| **DEPARTMENT: Finance** | | | **PROCESS NAME: MTEF Budget** | | | **PROCESS NUMBER: NDP – FIN – 03 - 008** | | | **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  **Chief Director**  Attend National Treasury: MTEF Budget Strategy workshop | * Budget Communique from NT:CFO * National Treasury: MTEF Strategy | **Timeframe**   * **May every year attend the** National Treasury: MTEF Budget Strategy workshop | * Budget Communique from NT:CFO | * None | * National Treasury | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy * National Treasury: MTEF Strategy | * Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 2  **Chief Director**  Sets up and conducts the annual performance review and MTEF budget meeting | * Programme 8 Forecast and NT review meeting * Previous year annual performance review and MTEF budget | **Timeframe**   * **Within the first week of July** conduct the annual performance review and MTEF budget meeting with NDP management | * Annual performance review and MTEF budget meeting minutes with actions | * Minutes * Attendance register | * NDP Management team | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy * National Treasury: MTEF Strategy | * Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 3  **Finance Specialist**  Prepares the bottom line figures (1 for TA and 1 for CG) per year for the forthcoming MTEF / 3 year period. | * Previous year annual performance review and MTEF budget * Approved Annual performance review and MTEF budget meeting minutes with actions * Draft Budget Template (Excel Template ) | **Timeframe**  **This is usually due in the last week of July of every calendar year**   * Using the MTEF figures, complete the TA and CG budget for the current financial year. * Submit draft figures to the Chief Director for review of allocations and approval | * Draft figures TA and CG) per year for the forthcoming MTEF / 3 year period | * Draft bottom line figures TA and CG) | * Chief Director * Implementation Director * Planning Director | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy * National Treasury: MTEF Strategy | * Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 4  **Chief Director**  Reviews the allocation and approve | * Draft figures TA and CG) per year for the forthcoming MTEF / 3 year period | * Review and approve figures | * Approved figures TA and CG) per year for the forthcoming MTEF / 3 year period | * Approved figures (TA and CG) | * Financial Specialist * Implementation Director * Planning Director | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy * National Treasury: MTEF Strategy | * Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 5  **Specialist Finance**  Submit bottom line numbers to NT: CFO | * Approved figures TA and CG) per year for the forthcoming MTEF / 3 year period | * Submit approved figures to National Treasury - CFO for the MTEF budget approval letter | * Approved figures submitted to National Treasury - CFO | * Approved figures submitted to National Treasury - CFO within set National Treasury budget submission deadline | * Chief Director * National Treasury - CFO | * MS Suite * Budgeting process * Budgeting guidelines * Budget Policy * National Treasury: MTEF Strategy | * Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Finance / Budgets | * ISO 9001:2008 (4.2.4 Control of records). * ISO 9001:2008 (6.1 Provision of Resources) | * None | |
| Activity 6  **Corporate Services**  Sends letters to all departments with their confirmed bottom line allocations for the MTEF periods as signed off by the CFO: National Treasury | * Submit approved figures to National Treasury - CFO for the MTEF budget approval letter | * External to NDP Process | * External to NDP Process | * External to NDP Process | * External to NDP Process | * External to NDP Process | * External to NDP Process | External to NDP Process | * External to NDP Process | * External to NDP Process | |