

**IDP/BUDGET PROCESS PLAN TIMETABLE
FOR
FINANCIAL YEAR 2019/2020**

ITEM	IDP REVIEW PROCESS	ACTIVITY	NARRATION	TIMEFRAME	RESPONSIBLE DEPARTMENT
1	Process plan	Adoption of the Process plan by relevant bodies within the context of applicable laws and government directives	MFMA s 21, 23 MSA s 34 Chapter 4 as amended Circular 54 of MFMA	May 2018	Municipal Manager and EXCO Executive Mayor and MAYCO COUNCIL
		Accounting officers and senior officials of municipality begin planning for next three-year budget	MFMA s 68, 77	August 2018	
		Accounting officers and senior officials of municipality review options and contracts for service delivery	MSA s 76-81		
		Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process	MFMA s 53		
		Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist	MFMA s 21,22, 23; MSA s 34, Ch 4 as amended		
		Mayor tables in Council a time schedule outlining key deadlines for:			

		<p>preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year.</p> <p>Mayor establishes committees and consultation forums for the budget process</p>			
2	Strategic Planning Session	<p>Assess Municipal wide status Quo</p> <ul style="list-style-type: none"> • Service Delivery Levels • Financial Health & related policies • Organizational establishment and efficiency • Financial Plan assessment <p>Review Municipal Strategies (Mission, Vision, KPA, KPI and strategic targets, tariffs and budget policies)</p> <p>Determine priorities for the financial year</p>	Executive Management Strategic Planning Session	August/September 2018	Municipal Manager EXCO
3	Prioritization and Identification of Projects	<p>Identification of projects and determination of the accompanying budgets by individual municipal business units (directorates; sub-directorates)</p> <p>Budget offices of municipality</p>	Business Units/Directorates/Sub-Directorates inputs on projects and budget	30 September 2018	Municipal Manager IDP Sub-Directorate Finance Municipal Manager's EXCO

		determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)			
4	Bulk Service Providers	Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials	MFMA s 35, 36, 42; MTBPS	October/November 2018	MM, Finance, Exco
5	Tariffs finalization	Council finalizes tariff (rates and service charges) policies for next financial year Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements	MSA s 74, 75	December 2018	MM Exco

6	Provincial Development Forum/ Alignment	<p>Align IDP with Draft Budget Estimates ,District, Provincial and National Priorities</p> <p>Identification of projects from Sector Departments (National and Provincial) for inclusion in the IDP</p> <p>Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January)</p>	MFMA s 36	<p>January 2019</p> <p>January 2019</p>	IDP Finance
7	Development of 1 st Draft IDP and Budget for MTREF	<p>IDP Sub-Directorate and Finance compile the drafts</p> <p>Accounting officer finalizes and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</p>	The purpose is to prepare for MAYCO debriefing and ultimately Council approval	January 2019	IDP Sub-Directorate Finance
8	First Draft of IDP Review & Draft Budget	Municipal Manager and Executive Mayor submit Draft IDP and Budget for MTREF for further inputs' refinement	MAYCO COUNCIL	<p>Mid Mar 2019</p> <p>End Mar 2019</p>	Municipal Manager Executive Mayor

		<p>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed.</p> <p>Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March</p>	<p>MFMA s 22 & 37; MSA Ch 4 as amended</p> <p>MFMA s 42</p>		
9	External Stakeholders Engagement	<p>IDP Representatives Forum : (IDP / Budget Conference)</p> <ul style="list-style-type: none"> ▪ Ward Councilors ; ▪ Ward Committees; ▪ Non-governmental Organizations; ▪ Community-Based-Organizations ▪ Business Forum. ▪ Rate Payers' Association ▪ And other Sectors (Youth and women) <p>to present :</p> <ul style="list-style-type: none"> ▪ Status Quo Report; ▪ Confirm Community Needs; ▪ Input on a development Plan <p>Consultation with national and provincial treasuries and finalize sector plans for water, sanitation,</p>	<p>Various consultations will be held by the office of the Mayor with various stakeholders during this period</p> <p>MFMA S21</p>	April 2019	<p>Executive Mayor MAYCO Speakers' Office IDP Sub-Directorate Finance Municipal Manager Municipal Manager's EXCO</p>

		in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature			
11	Draft IDP to District and COGTA	Submit Draft Budget/IDP to District and COGTA		End April 2019	IDP/Budget Municipal Manager
12	Budget and IDP Approval	<p>Submit Final Budget and IDP</p> <p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual</p>	<p>MFMA s 16, 24, 26, 53</p> <p>MFMA s 53; MSA s 38-45, 57(2)</p>	End of May 2019	COUNCIL

		<p>performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p>Council must finalise a system of delegations.</p>	<p>MFMA s 59, 79, 82; MSA s 59-65</p>		
13	IDP Review Process Plan for 2020/2021	Adoption and approval of the Process Plan for 2020/21 by MAYCO and Council		June 2019	Council

PROJECT TEAM

Office Of the Executive Mayor	<ul style="list-style-type: none">• Mr M Martins• Petra de Blom• K Matutle• A Mbizo
Office of the Speaker	<ul style="list-style-type: none">• L Rubulana
Administration	<ul style="list-style-type: none">• T Makofane• L Thabana• L Williams• S Mokhuoa