|  **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/ CGAgreed 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/ CGAgreed 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** DirectorReview 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**tPopulate 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/ CGAgreed 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
 |