

**ANNUAL COMPLIANCE CALENDAR  
2019/ 2020**



**JUNE 2020**



DATE	ACTION	REFERENCE	RESPONSIBILITY
1	NEXT THREE YEAR BUDGET - Assist Mayor in preparing final budget documentation for final approval by Council, review any other comments from National or Provincial government or Organ of State.	MFMA 68; MFMA Guidance	Municipal Manager
5	CURRENT YEAR - Place quarterly Section 52 report on budget implementation on the municipal website.	MFMA 75 (1) (k)	Municipal Manager
12	CURRENT YEAR - Submit monthly report on budget to the Mayor, Provincial Treasury and National Treasury- within 10 working days of start of month.	MFMA 71 (1); MFMA Guidance	Municipal Manager
	CURRENT YEAR- Submit monthly statement to the Provincial or National Organ of State or Municipality on allocation received- within 10 working days of start of month.	MFMA 71 (5)	Municipal Manager
	CURRENT YEAR - Submit monthly report on salaries and wages expenditure to Council- within 10 working days of start of month.	MFMA 66; MFMA Guidance	Municipal Manager
15	CURRENT YEAR- Submit monthly reports for period ending 30 April of each contract awarded and signed above the prescribed amount.	MFMA Guidance	Municipal Manager
17	NEXT THREE YEAR BUDGET - Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget is to be approved.	MFMA Guidance	Municipal Manager
30	NEXT YEAR'S FINANCIAL STATEMENTS - Announce plan of action to start on preparation of annual financial statements, communicating what is to be done..	MFMA Guidance	Municipal Manager