| **DEPARTMENT: Finance** | | | **PROCESS NAME: Budget Input TA** | | | **PROCESS NUMBER: NDP – FIN – 03 - 002** | | | **REVISION: 0** | |
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| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** | |
| **SYSTEM** | **FILE** |
| Activity 1  **Treasury** Issue budget circular | * External to NDP Process | * External to NDP Process | * Budget Circular ( received when with regards to date ) | * Budget Circular | * NDP Financial Specialist | * MS Suite | Microsoft | **Hard Copy**  **Electronic Copy**  None – external to NDP | * None | * None - external to NDP | |
| Activity 2  **Financial Specialist** Issue communication to Planning Director | * Budget Circular ( received when with regards to date ) | * Using the Budget Circular forward request via e-mail for Confirmation of Work Plan on current and planned projects | * Issue communication via e-mail | * Issue communication via e-mail within set time of receiving Budget Circular from Treasury | * Planning Director | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy | * Microsoft * NDP MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Budgeting timelines are required for Treasury and NDP | |
| Activity 3  **Planning Director** Confirmation of Work Plan information on MIS | * Budget Circular request via e-mail * CG benchmarking tool | * Using the current data on the MIS, draw down Work Plan report for WHAT PERIOD. * If there is no Work Plan available on the MIS the CG benchmarking tool needs to be used | * Approved CG Work Plan report by Planning Director | * Current data on the MIS used. * CG benchmarking tool used if required | * Financial Specialist | * MS Suite * MIS * CG benchmarking tool | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Pipeline terminology must be agreed | |
| Activity 4  **Financial Specialist** Draw MIS Work Plan Report | * Work Plan (Approved by Planning Director) | * Using the approved Work Plan, draw the Work Plan Report off MIS | * MIS Work Plan Report | * Work Plan (Approved by Planning Director) | * Planning Director | * MS Suite * MIS * Budget Policy | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG  Agreed Cash Flow contained in the MIS | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Pipeline terminology must be agreed | |
| Activity 5  **Financial Specialist** Compile Draft Budget | * Draft Budget (Excel Template ) * MIS Work Plan Report * Budget Policy | * Enter the Work Plan received from the Planning Director into the Budget Template. * Verify results and investigate any obvious variances that impact on the Over / Under budget values. * Notify the Planning Director of Over / Under budget values and arrange for discussion | * Draft Budget ( Over / Under ) | * Verified draft Budget ( Over / Under ) | * Planning Director | * MS Suite * MIS * Draft Budget (Excel ) * Budget Policy | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 6 and 7  **Financial Specialist** Engage with the Planning Director | * Draft Budget (Excel ) * Work Plan (Approved by Planning Director) * Budget Policy   **Business Rule:**   * Establish need to return funds to Treasury | * Have clarification session with the Planning Director on over/ under budget calculations. * Agree on final Draft Budget | * Agreed final Draft Budget | * Clarification meeting with Planning Director on over/ under budget calculations | * Planning Director | * MS Suite * MIS * Draft Budget (Excel ) * Budget Policy | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG  Agreed Cash Flow contained in the MIS | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Optimisation concept must be confirmed (must include budget allocation and start dates ) | |
| Activity 8  **Financial Specialist** Budget Optimisation | * Agreed final Draft Budget * Draft Budget (Excel ) | * Using start dates in the Implementation Phase, compile optimal budget . * Prepare Draft Budget for review by the Planning Director and acceptance by the Chief Director | * Optimal budget compiled in Excel | * Optimal budget compiled in Excel | * Planning Director | * MS Suite * MIS * Draft Budget (Excel ) * Budget Policy | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Optimisation concept must be confirmed (must include budget allocation and start dates ) | |
| Activity 9  **Planning Director & Chief** Director Review and Accept | * Draft Budget | * Planning Director review the Draft Budget and note any changes if required. * Once reviewed by the Planning Director, the Chief Director accepts the Draft Budget | * Review and Accept budget | * Reviewed and accepted budget on file | * Planning Director * Chief Director | * MS Suite Training | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * Can the review and approvals not be done “online” | |
| Activity 10  **Financial Specialis**t Populate on Treasury Template | * Budget (Signed “Accepted” by Chief Director ) * Treasury Budget Template (Excel) * Budget Implementation Framework and Timelines | * Using the Treasury budget template, enter the reviewed and accepted NDP budget | * Populated Treasury Template | * Reviewed and accepted budget aligned to Treasury Budget figures entered | * Planning Director * Chief Director | * MS Suite * MIS * Budget Policy * Treasury Budget Template (Excel) | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 11  **Financial Specialist** Submit the Budget to National Treasury CFO | * Populated Treasury Template | * Verify budget figures in Treasury budget template against NDP Budget template. * Submit populated Treasury budget template to National Treasury CFO via e-mail | * Budget submitted to National Treasury CFO | * Verified budget figures in Treasury budget template against NDP Budget template. | * Chief Director * National Treasury CFO | * MS Suite * MIS * Budget Policy * Treasury Budget Template (Excel) | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 12  **Financial Specialist** Allocation discussions with functional groups | * Populated Treasury Template | * National Treasury Process | * Allocation discussions with functional groups | * National Treasury Process | * National Treasury Process | * MS Suite * MIS * Budget Policy | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  National Treasury Process | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 13  **National Treasury CFO** Review the Budget and submit to Functional Group in Treasury | * Budget (Baseline) | * National Treasury Process | * Review the Budget | * National Treasury Process | * National Treasury Process | * MS Suite | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  National Treasury Process | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 14  **CFO** Issue formal MTEF Allocation letter to the Chief Director | * Budget (Baseline) | * Chief Director receive MTEF Allocation letter and Adjusted Estimates of National Expenditure (E-mail). * Chief Director forward to Financial Specialist and discuss | * Issue formal MTEF Allocation letter * Adjusted Estimates of National Expenditure | * National Treasury Process | * Chief Director * Financial Specialist | * MS Suite | * Microsoft * MIS | **Hard Copy**  **Electronic Copy** | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 15  **CFO** Confirm allocation and Published In the Gazette via e-mails (Not done on the same time) | * Allocation letter | * National Treasury Process | * Confirm allocation | * National Treasury Process | * National Treasury Process | * MS Suite | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  National Treasury Process | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 16  **Financial Specialist** Verify submissions against Budget | * Adjusted Estimates of National Expenditure (E-mail * MTEF Allocation Letter * Budget (Signed “Accepted” by Chief Director ) (Excel) | * Verify accepted budget in Budget template that was accepted by the Chief Director against that indicated with the MTEF Allocation Letter * Notify the Planning Director of budget values and arrange for discussion | * Verified submissions against Budget and MTEF Allocation Letter | * Verified submissions | * Chief Director | * MS Suite * Budget Policy * Treasury Budget Template (Excel) * NDP Budget (Excel ) | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * - | |
| Activity 17  **Financial Specialist** Communicate to Planning Director (Funded Projects) | * Verified submissions against Budget and MTEF Allocation Letter | * Have clarification session with the Planning Director on for funded projects. | * clarification session completed | * clarification session completed | * Planning Director | * MS Suite * Budget Policy * Treasury Budget Template (Excel) * NDP Budget (Excel ) | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * - | |
| Activity 18  **Strategic Support Finance** Update MIS | * clarification session completed * Verified submissions against Budget and MTEF Allocation Letter * Budget (Signed “Accepted” by Chief Director ) (Excel) | * Update the MIS with agreed and allocated budgets. | * Updated MIS | * Updated MIS against inputs and timeframes | * Planning Director * Financial Specialist | * MS Suite * Budget Policy * Budget Template (Excel) * NDP Budget (Excel ) | * Microsoft * MIS | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets/ CG  Agreed Budget contained in the MIS | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * MIS to notify the Planning Director on budget allocation and start dates | |