

LAINGSBURG MUNICIPALITY



IDP AND BUDGET TIME SCHEDULE 2022/2023

LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PT	Provincial Treasury

1. INTERGRATED TIME SCHEDULE FOR THE IDP AND BUDGET FOR 2022 / 2023 FINANCIAL BOOK YEAR

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
JULY 2022				
JULY 2022	<ul style="list-style-type: none"> • Preparation of the draft IDP & Budget Time Schedule. • Engagement with Budget office and PMS for alignment purposes. • Review participatory forums and mechanisms. 	IDP / BUDGET / PMS	1 July	<ul style="list-style-type: none"> • Accounting Officer and senior officials begin planning for the next three-year budget. MFMA Section 68, 77. • Accounting Officer and senior managers review options and contracts for service delivery.
	<ul style="list-style-type: none"> • Approve and announce new budget schedules 	BUDGET		

	<ul style="list-style-type: none"> and set up committees / forums. • Consultation on Performance and changing needs. 			
	<ul style="list-style-type: none"> • Roll out of the SDBIP. • Prepare / Review departmental sector plans for next financial year. • Preparing Annual Performance Report (Section 46). • Prepare and submit performance agreements of municipal manager and senior managers to the MEC and municipal website. • Compile and submit Q4 performance report to Council. 	PMS / Budget		<ul style="list-style-type: none"> • Copies of such performance agreements must be submitted to Council and the MEC for Local Government in the Province. MFMA Section 53 (3) (b) • MFMA Section 52 (d)
			31 July	
AUGUST 2022				
AUGUST 2022	<ul style="list-style-type: none"> • IDP Steering Committee Meeting 	IDP	August	
	<ul style="list-style-type: none"> • District IDP Managers Forum 	IDP	17 & 18 August	
	<ul style="list-style-type: none"> • Consult and review performance and financial position 	CFO	August	

	Audit and Performance Committee Meeting	Internal Auditor	August	
	<ul style="list-style-type: none"> Executive Mayor tables IDP and Budget time schedule to Council for approval 	Executive Mayor	31 August	Section 34 of MSA
	<ul style="list-style-type: none"> Submit annual financial statements and annual performance report to the Auditor- General for auditing 	MM/CFO	31 August	MFMA Section 126 (1) (a)
	<ul style="list-style-type: none"> Submit adopted time schedule with Council resolution to MEC DLG, National Treasury and Provincial Treasury 	IDP / CFO	31 August	
	<ul style="list-style-type: none"> Advertise Time Schedule 	IDP / CFO	31 August	
SEPTEMBER 2022				
SEPTEMBER 2022	<ul style="list-style-type: none"> Q1 Provincial IDP Managers Forum Meeting 	IDP	1 & 2 September 2022	
	<ul style="list-style-type: none"> Auditor General (AG) audit of performance measures. 	AG	September 2022	
	<ul style="list-style-type: none"> Q1 District Coordinating Technical Forum 	MM	September 2022	

	<ul style="list-style-type: none"> District CFO Forum 	All CFO's across the district	September 2022	
	<ul style="list-style-type: none"> Provincial CFO Forum 	All CFO's across the province	September 2022	
	<ul style="list-style-type: none"> Integrate information from adopted sector plans for review 	IDP	September 2022	
	<ul style="list-style-type: none"> Determine revenue projections and update policies and objectives 	MM / CFO / IDP / Senior Managers	September 2022	
	<ul style="list-style-type: none"> IDP Representative Forum 	MAYOR / IDP / Sector Departments	15 September 2022	
OCTOBER 2022				
	<ul style="list-style-type: none"> Determine Revenue projections and policies. 	CFO	October 2022	<ul style="list-style-type: none"> Review of policies and budget plans. Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	<ul style="list-style-type: none"> Q2 - DISTRICT IDP Managers Forum Meeting. 	IDP	October 2022	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Feedback on situational analysis). 	IDP	October 2022	
	<ul style="list-style-type: none"> Integration of information from 	IDP		

OCTOBER 2022	adopted sector plans into IDP		October 2022	
	<ul style="list-style-type: none"> Internal engagements to prioritise needs and assistance from sector departments 	IDP / All internal departments	October 2022	
	<ul style="list-style-type: none"> Send priorities to sector departments 	IDP	October 2022	
	<ul style="list-style-type: none"> Draft initial allocations to functions. 	CFO	October 2022	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	October 2022	
	<ul style="list-style-type: none"> Compile and submit Q1 performance report to Council 	PMS / CFO	31 October 2022	<ul style="list-style-type: none"> MFMA Section 52 (d)
	<ul style="list-style-type: none"> Ward Forum 	IDP / PP	27 October 2022	
	<ul style="list-style-type: none"> Final Evaluation of MM and Senior Management 	IDP / PMS	31 October 2022	
NOVEMBER 2022				
NOVEMBER 2022	<ul style="list-style-type: none"> Q2 IDP Representative Forum 	IDP / Sector Departments	17 November 2022	<ul style="list-style-type: none"> Accounting Officer reviews and draft initial changes to IDP MSA Section 34
	<ul style="list-style-type: none"> Consolidation of budget and plans 	CFO	November 2022	
	<ul style="list-style-type: none"> Q2 District Public Participation & Communication Forum Meeting 	PP / IDP	November 2022	

	<ul style="list-style-type: none"> Strategic engagements (SIME) with municipalities 	DLG	November 2022	
	<ul style="list-style-type: none"> First round of public participation in all four (4) wards for IDP 	IDP	November 2022	
	<ul style="list-style-type: none"> Finalise Audit Report for the financial year 	AG	30 November 2022	<ul style="list-style-type: none"> Auditor General return audit report (Due by 30 November 2021) MFMA 126 (4)
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	November 2022	
DECEMBER 2022				
DECEMBER 2022	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects & programmes)) 	IDP / MM/ CFO	December 2022	<ul style="list-style-type: none"> Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year`s performance as per audited financial statements.
	<ul style="list-style-type: none"> Provincial IDP Managers Forum 	IDP	December 2022	
	<ul style="list-style-type: none"> Executive determines strategic direction for 			

	next three years and finalise tariff policies	Senior Management	December 2022	
	<ul style="list-style-type: none"> Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets 	Senior Management/ Strategic Support	December 2022 - January 2023	
JANUARY 2023				
JANUARY 2023	<ul style="list-style-type: none"> Prepare detailed budget and plans for next three years 	Budget	January - February 2023	<ul style="list-style-type: none"> MFMA Section 36 Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q2 to Council 	PMS	January 2023	MFMA Section 52 (d)
	<ul style="list-style-type: none"> Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA 	CFO /PMS	25 January 2023	MFMA Section 72
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	January 2023	
	MM table mid-year report to Council for approval	MM	31 January 2023	MFMA Section 72
	<ul style="list-style-type: none"> Midterm / midyear Report is published in the local newspaper and Website 	Senior Managers	January 2023	MFMA Section 72

	<ul style="list-style-type: none"> Review of Municipal Organogram 	MM	January 2023	
	<ul style="list-style-type: none"> Table Draft Annual Report to Council 	MM	January 2023	<ul style="list-style-type: none"> MFMA Section 127 MSA Section 21 (a)
FEBRUARY 2023				
FEBRUARY 2023	<ul style="list-style-type: none"> Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets 	IDP	February 2023	
	<ul style="list-style-type: none"> Q3 District Public Participation & Communication Forum 	IDP / PP	07 February 2023	
	<ul style="list-style-type: none"> Council adopts Adjustment budget and SDBIP. Performance agreements to be adjusted and signed off by section 57 managers and MM and placed on municipal website 	MM / PMS	28 February 2023	<ul style="list-style-type: none"> MFMA Section 129 (1)
	<ul style="list-style-type: none"> Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers 	CFO	February 2023	<ul style="list-style-type: none"> Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting

				documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulation 26(1)
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Alignment) 	IDP	20 February 2023	<ul style="list-style-type: none"> Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years
	<ul style="list-style-type: none"> Integration of Projects & Programmes (IDP INDABA 2) 	DLG	February 2023	
	<ul style="list-style-type: none"> Q3 - IDP Managers and Representative Forum 	IDP / MM	16 February 2023	
	<ul style="list-style-type: none"> Conclusion of Sector Plans for the next financial year 	Senior Managers	February 2023	
	<ul style="list-style-type: none"> Make public Annual Report and invite community inputs into report 	MM	February 2023	
MARCH 2023				
MARCH 2023	<ul style="list-style-type: none"> Q4 - Provincial IDP Managers Forum 	IDP	March 2023	<ul style="list-style-type: none"> Accounting officer publish budget and revisions to the IDP for public inputs. Submit to NT and PT (MFMA Section 22&37), MSA Chapter 4.
	<ul style="list-style-type: none"> Q3 District Coordinating Forum (DCF) Meeting. 	Executive Mayors	March 2023	

	<ul style="list-style-type: none"> IDP Steering Committee Meeting 	IDP / CFO / Strategic Support	March 2023	
	<ul style="list-style-type: none"> Draft SDBIP for incorporation into draft IDP 	PMS / Strategic Support	March 2023	MFMA Section 17
	<ul style="list-style-type: none"> Draft IDP and Budget approval by Council 	Executive Mayor / MM	31 March 2023	
	Mid-Year Evaluation of MM and Section 57 Managers	Strategic Support	March 2023	Regulation 805
APRIL 2023				
APRIL 2023	<ul style="list-style-type: none"> Send Draft IDP to Minister, PT and NT 	Municipal Manager	April 2023	<ul style="list-style-type: none"> Accounting Officer assist the Mayor in revising the budget.
	<ul style="list-style-type: none"> Advertise IDP and Budget document for public Inputs and comments 	IDP	April 2023	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting. Finalisation of draft IDP & Budget documents 	IDP	April 2023	

	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	April 2023	
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q3 to Council. 	PMS / CFO	End April 2023	<ul style="list-style-type: none"> MFMA Section 52 (d)
	<ul style="list-style-type: none"> Conclusion of Sector plans for inclusion in IDP 	Internal departments	April 2023	
MAY 2023				
MAY 2023	<ul style="list-style-type: none"> Review written comments in respect of the draft (advertised) IDP 	MM	May 2023	<ul style="list-style-type: none"> MFMA Section 23,24 MSA Chapter 4
	<ul style="list-style-type: none"> Q - 4 District Coordinating Forum 	Executive Mayors	May 2023	
	<ul style="list-style-type: none"> Q-4 DITRICT IDP Managers 	IDP / MM	May 2023	
	<ul style="list-style-type: none"> Community inputs into organization KPIs and Target 	Strategic Support	May 2023	
	<ul style="list-style-type: none"> Tabling of IDP and budget to council for adoption 	Mayor	31 May 2023	
JUNE 2023				
JUNE 2023				

	<ul style="list-style-type: none"> Approval of Top Layer SDBIP 	Executive Mayor	June 2023	
	<ul style="list-style-type: none"> Inform community about the approved IDP & Budget: Place copies in libraries, website and notices in newspaper 	IDP / CFO	June 2023	
	<ul style="list-style-type: none"> Q1 - Provincial IDP Managers Forum 	IDP	TBC June 2023	
	<ul style="list-style-type: none"> Send IDP & budget documents to MEC DLG, PT & NT 	Strategic Service	June 2023	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	June 2023	
	<ul style="list-style-type: none"> Signing of performance agreements of MM and Section 57 Managers 	Strategic Service	Before 31 July 2023	Section 57 of the MSA
	<ul style="list-style-type: none"> Submit copies of SDBIP to National and Provincial Treasury 	Strategic Service	June 2023 (10 days after approval)	MFMA Section 53 MSA Sections 38-45

JULY 2023

JULY 2023	<ul style="list-style-type: none"> • Preparation of the draft IDP & Budget Time Schedule. • Engagement with Budget office and PMS for alignment purposes. • Review participatory forums and mechanisms. 	IDP / BUDGET / PMS	1 July	<ul style="list-style-type: none"> • Accounting Officer and senior officials begin planning for the next three-year budget. MFMA Section 68, 77. • Accounting Officer and senior managers review options and contracts for service delivery.
	<ul style="list-style-type: none"> • Approve and announce new budget schedules 	BUDGET		
	<ul style="list-style-type: none"> • Make public the performance agreements of MM and Senior Managers (Municipal Website) 	Strategic Service	30 July 2023	Section 57 (1) (b)

	<p>and set up committees / forums.</p> <ul style="list-style-type: none"> • Consultation on Performance and changing needs. 			
	<ul style="list-style-type: none"> • Roll out of the SDBIP. • Prepare / Review departmental sector plans for next financial year. • Preparing Annual Performance Report (Section 46). • Prepare and submit performance agreements of municipal manager and senior managers to the MEC and municipal website. • Compile and submit Q4 performance report to Council. 	PMS / Budget		<ul style="list-style-type: none"> • Copies of such performance agreements must be submitted to Council and the MEC for Local Government in the Province. MFMA Section 53 (3) (b) • MFMA Section 52 (d)
			31 July	

2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The IDP and Budget time schedule must be approved by the Councils by the 30 August 2022.