NEWCASTLE MUNICIPALITY ANNUAL REPORT PROCESS PLAN 2015/16											
Action	Responsible	Target Date	July	August	September	October	November	December	January	February	March
Directorates to submit information 1 for inclusion in the Annual Report – as per guidelines	Performance Manager	31-Jul-15									
Audit Committee Meeting to review the Annual Financial Statements, 2 Annual Performance Report and Draft Annual Report before submission to AG	/ MM/CFO/Internal Audit/ Performance Manager	21 & 22 August 2015									
Annual Performance Report prepared and submitted to the 3 Auditor General (to include SDBIP, Capital Status and Organisational Score-card)	Performance Manager	31-Aug									
4 Submit Draft Annual Report to Audit Committee and AG	Performance Manager	31-Aug									
Annual Financial Statements 5 completed (municipality and entity) and submitted to Auditor General	CFO	31-Aug									
Preparation of all reports that must be included in the Annual Report: Refer MFMA Section 121(3) . Refer to Checklist	MM/CFO/IDP/ Performance Manager	11-Dec-16									
7 Final Draft submission to Internal Audit	Performance Manager	1-Jan-17									
8 Audit Committee meeting to consider Annual Report 2015/16	Internal Audit/ Performance Manager	20-Jan-17									
9 Tabling of Annual Report to Council	ММ	31-Jan-17									
10 Publishing of Annual Report for Public Comment	Performance Manager	10-Feb-17									
MPAC to consider Annual Report, 11 Public Comments and Draft Overight Report	Corporate Services/ MM/MPAC	10/03/2017 & 24/03/2017									
Council to Council approving 12 Oversight Report and Adoption of Annuall Report	Council/MPAC/MM/Cor porate Services	31-Mar-17									