

NAMA KHOI MUNICIPALITY PROCESS PLAN 2012- 2013

ACTIVITIES RELATED TO THE NEW BUDGET	IDP FOR THE NEXT YEAR	RESPONSIBILITY	DUE DATE
TIME SCHEDULES PLANNING			
Compilation of time schedules for the next budget cycle.	Compilation of time schedules for the next IDP process.	Head: Finance	July 2011
		Head: IDP/LED/Housing	July 2011
TIME SCHEDULES AND CONSULTATIONS			
Mayor submits new budget process and timeframes to the Council.	Mayor submits new IDP review process and timeframes to Council.	Mayor	August 2011
Advertisement (website, local newspapers and notice boards) of budget process and time schedules.	Advertisement (website, local newspapers and notice boards) of the new process, schedules and meetings of all forums and committees.	Municipal Manager	Within 5 days after submission to the Council
Ensure linkages of consultation of both the budget and IDP process take place.	Ensure linkages of consultation of both the budget and IDP process take place.	Mayor	Continuous process
Review all external mechanisms to ensure that all possible changes with agreements, which may have an impact on the next budget, are considered.		Municipal Manager	September 2011

PERFORMANCE AND FINANCIAL CAPACITY			
<p>Based on the financial statements of the previous year and the results of performance investigations consider the financial position and capacity of the Municipality to determine the impact thereof on future strategies and budgets.</p>	<p>Review the performance of the IDP for the past year and consult with the community on performance and changes in needs (Steering Committee and IDP Rep Forum)</p>	<p>Head: IDP/LED/Housing</p>	<p>1 Oct– 21 Nov 2011</p>
		<p>Head: Finance</p>	<p>September 2011</p>
LONG TERM PLANNING			
<p>In consultation with the Executive Committee, determine future priority areas for the Municipality to guide the budget allocations and IDP plans.</p> <p>Confirm present policy priorities and compile new policy priorities for the next three years.</p> <p>Executive Committee approves the policy directions and priority areas.</p> <p>Identify all factors, which may have an impact on future budgets and determine broad financial frameworks.</p> <p>Determine possible income/funding, which may become available for the next three years.</p>	<p>In consultation with the Executive Committee update the future directions, strategies and priorities for the next 3 to 5 years (Incorporate the feedback from the community)</p>	<p>Mayor</p>	<p>20 October 2011</p>

<p>Determine the most likely outcome and identify any needs for changes towards fiscal strategies.</p> <p>Refine income and funding policies, included tariff structures.</p> <p>Prepare the initial allocations based on the financial capacity and the most likely future financial outcome.</p> <p>Executive Committee discusses the desire income, objectives, priorities and outputs for the next three years.</p>	<p>Executive Committee discusses the desire outcome, objectives, priorities and outputs for the next three years.</p>		
CONSULTATION WITH OTHER AUTHORITIES			
<p>Municipality derives inputs from National and Provincial Government and other bodies about factors which may influence the budget.</p> <p>Advertisement of requests for funding transfers to organizations outside the government spheres.</p>		<p>Municipal Manager</p> <p>Municipal Manager</p>	<p>December 2011</p> <p>December 2011</p>
PREPARATION OF DRAFTS			
<p>Preparation of draft IDP and capital and operational plans with costs and income projections. Incorporate in the first SDBIP.</p> <p>Preparation of projections of functional allocations based on past performance and adjusts with known factors, known obligations and asset maintenance requirements.</p>	<p>Integrated with the IDP, including the update of budget frameworks</p>	<p>All Managers/Heads</p>	<p>31 January 2012</p>

<p>Adjust plans to establish link with available resources and policy priorities.</p> <p>Finalization of preliminary options for the IDP and budget for the next three years.</p> <p>Consider the impact on tariffs and consumers levies</p>			
PRIORITY DETERMINATION			
<p>Consult Executive Committee about the preliminary budget, tariff adjustments and IDP medium term proposals.</p> <p>Executive Committee discusses the preliminary budget, tariff adjustments and IDP proposals in consideration with the priorities and objectives which are included in the medium term proposals.</p> <p>Go ahead with the finalization of the detailed operational plans and budgets.</p> <p>Incorporate the objectives and operational plans in the draft Service Delivery and Budget Implementation Plan.</p> <p>National and Provincial accountancy officials finalize any adjustments towards the projected allocations for the next three years no later than their own budgets.</p>	<p>Go ahead with the finalization of the detailed plans.</p>	<p>All Managers and Heads</p> <p>Executive Committee and Management</p> <p>All Managers and Heads</p> <p>All Managers and Heads</p> <p>National and Provincial</p>	<p>February 2012</p> <p>February 2012</p> <p>February 2012</p> <p>February 2012</p> <p>February 2012</p>

FINALISATION OF DRAFTS			
Finalization of detailed draft budget for the next three years in accordance with the prescribed format.	Finalization of detailed updates of the IDP and budget link.	Head: Finance	February 2012
Incorporate the draft budget proposals and monthly projections of Income, Expenditure, Capital and of Income per Source in the draft Service Delivery and Budget Implementation Plan.		Head: IDP/LED/Housing Head: Finance	February 2012 March 2012
Executive Committee receive the budget, draft SDBIP and updates to the IDP.	Executive Committee receive the budget, draft SDBIP and updates to the IDP.	Head: Finance	March 2012
CONSIDERATION OF DRAFT BUDGET			
Executive Committee consider the budget.	Executive Committee considers the IDP. Mayor submit budget, draft SDBIP and updated IDP to Council by 31 March.	Executive Committee	March 2012
Mayor submit budget, tariffs, draft SDBIP and updated IDP to Council by 31 March.		Mayor	March 2012
The Council debates the budget and updated IDP.	The Council debates the budget and updated IDP.	Council	March 2012
CONSULTATION			
Send a copy of the budget, tariffs, draft SDBIP and changes in the IDP to National and Provincial Government for inputs.	Send a copy of the budget, tariffs, draft SDBIP and changes in the IDP to National and Provincial Government for inputs.	Municipal Manager	March 2012
Consultation with the community regarding the budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.	Consultation with the community regarding the budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.	Mayor	April 2012

<p>Receive and analyze additional inputs of the communities, National and Provincial Government.</p> <p>Incorporate feedback from the community and National and Provincial Government and if necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council.</p>	<p>Receive and analyze additional inputs of the communities, National and Provincial Government.</p> <p>Incorporate feedback from the community and National and Provincial Government and if necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council</p>	<p>Mayor</p> <p>Mayor</p>	<p>April – May 2012</p> <p>May 2012</p>
<p>FINAL APPROVAL</p>			
<p>Mayor submits the review budget, tariffs and IDP with consideration of the inputs of the community and Council – no later than 31 May.</p> <p>Municipal Council approves the IDP and budget before 31 May</p>	<p>Mayor submits the review budget, tariffs and DP with consideration of the inputs of the community and Council – no later than 31 May.</p> <p>Municipal Council approves the IDP and budget before 31 May.</p>	<p>Mayor</p> <p>Council</p>	<p>May 2012</p> <p>May 2012</p>
<p>PUBLICATIONS AND SDBIP</p>			
<p>Publication of the budget, tariffs and IDP send a copy of the approved budget to the National and Provincial Government (for notification).</p> <p>Submit draft SDBIP and draft performance agreements of the Municipal Manager and Senior Managers to the Executive Mayor for approval.</p> <p>Approval of SDBIP and performance agreements.</p>	<p>Publication of the budget, tariffs and IDP and send a copy of the approved budget to the National and Provincial Government</p>	<p>Municipal Manager</p> <p>Municipal Manager</p> <p>Municipal Manager</p> <p>Mayor</p>	<p>May 2012</p> <p>June 2012</p> <p>June 2012</p> <p>July 2012</p>

Advertise the SDBIP and performance agreements (notification). Submission of performance agreements to the MEC of COGHSTA (special council meeting).		Mayor	July 2012
BUDGET IMPLEMENTATION			
Implementation of the budget.		Municipal Manager	July 2012
Start with the preparation of the next budget.		Mayor	July 2012
Review the budget, if necessary		Mayor	January 2013

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