

IDP AND BUDGET TIME-SCHEDULE 1 JULY 2017 - 30 JUNE 2018 ANNEXURE A

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
1	May-August 2017	IDP and Budget Time-schedule 2017/2018: Tabling of IDP and Budget time-schedule to Council for approval.	Directorate of the Mayor	Approved IDP and Budget time-schedule	Municipal Finance Management Act 56 of 2003 Section 21(1)
2	July - August 2017 August 2017 ongoing	Budget Process: Setting of Budget Agenda and timelines (Medium Term Revenue Expenditure Framework review) BSC/Mayco/EMT) i.r.o. Tariffs, policies and TMA	Finance Directorate	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 56 of 2003 Section 53 (1)
3	By 25 August 2017	2017/2018 August Adjustment Process	Finance Directorate	2017/2018 Adjustment budget and amended SDBIPs	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	July - August 2017	IDP Review 2018/2019 process commences.	Directorate of the Mayor	Annual IDP Review 2018/2019	Section 34 (a) Municipal Systems Act 32 of 2000
5	August - October 2017	IDP Amendment 2018/19 process commences.	Directorate of the Mayor Directorate: Area-Based Management	Processing in terms of Regulation 3 Section 79	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3 Section 79
6	August -October 2017	Input into the 2018/2019 Budget process (Subcouncils, Portfolio Committees)	All Directorates Directorate: Area-Based Management (subcouncils)	Submissions from committees and subcouncils.	Municipal Finance Management Act 56 of 2003 Section 21
7	Within ten working days after Mayor has tabled an adjustment budget in the municipal council.	Publication of approved adjustment budget on website. Submit to National & Provincial Treasuries both printed and electronic formats.	Finance Directorate	Approved 2017/2018 Adjustment Budget, IDP & SDBIPs made public on official website and submission to National - and Provincial Treasury.	Municipal Finance Management Act 56 of 2003 Section 28(7) Municipal Systems Act 32 of 2000 Section 21(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)
8	August to November 2017	Present Medium Term Revenue Expenditure Framework (MTREF) parameters and assumptions to Budget Steering Committee and other fora to prepare detailed Operating and Capital budgets	Finance Directorate	Presentations outlining MTREF parameters and assumptions.	Municipal Finance Management Act 56 of 2003 Section 21
9	20 January 2018	Municipal entities to align their budgets and business plans with City's IDP and submit their mid-year budget and performance assessment to the City	Directorate of the Mayor Finance Directorate Municipal Entities	Aligned budget / mid-year budget and performance assessment	Municipal Finance Management Act Section 87 (2) and (3) Municipal Finance Management Act Section 88
10	25 January 2018	Submission of Mid-year Review and performance assessment to the Mayor	Directorate of the Mayor Finance Directorate	Mid-year assessment	Municipal Finance Management Act 56 of 2003 Section 72
11	January - March 2018	Mid-year budget and performance assessment visits	Finance Directorate	Assessment visits	National Treasury Circular requirements
12	25 January 2018	Submission of Mid-year assessment to National and Provincial Treasury	Finance Directorate	Submission of Mid-year assessment to National and Provincial Treasury	Municipal Finance Management Act 56 of 2003 Section 72 Municipal Budget and Reporting Regulations 35
13	Within 5 working days of 25th January of each year	Publication of Mid-year budget and performance assessment	Finance Directorate	Publication of Mid-year budget and performance assessment	Municipal Finance Management Act 56 of 2003 Section 72 Municipal Budget and Reporting Regulations 34
14	31 January 2018	Submission of Section 72 report to Council	Directorate of the Mayor Finance Directorate	Section 72 report to Council	Municipal Finance Management Act 56 of 2003 Section 54 (1)(f)
15	January 2018	Initiate process for IDP amendments relating to the mid-year (Updating the MTREF and Corporate Scorecard)	Directorate of the Mayor	Initiate process for IDP amendments	Municipal Finance Management Act 56 of 2003 Section 54 (1) (c)
16	January-March 2018	Advertise the IDP amendments relating to the mid-year (Updating the MTREF and Corporate Scorecard) for comments.	Directorate of the Mayor	Advertise the IDP amendments relating to the mid-year	Regulations issued in terms of the Local Municipal Systems Act, No. 32 of 2000 requires that the amendments to the IDP be published for public comment for a minimum of 21 days.



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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17	By 28 February 2018	2017/2018 Mid-year Adjustment budget and SDBIPs (Corporate, Directorate & Department)	Directorate of the Mayor Finance Directorate	2017/2018 Adjustment budget (2), IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
18	Within ten working days after mayor has tabled an adjustment budget in the municipal council.	Publishing Adjustment Budget on website and submit to National and Provincial Treasury	Finance Directorate	Approved Adjustment Budget being made available on official website and submission to National -T and Provincial Treasury.	Municipal Finance Management Act 56 of 2003 Section 28(7) Municipal Systems Act 32 of 2000 Section 21(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)
19	March - April 2018	Tabling and approval of the IDP amendments to Council. (Relating to the mid-year, updating the MTREF and Corporate Scorecard).	Directorate of the Mayor	Approval of the IDP amendments relating to the mid-year.	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
20	March 2018	Tabling amendments to budget related policies and IDP, Draft Amendments 2018/2019 as an annexure to the draft Budget 2018/19 - 2020/21 at Council.	Directorate of the Mayor Finance Directorate	Budget and IDP Amendments 2018/2019	Municipal Finance Management Act 56 of 2003 Section 16(2); 17(1)(2)(3) and 21 (1)(b)(iii) Municipal Systems Act Regulation 3(4)(a-b)
21	April 2018	Draft Review of SDBIP 2018/2019	Directorate of the Mayor	Draft SDBIP	Municipal Budget and Reporting Regulations 14(2)
22	April - May 2018	National Budget and Benchmark Assessments and LG MTEC Provincial engagement	Finance Directorate	Budget and Benchmark Assessments / LG MTEC Provincial Assessment	National Treasury and Provincial Circular requirements
23	March -April 2018	Public Comment: a)Publication of annual tabled budget including IDP 2018/2019 Draft Amendments as an annexure to the budget. b)Public comment on the draft Budget, including the IDP Draft Amendments 2018/2019.	Directorate of the Mayor Finance Directorate Directorate: Area-Based Management	Tabled Annual Budget incl. IDP Review 2018/2019 available for viewing and comment.	Municipal Finance Management Act 56 of 2003 Section 22 Regulations issued in terms of the Local Municipal Systems Act, No. 32 of 2000 requires that the amendments to the IDP and tabled budget be published for public comment for a minimum of 21 days. Municipal Systems Act section 16(a) and 17
24	April 2018	a) Submission of tabled annual budget and draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	Directorate of the Mayor Finance Directorate	Tabled annual budget + SDBIPs submitted	Municipal Finance Management Act 56 of 2003 Section 22(b) Municipal Budget and Reporting Regulations 15(3) (b)
25	May 2018	Council to approve IDP 2018/2019 Review and Amendments, BEPP and Budget document by resolution, setting taxes and tariffs, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year.	Directorate of the Mayor Finance Directorate Directorate: Transport and Urban Development Authority	Approved IDP, Budget and BEPP for 2018/2019	Municipal Systems Act 32 of 2000 Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6
26	May 2018	Submission of approved BEPP to National Treasury	Directorate: Transport and Urban Development Authority	Approved BEPP Report for 2018/2019	National Treasury Guidelines on BEPP
27	June 2018	Submit approved IDP Review and Amendments 2018/2019 (including Corporate Scorecard) document to MEC Local Government within 10 days after Council approval	Directorate of the Mayor	Council resolution, MEC memo	Municipal Systems Act 32 of 2000
28	Within 10 working days after the Municipality approved the annual budget	Submission of approved annual budget to National and Provincial Treasuries in both printed and electronic formats	Finance Directorate	Submission of approved Budget and related documents including resolutions	Municipal Finance Management Act 56 of 2003 Section 24(3) Municipal Budget and Reporting Regulation 20
29	Within ten working days after the Municipality approved the annual budget	Publishing the approved annual budget, IDP and Report on Public Comments on the City's website and displaying the documents at various locations	Finance Directorate	Publication of approved IDP and annual budget and related documents including resolutions	Municipal Finance Management Act 56 of 2003 Section 22 Municipal Budget and Reporting Regulations 18 Municipal Systems Act 32 of 2000 Sections 21A and 21 B
30	After budget approval	Promulgation of rates and additional rates to be levied	Finance Directorate	Promulgation of rates and additional rates via Provincial Gazette	Municipal Property Rates Act 14(3)
31	After budget approval	Submit link to Budget Document, Advert & Council Resolution to the MEC for Local Government	Finance Directorate	Submission of approved Budget and related documents including resolutions	Municipal Systems Act 32 of 2000 Section 75A(4)
32	June 2018	SDBIP 2018/2019 a) City Manager submits draft 2018/2019 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	Directorate of the Mayor	Corporate SDBIP Book . Directorate SDBIP's (Executive Summaries and scorecards) . Department SDBIP's (Business Plans and scorecards)	Municipal Finance Management Act 56 of 2003 Section 69(3)(a)
33	June 2018	b) Executive Mayor approves 2018/19 SDBIPs within 28 days after approval of budget	Directorate of the Mayor	Final 2017/18 SDBIP Book . Corporate SDBIP . Directorate Executive Summaries and SDBIP . Departments Business Plans and SDBIPs	Municipal Finance Management Act 56 of 2003 Section 53(1)(c)(ii)