



## Timeframes for the section 12 process

The Municipal Finance Management Act Circular No.48 referred municipalities to the provisional timeframes for the section 12 process. Municipalities are now required to undertake a number of tasks within the following timeframes:

<b>Task</b>	<b>Deadline</b>
NT amended and finalised the pro-forma application based on the pilots and consultations with SALGA, the Department of Cooperative Governance and Traditional Affairs and Provincial Treasuries.	April to May 2009
NT to forward electronic pro-forma application on verification of municipal taxes to all municipalities.	18 June 2009
Municipalities must finalise the electronic pro-forma application as well as the report and submit to Council for adoption and to NT for analysis.	15 July 2009
As soon as Council has made a resolution, the municipality is to send formal application as signed by the CFO and Municipal Manager together with a Council Resolution.	15 July - 15 August 2009
NT's preferred date for municipalities to submit the fully completed, signed and adopted applications to NT for verification.	15 August 2009
Final deadline for municipalities to submit the pro-forma applications to NT compliant with the Act.	06 September 2009
Municipal taxes (other than property rates and surcharges included in user charges that existed prior to Act where no applications were received will immediately lapse.	07 September 2009
Notification by the Minister of Finance to (a) confirm municipal taxes that may be continued and to (b) advise municipalities on taxes not approved.	Mid January 2010
Municipalities may only include in their budgets the taxes that were approved and may no longer impose all the disapproved taxes.	01 July 2010