



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

IDP AND BUDGET TIME-SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2015/16 IDP AND 2015/16 – 2017/18 BUDGET					
Item No.	Deliverable	Co-Ordinating Department	Output	Legislative Requirement and Information	Time Frame
1	Time Schedule: a) Tabling of IDP and Budget time-schedule to Executive Mayor for approval	IDP/OPM	Approved time-schedule	Municipal Finance Management Act (MFMA) Section 21(1)	August '14
	b) Advertisement of time-schedule on website, local newspapers and notice boards		Notification to public	Municipal Systems Act Section 21, 21A & 21B, 28 (3)	After Council approval
2	Planning for the 2015/16 Reviewed IDP: <i>External alignment and coordination</i> a) Cluster meetings with Provincial Government b) Meetings with neighbouring municipalities	IDP/OPM	Cluster meetings Meetings with Neighbouring meetings	Municipal Systems Act Section 24 Municipal Financial Management Act Section 35(c) and 37(1)(b)	September – October '14
	d) Councillor or Committee of Council to submit a memorandum with recommendations for amendments to the IDP and Corporate Scorecard document to Council	IDP/OPM	Memorandum	Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)	October – November '14
	c) Publish the amendments to the IDP document for comment by the public 21 days.	IDP/OPM	Advertisement	Municipal Planning and Performance Management Regulations 3(4)(b)	November – December 14
	d) Table public comments on proposed amendments to Council	IDP/OPM	Proposed amendments	Internal Process	February '15
3	Initiate the Budget Process:			Municipal Finance Management Act 53(1)	
	a) Setting of Budget Agenda and timelines (MTREF review) BSC/Mayco/ EMT) and i.r.o. Tariffs, policies and TMA	Budget & ISL	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 53(1)	July / August '14
	b) Inputs from Subcouncils, directorates and Portfolio Committees	Directorates/PCs/ Budget and SC	Input Summary / Committee References		August – October '14
	c) Adjustments budget with potential 2015/16 impact	Budget & IDP	2014/15 Adjustments budget and amended SDBIPs (potential)	Municipal Financial Management Act Section 28 Municipal Budget and Reporting Regulations – Regulation 27(2)(b)	by 25 August '14
d) Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats	Approved Adjustments Budget, IDP & SDBIPs being made available on official website and submission to NT and PT		Municipal Financial Management Act Section 28(7) Municipal Systems Act 21(b) MBRR Section 26	September '14	
4	Preparing the 2015/16 – 2017/18 Budget: a) Present MTREF parameters and assumptions to BSC to prepare detailed Operating and Capital budgets	Budget	Presentations	Internal Process	August '14 – January '15
	b) Prepare detailed Operating and Capital budgets	Budget		Internal Process	
	c) Draft and distribute tariff process brief	ISL	Tariff process briefing	Municipal Finance Management Act Section 24(2) (c)(ii)	2 September '14
5	Adjustment budget: a) 2014/15 Mid-year assessment and review (to potentially influence 2015/16) to Mayor	IDP and Budget	Mid-year assessment	Municipal Finance Management Act Section 72	by 25 January '15
	b) Submission of Mid-year assessment to National and Provincial Treasury	Budget	Submission of Mid-year assessment to National- and Provincial Treasury	Municipal Finance Management Act Section 72 MBRR 35	by 25 January '15
	c) Publication of Mid-year assessment	Budget	Publication of Mid-year assessment	Municipal Finance Management Act Section 72 MBRR 34	end January '15
	d) 2014/15 Mid-year Adjustment Budget, IDP and SDBIPs (Corporate, Directorate & Departments)	IDP and Budget	2014/15 Adjustment Budget (2), IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act Section 28 and 54 (1) (c) Municipal Budget and Reporting Regulations – Regulation 27(2)(b)	January '15
	e) Publishing Adjustments Budget on website and submit to National and Provincial Treasury	IDP and Budget	Approved Adjustments Budget being made available on official website and submission to NT and PT	Municipal Financial Management Act Section 28(7) Municipal Systems Act 21(b) MBRR Section 26	February '15

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Item No.	Deliverable	Co-Ordinating Department	Output	Legislative Requirement and Information	Time Frame
6	First draft of 2015/16 – 2017/18 Budgets: a) Input i.r.o. Budget related policies for the next financial year	ISL	Draft Policies	Municipal Finance Management Act section 17	February '15
	b) Municipal entities to align their budgets and plans with City IDP	Shareholder, Contract Man Team and IDP/OPM	Aligned budget	Municipal Finance Management Act Section 87 (ii) and (iii) Municipal Finance Management Act Section 88	January '15
	c) Submit Miscellaneous Tarriff Reports to relevant Portfolio Committees	ISL	Tarriff Reports		November '14
7	Services tariffs: a) Submit Utility Services tariff reports to Portfolio Committee	Utility Services / ISL	Draft Utility Services tariffs	Municipal Finance Management Act Section 24(2) (c)(ii)	February '15
	b) Present Total Municipal Account to Budget Steering Committee	ISL	TMA Modelling	N/A	March '15 – May '15
8	For effective planning and implementation of annual budget, the draft municipal Service Delivery and Budget Implementation Plan may form part of the Budget documentation and be tabled in the Municipal Council if so recommended by the Budget Steering Committee	IDP/OPM		Municipal Finance Management Regulations 14(3)	January '15
9	LG MTEC 2: Engagement – Province informs municipalities of allocations	Budget	Provincial feedback report	Municipal Financial Management Act section 34	February '15
10	Tabling 2015/16 IDP Review and 2015/16 – 2017/18 Budget: Table 2015/16 IDP Review incl. Corporate Scorecard and 2015/16 Budget to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	Municipal Finance Management Act Section 16 (2) and 17(1)(2)(3) Municipal Systems Act Regulation 3(4) (a-b)	March '15
11	Publication and Compliance: a) Publication of annual tabled budgets for consultation	Budget & ISL	Tabled Annual Budget available for viewing	Municipal Finance Management Act Section 22(a); Municipal Systems Act Section 21A	April '15
	b) Submission of tabled annual budget and draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	IDP.OPM and Budget	Tabled annual budget + SDBIPs submitted	Municipal Finance Management Act Section 22(b) MFMA MBRR Regulation 15 (3) (b)	April '15
	c) Submission of tabled budget to Portfolio Committees for comment	Line departments	Comment on tabled Budget		April '15
	d) Submission of Public Comments report to Finance PC, BSC, Mayco and Council	ISL	Approved Public Comments report	Municipal Financial Management Act Section 23	May '15
12	LGMTEC 3: Provincial analysis of the draft 2015/16 reviewed IDP & Budget	BUDGET	Provincial feedback report	Municipal Financial Management Action section 34	April '15
13	Approval of 2015/16 IDP amendments incl. Corporate Scorecard and 2015/16 – 2017/18 Budget: a) Council must give final approval of amendments to the IDP including the Corporate Scorecard and Budget document by resolution, setting taxes and tariffs, approving amendments to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year	IDP/OPM & Budget, ISL	Approved amended IDP and Budget for 2015/16	Municipal Finance Management Act Section 24 Municipal Finance Management Act Section 25 MSA Reg. 2(1)	May '15
	b) Notification of approved 2015/16 IDP and 2015/16 – 2017/18 Budget	IDP/OPM & Budget & ISL	Advertisements	Municipal Systems Act Section 25(4)(a)(b)	June '15
	c) Submission of approved annual budget to National and Provincial Treasuries in both printed and electronic formats	Budget	Submission of approved Budget and related documents including resolutions	Municipal Finance Management Act Section 24(3); Municipal Budget and Reporting Regulation Regulation 20	Within 10 working days after the municipal council approved the annual budget
	d) Publishing the approved annual budget, IDP and Report on Public Comments on the City's website and displaying the documents at various locations	Budget/ISL	Publication of approved IDP and annual budget and related documents including resolutions	Municipal Finance Management Act Section 22; Municipal Budget and Reporting Regulation 18 Municipal Systems Act Sections 21A and 21B	After approval by Council
	e) Response to public comment i.r.o. Budget, tariffs and policies	ISL	Feedback to comments	Municipal Finance Management Act Section (23)(1)	June '15
	Making Public and Compliance: f) Promulgation of tariffs for rates	Revenue	Summary of tariffs	Municipal Property Rates Act 14(3)	June '15
	g) Submit approved amended 2015/16 IDP including Corporate Scorecard document to MEC of Local Government within 10 days after Council approval	IDP/OPM	Council Resolution, MEC memo	Municipal Systems Act Section 32(1)	Within 10 working days after the municipal council approved the IDP June '15
	h) Submit link to Budget Document, Advert & Council Resolution to the MEC for Local Government (WCG)	ISL	Submission of approved Budget and related documents including resolutions	Municipal Systems Act Section 75A(4)	June '15
IDP	Integrated Development Plan				
MTBPS	Medium Term Budget Policy Statement				
MTREF	Medium Term Revenue and Expenditure Framework				
MSA	Municipal Systems Act				
MFA	Municipal Finance Management Act				
MPRA	Municipal Property Rates Act				
MAYCO	Mayoral Committee				
OPM	Organisational Performance Management				
PC's	Portfolio Committees				
PPU	Public Participation Unit				
SDBIP	Service Delivery and Budget Implementation Plan				
TMA	Total Municipal Account				
ISL	Inter Services liaison				