

**IDP AND BUDGET PREPARATION TIMETABLE: 2025/2026**

<b><u>Time Schedule of key deadlines for the 2025/2026 IDP review and Budget process</u></b>			
<b><u>MP313: Steve Tshwete Local Municipality</u></b>			
<b>Item</b>	<b>Activity</b>	<b>Process</b>	<b>Responsibility</b>
<b><u>August 2024</u></b>			
1.	Table budget preparation timetable;	Budget	Budget Office
2.	Submit roll-over budget in terms of section 28(2)(e) to be approved by Council by 25 August 2024;	Budget	Budget Office
3.	Draft schedule which includes setting out time frames and responsibilities in relation to the community consultation programme	IDP	Strategic Support
4.	Submit a proposed community consultation programme to the Mayor and Speaker respectively;	IDP	Strategic Support
5.	Compile municipal performance feedback on the implementation of the development priorities, objectives, indicators and targets for the previous financial year	IDP	Strategic Support
6.	Finalize and submit Annual Financial Statements for 2023/24 financial year to Auditor-General.	AFS	AFS & Assets
7.	Submit the 2023/2024 draft performance report and draft annual report to Auditor-General	IDP/PMS	Strategic Support
<b><u>September 2024</u></b>			
8.	Start with the process of the needs reprioritization in reference to the five year identified needs (for 2022-2027) developed past year's financial statements and performance as at 30 June 2024;	IDP (Sept 2024- Dec 2024)	Strategic Support
9.	Completion of the analysis of the existing level of development;	IDP (Sept 2024- Dec 2024)	Strategic Support
<b><u>October 2024</u></b>			
10.	The revision of the approved Human Resource budget – (include the creation and alteration of posts, any new conditions of service, post evaluations, restructuring of departments et cetera;)	Budget	Budget Office
11.	Continuation with the process of the needs reprioritization in reference to the five year	IDP	Strategic Support

	identified needs (for the 2022-27) Community consultation meetings at all 29 wards		
12.	Prepare budget process documentation which includes setting out timeframes and responsibilities and submit to all relevant stakeholders;	Budget	Budget Office
13.	Submit medium term budget revenue and expenditure framework to relevant stakeholders to review and adjust for next budget cycle;	Budget	Budget Office
14.	Submit three year approved capital budget to relevant stakeholders to review and adjust existing framework as well as to submit new projects for outer financial years;	Budget	Budget Office
<b>November 2024</b>			
15.	Initiate strategies that will aid in achieving the municipal identified development priorities; objectives and targets;	IDP (Sept 2024- Dec 2024)	Strategic Support
16.	Submit schedule for sundry tariffs and fines for revision and addition by all stakeholders	Budget	Budget Office
17.	Review and consolidate draft budgets of individual sections to ensure compliance with budget framework;	Budget	Budget Office
18.	Commence with the review process of budget-related policies;	Budget	Budget Office
19.	Align IDP objectives, targets and strategies the draft budget	Budget	Budget Office
20.	IDP Technical Steering Committee	IDP	Strategic Support
<b>December 2024</b>			
21.	Prepare first draft of annual budget	Budget (Dec 2024- Jan 2025)	Budget Office
22.	Assessment of submissions of operational and capital budgets	Budget	Budget Office
23.	IDP Technical Lekgotla	IDP	Strategic Support
<b>January 2025</b>			
24.	Conduct Strategic Lekgotla to align and confirm strategic and priorities for the 2025/26 financial year	IDP	Strategic Support
25.	Complete the process of identifying and employing applicable strategies that will address municipal development priorities and achieve municipal objectives and targets;	IDP	Strategic Support
26.	Introduce the process of project identification;	IDP	Strategic Support

27.	Designing project specific proposal; set project objectives, targets and indicators that are aligned to the municipal objectives and strategies;	IDP	Strategic Support
28.	Integration of projects and programmes by synergizing efforts and resources from three sphere of government;	IDP	Strategic Support
29.	Revision \ confirmation of sector plans, identify programmes and projects proposed within each sector plan to inform planning and budgeting process;	IDP	Strategic Support
30.	Screening of project proposals and confirmation thereof;	IDP	Strategic Support
31.	Consultation with all stakeholders on the proposed draft projects by all spheres of government	IDP	Strategic Support
32.	Revise financial plan for inclusion in the IDP	Budget	Budget Office
33.	Conduct mid-year review of current budget and performance of first six months and make recommendations for an adjustment budget.	Budget	Budget Office
34.	Approval of Annual Report 2023-2024	IDP	Strategic Support
<b><u>February 2025</u></b>			
35.	Completion of IDP Integration phase which will focus on the revision/ confirmation of integration components;	IDP (Feb-Mar 2025)	Strategic Support
36.	Coordinate the IDP Representative Forum	IDP (Feb-Mar 2025)	Strategic Support
37.	Table the draft IDP document to council and publish for public comments;	IDP (Feb-Mar 2025)	Strategic Support
38.	Prepare and submit adjustment budget to Council;	Budget	Budget Office
39.	Final consultations workshops on draft budget with relevant stakeholders and prepare draft budget document.	Budget	Budget Office
40.	Finalize review of budget related policies	Budget	Budget Office
41.	Oversight Report on Annual Report 2024-2025	IDP	Strategic Support
<b><u>March 2025</u></b>			
42.	Submit final draft capital and operating budgets to Budget Steering Committee;	Budget	Budget Office
43.	Prepare draft Service Delivery and Budget Implementation Plans – these plans should clearly set	PMS	Strategic Support

	out the timetable for implementation and completion date of projects as well as the key milestones of the projects over the next three years;		
44.	Finalize budget schedules, supporting tables and charts in line with the budget regulation;	Budget	Budget Office
45.	Table draft annual budget to Council which includes rates, taxes and tariffs	Budget	Budget Office
46.	Submit tabled budget to Provincial and National Treasury and District Municipality for comments and inputs;	Budget	Budget Office
47.	Advertise public participation process on the IDP, budget and budget related policies;	Budget/IDP	Communication & Stakeholder Liaison
48.	Place tabled IDP and budget on municipal website within 5 days of approval for public inputs;	Budget/IDP	Budget Office/ Strategic Support
<b><u>April 2024</u></b>			
49.	Start public participation process at all 29 wards immediately after the draft budget and IDP was tabled to Council.	Budget/IDP	Budget Office/ Strategic Support
50.	Incorporate inputs received from the public into the IDP;	IDP	Strategic Support
51.	Submit Draft IDP to MEC for Local Government, Provincial Treasury and the District Municipality	IDP	Strategic Support
52.	Continuation of the public participation and consultation process on tabled draft IDP annual budget, budget related policies and;	Budget/IDP	Budget Office
53.	Conduct a Budget Indaba;	Budget	Budget Office
<b><u>May 2025</u></b>			
54.	Submit section 19 (MFMA) report on the capital budget to Council for approval;	Budget	Budget Office
55.	Submit to Council 2025/26 the revised IDP document;	IDP	Strategic Support
56.	Submit a copy of the approved final 2025/26 revised IDP to the MEC within 14 days after the approval;	IDP	Strategic Support
57.	Submit a copy of the approved final 2025/26 revised IDP to the Nkangala District municipality;	IDP	Strategic Support
58.	Place the approved final 2025/26 revised IDP on the municipal website;	IDP	Strategic Support
59.	Make copies of the approved final 2025/26 revised IDP available at public libraries and main Offices;	IDP	Strategic Support

60.	Publish the approved final 2025/26 revised IDP to notify the public;	IDP	Strategic Support
61.	Distribute the final IDP to all internal departments for implementation.	IDP	Strategic Support
62.	The Executive Mayor responds on public submissions and if necessary recommends amendments to the tabled Annual Budget;	Budget	Budget Office
63.	Approval of the tabled annual budget by Council and include: <ul style="list-style-type: none"> <li>▪ the approval of the budget schedules with reference to documentation;</li> <li>▪ the approval of the proposed changes to municipal rates, taxes and tariffs;</li> <li>▪ approves measurable performance objectives for each revenue source and expenditure framework;</li> <li>▪ approves measurable performance objectives for capital expenditure;</li> <li>▪ approves changes to IDP;</li> <li>▪ approves changes to budget related policies;</li> <li>▪ proposed noting of the draft SDBIP tabled with the budget.</li> </ul>	Budget	Budget Office
<b>June 2025</b>			
64.	Submit SDBIP within 14 days after approval of Annual Budget to the Executive Mayor (Section 69(3) of the MFMA);	IDP/PMS	Strategic Support
65.	Submission of final approved annual budget to SA National Treasury, Provincial Treasury, SALGA, NDM, DPLG and relevant stakeholders within 10 working days after approval of budget;	Budget	Budget Office
66.	Place approved budget with relevant documentation on municipal website within 10 working days of approval of budget;	Budget	Budget Office
67.	Accounting Officer submits draft performance agreements which are linked to measurable performance objectives for Municipal Manager and all senior Managers to the Executive Mayor no later than 14 days after approval of the annual budget;	PMS	Strategic Support
68.	Place budget related policies on the municipal website within 10 working days after approval of budget	Budget	Budget Office
69.	Approval of SDBIP by the Executive Mayor within 28 days of approval of the budget Section 53(1)(c) of MFMA;	IDP	Strategic Support

70.	Upload the budget schedules to the portal of National Treasury within 10 working days after approval of budget.	Budget	Budget Office
<b><u>July 2025</u></b>			
71.	Make public the approval of service delivery and budget implementation plans within 10 working days after the Mayor has approved the SDBIP;	IDP	Strategic Support
72.	Make public the performance agreements within 14 days after approval of SDBIP	Corporate Services	Communication & Stakeholder Liaison

<b><u>Public Participation Process</u></b>			
<b><u>April – June 2025</u></b>			
1.	IDP Steering Committee Meeting	IDP	Strategic support
2.	IDP Representative Forum	IDP	Strategic support
3.	Budget Indaba	Budget	Municipal Manager Office
4.	Ward Community meetings on budget and IDP	Corporate Services	Communication & Stakeholder Liaison
5.	Consultation on budget with provincial treasury	Budget	Budget Office
6.	Advertise and invite comments and inputs on tabled budget and the IDP	Budget/IDP	Legal and Admin