

IDP AND BUDGET TIME-SCHEDULE 1 July 2018 - 30 June 2019

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
1	May-August 2018	IDP and Budget Time-schedule: Tabling of IDP and Budget time-schedule to Council for approval.	Corporate Services	Approved IDP and Budget time-schedule	Municipal Finance Management Act 56 of 2003 Section 21(1)
2	July - August 2018 August 2018 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 2018	2018/2019 August Adjustment Process	Finance Directorate	2018/2019 Adjustment budget and amended SDBIPs	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	July - August 2018	IDP Review 2019/2020 process commence.	Corporate Services	Annual IDP Review 2019/2020; 5-Year corporate scorecard and Entities' scorecards	Section 34 (a) Municipal Systems Act 32 of 2000
5	August - October 2018	IDP Amendment 2019/2020 process commence	Corporate Services Directorate: Area-Based Management	Processing in terms of Regulation 3	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
6	August -October 2018	Input into the 2019/2020 Budget process (Subcouncils, Portfolio Committees)	All Directorates Directorate: Area-Based Management (Subcouncils)	Submissions from Portfolio 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 2018/2019 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 2018	Present Medium Term Revenue Expenditure Framework (MTREF) parameters and assumptions to Budget Committees 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	January 2019	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	Corporate Services Finance Directorate Municipal Entities	Aligned budget / mid-year budget and performance assessment report	Municipal Finance Management Act Section 87 (2) and (3) Municipal Finance Management Act Section 88
10	January 2019	Submission of Mid-year Review and performance assessment to the Mayor	Corporate Services Finance Directorate	Mid-year assessment report	Municipal Finance Management Act 56 of 2003 Section 72
11	January - February 2019	Mid-year budget and performance assessment visits	Finance Directorate	Assessment visits	National Treasury Circular requirements
12	25 January 2019	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 2019	Submission of section 72 report to Council	Corporate Services Finance Directorate	Section 72 report to Council	Municipal Finance Management Act 56 of 2003 Section 54 (1)(f)
15	January 2019	Initiate process for IDP amendments relating to the 2018/2019 mid-year adjustments (Updating the MTREF annexure and Corporate Scorecard and Entities Scorecard)	Corporate Services	Initiate process for IDP amendments	Municipal Finance Management Act 56 of 2003 Section 54 (1) (c)
16	January-March 2019	Advertise the IDP amendments relating to the 2018/2019 mid-year adjustments (Updating the MTREF; Corporate Scorecard and Entities Scorecards) for comments.	Corporate Services	Advertise the IDP amendments relating to the 2018/2019 mid-year adjustments	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.
17	By 28 February 2019	2018/2019 Mid-year Adjustment budget and SDBIPs (Corporate, Directorate & Department) revision	Corporate Services Finance Directorate	2018/2019 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 10 working days after mayor has tabled an adjustment budget in the municipal council.	Publishing Adjustments 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)



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

IDP AND BUDGET TIME-SCHEDULE 1 July 2018 - 30 June 2019

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
19	January-March 2019	Tabling the 2019/2020 proposed amendments to the IDP (including Corporate Scorecard and Entities Scorecard) to Council.	Corporate Services	2019/2020 proposed IDP Amendments (including Corporate Scorecard and Entities Scorecards)	Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)
20	February - April 2019	Public Comment: Publish the 2019/2020 proposed amendments to the IDP (including Corporate Scorecard and Entities Scorecard) for comments for a minimum of 21 days	Corporate Services	Tabled 2019/2020 proposed amendments to the IDP (including Corporate Scorecard and Entities Scorecard) available for viewing and comment.	Municipal Planning and Performance Management Regulations 3(4)(b)
21	March - April 2019	Tabling and approval of the IDP amendments to Council. (Relating to the 2018/2019 mid-year adjustments). Updating the MTREF, Corporate Scorecards and Entities Scorecards).	Corporate Services	Approval of the IDP amendments relating to the 2018/2019 mid-year adjustments.	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
22	March 2019	Tabling amendments to budget related policies and IDP, Draft Amendments, Corporate and Entities Scorecards 2019/2020 as an annexure to the draft Budget 2019/2020 - 2021/2022 at Council.	Corporate Services Finance Directorate	Budget and 2019/2020 IDP proposed Amendments (including Corporate and Entities Scorecards)	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)
23	March 2019	Draft Review of SDBIP 2019/2020	Corporate Services	Draft SDBIP	Municipal Budget and Reporting Regulations 14(2)
24	April - May 2019	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
25	March - April 2019	Public Comment: a)Publication of annual tabled budget including IDP 2019/2020 Draft Amendments (including Corporate and Entities Scorecards) as an annexure to the budget. b)Public comment on the draft Budget, including the IDP Draft Amendments 2019/2020 (including Corporate Scorecard and Entities Scorecard).	Corporate Services Finance Directorate Directorate: Area-Based Management	Tabled Annual Budget incl. IDP Review 2019/2020, Corporate and Entities Scorecards 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
26	April 2019	a) Submission of tabled annual budget to National and Provincial Treasuries in both printed and electronic formats immediately after tabling. b) Submission of draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats.	Corporate Services 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)
27	May 2019	Council to approve IDP 2019/2020 Review and Amendments (including Corporate and Entities Scorecards), 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.	Corporate Services Finance Directorate Directorate: Transport and Urban Development Authority	Approved IDP (including Corporate and Entities Scorecards), Budget and BEPP for 2019/2020	Municipal Systems Act 32 of 2000 Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6
28	May 2019	Submission of approved BEPP to National Treasury	Directorate: Transport and Urban Development Authority	Approved BEPP Report for 2019/2020	National Treasury Guidelines on BEPP
29	Within 10 working days after the Municipality approves the annual budget	Submit approved 2019/2020 IDP Review and Amendments (including Corporate and Entities Scorecards) document to MEC Local Government within 10 days after Council approval	Corporate Services	Council resolution, MEC memo	Municipal Systems Act 32 of 2000
30	Within 10 working days after the Municipality approves 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
31	Within 10 working days after the Municipality approved the annual budget	Publishing the approved annual budget, IDP (including the Corporate and Entities Scorecards) and Report on Public Comments on the City's website and displaying the documents at various locations	Finance Directorate	Publication of approved IDP, Corporate and Entities Scorecards 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
32	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)
33	After budget approval	Submit notice published in newspaper (advert) iro resolution passed at Council to MEC for Local Government	Finance Directorate	Submission of notice published in newspaper iro resolution passed by Council.	Municipal Systems Act 32 of 2000 Section 75A(4)
34	June 2019	SDBIP 2019/2020 a) City Manager submits draft 2019/2020 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	Corporate Services	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)
35	June 2019	b) Executive Mayor approves 2019/2020 SDBIPs within 28 days after approval of budget	Corporate Services	Final 2019/2020 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)