

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

ITEM	IDP REVIEW PROCESS	ACTIVITY	NARRATION	TIME FRAME	RESPONSIBLE DEPARTMENT
1	Process plan	<p>Adoption of the Process plan by relevant bodies within the context of applicable laws and government directives</p> <p>Accounting officers and senior officials of municipality begin planning for next three-year budget</p> <p>Accounting officers and senior officials of municipality review options and contracts for service delivery</p> <p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process</p> <p>Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</p>	<p>MFMA s 21, 23 MSA s 34 Chapter 4 as amended Circular 54 of MFMA</p> <p>MFMA s 68, 77</p> <p>MSA s 76-81</p> <p>MFMA s 53</p> <p>MFMA s 21,22, 23; MSA s 34, Ch 4 as amended</p>	<p>May 2019</p> <p>August 2019</p>	Municipal Manager and EXCO Executive Mayor and MAYCO COUNCIL

		<p>Mayor tables in Council a time schedule outlining key deadlines for: 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 2019	Municipal Manager EXCO
3	Prioritization and Identification of Projects	Identification of projects and determination of the accompanying budgets by individual municipal business units (directorates; sub-directorates)	Business Units/Directorates/Sub-Directorates inputs on projects and budget	End of September 2019	Municipal Manager IDP Sub-Directorate Finance Municipal Manager's EXCO

		<p>Budget offices of municipality 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</p> <p>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p>			
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 201	MM, Finance, Exco
5	Tariffs finalization	<p>Council finalizes tariff (rates and service charges) policies for next financial year</p> <p>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</p>	MSA s 74, 75	December 2019	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 2020</p> <p>January 2020</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 2020	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	Mid Mar 2020	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>	End Mar 2020	
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, electricity etc</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 2020	<p>Executive Mayor MAYCO Speakers' Office IDP Sub-Directorate Finance Municipal Manager Municipal Manager's EXCO</p>

		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 2020	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 performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved</p>	<p>MFMA s 16, 24, 26, 53</p> <p>MFMA s 53; MSA s 38-45, 57(2)</p>	End of May 2020	COUNCIL

		<p>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 2020	Council

PUBLIC CONSULTATION SCHEDULE

DATE AND TIME	WARDS	AREA	VENUE
April 2019, 08h30	All Stakeholders	Matjhabeng	Ferdie Meyer Hall
April 2019, 15h30	19,36	Allanridge Nyakallong	Nyakallong Community Hall
April 2019, 16h00	36,35	Odendaalsrus	OD Town Hall
April 2019, 15h30	10,20 ,18	Kutlwanong 1	Kutlwanong Community Hall
April 2019, 15h30	21,22	Kutlwanong 2	JC Motumi School
April 2019, 15h30	11,23,24	Bronville	Bronville Hall
April 2019, 15h30	32,33	Welkom	Ferdie Meyer
April 2019, 15h30	34,35	Welkom	Rheerdepark Primary
April 2019, 15h30	10	Riebeeckstad	Riebeeckstad Hall
April 2019, 15h30	8,9	Virginia	Saaiplaas
April 2019, 15h30	6,7	Meloding 1	Marematlou School
April 2019, 15h30	4,5	Meloding 2	Meloding Community Hall
April 2019, 15h30	2,3	Hennenman	Phomolong Community Hall
April 2019, 15h30	1	Ventersberg	Mmamahabane Community Hall
April 2019, 15h30	13,16,17	Far East	Far East Hall
April 2019, 15h30	14,15,25	Far East	Indoor Sports Centre
April 2019, 15h30	30,31	Thabong Central	TCC
April 2019, 15h30	12,26,28,29	Thabong Central	Lebogang S School

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• T Majake• L Williams• S Mokhuoa