

Annexure “A”

ELIAS MOTSOLEDI LOCAL MUNICIPALITY



2019-2020 IDP and BUDGET REVIEW PROCESS PLAN

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 2019-2020 IDP by the end of May 2019. Below is the timetable for the IDP/ budget process for 2019-2020 Municipal fiscal year.

IDP and Budget Process Plan for the 2019/2020 financial year

MONTH	ACTIVITY	Target date
PREPARATORY PHASE		
July 2018	<ul style="list-style-type: none"> Review of previous year's IDP/Budget process with MTEF included. 	1-31 July 2018
	<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 2018
	<ul style="list-style-type: none"> Tabling of the draft 2019-2020 IDP and Budget process plan to IDP steering committee/technical committee for comments and inputs. 	09 July 2018
	<ul style="list-style-type: none"> Tabling of the 2019-2020 IDP and Budget process plan to council structures for approval 	24 July 2018
August 2018	<ul style="list-style-type: none"> Ward-to-Ward based analysis data collection 	15 August 2018 -21 September 2018
	<ul style="list-style-type: none"> 4th Quarter Performance Lekgotla 	17 August 2018
	<ul style="list-style-type: none"> Submit AFS (Annual Financial Statements) for 2017/18 to AG. 	31 August 2018
	<ul style="list-style-type: none"> Submit 2017/18 cumulative Performance Report to AG & Council Structures 	31 August 2018
ANALYSIS PHASE		

September 2018	<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 2018/19 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 2017. 	01 September 2017-December 2017
STRATEGIES PHASE		
October 2018	<ul style="list-style-type: none"> • Quarterly (1st) review of 2017/18 budget, related policies, amendments (if necessary), any related consultative process. • Collate information from ward based data. • Begin preliminary preparations on proposed budget for 2018/19 financial year with consideration being given to partial performance of 2018/19. • 1ST Quarter Performance Lekgotla (2018/19) 	<p>23 October 2018</p> <p>1-31 October 2018</p> <p>1-31 October 2018</p> <p>23 October 2018</p>
PROJECTS PHASE		
November 2018	<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 November 2018
INTEGRATION PHASE		
December 2018	<ul style="list-style-type: none"> • Consolidated Analysis Phase report in place • IDP Steering/technical Committee meeting to present the analysis phase data • IDP Representative Forum to present the analysis report 	<p>04 December 2018</p> <p>06 December 2018</p> <p>11 December 2018</p>
January 2019	<ul style="list-style-type: none"> • Review budget performance and prepare for adjustment • Table Draft 2017/18 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 2017/18 financial year. 	<p>09-18 January 2019</p> <p>30 January 2019</p>

	<ul style="list-style-type: none"> • Mid-Year Performance Lekgotla/Review/Strategic Planning Session, (review of IDP/Budget, related policies and consultative process) 	16 January 2019
February 2019	<ul style="list-style-type: none"> • Table Budget Adjustment. • Submission of Draft IDP/Budget for 2019/20 to Management. • Submission of Draft IDP/Budget and plans to Portfolio Committees. • Submission of 2018/19 Adjustment Budget to Budget Steering Committee • Submission of 2019-2020 Draft IDP and Budget to EXCO 	28 February 2019 04 February 2019 12-13 February 2019 15 February 2019 20 February 2019
March 2019	<ul style="list-style-type: none"> • Submission of 2019/20 Draft Budget to Budget Steering Committee • Adjusted budget/IDP/SDBIP 2018/2019 • Council considers the 2019-2020 Draft IDP and Budget. • Publish the 2018-2019 Draft IDP and Budget for public comments. • Adoption of Oversight Report for 2017-2018. 	18 March 2019 19 March 2019 26 March 2019
APPROVAL PHASE		
April 2019	<ul style="list-style-type: none"> • Submit 2019-2020 Draft IDP and Budget to the National Treasury, Provincial Treasury and COGHSTA in both printed & electronic formats. • Quarterly (3rd) review of 2018-2019 budget/IDP and related policies' amendment (if necessary) and related consultative process. • IDP Representative Forum meeting to present the draft 2019-2020 IDP to various stakeholders • Consultation with National and Provincial Treasury, community participation and stakeholder consultation on the draft 2019-2020 IDP. • 3rd Quarter Performance Lekgotla (2018/19) 	06 April 2019 28 April 2019 12 April 2019 17 April 2018 -10 May 2019 16 April 2019
May 2019	<ul style="list-style-type: none"> • Submission of 2019-2020 Final Budget to Budget Steering Committee • Final Draft Budget/IDP/SDBIP 2019/2020 • Submission of Final Draft IDP/Budget for 2019/20 to the Council for approval. • Finalize SDBIP¹ for 2019-2020. 	15 May 2019 31 May 2019

	<ul style="list-style-type: none"> Develop Performance Agreements (Performance Plans) of MM, Senior Managers and Middle Managers for 2019-2020 performance year. 	
June 2019	<ul style="list-style-type: none"> Submission of the SDBIP to the Mayor. Submission of 2019-2020 Performance Agreements to the Mayor. 	1-30 June 2019

**Elias Motsoaledi Local
Municipality**



01 AUG 2018

R.M MAREDI

MUNICIPAL MANAGER

Municipal Manager