

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



2017-2018 IDP and BUDGET REVIEW PROCESS PLAN

RESOLUTION NO. M16/17-25

THE IDP REVIEW PROCESS

Section 21 (1)(b) of the MFMA prescribes that the Mayor of a Municipality must at least 10 months before the start of a financial year, table in Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget and also the review of the Integrated Development Plan.

The municipality hopes to conclude the review process for the 2017-2018 IDP by the end of May 2017. . Below is the timetable for the IDP/ budget process for 2017-2018 Municipal fiscal year.

IDP/Budget Process Plan for the 2017/2018 financial year

MONTH	ACTIVITY	Target date
PREPARATORY PHASE		
July 2016	<ul style="list-style-type: none"> Review of previous year's IDP/Budget process with MTEF included. 	1-31 July 2016
	<ul style="list-style-type: none"> EXCO provides political guidance over the budget process and priorities that must inform preparations of the budget. 	1-31 July 2016
August 2016	<ul style="list-style-type: none"> IDP steering committee meeting for the presentation of the 2017-2018 IDP and Budget process plan 	11 August 2016
	<ul style="list-style-type: none"> Ward-to-Ward based analysis data collection 	15 August 2016 - 16 September 2016
	<ul style="list-style-type: none"> Collate information from ward based data. 	
	<ul style="list-style-type: none"> 4th Quarter Performance Lekgotla 	18 August 2016
	<ul style="list-style-type: none"> Tabling of the 2017-2018 IDP and Budget process plan to council for approval 	26 August 2016
	<ul style="list-style-type: none"> Submit AFS (Annual Financial Statements) for 2015/16 to AG. 	31 August 2016
	<ul style="list-style-type: none"> Submit 2015/16 cumulative Performance Report to AG & Council Structures 	31 August 2016

ANALYSIS PHASE			
September 2016	<ul style="list-style-type: none"> • 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 2017/18 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. 	01 September 2016-December 2016	
STRATEGIES PHASE			
October 2016	<ul style="list-style-type: none"> • Quarterly (1st) review of 2016/17 budget, related policies, amendments (if necessary), any related consultative process. 	19-20 2016	October
	<ul style="list-style-type: none"> • Begin preliminary preparations on proposed budget for 2017/18 financial year with consideration being given to partial performance of 2016/17. 	1-31 2016	October
	<ul style="list-style-type: none"> • 1ST Quarter Performance Lekgotla (2016/17) 	19-20 2016	October
PROJECTS PHASE			
November 2016	<ul style="list-style-type: none"> • 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. 	1-30 2016	November
INTEGRATION PHASE			
December 2016	<ul style="list-style-type: none"> • Consolidated Analysis Phase in place 	02 2016	December
	<ul style="list-style-type: none"> • IDP Steering Committee meeting to present the analysis data 	06 2016	December
	<ul style="list-style-type: none"> • IDP Representative Forum. 	08 2016	December

January 2017	<ul style="list-style-type: none"> Review budget performance and prepare for adjustment Table Draft 2015/16 Annual Report to Council. Submit Draft Annual Report to AG, Provincial Treasury 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 	09-18 January 2017 27 January 2017 19 January 2017
February 2017	<ul style="list-style-type: none"> Table Budget Adjustment (if necessary). Submission of Draft IDP/Budget for 2017/18 to Management. Submission of 2017/18 Draft IDP/Budget to EXCO Submission of Draft IDP/Budget and plans to Portfolio Committees. 	23 February 2017 10 February 2017 14 February 2017 16 February 2017
March 2017	<ul style="list-style-type: none"> Council considers the 2016/17 Draft IDP/Budget. Publish the 2017/18 Draft IDP/Budget for public comments. Adoption of Oversight Report for 2015/16. 	30 March 2017
APPROVAL PHASE		
April 2017	<ul style="list-style-type: none"> Submit 2017/18 Draft IDP/Budget to the National Treasury, Provincial Treasury and COGHSTA in both printed & electronic formats. Quarterly (3rd) review of 2016/17 budget/IDP and related policies' amendment (if necessary) and related consultative process. IDP Representative Forum meeting to present the draft IDP to various stakeholders Consultation with National and Provincial Treasury, community participation and stakeholder consultation on the draft 2016/17 IDP. 3rd Quarter Performance Lekgotla (2016/17) 	07 April 2017 12 April 2017 11 April 2017 15 April 2017 -07 May 2017 12 April 2017

May 2017	<ul style="list-style-type: none"> • Submission of Final Draft IDP/Budget for 2017/18 to the Council for approval. • Finalize SDBIP¹ for 2017/2018. • Develop Performance Agreements (Performance Plans) of MM, Senior Managers and Middle Managers for 2017/18 performance year. 	26 May 2017
June 2017	<ul style="list-style-type: none"> • Submission of the SDBIP to the Mayor. • Submission of 2017/18 Performance Agreements to the Mayor. 	1-30 June 2017



DATE: 30/5/2016

R.M. MAREDI

MUNICIPAL MANAGER