

IDP/ BUDGET PROCESS PLAN 2021/22: LETSEMENG LOCAL MUNICIPALITY

SCHEDULE OF THE PLANNED ACTIVITIES TO ALIGN WITH IDP, BUDGET AND PMS PROCESS MANAGEMENT PLAN FOR 2022/23

ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
<i>Preparation Phase</i>				
Presentation of the Draft IDP Process Plan for 2022/23 to the IDP/Budget Steering Committee		IDP Manager/CFO	August 2021	Mayor, Councillors and Management
Tabling of the schedule of key-deadlines regarding the budget process for 2022/23 MTRF	Section 21(1)(b) of the MFMA	Mayor	August 2021	Council
Submission of draft IDP Review Process to Council for approval		Mayor	August 2021	Council
Submission of adopted 2022/23 IDP Review Process Plan to the District and COGTA		Accounting Officer	September 2021	District Municipality and COGTA
IDP Process Plan advertisement in newspapers and public places		IDP Manager	September 2021	Accounting Officer
Coordination of annual budget and IDP review process plan	Section 21, 22, 53 of the MFMA and 35 and 36 of the MFMA	Mayor and Accounting Officer	September 2021 – June 2022	Council

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Phase 1: Review Analysis				
Assessment of IDP sector plans		IDP Steering Committee	September-November 2021	IDP & Sector Managers
Review of information to be added or amended to draft IDP		IDP Steering Committee	September –November 2021	Accounting Officer and all Heads of Departments
Phase 2: Strategic Analysis				
Determination of strategic objectives for Key Performance Areas and 3 year budget	Section 21, 22, and 53 of the MFMA	Mayor and Accounting Officer	January 2022	Council
Determination of strategic objectives for Key Performance Areas and 3 year budget	Section 21, 22, and 53 of the MFMA	Councillors and Officials	January 2022	Council
1 st IDP AND Budget Steering Committee Meeting		Accounting Officer	January 2022	Mayor
Development/Review of Key Performance Areas, Key Performance Indicators and Targets				
Submission of Department Plans for 2022/2023 FY		Senior Managers	January 2022	CFO

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1 st IDP AND Budget Representative Forum Meeting		Accounting Officer	January 2022	Mayor
Ward Based Consultation process on IDP and Budget related Policies – Ward 1 – 6		Ward Councillors	February 2022 Johannes Mokopane Community Hall – Ward 1	Council
			February 2022 Oppermans Lutheran Church – Ward 1	
			February 2022 Kutlwisiso Community Hall – Ward 2	
			February 2022 Phambili School – Ward 3	
			February 2022 Ipetleng School Hall – Ward 3	
			February 2022 Walter Sisulu Community Facility – Ward 4	
			February 2022 Daniel Moopela Community Hall – Ward 5	
			February 2022 Bolokanang Community Hall – Ward 6	
Tabling of the 2020/21 mid-year budget performance review to Finance Committee and Council	Section 72 (1)(a) of the MFMA	Mayor	January 2022	Council

Assessment of IDP implementation status		Accounting Officer of Heads of Departments	January 2022	Council
Tabling of the 2020/2021 Adjustment Budget	Section 69 (2) of the MFMA	Mayor	February 2022	Council
Review of Budget related policies for the 2021/22 FY	MSA 74 and 75 and MFMA 24 (2)(v)	Mayor with Accounting Officer, CFO and BTO	March 2022	Council
Review of tariffs (rates and service charges for 2021/22 FY)	MSA 74 and 75 and MFMA 24 (2)(v)	Section 79 Finance BTO	March 2022	Council
Phase 3: Project Identification (Review of Projects)				
Review existing Project Template		IDP Steering Committee	January – March 2022	Accounting Officer
Review Development Strategies		IDP Steering Committee	October 2021 – March 2022	Accounting Officer
Ward Consultation Process on Project prioritization through Sectoral Meetings targeting Rate Payers Associations		Mayor	March 2022	Council
Establish preliminary budget for each project		CFO and Heads of Departments	January 2022	Accounting Officer
Finalize Sector Plans		Heads of Departments	March 2022	Accounting Officer

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Update 3 year Financial Plan, list of projects and 3 year Capital Investment Programme; to integrate with IDP to inform Strategic Municipal Budget aligned with IDP		Heads of Departments	February 2022	Accounting Officer
Preparation of the 2021/22 Financial Year's: <ul style="list-style-type: none"> • Capital budget • Operational budget • Salaries Budget • Tariff charges • Revised Budget • Draft SDBIP 		Chief Finance Officer	March 2022	Finance Committee
Draft Operating and Capital Budget to Management		CFO and Municipal Manager	March 2022	Finance Committee
Submission and presentation of all Capital projects for 2021/22 and the 3 year capital plan		Heads of Departments	February 2022	Council
IDP 2 nd Representative Forum Meeting		Mayor	March 2022	Council
Phase 4: Project Integration				
Screening of projects		IDP Steering Committee	February 2022	Section 79 Committee Planning and Development
Integration with Municipal Budget/ SDBIP		Accounting Officer CFO and Manager	February 2022	Section 79 Committee Planning and Development

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		Development Planning		
Submission of draft Operating and Capital Budget to Council	Section 16, 22, 23, 87 MFMA MSA S34	Mayor	March 2022	Council
Submission of the draft SDBIP to the Mayor		Accounting Officer	March 2022	Mayor
Submission of 2021/22 Draft IDP to Council		Mayor	March 2022	Council
Submission of draft IDP to COGTA for Provincial IDP Assessment		Accounting Officer	April 2022	MEC for COGTA
Provincial IDP Analysis			April 2022	COGTA
Submission of the tabled Annual budget to National Treasury and Provincial Treasury and publication of the tabled budget	Section 22(b) of the MFMA	Accounting Officer	April 2022	National Treasury and Provincial Treasury
Phase 5: Approval				
Presentation of the Revised 2021/22 IDP (After the Provincial Assessment)		IDP Steering Committee	April 2022	Municipal Manager
Consideration of inputs received from external stakeholders on the annual budget and IDP		Mayor Management	May 2022	Council
Tabling of the annual budget and budget related policies	Section 24 (3) of the MFMA	Municipal Manager	May 2022	Council

Final approval of IDP, Budget and PMS by Council			May 2022	Council
Submission of Final Service Delivery and Budget Implementation Plan (SDBIP)	Section 69 of the MFMA and Section 53 (1)(c)(ii)	Accounting Officer and Senior Manager	June 2022	Mayor
Submission of the budget in the approved format to the Provincial and National Treasuries	Section 24 (3) of the MFMA	Accounting Officer	June 2022	National and Provincial Treasury
Submission of the approved and adopted 2021/2022 IDP to the MEC for COGTA			10 days after date of adoption.	Municipal Manager