

**NAMA KHOI MUNICIPALITY**

**IDP AND BUDGET PROCESS TIME - SCHEDULE FOR THE APPROVAL OF THE 2019/20 IDP, BUDGET AND SDBIP**

<b>Period</b>	<b>Activity</b>	<b>Co-Co-ordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target Date</b>
<b>Jun-18</b>	Assess the 2018/19 IDP & Budget process to address deficiencies, improvements and ensure integration and alignment of processes for 2018/19 - 2019/20	IDP Office	IDP Manager & Chief Financial Officer	Internal process	August 2018
<b>Jul 2018</b>	Attend District IDP Managers Forum Meeting, discuss outcomes of IDP and Budget Assessments, challenges and District Interventions i.t.o IDP and budget planning for the review process	IDP Office	IDP Manager	Internal process	July 2018
	Signing of 2018/19 performance contracts for section 56 Managers	Office of the Municipal Manager	Municipal Manager Municipal Manager	MFMA S53(1)©(iii)	July 2018
<b>Aug-2018</b>	Draft 2019/20 <b>IDP and Budget process time schedule outlining</b> the steps and timeframes for compilation of the 2019/20 IDP, Budget and two outer year's Budget and SDBIP.	IDP Office	IDP Manager & Chief Financial Officer	MFMA S21(1)(b)	August 2018
	Tabling of and briefing Council in Draft 2019/20 IDP/Budget Process Plan for approval, including time schedule for IDP/Budget Public participation meetings.	IDP Office BTO	IDP Manager CFO	MFMA S21(1)(b)	August 2018

<b>Sep-18</b>	Advertise the budget process and dates of IDP/ Budget Public meetings on municipal website, local newspaper.	IDP Office	IDP Manager Municipal Manager	MSA MFMA	September 2018
	Attend District IDP Managers Forum Meeting.	IDP Office	IDP Manager Municipal Manager	Internal Process	September 2018
	Develop uniform guidelines for IDP/Budget review Consult Sector Departments to establish programme/ projects for 5 years - Inter- Governmental engagements on IDP and Budget	IDP Office BTO	IDP Manager CFO	MSA Ch 5 S24	September 2018
	Prepare and finalise Departmental Plans Final Section 56 Managers 2018/19 performance Assessments.	All Departments Municipal Manager	Senior Managers Municipal Manager Mayor	Internal Process MFMA MSA	September 2018 September 2018
<b>Oct 2018</b>	Submit Quarterly (July - September) on implementation of budget and financial state of affairs to Council	BTO	CFO	MFMA	31 October 2018
	Submit MFMA Implementation plan to National and Provincial Treasury	BTO	CFO	MFMA	31 October 2018
	Submit bulk resource documentation, electricity to NERSA for consultation on municipal tariffs for 2018/19 and two outer years (D-forms)	BTO	CFO	Internal Process	31 October 2018
<b>Oct 2018</b>	Risk Assessments - Quarterly reviews	Municipal Manager	Municipal Manager Senior Managers	Internal Process	10-11 October 2018
	Risk Committee Meeting	Office of the Municipal Manager	Municipal Manager Senior Managers	Internal Process	30-Oct 2018
	Based on financial statements of 2017/18 determine municipality's financial position & assess its financial capacity & available funding for the next three years	BTO	CFO	Internal Process	30 November 2018

<b>Nov-18</b>	Review Municipal Strategies, objectives, KPA's, KPI's and targets - Identification of priority IDP KPI's incorporate in IDP and link to budget. Management articulates outcomes, objectives, priorities and outputs desired for next three years and submit capital budget project proposal for draft IDP Review document to Budget Office	IDP Manager All Departments	IDP Steering Committee CFO Budget Steering Committee Executive Management	MSA MFMA  Internal Process	30 November 2018  30 November 2018
<b>Dec-18</b>	Finalise preliminary projections on operating and expenditure budget for 2018/19 Conclusion of Sector Plans and integration into the IDP Document Ward Committee meetings -	BTO  IDP Office  Office of the Municipal Manager	CFO  IDP Manager  Municipal Manager	Internal Process  MSA  MSA	20 December 2018  20 December 2018  20 December 2018
<b>Jan-19</b>	Management finalise draft IDP & Capital Budget for referral to IDP & Budget Steering Committees. Tabling of 2018/2019 Mid-Year Assessment Submit Quarterly report (Oct 2018- Dec 2018) on implementation of budget and financial state of affairs to Council. (Combining with Sec.72 Report) Tabling of 2018/2019 Revised Budget and submitting to National and Provincial Treasury Tabling of Draft Annual Report of 2017/18 year to Council and submit to National Treasury and Coghsta Reviewing of municipal strategies, KPA's, KPI's and targets (SDBIP) Publication of Revised Budget on municipal website Risk Assessments - Quarterly reviews Risk Committee Meeting	Office of the Municipal Manager BTO  BTO BTO  Office of the Municipal Manager Municipal Manager  CFO Municipal Manager Office of the Municipal Manager	Municipal Manager Senior Managers CFO  CFO CFO  Municipal Manager  Municipal Manager CFO Municipal Manager Senior Managers Municipal Manager Senior Managers	Internal Process  MFMA  MFMA MFMA  MFMA  Internal Process MSA Internal Process Internal Process	January-March 2019  January 2019  January 2019 February 2019  January 2019 January 2019 February 2019  09-10 'January 2019  30 'January 2019

<b>Feb-19</b>	Municipal receive inputs from National and Provincial Government on factors influencing the budget, e.g. Grant Allocations	Office of the Municipal Manager BTO IDP Office	Municipal Manager CFO	MFMA	February 2019
	Attend District IDP Managers Forum meeting to discuss the alignment of IDP Strategic development goals with the District Municipality		IDP Manager	Internal Process	February 2019
	Draft IDP presentations Mid-Year Budget Visits – Provincial Treasury Programme	Office of the Municipal Manager BTO IDP Office	Office of the Municipal Manager BTO IDP Office	Internal Process	February 2019
<b>Mar-19</b>	Present Draft IDP and Budget to Steering Committee for quality check	IDP Office BTO	IDP Manager CFO	MFMA	March 2019
	Workshop draft IDP and Budget and proposed tariffs and SDBIP with Council	IDP Office BTO	IDP Manager CFO	Internal Process	March 2019
	Tabling of Draft IDP and Budget and proposed tariffs and SDBIP in Council for approval	Office of the Municipal Manager BTO	Municipal Manager CFO	MFMA	March 2019
	Council adopt oversight report of the Annual Report of the 2017/2018 Year	Office of the Municipal Manager	Municipal Manager	MSA	March 2019
<b>Apr-19</b>	Advertise and inviting public comments on Draft Budget, proposed Tariffs and IDP. Place copies of the Draft Budget and IDP at all municipal offices	Corporate Services BTO	Senior Manager CFO	MBRR S15 MFMA S22	April 2019 April 2019
	Forward copies of preliminary approved Budget, IDP, SDBIP and related documents to National and Provincial Treasury within 10 working days after tabling	Office of the Municipal Manager	IDP Manager CFO	MFMA S22	
	Public consultation meetings with communities	Office of the Municipal Manager	Municipal Manager Senior Managers	MBRR S15 MFMA	April 2019
	Engagement with Provincial Treasury on draft budget benchmark	Office of the Municipal Manager	Municipal Manager CFO	MFMA	April 2019
	CFO and Corporate Services analyse public and	Corporate Services	Senior Manager	MBRR S16	April-May 2019

	<p>ward committee comments and inputs on draft IDP and Budget and prepare recommendations for Council's perusal.</p> <p>Submit Quarterly report (Jan 2019 - March 2019) on implementation of budget and financial state of affairs to Council.</p> <p>Risk Assessment - Quarterly reviews</p> <p>Risk Committee Meeting</p> <p>Draft Budget Engagement Visits (Treasury)</p>	<p>BTO</p> <p>BTO</p> <p>Municipal Manager Office of the Municipal Manager</p> <p>Municipal Manager</p>	<p>CFO</p> <p>CFO</p> <p>Municipal Manager Senior Managers Municipal Manager Senior Managers Municipal Manager Senior Managers</p>	<p>MFMA</p> <p>Internal Process Internal Process</p>	<p>April 2019</p> <p>10-11 April 2019 26-Apr 2019</p> <p>17 April 2019</p>
<b>May-19</b>	<p>Council considers public and Government Dept comments and inputs and revised IDP, Budget and SDBIP if necessary</p> <p>Present final IDP, Budget and SDBIP for quality check (Including all recommendations made by stakeholders)</p> <p>Table final IDP, Budget and SDBIP and related documents to Council for approval.</p> <p>Inform local community on approved IDP and Budget detail by publishing in the local newspaper</p>	<p>Office of the Municipal Manager</p> <p>IDP Office BTO Office of the Municipal Manager</p> <p>Office of the Municipal Manager</p>	<p>Municipal Manager</p> <p>IDP and Budget Steering Committee Municipal Manager</p> <p>Municipal Manager</p>	<p>MBRR S16</p> <p>MBRR 4 MFMA</p> <p>MBRR</p>	<p>May 2019</p> <p>May 2019</p> <p>May 2019</p> <p>June 2019</p>
<b>Jun-19</b>	<p>Send copies of approved Budget, IDP and related documents to National and Provincial Treasury and other stakeholders. Ensure signing the quality certificate. (within 10 working days)</p> <p>Publication of approved IDP and Budget on the municipality's website</p>	<p>IDP Office BTO</p> <p>IDP Office</p>	<p>IDP Manager CFO</p> <p>IDP Manager</p>	<p>MFMA</p> <p>MSA</p>	<p>June 2019</p> <p>June 2019</p>

<b>Jun-19</b>	Submit draft SDBIP to Mayor within 14 days after approval of budget Mayor approves the municipality's SDBIP within 28 days after the approval of the budget and submit hard and electronic copies to National Treasury	Office of the Municipal Manager Mayor's Office	Municipal Manager Mayor	MFMA MFMA	June 2019 June 2019
<b>Jul-19</b>	Municipal Manager to sign certificate that the approved budget is captured correctly in the financial system of the municipality Risk Assessments - Quarterly reviews  Risk Committee Meeting	Municipal Manager  Municipal Manager  Office of the Municipal Manager	Municipal Manager CFO  Municipal Manager Senior Managers Municipal Manager Senior Managers	MBRR  Internal Process  Internal Process	July 2019  10-11 July 2019  26 July 2019