

ITEM 48 (86)

BUDGET AND TREASURY OFFICE: 2024/2025 BUDGET/ IDP PROCESS PLAN

PURPOSE

The purpose of this report is to seek approval from the Council on the Budget/ IDP processes for 2024/2025.

INTRODUCTION

Section 21(a)(b) of the Municipal Finance Management Act of 2003, the mayor of a municipality must:

- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for—
 - (i) the preparation, tabling and approval of the annual budget;
 - (ii) the annual review of—
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies;
 - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

FINANCIAL PERSPECTIVE

No financial implications

ANNEXURE

Attached as *Annexure* is the schedule of key deadlines on budget/ IDP processes plan for 2024/2025 budget period.

RECOMMENDATIONS THAT:

1. The Municipal Council approves the schedule of key deadlines that informs Budget/ IDP processes for 2024/2025.
2. The schedule of key deadlines be submitted to National and Provincial Treasuries, Department of Cooperative Governance and Traditional Affairs (COGTA) and Gauteng Department of Local Government

KEY DEADLINE SCHEDULES

MONTH	ROLE	ACCOUNTABILITY
31 August 2023	Table in Council, the Integrated Development Plan (IDP) and Budget time table schedule of key deadlines	Executive Mayor (EM)
30 September 2023	Establish appropriate committee (Budget Steering Committee)	EM
	Develop a programme for Consultation with Internal and External Stakeholders	EM
	Advertise the programme of Consultation with Internal and External Stakeholders	Accounting Officer (AO)
	Commence process of IDP review and service delivery mechanism	EM
	Determine Strategic Objectives for Service Delivery and Development	Council
29 October 2023	Conclude initial consultation and review, establish direction, policy and confirm priorities	AO
1 November 2023	Commences preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP	AO
29 November 2023	Departments to submit the budget requirements (business plans) to the Office of Manager: Budget, treasury and asset management on or before 29 November 2023. This must also be communicated to their respective section 80 committee meetings	AO
	Budget related policies to be reviewed for submission to Section 80 Committee Finance in January 2024 for consideration	AO
	The Auditor-General's reports are issued during the period of Oct/Nov. Once the AG audit reports have been issued no further changes are allowed as the audit process is completed	AO

MONTH	ROLE	ACCOUNTABILITY
2 December 2023	Commences Community and Stakeholder Consultation	EM
	Finalize first draft of Departmental Operational Plans and SDBIP for review against Strategic Priorities	AO
	Mayor tables audited Annual Report and financial statements to Council	EM
	Audited Annual Report is made public, e.g. posted on municipality's website.	AO
25 January 2024	Oversight committee commences assessment on Annual Report. This must be concluded within 7 days of receipt of AGs report. Council is expected to conclude on this matter by end of January.	Oversight committee
	Council adopts Oversight report.	Council
	Oversight report is made public.	AO
	Oversight report is submitted to Legislators, Treasuries and DCoG	EM
	Note the President's State of the Nation Address (SONA) for further budget priorities	EM
	Assess midterm report (MFMA, Section 72) and consider Adjustments Budget if necessary	AO
	Review all aspects of budget including any unforeseen and unavoidable expenditure in light of the need for an Adjustments Budget	AO
28 February 2024	Table Adjustments Budget to the Council if necessary	EM
	Finalize detailed operating and capital budget in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalizing policies	AO
	Submit approved Adjustments Budget to Provincial and National Treasury	AO
	Draft Budget to all Section 80	AO

MONTH	ROLE	ACCOUNTABILITY
31 March 2024	Provide notification of any transfers that will be made to the local municipalities (Category B)	AO
	Receive notification of any transfers that will be received from Local Municipalities by the District Municipality and incorporate in the Draft Budget 2024/2025 and MTREF 2025/2026 and 2026/2027	AO
	Submit the incorporated Draft Budget to the Budget Steering Committee (BSC) and Section 80 Committee Finance	AO
	Print and distribute all budget documentation prior to Council meeting at which Draft Budget is to be tabled	AO
	Tabled Draft Budget and supporting documents in Council	EM
	Mid-year budget and performance assessment visits	National Treasury
29 April 2024	Make public the tabled draft budget and accompanying budget documentation, invite community to submit representations, and submit to Provincial and National Treasury as well as Department of Local Government (DLG); and Department of Cooperative Governance (COG)	AO
	Confirm Provincial and National Budget allocations	AO
	Review Provincial Extraordinary Gazette including Division of Revenue Act, (DORA) to establish potentially new reporting requirements	AO
	Consider the Provincial, National and other organs of the state representations, including community	EM
4 May 2024	Incorporate representations that the Executive Mayor considers critical information into the budget	AO
	Assist the Executive Mayor in preparing final budget documentation for final approval by council	AO

MONTH	ROLE	ACCOUNTABILITY
27 May 2024	Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to council meeting at which budget is to be approved	AO
	Consider approval of the annual budget	Council
	Budget and Benchmark Assessments	National Treasury
10 June 2024	Submit Final SDBIP to the Executive Mayor	AO
	Submit annual performance agreements for the 2023/2024 to the Executive Mayor	AO
	Publish and Submit approved budget to National and Provincial Treasury	AO
30 June 2024	Print and distribute final approved budget, SDBIP and IDP. Place the Budget, IDP and SDBIP in the municipal council website	AO