20)	Finance		
10 Jul	Budget	Quarterly reports submitted to National Treasury	MFMA circulars 19, 15, 10	Finance		
14 Jul	SDBIP	Submit draft SDBIP to Mayor	MFMA 69 (3) (a)	Finance		
14 Jul	Performance Management	Submit draft annual performance agreements to Mayor	MFMA 69 (3) (b)	PMS		
14 Jul	Budget	Submit budget forms to National Treasury	MFMA circulars 10, 15, 19	Finance		

15 TH	Monthly reports	Submit monthly report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
28 Jul	SDBIP	Approve the SDBIP	MFMA 53 (1) (c)	Finance & PMS		
30 Jul	Quarterly report	Submit Quarterly report to council on the budget implementation and finances of the municipality	MFMA 52 (d)	Finance		
30 Jul	Quarterly report	Table Quarterly report to council, Provincial treasury, National Treasury and the Auditor-General on withdrawals not approved in the budget	MFMA 11 (4)	Finance		
30 Jul	Competency requirements	Submit consolidated report for the period ending 30 June on compliance with prescribed minimum competency levels to council, provincial treasury	Competency Reg 14 (2)(a) & (4)	Finance & Corporate Services		
30 Jul	Supply Chain Management	Annual report on SCM implementation submitted to the Mayor and made public	SCM Regulations 6 (2) (a) (i)	Finance		
30 Jul	Supply Chain Management	Place Annual report on implementation of SCM policy on the municipal website	SCM Regulations 6 (2) (a) (i)	Finance		

AUGUST

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLIED DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Forms to National Treasury	MFMA circulars 19, 15, 10	Finance		
10 Aug	SDBIP	Submit Service Delivery & Implementation Plan(SDBIP) in both printed and electronic form to National treasury and Provincial Treasury	Budget Reporting Regulation (19) &	Finance, PMS & Communication		
10 Aug	SDBIP	Place Service Delivery & Implementation Plan(SDBIP) on the municipal website	Budget Reporting Regulation (19) &	Finance, PMS & Communication		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
16 Jul	Performance Management	Place annual performance agreements on the Municipal website	MFMA75(1)(d)	Finance & PMS		
31 Aug	Budget	Table Integrated Development Plan (IDP) & Budget time table	MFMA 21 (1) (b)	Finance & IDP		
31 Aug	Annual Financial statements	Submit Annual Financial Statements to the Auditor General	MFMA 126 (1)	Finance		

S E P T E M B E R

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLIED DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		

O C T O B E R

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLIED DATE	LEGEND
01 Oct	Annual Report	Commence preparation of Annual Report	MFMA Guidance	Communications		
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Forms to National Treasury	MFMA circulars 19, 15, 10	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
10 Oct	SCM	Quarterly report on SCM implementation submitted to Executive Mayor	SCM Regulation 6 (3) (4)	Finance		
10 Oct	Budget	Quarterly reports submitted to National Treasury	MFMA circulars 19, 15, 10	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
30 Oct	Quarterly report	Quarterly report to council on the budget implementation and finances of the municipality	MFMA 52 (d)	Finance		
30 Oct	Quarterly report	Quarterly report to council, Provincial treasury, National Treasury and the Auditor-General on withdrawals not approved in the budget	MFMA 11 (4)	Finance		

N O V E M B E R

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLIED DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
30 Nov	Audit report	Receive the audit report from the Auditor General	MFMA 126 (3)	Finance & PMS		
30 Nov	Audit report	Ensure that the Accounting Officer addresses any issues raised by Auditor General in the Audit report/prepare action Plans	MFMA 131 (1)	Finance		

D E C E M B E R

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETION DATE	LEGEND
1 Decem ber	Equitable Share	The National Treasury must transfer each municipality's equitable share referred to in subsection (1) to the primary bank account of the municipality in three transfers on 4 July 2016, 1 December 2016 and 17 March 2017, in accordance with the payment schedule determined in terms of section 23.	DORA 2015 5(3)	Finance		
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
14 Dec	Annual Report	Finalize first Draft of annual Report	MFMA Guidance	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		

JANUARY

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETED DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
10 Jan	SCM	Quarterly report on SCM implementation submitted to the Executive Mayor and made public	SCM Regulation 6 (3) (4)	Finance		
10 Jan	Budget	Quarterly reports submitted to National Treasury	MFMA circulars 19, 15, 10	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
20 Jan	Budget	Receive notification of all transfers to the municipality	MFMA 36	Finance		
25 Jan	Mid-Year report	Review the performance of the municipality and submit the report to the Executive Mayor, Provincial Treasury and National Treasury	MFMA 72 & Budget Regulations (33,34 & 35)	Finance		
25 Jan	Timeframes for adjustment budget	Timeframes for tabling adjustment Budget	Budget, Reporting Regulation(23)	Finance		

25 Jan	Adjustment Budget	Submit Adjustment budget to national treasury & provincial Treasury	Budget, Reporting Regulation(24)	Finance		
25 Jan	Adjustment Budget	Publish the adjustment budget	Budget, Reporting Regulation(26)	Finance		
25 Jan	Mid-Year performance & agreements	Submit Mid-Year & performance Agreements to National Treasury and Provincial Treasury	Budget, Reporting Regulation(35)	PMS		
30 Jan	Quarterly report	Quarterly report to council on the budget implementation and finances of the municipality	MFMA 52 (d)	Finance		
30 Jan	Quarterly report	Quarterly report to council, Provincial treasury, National Treasury and the Auditor-General on withdrawals not approved in the budget	MFMA 11 (4)	Finance		
31 Jan	Mid-Year report	Submit mid-year report to council	MFMA 54 (1) (f)	Finance		
31 Jan	Annual report	Table annual report in council	MFMA 127 (2)	Communication		
31 Jan	Annual report	Make public the annual report and invite comments. Submit the report to Provincial Treasury and the Auditor-General	MFMA 127 (2)	Finance		
31 Jan	Mid-Year Performance Agreements	Placing the implementation of the Budget and other documents to the Municipal Website	Budget & Reporting Regulation (34)	Finance		

F E B R U A R Y

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETION DATE	LEGEND
05 TH	Annual Report	Place Annual report on the Municipal Website	MFMA 75(10)(C)	Communication		
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Forms to National Treasury	MFMA circulars 19, 15, 10	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		

M A R C H

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETION DATE	LEGEND
01 st	Balance Scorecards	Development of Organizational Scorecard for the following Financial Year	MFMA Guidance	Finance & PMS		
02 nd	Budget	Notify receiving municipality of any transfers	MFMA 37(2)	Finance		
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance & PMS		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance & PMS		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
17 March	Equitable Share	The National Treasury must transfer each municipality's equitable share referred to in subsection (1) to the primary bank account of the municipality in three transfers on 4 July 2016, 1 December 2016 and 17 March 2017, in accordance with the payment schedule determined in terms of section 23.	DORA 2015 5(3)	Finance		
27 Mar	Budget	Table the annual budget	MFMA 16(2)	Finance		

27 Mar	Budget	Make public the budget and invite comments, send a copy to Provincial Treasury and National Treasury	MFMA 22	Finance		
27 Mar	Annual Report	Consider or Approve , Reject or refer back the Annual Report to Council	MFMA 121(1)	Communication		
27 Mar	Annual Report	Adopt an oversight report on Annual report	MFMA 129(1)	Communication		

A P R I L

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETION DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Forms to National Treasury	MFMA circulars 19, 15, 10	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
05 Apr	Budget	Submit the Mayor's Quarterly report on the implementation of the Budget and other documents on the Municipal Website		Finance		
05 Apr	Annual Report	Make public the Oversight Report	MFMA 129(3)	Communication		
05 Apr	Annual Report	Submit to Provincial Treasury and Provincial Legislature the Annual Report and the Oversight Report	MFMA 132(2)	Communication		
10 Apr	SCM	Quarterly report on SCM implementation submitted to the Executive Mayor and made public	SCM Regulation 6 (3) (4)	Finance		
10 Apr	Budget	Quarterly reports submitted to National Treasury	MFMA circulars 19, 15, 10	Finance		

15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
30 Apr	Quarterly report	Quarterly report to council on the budget implementation and finances of the municipality	MFMA 52 (d)	Finance		
30 Apr	Quarterly report	Quarterly report to council, Provincial treasury, National Treasury and the Auditor-General on withdrawals not approved in the budget	MFMA 11 (4)	Finance		
APRIL	Budget	Consultations on tabled budget	MFMA 23(1)	Finance		

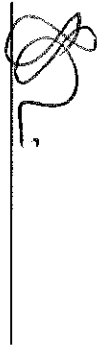
M A Y

DUE DATE	PROCESS	ACTION	REFERENCE	RESP	COMPLETION DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
MAY	Budget	Consultations on tabled budget	MFMA 23(1)	Finance		
01 May	Budget	Report on the consultations on tabled budgets	MFMA 23(2)	Finance		
31 May	Budget	Consider annual budgets for approval	MFMA 24(1)	Finance		
MAY	Budget	Consultations on tabled budget	MFMA 23(1)	Finance		

JUNE

DUE DATE	PROCESS	ACTION	REFERENCE	RESPONSIBLE PERSON	COMPLETION DATE	LEGEND
10 TH	Monthly report	Report on budget to the Mayor and Provincial Treasury	MFMA 71(1)	Finance		
10 TH	Monthly report	Statement regarding allocations received	MFMA 71(5)	Finance		
10 TH	Monthly report	Forms to National Treasury	MFMA circulars 19, 15, 10	Finance		
10 TH	Monthly report	Report on salaries and wages to council	MFMA 66	Finance		
15 TH	Monthly reports	Report on each contract awarded and signed above the prescribed amount	MFMA Guidance	Finance		
30 June	Budget	Approval of annual budgets	MFMA 16 (1)	Finance		
30 June	Budget	Approval as part of annual budgets: taxes, tariffs, measurable performance objectives, changes to the IDP and budget related policies.	MFMA 24 (2)	Finance		
30 June	Budget	Approved budgets submitted to Provincial and National Treasury	MFMA 24 (3)	Finance		
30 June	Yearly Report	Bank account details to be submitted to Provincial Treasury and Auditor General	MFMA 9 (b)	Finance		

Prepared by:

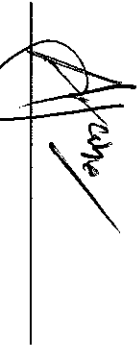


MS. C MDLULI
RISK MANAGEMENT OFFICER

DATE

13/06/2016

Recommended by:

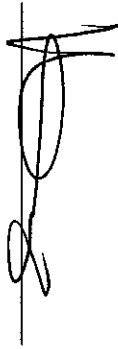


MR. ANGGOCOBO
CHAIRPERSON: RISK MANAGEMENT & FRAUD PREVENTION COMMITTEE

DATE

13/06/2016

Approved by:



MR. MH SHABANGU
ACTING MUNICIPAL MANAGER

DATE

13/6/16