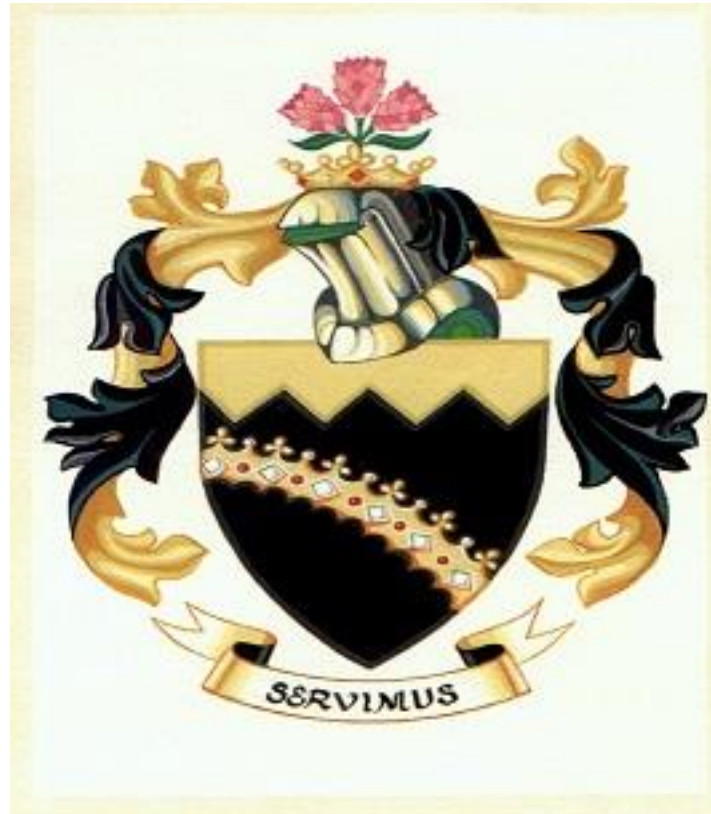


PRINCE ALBERT MUNICIPALITY



IDP AND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2021/2022

1. INTERGRATED TIME SCHEDULE FOR 5th GENERATION OF THE IDP AND BUDGET FOR THE 2021/22
 FINANCIAL YEAR: - PERIOD 2022 - 2026

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
JULY 2021				
JULY 2021	<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 2021				
AUGUST 2021	<ul style="list-style-type: none"> • PAMUN IDP Steering Committee Meeting 	IDP	12 August	
	<ul style="list-style-type: none"> • District IDP Managers Forum 	IDP	12 August	
	<ul style="list-style-type: none"> • Consult and review performance and financial position 	CFO	14 August	

	Audit and Performance Committee Meeting	MM/CFO	24 August	
	<ul style="list-style-type: none"> Executive Mayor tables draft IDP and Budget time schedule to Council for approval 	Executive Mayor	30 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 	Strategic Support	31 August	
	<ul style="list-style-type: none"> Advertise Time Schedule 	Strategic Support	31 August	
SEPTEMBER 2021				
SEPTEMBER 2021	<ul style="list-style-type: none"> Convene Internal IDP Meeting. (Dry Run) Final Discussion of Public Participation Meeting Processes. 	IDP Office	3 September	
	<ul style="list-style-type: none"> Strategic Planning Meeting of Council 	Strategic Support	7 September	
	<ul style="list-style-type: none"> Review ward profile & ward-based plans for each ward 	IDP office	7-9 September	

	<ul style="list-style-type: none"> Auditor General (AG) audit of performance measures. 	AG	September	
	<ul style="list-style-type: none"> Q1 Provincial IDP Managers Forum Meeting 	IDP	TBC (September)	
	<ul style="list-style-type: none"> Integrate information from adopted sector plans for review 	IDP	September	
	<ul style="list-style-type: none"> Determine revenue projections and update policies and objectives 	MM / CFO / IDP / Senior Managers	September	
	<ul style="list-style-type: none"> Outline the spatial directives emanating from the national, provincial & municipal spatial policy 	Operational Manager	September	
OCTOBER 2021				
	<ul style="list-style-type: none"> Determine Revenue projections and policies. 	CFO	October 2021	<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 2021	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Feedback on situational analysis). 	IDP	October 2021	
	<ul style="list-style-type: none"> Integration of information from 	IDP		

OCTOBER 2021	adopted sector plans into IDP		October 2021	
	• Internal engagements to prioritise needs and assistance from sector departments	IDP / All internal departments	October 2021	
	• Send priorities to sector departments	IDP	October 2021	
	• Draft initial allocations to functions.	CFO	October 2021	
	• Audit and Performance Committee Meeting	Internal Audit	15 October 2021	
	• Compile and submit Q1 performance report to Council	PMS / CFO	31 October 2021	• MFMA Section 52 (d)
NOVEMBER 2021				
NOVEMBER 2021	• Q2 IDP Representative Forum	IDP / Sector Departments	November 2021	• Accounting Officer reviews and draft initial changes to IDP MSA Section 34
	• Consolidation of budget and plans	CFO	November 2021	
	• Table of draft Annual report to Audit committee	PMS	November 2021	
	• Q2 District Public Participation & Communication Forum Meeting	PP / IDP	9 November 2021	

	<ul style="list-style-type: none"> Strategic engagements (SIME) with municipalities 	DLG	November 2021	
	<ul style="list-style-type: none"> First round of public participation in all four (4) wards for IDP 	IDP	22-23 November 2021	
	<ul style="list-style-type: none"> Finalise Audit Report for the financial year 	AG	30 November 2021	<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	28 November 2021	
	<ul style="list-style-type: none"> Strategic session with Council about the Vision, Mission and Strategic Objectives and Values 	MM / Strategic Support	November 2021 (TBC)	MM & Senior Managers
DECEMBER 2021				
DECEMBER 2021	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects & programmes)) 	IDP	3 December 2021	<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	5-6 December 2021	
	<ul style="list-style-type: none"> Executive determines strategic direction for 			

	next three years and finalise tariff policies	Senior Management	December 2021	
	<ul style="list-style-type: none"> Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets 	Senior Management/ Strategic Support	December 2021 - January 2022	
JANUARY 2021				
JANUARY 2022	<ul style="list-style-type: none"> Prepare detailed budget and plans for next three years 	Budget	January - February 2022	<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 2022	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 2022	MFMA Section 72
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	24 January 2022	
	MM table mid-year report to Council for approval	MM	30 January 2022	MFMA Section 72
	<ul style="list-style-type: none"> Midterm / midyear Report is published in the local newspaper and Website 	Senior Managers	January 2022	MFMA Section 72

	<ul style="list-style-type: none"> Review of Municipal Organogram 	MM	January 2022	
	<ul style="list-style-type: none"> Table Draft Annual Report to Council 	MM	January 2022	<ul style="list-style-type: none"> MFMA Section 127 MSA Section 21 (a)
FEBRUARY 2022				
FEBRUARY 2022	<ul style="list-style-type: none"> Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets 	IDP	February 2022	
	<ul style="list-style-type: none"> Q3 District Public Participation & Communication Forum 	IDP / PP	07 February 2022	
	<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 2022	<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 2022	<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 2022	<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 2022	
	<ul style="list-style-type: none"> Q3 - IDP Managers and Representative Forum 	IDP / MM	27 February 2022	
	<ul style="list-style-type: none"> Conclusion of Sector Plans for the next financial year 	Senior Managers	February 2022	
	<ul style="list-style-type: none"> Make public Annual Report and invite community inputs into report 	MM	February 2022	
MARCH 2022				
MARCH 2022	<ul style="list-style-type: none"> Q4 - Provincial IDP Managers Forum 	IDP	4 & 5 March 2022	<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	12 March 2022	
	<ul style="list-style-type: none"> Workshop draft IDP & Budget with Council 	Mayor / MM / CFO/ OM	18 March 2022	

	<ul style="list-style-type: none"> IDP Steering Committee Meeting 	IDP / CFO / Strategic Support	19 March 2022	
	<ul style="list-style-type: none"> Draft SDBIP for incorporation into draft IDP 	PMS / Strategic Support	23 March 2022	MFMA Section 17
	<ul style="list-style-type: none"> Draft IDP and Budget approval by Council 	Executive Mayor / MM	31 March 2022	
	Mid-Year Evaluation of MM and Section 57 Managers	Strategic Support	31 March 2022	Regulation 805
APRIL 2022				
APRIL 2022	<ul style="list-style-type: none"> Send Draft IDP to Minister, PT and NT 	Municipal Manager	5 April 2022	<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	10 April 2022	
	<ul style="list-style-type: none"> Second round of public participation on draft - IDP and Budget. 	Mayor / IDP	13- 14 April 2022	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting. Finalisation of draft IDP & Budget documents 	IDP	14 April 2022	

	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	25 April 2022	
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q3 to Council. 	PMS / CFO	30 April 2022	<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 2022	
MAY 2022				
MAY 2022	<ul style="list-style-type: none"> Review written comments in respect of the draft (advertised) IDP 	MM	15 May 2022	<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	13 May 2022	
	<ul style="list-style-type: none"> Q-4 DITRICT IDP Managers 	IDP / MM	May 2022	
	<ul style="list-style-type: none"> Community inputs into organization KPIs and Target 	Strategic Support	May 2022	
	<ul style="list-style-type: none"> Tabling of IDP and budget to council for adoption 	Mayor	29 May 2022	
JUNE 2022				
JUNE 2022				

	<ul style="list-style-type: none"> Approval of Top Layer SDBIP 	Executive Mayor	5 June 2022	
	<ul style="list-style-type: none"> Inform community about the approved IDP & Budget: Place copies in libraries, website and notices in newspaper 	IDP / CFO	5 June 2022	
	<ul style="list-style-type: none"> Q1 - Provincial IDP Managers Forum 	IDP	TBC June 2022	
	<ul style="list-style-type: none"> Send IDP & budget documents to MEC DLG, PT & NT 	Strategic Service	5 June 2022	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	27 June 2022	
	<ul style="list-style-type: none"> Signing of performance agreements of MM and Section 57 Managers 	Strategic Service	Before 31 July 2022	Section 57 of the MSA
	<ul style="list-style-type: none"> Submit copies of SDBIP to National and Provincial Treasury 	Strategic Service	June 2022 (10 days after approval)	MFMA Section 53 MSA Sections 38-45
	<ul style="list-style-type: none"> Make public the performance agreements of MM and Senior Managers (Municipal Website) 	Strategic Service	30 July 2022	Section 57 (1) (b)

2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The IDP and Budget time schedule must be approved by the Councils by the 31 August 2021.