



# **HARRY GWALA DISTRICT MUNICIPALITY: DC43**

## **SCHEDULE OF KEYDEADLINES FOR PREPARATION OF THE 2024-2025 BUDGET**

***BTO***

***MM: MR S M SINEKE***

***CFO: MR K M MZIMELA***

***TEL: 039 834 8700***

***FAX: 039 834 1701***

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

<b>SCHEDULE OF KEY DEADLINES: 2024/2025 BUDGET</b>		
<b>AUGUST - 2023</b>		
<b>ACTION</b>	<b>PURPOSE</b>	<b>PERSON RESPONSIBLE</b>
Planning of IDP and Budget Process	To align IDP & Budget processes	CFO/IDP MNGR
Workshop draft with HOD's for comment	To seek HOD's input	CFO/IDP
Plan approved by executive committee	For recommendation to Council for approval	CFO/IDP
Plan workshopped with COUNCIL	Buy-in of Council	CFO/IDP
Plan approved by COUNCIL	Compliance with MFMA	COUNCIL
Monthly s71 Reports	Implementation of the current year's budget	MM
<b>SEPTEMBER 2023</b>		
BTO determines revenue projections.	Preparatory budgetary planning	CFO/IDP
Engagement with Provincial and National sector departments on sector specific programmes (water, electricity, roads, etc)	To ensure alignment and identification of gaps for alignment with IDP	IDP
Monthly s71 Reports	Implementation of the current year's budget	MM
<b>OCTOBER 2023</b>		
S52 (d) Mayoral Reports on implementation of the current year's budget	To monitor implementation of the current year's budget against set targets	MAYOR
Initial review of national policies and budget plans and checking of price increases of bulk resources with function and department officials	To ensure that the budget considers the MTBPS and also ensure expenditures are realistically projected	MM
Monthly s71 Reports	Implementation of the current year's budget	MM
Circulation of 2023/24 Budget Preparation Template by BTO to other Departments.	To provide details on budget requests by various departments for BSC.	CFO

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

<b>NOVEMBER 2023 to DECEMBER- 2023</b>		
Review of IDP Strategies	To ensure relevance	MM
Submission of projections by Department	To compile draft Budget	CFO
IDP Budget Izimbizo's	First Community consultative process	MAYOR
Monthly s71 Reports	Implementation of the current year's budget	MM
<b>JANUARY – 2024</b>		
<b>ENTITY BOARD OF DIRECTORS APPROVES AND SUBMITS PROPOSED BUDGET AND PLANS FOR NEXT THREE-YEAR BUDGETS TO SISONKE DM</b>	<b>FOR CONSIDERATION BY THE SDM COUNCIL</b>	<b>ENTITY BOARD CHAIRPERSON</b>
Draft Budget is Compiled	Define Service Delivery Objectives for each function	IDP/CFO/HOD's
Mid-year Budget & Performance Assessment (25 January 2024)	Assessment of municipality for the first half of the year	MM/CFO
Mid-year Budget & Performance Assessment Provincial Feedback (January/February 2024)	Acquire feedback from Provincial Treasury on Mid-year Budget & Performance Assessment	CFO
<i>Tabling of Annual Report to Council</i> (31 January 2024)	<i>To report on the performance of the previous year and service delivery targets achieved</i>	<i>MM</i>
Monthly s71 Reports	Implementation of the current year's budget	MM
S52 (d) Mayoral Reports on implementation of the current year's budget	To monitor implementation of the current year's budget against set targets	MAYOR
<b>FEBRUARY – 2024</b>		
<b>COUNCIL CONSIDERS MUNICIPAL ENTITY PROPOSED BUDGET AND SERVICE DELIVERY PLAN AND ACCEPTS OR MAKES RECOMMENDATIONS TO THE ENTITY</b>	<b>TO ENSURE ALIGNMENT &amp; CONSIDERATION OF FUNDING PROPOSALS</b>	<b>MAYOR</b>
<b>ENTITY BOARD OF DIRECTORS CONSIDERS RECOMMENDATIONS OF PARENT MUNICIPALITY AND SUBMITS REVISED BUDGET BEFORE MONTH END.</b>	<b>TO INCORPORATE SDM RECOMMENDATIONS AND CONSOLIDATE INTO THE SDM BUDGET.</b>	<b>ENTITY BOARD CHAIRPERSON</b>
Tabling of Adjustments Budget (28 February 2024)	To seek adoption of Adjustments budget in terms of s28 of MFMA	MAYOR

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

Finalisation of the Draft Line-item Budget	To allow BTO to prepare the budget in terms of Municipal Budgeting Regulations	MM & HOD's
Monthly s71 Reports	Implementation of the current year's budget	MM
Provincial Treasury Comments on Adjustments Budget	Obtain Provincial Treasury Comments on Adjustments Budget	CFO
<b>MARCH – 2024</b>		
<b>ACTION</b>	<b>PURPOSE</b>	<b>PERSON RESPONSIBLE</b>
<i>Table oversight report for Adoption</i>	<i>Oversight report on the Annual Report for consideration by Council</i>	<i>Mayor</i>
Table draft budget to EXCO	For recommendation to Council	MM
Table draft IDP/Budget/SDBIP to COUNCIL	To seek approval of draft budget before community participation process.	MAYOR
Monthly s71 Reports	Implementation of the current year's budget	MM
<b>APRIL – 2024</b>		
Public comments on Draft budget	To obtain input from communities	COUNCIL
COUNCIL considers views of the Local Communities, NT, PT and other National and Provincial Organs of State	Community Participation	COUNCIL
Mayor responds to submissions during consultation	Community Participation	MM/CFO/MAYOR
Mayor tables amendments for COUNCIL consideration	Community Participation	MM/CFO/MAYOR
Monthly s71 Reports	Implementation of the current year's budget	MM
S52 (d) Mayoral Reports on implementation of the current year's budget	To monitor implementation of the current year's budget against set targets	MAYOR
<b>MAY – 2024</b>		
Approve annual IDP/Budget/SDBIP and Budget related policies in COUNCIL and send copy to National Treasury	To enable council to operate from 1 July 2024	MM/CFO/MAYOR
<b>ENTITY BOARD OF DIRECTORS TO APPROVE THE BUDGET OF THE ENTITY NOT LATER THAN 30 DAYS BEFORE THE START OF THE FINANCIAL YEAR, TAKING</b>	<b>TO ENABLE ENTITY TO OPERATE FROM 1 JULY 2023</b>	<b>ENTITY BOARD CHAIRPERSON</b>

## HARRY GWALA DISTRICT MUNICIPALITY: DC43

---

<b>INTO ACCOUNT ANY HEARINGS OR RECOMMENDATIONS OF THE COUNCIL OF THE PARENT MUNICIPALITY</b>		
Monthly s71 Reports	Implementation of the current year's budget	MM
<b>JUNE - 2024</b>		
Submission of SDBIP to Mayor	Ensuring a budget implementation plan is in place.	MM
Conclusion of Annual Performance contracts by Mayor	To ensure a performance driven management	MAYOR
Publication of SDBIP and Annual Budget	Community Participation	MM
Submission by Mayor of approved SDBIP and Performance Agreements to COUNCIL, MEC for Local Govt.	Compliance	MAYOR/MM
Monthly s71 Reports	Implementation of the current year's budget	MM