

12.3. BUDGET PROCESS PLAN FOR 2019/2020, 2020/21 & 2021/22 MULTI-TERM BUDGET.

DATE	ACTIVITY	RESPONSIBILITY
August 2018	<ul style="list-style-type: none"> • 10 months before start of the budget year: Tabling of time schedule outlining key deadlines to the municipal Council as per MFMA S21(b). • Establishment of the mSCOA and Budget Steering Committee • Roll over process begins 	Mayor/MM
September 2018	<ul style="list-style-type: none"> • Advertising of budget and IDP time schedule. • Conclude initial consultation and review policies, confirm priorities, identify other financial and non-financial parameters including government allocations, and the financial outlook in order to needs and to review fiscal strategies. 	MM/CFO
October 2018	<ul style="list-style-type: none"> ▪ Meeting with Mayor, Exco and Manco to discuss the strategic direction and objectives for the 2018/19 fiscal strategies and to discuss the budget preparation process of the budget framework to provide parameters and request budget inputs for 2018/2019. ▪ Completion of Salary Budget. ▪ Assess impact on tariffs and charges. • Finalize inputs from bulk resource providers (NERSA, uThukela) and agree on proposed price increase. Submit all Budget related policies for review. 	MM/BTO BTO
November 2018	<ul style="list-style-type: none"> ▪ Revenue assumptions ▪ Fixed cost projections ▪ Preparation of budget guidelines • Submission of guidelines to portfolio for comments Submission of budget guidelines to EXCO for approval 	BTO/HR
December 2018	<ul style="list-style-type: none"> • Submission of budget guidelines to Departments(First week) • Departmental visit to departments (second week December) • Budget will be captured on the financial system 	BTO
January 2019	<ul style="list-style-type: none"> • Preparation of Mid-year Review • Mid-year submitted to portfolio, EXCO & Council (before 25 January) • Review the proposed National and Provincial allocations for incorporation into the draft budget. • Report back on progress with Budget inputs. 	BTO/MANCO
February 2019	<ul style="list-style-type: none"> • Finalize detailed operational and capital budget, finalize all budget related policies. • Budget/IDP Strategic Workshop to discuss budget inputs, link capital and operational plans to the IDP, and determine proposed tariffs. • Link all IDP projects to budget & PMS 	Extended MANCO and EXCO
March 2019	Budget Workshop:	EXCO MANCO

DATE	ACTIVITY	RESPONSIBILITY
	<ul style="list-style-type: none"> Discussion of budget inputs, link capital and operational plans to IDP and determine proposed tariffs. Validation of budget on the financial system 	
March 2019	Draft Budget: <ul style="list-style-type: none"> 90 days before the start of the budget year, Council must consider approval of the draft budget. Submit the draft multi-term operational and capital budget and all budget related policies for approval. Submission of approved budget both printed and electronically to COGTA, National and Provincial Treasury. Make public notice in terms of S22, 75 of the MFMA and 21A of the Municipal Systems Act. 	MAYOR, MM, CFO
April 2019	Public Consultation Process: Public Consultation on draft budget throughout the municipality in terms of Chapter 4 of the Municipal Systems Act.	MAYOR EXCO MM CFO
May 2019	Respond to Public Comments in terms of S23 of the MFMA. <ul style="list-style-type: none"> Response to public comments and sector comments. Incorporate recommendations into draft budget. Bilateral engagement with Provincial Treasury. 	MAYOR BTO MM
May 2019	Approval of Final Budget – MFMA S24. <ul style="list-style-type: none"> Approve the final multi-term operational and capital budget together with the adoption of resolutions that may be necessary. 	COUNCIL
June 2019	Publication of Annual Budget. <ul style="list-style-type: none"> Submission of the approved budget printed and electronically to COGTA, National and Provincial Treasury, S22(b). Make public notice in terms of S22(a), 75 of the MFMA and 21A of the Municipal Systems Act. Validation of budget on the financial system. Submission of locking certificate in terms of S74(1) of the MFMA. 	MM BTO

12.4. PUBLIC PARTICIPATION PROCESS PLAN 2018/19.

EVENTS	DATES	RESPONSIBILITY
FIRST QUARTER 2019/20 (JULY – SEPTEMBER)		
Rollout of Municipal Sessions with relevant stakeholders	July – September 2018	Local Municipalities and Districts
District Public Participation Forum	July 2018	Manager: Public Participation Unit/KZN-COGTA
Submission of Monthly Reports by the Ward Committees to respective Ward Councilors	24 – 27 July 2018	All members of the Ward Committees based their respective portfolios