

TIME SCHEDULE: 2020-2021 IDP REVIEW, BUDGET AND PERFORMANCE MANAGEMENT SYSTEM

PHASE	MONTH	DATE	REFERENCE	ACTIVITY/IES	COORDINATING DEPARTMENTS	EXPECTED OUTPUT		
Preparation	July 2019	18	MSA 57 (2)(a) (ii)	Finalization of Performance Agreements for the MM, Directors and the RWST	STRATEGY AND PLANNING	Signed Performance Agreements		
		30	MFMA Circular 13	Tabling of Top Layer SDBIP to Council for noting	STRATEGY AND PLANNING	Approved Top Layer SDBIP tabled to council. Minutes of Council.		
		24 - 26	MSA57(4)	4 th quarter performance assessment (final)	STRATEGY AND PLANNING	Performance results that will assist in the production of Section 46 Report.		
	August 2019	08	MFMA Regulation	IDP/Budget Steering Committee meeting - Confirm internal & external consultation forums (consultation itinerary)	Office of the Executive Mayor	Internal & external consultation forums (consultation itinerary/schedule)		
		27	MSA 28& MFMA 21(a) (b)(i)(ii)(iii) (iv)	Tabling of the IDP, Budget and PMS Time Schedule to Council for approval	IDP/PMS/ BUDGET	Approved Review Process Plan and council resolution		
		30	MFMA 53 (3 (a) and (b)	Make public the SDBIP and Performance Agreements	Accounting Officer	Notice of publication		
		30	MFMA 75 (1) (d)	Place annual performance agreements on the website	Accounting Officer	Web page		
		30	MSA 46	Submission of the 2017/18 annual performance report to the office of the Auditor General	Accounting Officer	Proof of submission/ delivery note		
		Analysis	Sept. 2019	02		Circular providing guidance on compilation of staff budgets (initiate the budget process)	CFO	BTO guidelines
				06		Consultation with directorates <ul style="list-style-type: none"> • Stakeholder analysis • Community needs analysis from IDP • Budget document and guidelines 	Strategy & Budget and Treasury Office	Attendance registers as proof of consultation
13	MSA 34			IDP Rep Forum Meeting: presentation of process plan and TOP Layer SDBIP	Accounting Officer CFO	Notice of meeting Attendance registers		
13				Multi-stakeholders Consultation Meeting presentation of process plan, revision of sector plans and presentation of TOP Layer SDBIP to Business; Sector Departments; District and Local Municipalities: alignment of sector specific programmes	Accounting Officer CFO	Notice of meeting Attendance registers		

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Analysis	Sept. 2019	25 Sept. to 25 Oct	MSA 34	Preparing for 2020/21 IDP and Budget review; Public participation process: Ward consultation/community participation process through Mayoral outreach	Executive Mayor Speaker IDP Steering committee CFO	Updated community needs; Attendance lists
	October 2019	01 - 25	MSA	Conclude initial consultations and reviews, establish direction and policy, confirm priorities, (Implementation of Imbizo programme)	Executive Mayor/ Speaker	Updated community needs; Attendance lists
		07-10		Strategic IDP & budget workshops with directors, heads, senior managers etc.	IDP and Budget Office	Memo Attendance registers
		14-18	MSA	Engage with Provincial and National sector departments on sector service delivery priorities for alignment with municipality development plans	Accounting Officer	Notice of meeting; Attendance registers; Minutes of meeting
		30 – 31		Working sessions on community needs and projectisation <ul style="list-style-type: none"> Finalisation of the analysis phase within all sector plans Analyse the reviewed community needs and priorities Determine strategic objectives for service delivery and development from next three-year budget Budget document and guidelines 	Strategy and Planning Accounting Officer CFO	Internal Memo; Attendance register; Presentation
		16 - 18	MSA	1 st quarter performance assessment	Accounting Officer	Performance results/notes
Strategies	November 2019	11 – 14	MSA	Review session on identification of projects in line with reviewed Key Performance Indicators and targets	Directorates	Proposed projects that informs the budget
		20		Compile and distribute budget guidelines, parameters and formats	CFO	Budget guidelines
		29		Submission of Operating Budget and Capital Estimates to the Finance and Budget Office	All Directorates	Proposed Budget Submissions from Directorates
		29		Review tariffs and charges and prepare proposals of new rates	CFO	Reviewed tariffs; Proposed new rates
		29		Draft or review budget related policies such credit control and indigent policy, tariff policy, budget policy etc.	CFO	Draft Policies
	December 2019	02		Entities to submit proposed budget & business plans to RLM	CFO	Proposed budget and business plans of municipal entities

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	December 2019	02 - 09	MFMA (1)	Finalize first draft of the annual report including annual report of the entity incorporating financial and non-financial information on performance, audits report and annual financial statements	Accounting Officer	Draft Annual Report
Projects Integration	January 2020	13 - 15	MSA& Municipal Planning and Performance Management Regulations	Mid- term performance review for: <ul style="list-style-type: none"> Indicators and targets Budget adjustment 	Accounting Officer	Mid-term performance report
		28	MFMA	Consolidate and prepare proposed budget and plans for next financial years taking into account previous year performance as per audited financial statements	CFO	Proposed Adjusted/ amended budget;
		28	MFMA &MSA	Tabling of the previous year's annual report with details of corrective actions undertaken arising from the audit report	Accounting Officer	Annual Report; Council resolution
		28	MSA 46 MFMA 21	Tabled mid-term performance reports to council	Executive Mayor	Mid-term performance report; Council resolution
	February 2020	04		Finalisation of draft estimates and tariff increases, etc. - exco	All Directorates	Draft estimated tariff increases
		05	MFMA &MSA	Mid-year performance assessment report submitted to OAG, national and provincial treasury and the provincial Department of Developmental Local Government and Housing.	Accounting Officer	Proof of submission
		06		Consultation with business (chamber of commerce; mines etc.)	MASECO	Notice of meetings; Attendance register
		06		Submission of revised/updated sector plans for inclusion in the IDP	All Directorates	Sector Plans
		10	MSA/MFMA	IDP/Budget steering committee: screening and first presentation-preliminary projects estimates and Budget adjustment and draft report	Accounting Officer	Preliminary projects estimates; Budget adjustment and draft report
		14	MSA/MFMA	Review proposed National and Provincial allocations to municipality to include into draft budget for tabling (Cluster Meetings	Accounting Officer CFO	DORA allocations included in the budget
17 – 18		MSA/MFMA	Mid-year review with National Treasury	Accounting Officer CFO	National Treasury visit report	

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Projects Integration	February 2020	19- 20	MSA/ MFMA	Annual review retreat <ul style="list-style-type: none"> Existing and changed circumstances that may affect different strategies Direction to guide compilation of the budget. Financial analysis Factors affecting the medium-term budget forecasts and the budget assumptions	Accounting Officer CFO	Budget assumptions;
		01 - 29	MSA MFMA	Consideration of the annual report and conducting of public hearings	MPAC	Oversight report
		25	MFMA	Tabling of a revised budget through adjustment budget	CFO EM	Council Resolution
		26	MFMA	Draft or review tariffs.	CFO	Council Resolution
	March 2020	05	MSA	Drafts IDP publicized for public comments	Accounting Officer	Notice
		06	MSA	Joint IDP and Finance Portfolio committee	Accounting Officer	Drafts IDP, Budget and policies
		31	MFMA	Submission of Oversight report on the Annual Report to council	Chairperson of MPAC	Council Resolution
		31	MSA 34	Draft IDP Review document serves before council for adoption	Manager Strategy & Planning	Draft IDP Review 2019/20 Council Resolution
		31	MFMA	Draft operating and capital budgets, draft SDBIP and oversight report on the Annual Report presented to council, then submitted to OAG, national and provincial Treasury department and the DDLGH	CFO Accounting Officer	Drafts: IDP Review, MTREF; Policies
Integration	April 2020	03		Drafts Budget publicized for public comments	CFO	Notice
		10		IDP Rep. Forum meeting: Public comments invited in connection with the IDP and budget Presentation of tariff policies	Accounting Officer CFO	Minutes and attendance registers
		10		Multi-stakeholders Consultation Meeting – Presentation of drafts IDP review and Budget	Accounting Officer CFO	Minutes and attendance registers
		14 – 16		3 rd quarter Performance reviews	Accounting Officer	Performance reports
		Within the 2 nd week		Bench- marking exercise with National Treasury	Accounting Officer CFO	Benchmark report

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Integration	April 2020	22		Cash flow analysis and submission of any likely roll over to budget office (Work Session)	CFO	Budget
		22		Consider comments of the MEC on assessment of the draft IDP and incorporate programmes and projects of other spheres of government (Work session)	Accounting Officer	MEC's Comments
		23	MSA	Feedback from communities for incorporation into the IDP & budget	Accounting Officer CFO	Community inputs
Approval	May 2020	04	MFMA	Prepare the final budget documentation for approval taking into account any other new information of a material nature	CFO	Draft Budget
		26	MSA MFMA	Tabled Final IDP, annual budget with resolution, setting taxes and tariffs, with changes to IDP and budget related policies, including measurable performance objectives for revenue by source and expenditure by vote for approval of Council before start of budget year	Accounting Officer	Final IDP Review and MTREF Budget
Implementation	June 2020	1 st week	MSA MFMA 75	New tariffs published	CFO	Notice
		04	MSA & MFMA	Approved IDP Review and Budget published/advertised for public inspection	Accounting Officer BTO	Notice
		08	Circular: NT MFMA & MSA	Directors' draft Performance Agreements submitted to the MM	Accounting Officer	Draft Performance Agreements
		11	Circular: NT MFMA & MSA	MM's draft Performance Agreement submitted to the EM	Accounting Officer	Draft Performance Agreement
		24	MFMA	Submission of the SDBIP for approval by the EM	Accounting Officer	SDBIP
		30	Circular: NT & MFMA	<ul style="list-style-type: none"> - Submit annual budget reports to National & Provincial Treasuries (& District Municipality) - Notify department of Local Government in the province about the budget approval - IDP, annual and adjustment budget, budget related policies, annual report, service delivery agreements, long term borrowing contracts published on Council website 	CFO Accounting Officer	Proof of submission; Proof of upload in the website.