

**THABO MOFUTSANYANA DISTRICT MUNICIPALITY**

**IDP AND BUDGET PROCESS PLAN FOR 2024-2025 IDP/ BUDGET CYCLE**

Month	Activity	Responsible	Deliverables	Phases
Aug-23	Tabling of process plan to Council	Executive Mayor, Speaker	Tabling of the final process plan to Council. Sec 21,22,&23 MFMA, Sec 34 of MSA	<b>PLANNING AND TABLING</b>
Aug-23	IDP & Budget Steering Committee Meeting	Municipal Manager, Senior Management, IDP/PMS & Budget Office	Internal Consultation: Presentation of KPAs, IDP and budget process plan. Distribution of budget input forms for operational budget.	<b>STRATEGY AND PLANNING</b>
Aug-23	Advertise budget and IDP time schedule in terms of budget consultation policy	IDP and Budget Officials	Placement of a budget and IDP time schedule on the local news paper or municipal website	
Aug-23	Complie and submit municipal audit file and Annual Financial Statements	Accounting Officer	Complie and submit municipal audit file and Annual Financial Statements to Auditor-General for Auditing	
Sep-23	Implement budget and IDP time schedule of key deadlines	IDP & Budget and Treasury office	Commence with the Implementation of budget and IDP Timeline	
Oct-23	Submit monthly report on the budget to the Executive Mayor ,Provincial treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor ,Provincial treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Oct-23	Table in council quaterly consolidated report for the period ending 30 September	Budget and Treasury office	Table in council quaterly consolidated report for the period ending 30 September and submit report to provincial treasury and the auditor general	
Oct-23	Submit quaterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	Budget and Treasury office	Submit quaterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	
Nov-23	Place Quaterly (section 52) report on the budget implementation on the website	Budget and Treasury office	Place Quaterly (section 52) report on the budget implementation on the website	<b>STRATEGY AND PLANNING</b>
Nov-23	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	

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Dec-23	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Jan-24	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Jan-24	Where necessary consider tabling and approval of an adjustment budget	Council, Executive Mayor and Municipal Manager	Hearing and tabling of the 2024/2025 Budget review to the Council and Public. Tabling 2024\2025 projects and budget. The first 2024/2025,2025/2026 and 2026/2027 draft MTREF to the council.	
Jan-24	Table in council mid-year financial report for the period ending 31 December	Budget and Treasury office	Table in council mid-year financial report for the period ending 31 December	
Jan-24	Submit quaterly (section 52) report for the period ending December on the implementation of the budget and the state of affairs of the municipality to council	Budget and Treasury office	Submit quaterly (section 52) report for the period ending December on the implementation of the budget and the state of affairs of the municipality to council	
Feb-24	Place Quaterly (section 52) report on the budget implementation on the website	Budget and Treasury office	Place Quaterly (section 52) report on the budget implementation on the website	
Feb-24	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Feb-24	Submit the tabled adjustments budget to the Provincial Treasury,National treasury and other pertinent Spheres of government	Budget and Treasury office	Submit the tabled adjustments budget to the Provincial Treasury,National treasury and other pertinent Spheres of government	
Mar-24	Issue out budget input forms to the head of Department	Budget and Treasury office	Issue out budget Input forms for the commencement of the budget preparation	
Mar-24	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor ,Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	

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Mar-24	IDP & Budget Steering Committee Meeting	Municipal Manager, Senior Management, IDP/PMS & Budget Office	Internal Consultation: Presentation of the consolidated budget input forms for Draft budget.	<b>STRATEGY AND PLANNING</b>
Mar-24	Print and Distribute all IDP & budget documents prior to meeting at which budget is tabled	Budget and Treasury office	Print and Distribute all budget documents prior to meeting at which budget is tabled	
Mar-24	Table to council the annual IDP & Budget and supporting documents	Executive Mayor & Municipal Manager	Tabling to Council the 2024/2025 , 2025/2026 and 2026/2027 draft budget budget & two outer years, including budget related policies.	
Mar-24	Make public the tabled annual IDP & budget and accompanying budget documentation	IDP & Budget and Treasury office	Make public the tabled annual budget and accompanying budget documentation invite the community to submit representations and submit to the provincial treasury, National Treasury and other affected organs of state.	
Apr-24	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Apr-24	Commence process of consultaion on tabled budget, publicise and conduct public hearings and meetings with Wards, Provincial Treasury, National Treasury and other organs of state making a budget submission. Publish ward based information for ward councillors.	Budget and Treasury office	Commence process of consultaion on tabled budget, publicise and conduct public hearings and meetings with Wards, provincial treasury, National Treasury and other organs of state making a budget submission. Publish ward based information for ward councillors.	
Apr-24	Submit quarterly (section 52) report for period ending 31st march on implementantion of the budget and financial state of affairs of the municipality to council	Budget and Treasury office	Submit quarterly (section 52) report for period ending 31st march on implementantion of the budget and financial state of affairs of the municipality to council	

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<b>Month</b>	<b>Activity</b>	<b>Responsible</b>	<b>Deliverables</b>	<b>Phases</b>
May-24	Place the quarterly (section 52) report on budget implementation on the municipal website	Budget and Treasury office	Place the quarterly (section 52) report on budget implementation on the municipal website	
May-24	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
May-24	Print and Distribute all budget documents prior to meeting at which budget is approved	Budget and Treasury office	Print and Distribute all budget documents prior to meeting at which budget is approved	
May-24	Consider approval of the annual IDP & budget	Executive Mayor ,Mayco & Municipal Manager, Senior Management , IDP/PMS, Budget Office Stakeholders & community.	Consider approval of the 2024/2025, 2025/2026 and 2026/20247MTREF budget	
Jun-24	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the mayor ,provincial treasury and National Treasury	
Jun-24	Approve annual IDP & budget by concil resolution	Executive Mayor ,Mayco & Municipal Manager, Senior Management , IDP/PMS, Budget Office Stakeholders & community.	Approve annual budget by concil resolution	
Jun-24	Submit approved budget to provincial and national treasury	Budget and Treasury office	Submit approved budget to provincial and national treasury	
Jun-24	Make Public the 2022/2023 Approved IDP & budget on the Municipal Website and on the local newspapers.	IDP, Budget and Treasury office	Make Public the approved IDP & Budget documents in terms of the MFMA sec 22(a) and (b)	

**END OF THE BUDGET CYCLE**