

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY



## 2018-2019 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 2018-2019 IDP by the end of May 2018. Below is the timetable for the IDP/ budget process for 2018-2019 Municipal fiscal year.

### IDP and Budget Process Plan for the 2018/2019 financial year

MONTH	ACTIVITY	Target date
<b>PREPARATORY PHASE</b>		
July 2017	<ul style="list-style-type: none"> <li>Review of previous year's IDP/Budget process with MTEF included.</li> <li>EXCO provides political guidance over the budget process and priorities that must inform preparations of the budget.</li> <li>Tabling of the process plan to council structures for approval</li> <li>4<sup>th</sup> Quarter Performance Lekgotla</li> </ul>	1-31 July 2017  1-31 July 2017  29 July 2017 28 July 2017
August 2017	<ul style="list-style-type: none"> <li>IDP steering/technical committee meeting for the presentation of the approved 2018-2019 IDP and Budget process plan</li> <li>Ward-to-Ward based analysis data collection</li> <li>Submit AFS (Annual Financial Statements) for 2016/17 to AG.</li> <li>Submit 2016/17 cumulative Performance Report to AG &amp; Council Structures</li> </ul>	14 August 2016  15 August 2017 -17 September 2017 26 August 2017 31 August 2017
<b>ANALYSIS PHASE</b>		
September 2017	<ul style="list-style-type: none"> <li>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).</li> <li>Determine revenue projections and propose tariffs and draft initial allocations per function and department for 2018/19 financial year.</li> <li>Consult with provincial and national sector departments on sector specific programmes for alignment (schools, libraries, clinics, water, electricity, roads, etc.).</li> <li>Finalize ward based data compilation for verification in December 2017.</li> </ul>	01 September 2017-December 2017



<b>STRATEGIES PHASE</b>		
October 2017	<ul style="list-style-type: none"> <li>Quarterly (1st) review of 2016/17 budget, related policies, amendments (if necessary), any related consultative process.</li> <li>Collate information from ward based data.</li> <li>Begin preliminary preparations on proposed budget for 2017/18 financial year with consideration being given to partial performance of 2017/18.</li> <li>1ST Quarter Performance Lekgotla (2016/17)</li> </ul>	<p>20 October 2017</p> <p>1-31 October 2017</p> <p>1-31 October 2017</p> <p>20 October 2017</p>
<b>PROJECTS PHASE</b>		
November 2017	<ul style="list-style-type: none"> <li>Confirm IDP projects with district and sector departments.</li> <li>Engage with sector departments' strategic sessions to test feasibility of attendance to planned sessions.</li> <li>Review and effect changes on initial IDP draft.</li> </ul>	1-30 November 2017
<b>INTEGRATION PHASE</b>		
December 2017	<ul style="list-style-type: none"> <li>Consolidated Analysis Phase report in place</li> <li>IDP Steering/technical Committee meeting to present the analysis phase data</li> <li>IDP Representative Forum to present the analysis report</li> </ul>	<p>05 December 2017</p> <p>07 December 2017</p> <p>12 December 2017</p>
January 2018	<ul style="list-style-type: none"> <li>Review budget performance and prepare for adjustment</li> <li>Table Draft 2016/17 Annual Report to Council.</li> <li>Submit Draft Annual Report to AG, Provincial Treasury and COGHSTA.</li> <li>Publish Draft Annual Report in the municipal jurisdiction (website etc.).</li> <li>Prepare Oversight Report for the 2016/17 financial year.</li> <li>Mid-Year Performance Lekgotla/Review/Strategic Planning Session, (review of IDP/Budget, related policies and consultative process</li> </ul>	<p>09-18 January 2018</p> <p>30 January 2018</p> <p>15 January 2018</p>

February 2018	<ul style="list-style-type: none"> <li>• Table Budget Adjustment (if necessary).</li> <li>• Submission of Draft IDP/Budget for 2018/19 to Management.</li> <li>• Submission of Draft IDP/Budget and plans to Portfolio Committees.</li> <li>• Submission of 2017-2018 Draft IDP and Budget to EXCO</li> </ul>	<p>28 February 2018 10 February 2018</p> <p>19-21 February 2018</p> <p>27 February 2018</p>
March 2018	<ul style="list-style-type: none"> <li>• Council considers the 2018-2019 Draft IDP and Budget.</li> <li>• Publish the 2018-2019 Draft IDP and Budget for public comments.</li> <li>• Adoption of Oversight Report for 2016-2017.</li> </ul>	30 March 2018
<b>APPROVAL PHASE</b>		
April 2018	<ul style="list-style-type: none"> <li>• Submit 2018-2019 Draft IDP and Budget to the National Treasury, Provincial Treasury and COGHSTA in both printed &amp; electronic formats.</li> <li>• Quarterly (3rd) review of 2017-2018 budget/IDP and related policies' amendment (if necessary) and related consultative process.</li> <li>• IDP Representative Forum meeting to present the draft IDP to various stakeholders</li> <li>• Consultation with National and Provincial Treasury, community participation and stakeholder consultation on the draft 2016/17 IDP.</li> <li>• 3rd Quarter Performance Lekgotla (2016/17)</li> </ul>	<p>06 April 2018</p> <p>28 April 2018</p> <p>12 April 2018</p> <p>17 April 2018 -10 May 2018</p> <p>28 April 2018</p>
May 2018	<ul style="list-style-type: none"> <li>• Submission of Final Draft IDP/Budget for 2018/19 to the Council for approval.</li> <li>• Finalize SDBIPi for 2018/2019.</li> <li>• Develop Performance Agreements (Performance Plans) of MM, Senior Managers and Middle Managers for 2018/19 performance year.</li> </ul>	31 May 2018
June 2018	<ul style="list-style-type: none"> <li>• Submission of the SDBIP to the Mayor.</li> <li>• Submission of 2018/19 Performance Agreements to the Mayor.</li> </ul>	1-30 June 2018