



## IDP/BUDGET PROCESS PLAN FOR 2017/18

Section **21(1)(b)** of the Local Government: Municipal Finance Management Act 56 of 2003 (MFMA) has general similarities and/or generally echoes Section **28(1)** of the Local Government: Municipal Systems Act 32 of 2000 (MSA) thereby prescribing that the Mayor of the Municipality must at least 10 months before the commencement of the financial year, table in the Council a time schedule outlining key deadlines for the preparations, tabling and approval of the annual budget and also the review of the Integrated Development Plan. **Below is the schedule for the IDP/Budget process for the 2017/2018 Financial Year** i.e to inform and/or guide the first (1<sup>st</sup>) review of the IDP/Budget:

MONTH	ACTIVITY	TARGET DATE
July 2016	<b>Preparatory Phase</b>	July 2016
	Review of previous year's IDP/Budget process, MTEF included. EXCO provides political guidance over the budget process and priorities that must inform preparations of the budget. IDP/Budget Steering Committee meeting. Consultation with established Committees and fora 4 <sup>th</sup> Quarter Performance Lekgotla (2015/16)	
August 2016	Ward-to-Ward based data collection Collate information from ward based data. Submit AFS (Annual Financial Statements) for 2015/16 to AG Submit 2015/16 cumulative Performance Report to AG & Council Structures	August 2016
September 2016	<b>Analysis Phase</b>	September 2016
	Council determines strategic objectives for service delivery through IDP review processes and the development of the next 3 year budget (including review of sector departments plans). Determine revenue projections and propose tariffs and draft initial allocations per function and department for 2016/17 financial year. Consult with provincial and national sector departments on sector specific programmes for alignment (schools, libraries, clinics, water, electricity, roads, etc). Finalize ward based data compilation for verification in December 2016. Update Council structures on updated data.	
October 2016	<b>Strategies Phase</b>	October 2016
	Quarterly (1 <sup>st</sup> ) review of 2015/16 budget, related policies, amendments (if necessary), any related consultative process. Begin preliminary preparations on proposed budget for 2016/17 financial year with consideration being given to partial performance of 2015/16.	
November 2016	<b>Projects Phase</b>	November 2016
	Confirm IDP projects with district and sector departments. Engage with sector departments' strategic sessions to test feasibility of attendance to planned sessions. Review and effect changes on initial IDP draft.	

December 2016	<b>Integration Phase</b> Table Draft 2015/16 Annual Report <sup>1</sup> to Council Review budget performance and prepare for adjustment Consolidated Analysis Phase in place IDP/Budget Steering Committee meeting IDP Rep Forum	December 2016
January 2017	Table Draft 2015/16 Annual Report to Council. Submit Draft Annual Report to AG, PT and COGHSTA Publish Draft Annual Report in the municipal jurisdiction (website etc). Prepare Oversight Report for the 2015/16 financial year. Mid-Year Performance Lekgotla/Review/Strategic Planning Session, (review of IDP/Budget, related policies and consultative process).	January 2017
February 2017	Table Budget Adjustment (if necessary). Submission of Draft IDP/Budget for 2017/18 to Management, relevant stakeholders & structures	February 2017
March 2017	Council considers the 2017/18 Draft IDP/Budget. Publish the 2017/18 Draft IDP/Budget for public comments. Adoption of Oversight Report for 2016/17.	March 2017
April 2017	<b>Approval Phase</b> Submit 2017/18 Draft IDP/Budget to the National Treasury, Provincial Treasury and COGHSTA in both printed & electronic formats. Consultation with key stakeholders.	April 2017
May 2017	Submit Final Draft IDP/Budget for 2017/18 with incorporated comments from stakeholders' consultation to Council for approval. Prepare SDBIP for 2017/18 f/y.	May 2017
June 2017	Submission of the SDBIP to the Mayor. Prepare 2017/18 Performance Agreements of MM, Senior Managers and Middle Managers for 2017/18 performance year.	June 2017