



## FETAKGOMO LOCAL MUNICIPALITY

### A PROCESS PLAN: 2011/12 – 2015/16 IDP/BUDGET

Section 21(1)(b) of the Municipal Finance Management Act (MFMA) (no. 56 of 2003) generally echoes Section 28 (1) of the Municipal Systems Act (no. 32 of 2000) by prescribing that the Mayor of the municipality must at least 10 months before the commencement of the financial year, table in the Council a time schedule outlining key deadlines for the preparations, tabling and approval of the annual budget and also the review of the Integrated Development Plan.

**Below is the schedule for the IDP/Budget process for the 2011/2012 – 2015/2016:**

MONTH	ACTIVITY	Target date
	<b>PREPARATORY PHASE</b>	
July 2010	<ul style="list-style-type: none"> <li>• Review of previous year's IDP/Budget process, MTEF included.</li> <li>• EXCO provides political guidance over the budget process and priorities that must inform preparations of the budget.</li> <li>• Compilation of updated ward based data.</li> <li>• IDP/Budget steering committee meeting</li> <li>• Consultations with established committees and consultative forums.</li> </ul>	July 2010
August 2010	<ul style="list-style-type: none"> <li>• Ward-to-Ward based data collection</li> <li>• Collate information from ward based data</li> <li>• Submit AFS (Annual Financial Statement) for 2009/10 to AG</li> <li>• Submit Process plan for 2011/12-2015/16 to Council if there are changes to this one</li> </ul>	August 2010
	<b>ANALYSIS PHASE</b>	
September 2010	<ul style="list-style-type: none"> <li>• Council determines strategic objectives for service delivery through IDP review processes and the development of the next 5 year budget (including review of sector departments plans).</li> <li>• Determine revenue projections and proposed tariffs and draft initial allocations per function and department for 2011/12 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 2010.</li> <li>• Update council structures on updated data</li> </ul>	September 2010
	<b>STRATEGIES PHASE</b>	
October 2010	<ul style="list-style-type: none"> <li>• Quarterly (1<sup>st</sup>) review of 2010/11 budget/IDP, related policies, amendments (if necessary), any related consultative process</li> <li>• Begin preliminary preparations on proposed budget for 2011/12 - 2015/16 IDP/Budget with consideration being given to partial performance of 2010/11.</li> </ul>	October 2010

	<b>PROJECTS PHASE</b>	
November 2010	<ul style="list-style-type: none"> <li>• Confirm IDP projects with district and sector departments.</li> <li>• Engage with Sector departments strategic session to test feasibility of attendance to planned sessions.</li> <li>• Review and effect changes on initial draft IDP.</li> </ul>	November 2010
	<b>INTEGRATION PHASE</b>	
December 2010	<ul style="list-style-type: none"> <li>• Review budget performance and prepare for adjustment.</li> <li>• Consolidated Analysis Phase to be ready.</li> </ul>	December 2010
January 2011	<ul style="list-style-type: none"> <li>• Mid year performance review (2<sup>nd</sup>), review of IDP/Budget, related policies and consultative process.</li> <li>• Table Draft 2009/10 Annual Report to Council.</li> <li>• Submit Draft Annual Report to Auditor General, Provincial Treasury &amp; Dept of Local Government &amp; Housing.</li> <li>• Publish Draft Annual Report .</li> <li>• Prepare oversight report for the 2009/10 financial year.</li> <li>• Table budget adjustment (if necessary).</li> </ul>	January 2011
February 2011	<ul style="list-style-type: none"> <li>• Submission of draft budget/ IDP for the next 5 years to Management</li> <li>• Submission of draft budget/ IDP and plans to portfolio committees.</li> <li>• Submission of draft budget/ IDP to EXCO.</li> </ul>	February 2011
March 2011	<ul style="list-style-type: none"> <li>• Council considers the proposed IDP/budget for the next 5 years (2011/12 – 2015/16).</li> <li>• Publish the 5 year (2011/12 -2015/16) Draft IDP/Budget for public comments.</li> <li>• Adoption of oversight report for 2009/10.</li> </ul>	March 2011
	<b>APPROVAL PHASE</b>	
April 2011	<ul style="list-style-type: none"> <li>• Submit 2011/12 -2015/16 Draft IDP/Budget to the National Treasury, Provincial Treasury, DLGH &amp; GSDM.</li> <li>• Quarterly (3<sup>rd</sup>) review of 2009/10 budget/IDP and related policies' amendment (if necessary) and related consultative process.</li> <li>• Consultation with National and Provincial Treasury, community participation and stakeholder consultation.</li> <li>• Submission of Draft IDP/Budget for 5 years (2011/12 -2015/16) to Council structures with all submissions emanating from the consultative process and taking into account 3<sup>rd</sup> quarter review of the current year.</li> </ul>	April 2011
May 2011	<ul style="list-style-type: none"> <li>• Submission of Draft IDP/Budget for 5 years (2011/12 -2015/16) to the Council for approval.</li> <li>• Prepare SDBIP for 2011/2012.</li> <li>• Develop Performance Agreements (Performance Plans) of MM, Senior Managers &amp; Middle Managers for 2011/12 performance year.</li> </ul>	May 2011
June 2011	<ul style="list-style-type: none"> <li>• Submission of the SDBIP to the Mayor.</li> <li>• Submission of final performance agreement to the Mayor.</li> </ul>	June 2011