|  **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
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| 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
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| 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
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| 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
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| 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
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| 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
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