

Local Municipality of Madibeng

*P O Box 106
BRITS.0250*

*Tel: (012) 318-9228
Fax: (012) 318-9203*



IDP/BUDGET 2008-09 SCHEDULE OF KEY DEADLINES

BUDGET STEP	KEY PROCESS	ACTIVITY	RESPONSIBILITY	DEADLINE
PLANNING	Process Scheduling	Compile IDP/Budget preparation timetable.	Chief Financial Officer	Jul 2007
		Approval of IDP/Budget preparation timetable by Council.	Executive Mayor	Aug 2007
	Review 2007/08 Budget Process	Review of the previous years budget process by completing the Budget Evaluation Checklist	Executive Mayor & SMT	Aug 2007

	Establish Consultation Process	<ul style="list-style-type: none"> Establish or confirm internal and external consultation forums Establish process and identify strategies for Budget and IDP Development 	Executive Mayor & Municipal Manager	Aug 2007
	Review 2006/07 Performance	Review and assessment of 2006/07 KPAs, KPIs and targets	Executive Mayor & SMT	Sept 2007
STRATEGISING	Initiate IDP Review Process	<ul style="list-style-type: none"> Gather IDP needs/ Budget priorities from the community 	Steering Committee & Rep Forum	Sept 2007
		<ul style="list-style-type: none"> Analyze and review the needs and priorities 	Project Task Teams	Oct 2007
		<ul style="list-style-type: none"> Integrate information of all the phases of IDP process 	Rep Forum	Nov 2007
	Set Strategic Objectives and Targets	<ul style="list-style-type: none"> Determine strategic objectives for service delivery and development for next three-year budgets Compile Corporate Plan in line with IDP which set out strategic objectives and targets for the next financial year. 	Executive Mayor & SMT	Sept 2007
		<ul style="list-style-type: none"> Compile and link Departmental Operational Plans with Corporate Plan and the Integrated Development Plan 	Municipal Manager & Directors	Oct 2007

	Consider Sector Issues	<ul style="list-style-type: none"> Engages with Provincial and National sector departments on sector service delivery priorities for alignment with municipality development plans 	Municipal Manager & Directors	Oct 2007
	Consider Budget priorities and assumptions	<ul style="list-style-type: none"> Identify factors affecting the medium term budget forecasts and prepare the budget assumptions Compile and distribute budget guidelines, parameters and formats 	Chief Financial Officer	Nov 2007
	Review tariffs and budget related policies	<ul style="list-style-type: none"> Review tariffs and charges and prepare proposal of new rates. Draft or Review budget related policies such credit control and indigent policy, tariff policy, budget policy etc. 	Chief Financial Officer	Nov 2007
PREPARING	Finalize draft IDP	Effect changes to IDP and finalize the draft document	IDP Manager	Nov 2007
	Draft Budget	<ul style="list-style-type: none"> Finalizes tariff (rates and service charges) policies for next financial year 	Chief Financial Officer	Dec 2007
		<ul style="list-style-type: none"> Drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives 	Municipal Manager, CFO & Directors	Dec 2007
		<ul style="list-style-type: none"> Consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements. 	Municipal Manager, CFO & Directors	Jan 2008

		<ul style="list-style-type: none"> Engages with District, Provincial and National sector departments on sector specific programmes for alignment with municipality budget document. 	Directors	Feb 2008
		<ul style="list-style-type: none"> Review proposed national and provincial allocations to municipality to include into the draft budget for tabling. 	Chief Financial Officer	Feb 2008
		<ul style="list-style-type: none"> Finalizes and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed in the oversight report for the previous years audited financial statements and annual report. 	Municipal Manager	Feb 2008
	Mid-year budget review	<ul style="list-style-type: none"> Review the current (2007/08) Budget and assess municipality performance. 	Municipal Manager	Jan 2008
TABLING	Adjustment budget and mid-term performance reports	Table mid-term performance and budget adjustment reports	Executive Mayor	Jan 2008
	Tabling and publication of budget, plans, budget related policies and reviewed IDP	<ul style="list-style-type: none"> Finalize draft budget & plans for tabling in Council taking into account inputs of Executive Mayor. 	Municipal Manager	Mar 2008
		<ul style="list-style-type: none"> Draft Budget, plans, budget related policies and IDP approved by Council for consultation with the community. 	Executive Mayor	Mar 2008
	Consultation and Public hearings on the budget	<ul style="list-style-type: none"> Conduct Public meetings throughout the municipality 	Executive Mayor	Apr 2008

		<ul style="list-style-type: none"> Consult with national and provincial treasuries and finalize sector plans for water, sanitation, electricity, housing etc 	CFO & Directors	Apr 2008
APPROVING	Revise and Finalize Budget document	<ul style="list-style-type: none"> Revise budget documentation in accordance with consultative processes and taking into account results from the 3rd quarterly review of the current year 	Executive Mayor	May 2008
		<ul style="list-style-type: none"> Prepare the final budget documentation for approval taking into account any other new information of a material nature 	Municipal Manager & Chief Financial Officer	May 2008
	Approval of Budget	Table 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 by Council before start of budget year	Executive Mayor	May 2008
FINALISING	Approved budget Publication	<ul style="list-style-type: none"> Submit Annual Budget Reports to National & Provincial Treasuries and District Municipality. Notify Department of Local Government in the Province about budget approval. IDP, Annual & Adjustment Budget, Budget related policies, annual report, service delivery agreements, Long Term Borrowing contracts published on Council website 	Chief Financial Officer	June 2008

	Finalize SDBIP	<ul style="list-style-type: none"> • Draft and submit SDBIP within 14 days after budget approval to the Executive Mayor. 	Municipal Manager	June 2008
		<ul style="list-style-type: none"> • Approve SDBIP and conclude performance agreements within 28 days after budget approval 	Executive Mayor	June 2008
		<ul style="list-style-type: none"> • Make the SDBIP and performance agreements public within 14 days after approval 	Executive Mayor/ Municipal Manager	July 2008
		<ul style="list-style-type: none"> • Submit approved SDBIP and performance agreements to Council 	Executive Mayor/ Municipal Manager	July 2008