

Your ref: Budget Office
Municipal Manager
Contact: cc: Deputy Municipal Manager
cc: Budget office

Our file ref: 5/1/1 - 2017/18

In response to DMS No: RPT 160790

Date: 18 August 2016

COUNCILLOR BUDGET REQUEST FORM

Please note that a form must be completed for each request/project per ward

Councillor name:	
Ward name & number:	
Financial year:	

Did this request originate from the ward committee meeting?	YES/NO
Was this request tabled at the IDP Cluster meeting?	YES/NO

Description of need / project:

Motivation (What is the foreseeable advantage to the community):

Timeframe: In which financial year is this initiative seen as critical (Keeping in mind that a multi-year budget is prepared)

Councillor signature:	Date:

Comments from Deputy Municipal Manager:

Where departments cannot find the detail in the Integrated Development Planning document supporting their departmental projects, it is then suggested that departments influence the IDP Review process by participating to ensure such projects are endorsed by a particular strategy.

Projects with no specific link to the Integrated Development Planning document effectively imply that departments are working from a different strategic plan or agenda and therefore should not be budgeted for.

Due date for Budget submission for 2017/18 Budget is Friday, 14 October 2016.

Please submit the Budget Request form (DMS 1145281) directly to the Municipal Manager and a copy to the relevant Deputy Municipal Manager and to the Budget Office for attention and record purposes respectively.