

IDP AND BUDGET PROCESS PLAN FOR 2013/2014

MALUTI-A- PHOFUNG MUNICIPALITY

Demarcation code: FS194

MONTH	ACTIVITIES	Act Ref	Responsibility	Final Target Date	Date Action completed
PREPARATORY					
JULY	Executive Mayor tables in council IDP and Budget Process Plan outlining the key deadlines for: preparing, tabling and approving the budget, IDP and budget related policies and consultation processes at least 10 months before the start of the budget year	21(1)(b)	Executive Mayor	27-Jul-12	
AUGUST	Submission of IDP and Budget Process Plan to Thabo Mofutsanyana District Municipality, National and Provincial Treasuries		IDP Manager	01-Aug-12	
AUGUST	Advertisement of IDP and Budget Process Plan on the municipal website and local newspaper		IDP Manager	03-Aug-12	
ANALYSIS					
AUGUST	Assessment of the current status quo of development and analysis of opportunities and priority issues		Municipal Manager	18-Aug-12	
AUGUST	Initiate Public Participation to consolidate community needs		Office of the Speaker/IDP	22 Aug - 07 Sept 2012	

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AUGUST	Executive Mayor begins planning for the next three-year budget in accordance with co-ordination role of budget process. Planning includes review of the past year (2011/2012) financial and non financial performance .	MFMA sec 53	Portfolio Committee	24-Aug-12	
AUGUST	Executive Mayor establishes a budget steering committee in terms of Budget Regulations	Reg No.32141	Executive Mayor	31-Aug-12	
STRATEGIES					
SEPTEMBER	Analyse, review and refine municipal Strategies, Objectives, KP'Is to influence the budget		Executive Mayor	21-Sep-12	
SEPTEMBER	Consultation with full council,HOD's and senior managers. Strategic Session		Municipal Manager	28-Sep-12	
OCTOBER	IDP Steering Committee to prioritise IDP projects		Executive Mayor	05-Oct-12	
OCTOBER	IDP priorities be confirmed by MAYCO		Municipal Manager	26-Oct-12	
OCTOBER	Municipal objective, strategies, KPIs and targets to be approved by MAYCO		Municipal Manager	26-Oct-12	
OCTOBER	Quarterly SDBIP performance progress report for first quarter of 11/12 financial year		Municipal Manager	29-Oct-12	
PROJECTS					
NOVEMBER	Formulation of Project Proposals		Executive Mayor	02-Nov-12	

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NOVEMBER	Screen, adjust, consolidate and agree on Project Proposals		Executive Mayor	08-Nov-12	
NOVEMBER	IDP Multi-year Scorecard Revised and presented to MAYCO		Municipal Manager	23-Nov-12	
JANUARY	Submit to the mayor, NT and provincial treasury by 25 January each year, a mid-year budget and performance assessment reflecting information required by s72(1)(a)(i)(II), (iii), (iv), (1)(b), (2) and (3)	MFMA sec 72 and 22(b)(i)(ii)	Municipal Manager	22-Jan-13	
INTEGRATION					
JANUARY	Integration of sector plans and service plans into IDP		Municipal Manager	23-Jan-13	
JANUARY	Finance prepares indicative allocation per vote based on the projected income and also provide budget guidelines for 2012-2013 budget		CFO	24-Jan-13	
JANUARY	Quarterly SDBIP performance progress report for second quarter of 11/12 financial year		Municipal Manager	25-Jan-13	
JANUARY	Alignment with District, Provincial and National		IDP	31-Jan-13	
FEBRUARY	Head of department to prepare and submit draft operating budgets inputs and draft operational plans		Executive Mayor	01-Feb-13	

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FEBRUARY	The draft budget to be discussed by budget steering committee then after to be circulated to different portfolio committees		Executive Mayor	16-Feb-13	
APPROVAL					
FEBRUARY	Where necessary, revise approved annual budget through an adjustments budget in the appropriate format	28(1) to (3)&(5) to (7)	Council	28-Feb-13	
FEBRUARY	Table adjustments budget within prescribed limitations before the 28 February 2011	MFMA28(4) and Reg No.32141	Executive Mayor	28-Feb-13	
FEBRUARY	Publicise adjustment budget on the municipality website and local newspaper and submit to National and Provincial Treasury within 10 working days after approval	MFMA sec 75(1)(a)	Municipal Manager	within ten days after the approval	
FEBRUARY	Publicise of mid-year budget and performance assessments on the municipality website within five working days after approved by Council.	MFMA sec 22(a)(i) Reg No 32141 Par 34(1)	Municipal Manager	5 days after mid-year has been tabled	
MARCH	Table annual budget at a council meeting at least 90 days before the start of the budget year	16(2)	Executive Mayor	29-Mar-13	
MARCH	Approval : Tabling of Draft IDP to Council		Executive Mayor	29-Mar-13	

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MARCH	Make public the adopted draft budget and draft IDP and associated documentation immediately after tabling in council, and invite the community to make representations	22(a)	Municipal Manager	within ten days after it has been adopted	
APRIL	Submit the draft budget and draft IDP as tabled in printed and electronic form to NT, the provincial treasury, MEC : COGTA and others as prescribed	22(b)	Municipal Manager	within ten days after it has been adopted	
APRIL	Approval : Advertisement for public comments on Draft IDP and Draft Budget		IDP Manager	06-Apr-13	
APRIL	Quarterly SDBIP performance progress report for third quarter of 12/13 financial year		Municipal Manager	30-Apr-13	
APRIL	Public participation on Draft Budget and Draft IDP			04-29 April 2013	

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MAY	When the annual budget has been tabled in council, consider the views of the local community, NT, the provincial treasury and other provincial or national organs of state or municipalities	23(1)(2)	Council	11-May-13	
MAY	Provide the mayor with an opportunity to respond to budget submissions made and if necessary revise the budget and table amendments for council consideration	23(2)	Executive Mayor	18-May-13	
MAY	Approval : Council approval of Final IDP based on Final Assessments by Government Departments		Executive Mayor	31-May-13	
MAY	Consider the approval of the annual budget at least 30 days before the start of the budget year	24(1)	Council	31-May-13	
MAY	Approve measurable performance objectives for revenue by source and expenditure by vote	24(2)(c)(iii)	Council	31-May-13	
MAY	Approve annual budget by council resolution, with resolutions to impose and set taxes and tariffs and changes to the IDP and budget-related policy before the start of the budget year	16(1) 24(2) 53(1)(c)(i)	Council	31-May-13	

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JUNE	Submit the approved annual budget and IDP to N/T and the provincial treasury	24(3)	Municipal Manager	within ten days after the approval	
JUNE	Accounting officer publishes approved budget, IDP and tariffs on the local newspaper	s22(a)(i)	Municipal Manager	within ten days after the approval	
JUNE	The approved budget and related documents be placed on the website of the municipality and local newspaper	s75	Municipal Manager	within ten days after the approval	
JUNE	Implement the approved budget in accordance with s69(1)	69(1)	Municipal Manager	02-Jul-13	
JUNE	Submit to the mayor a draft service delivery and budget implementation plan no later than 14 days after the approval of the annual budget	69(3)	Municipal Manager	15-Jun-13	
JUNE	Submit to the mayor drafts of annual performance agreements for the municipal manager and senior managers no later than 14 days after the approval of the annual budget	69(3)	Municipal Manager	15-Jun-13	

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JUNE	Approve service delivery and budget implementation plan within 28 days after the approval of the budget	53(1)(c)(ii)	Executive Mayor	29-Jun-13	
JUNE	Ensure that revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter as set out in the service delivery and budget implementation plan are made public no later than 10 days after its approval	MFMA53(3), Reg no 32141 par 20(1)	Executive Mayor	within ten days after the approval of the SDBIP	
JUNE	Ensure that performance agreements of the municipal manager, senior managers and other officials prescribed are made public no later than 14 days after the approval of the service delivery and budget implementation plan, and that copies of such performance agreements are submitted to the council and the MEC for local government in the province	MFMA53(3)(b)	Executive Mayor	within ten days after the approval of the SDBIP	