|  **DEPARTMENT: Finance** | **PROCESS NAME: Payment Schedule TA** | **PROCESS NUMBER: NDP – FIN – 03 - 006** | **REVISION: 0** |
| --- | --- | --- | --- |
| **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**Financial Specialist**Notify the Municipal Co-ordinator & Technical Advisor to update the Cash Flow on MIS | * Approved figures TA and CG) per year for the forthcoming MTEF / 3 year period
 | * Notify the Municipal Co-ordinator & Technical Advisor ( via e-mail ) of the approved and updated Work Plan
 | * E-mail Notification
 | * E-mail Notification
 | * Municipal Co-ordinator
* Technical Advisor
 | * MS Suite
* Budget Policy
* 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)
 | * MIS to notify the MCO on the update of the Work Plan
 |
| Activity 2**Municipal Coordinator & Technical Advisor**Update the Work Plan on MIS (If Required) | * E-mail Notification
 | * External process to the NDP
 | * Update the Cash flow
 | * External process to the NDP
 | * External process to the NDP
 | * External process to the NDP
 | External process to the NDP | External process to the NDP  | * External process to the NDP
 | * External process to the NDP
 |
| Activity 3**Financial Specialist**Draw TA Work Plan Report from MIS | * Updated Work Plan details on MIS by Municipal Co-ordinator & Technical Advisor
 | * Draw TA Work Plan report from updated MIS and review.
 | * TA Work Plan Report from MIS
 | * TA Work Plan Report from updated MIS
 | * Municipal Co-ordinator
* Technical Advisor
 | * MS Suite
* Budget Policy
* NDP Budget (Excel )
* TA Work Plan preparation and review
 | * 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 4**Financial Specialist**Compile payment schedule  | * TA Work Plan Report from MIS
 | * Compile Payment Schedule for uploading into the national Treasury Payment Schedule.
 | * Compiled payment schedule
 | * Compiled payment schedule
 | * None
 | * MS Suite
* Budget Policy
* NDP Budget (Excel )
* Payment Schedule preparation and review
 | * 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 5**Financial Specialist**Populate the Treasury Payment Schedule  | * National Treasury Payment Schedule.
 | * Upload payment schedule into National Treasury Payment Schedule.
 | * Populated Treasury Payment Schedule
 | * Populated Treasury Payment Schedule
 | * None
 | * MS Suite
* Budget Policy
* NDP Budget (Excel )
* National Treasury Payment Schedule loading
 | * Microsoft
* MIS
 | **Hard Copy****Electronic Copy**National Treasury Payment Schedule  | * ISO 9001:2008 (4.2.4 Control of records).
* ISO 9001:2008 (6.1 Provision of Resources)
 | * None
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