| **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 | |