

KEY DEADLINE SCHEDULES

| MONTH | ROLE | ACCOUNTABILITY |
|-------------------|--|-------------------------|
| 30 August 2024 | Table in Council, the Integrated Development Plan (IDP) and Budget time table schedule of key deadlines | Executive Mayor (EM) |
| | Submit municipal audit file to the AGSA | Accounting Officer (AO) |
| | Submit copy of unaudited AFS to NT and AGSA | AO |
| | Submit rollover requests for conditional grants to National Treasury | AO |
| 30 September 2024 | 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 | AO |
| | Commence process of IDP review and service delivery mechanism | EM |
| | Determine Strategic Objectives for Service Delivery and Development | Council |
| 31 October 2024 | Conclude initial consultation and review, establish direction, policy and confirm priorities | AO |
| 1 November 2024 | Commences preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP | AO |
| 29 November 2024 | Departments to submit the budget requirements (business plans) to the Office of Manager: Budget, treasury and asset management on or before 29 November 2024. 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 2025 for consideration | AO |
| | The Auditor-General's reports are issued during the period of October/November. Once the AG audit reports have been issued no further changes are allowed as the audit process is completed | MM |
| 2 December 2024 | 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. | MM |

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| 31 January 2025 | 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 |
| | 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 |
| | Table in council Annual Report of municipality | EM |
| 27 February 2025 | 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 |
| 31 March 2025 | 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 |
| | Council adopts Oversight report containing comments on the annual report | Council |
| | Oversight report is made public. | MM |
| | Oversight report is submitted to Legislators, Treasuries and DCoG | EM |

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| 30 April 2025 | 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 |
| | State of the District Address (SODA) | EM |
| 5 May 2025 | 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 |
| 30 May 2025 | 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 2025 | Submit Final SDBIP to the Executive Mayor | AO |
| | Submit annual performance agreements for the 2025/2026 to the Executive Mayor | AO |
| | Publish and Submit approved budget to National and Provincial Treasury | AO |
| 30 June 2025 | Print and distribute final approved budget, SDBIP and IDP. Place the Budget, IDP and SDBIP in the municipal council website | AO |