



**Western Cape  
Government**

Provincial Treasury

# LG MTEC 3

Budget Assessment Process

5 March 2012

# Build up to Budget Day

- ✓ End Aug: Tabling of annual budget process by municipalities 10 months prior to start of budget year
- ✓ Sept-Nov: Stakeholder consultation
- ✓ 25 Jan: Mid-year Report
- ✓ End Jan: Tabling of Annual Reports
- ✓ 22 Feb: National Budget Day
- ✓ 28 Feb: Municipal Adjustment Budget
- ✓ 1 March: Provincial Budget Day
- ⌘ 1-29 March: Finalisation of Municipal Budget
- ⌘ 30 March: Municipal Budget Day
- ⌘ 2 April – 30 April: 2<sup>nd</sup> Round of Stakeholder Engagement
- ⌘ 24 April to 9 May: LG MTEC 3 Engagements
- ⌘ 31 May: Council Consider Adoption of Annual Budget
- ⌘ 14 June: AO submit SDBIP and performance agreements to Mayor for approval
- ⌘ 28 June: Mayor approves SDBIP & performance agreements are concluded
- ⌘ 12 July : SDBIP, Annual Performance Agreement made public

# Arrangements on Budget Day

- PT officials will attend tabling of budgets
- Budget & supporting documents is required in hard & electronic format
- CFO's Office to prepare a pack containing information
- List of documents that are required include:
  - Tabled Budget
  - Council Resolution
  - Quality Certificate
  - Draft SDBIP
  - Draft Budget related policies
  - LED Strategy
  - District Growth and Development Strategies
  - SDF
  - Human Settlement Plan
- Both Municipal & PT representative have to sign that the documents have been received in good order

# LG MTEC 3 Engagements

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- Revised dates have been communicated via supplementary circular 1 of 2012
- Engagements have been confirmed
- Budget Assessment will be forwarded to municipalities by 7 days
- Municipalities have to confirm receipt of assessment report
- MM & S56 officials to attend, officials directly involved in preparation of budget eg. BTO officer, IDP Manager, & MMC for Finance
- PT & Dept of LG will be lead by either HOT, DDG
- Municipalities to table report in Council when Budget adopted by 31 May

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Thank you