

## IDP AND BUDGET TIME-SCHEDULE 1 July 2020 - 30 June 2021

### In preparation for the 2021/2022 IDP review and amendments and Budget.

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
1	May - August 2020	IDP and Budget Time-schedule: Tabling of IDP and Budget time-schedule to Council for approval.	Corporate Services Directorate	Approved IDP and Budget time-schedule	Municipal Finance Management Act 56 of 2003 Section 21(1)
2	July 2020 ongoing	Budget process commences: Setting of Budget Agenda and timelines, Strategic guidance (Budget committees (BSC and BSM) and Strategic Management Framework (SMF) engagement	Finance Directorate Corporate Services Directorate	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 56 of 2003 Section 53 (1)
3	By 25 August 2020	2020/2021 August Adjustment Process	Finance Directorate	2020/2021 Adjustment budget	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	July - August 2020	IDP Review 2021/2022 process commence.	Corporate Services Directorate	Annual IDP Review 2021/2022; 5-Year corporate scorecard and Entities' scorecards	Section 34 (a) Municipal Systems Act 32 of 2000 Municipal Planning and Performance Management Regulations 9, 11 and 13 Section 93B (a) and (b), section 93C (iv) and (v) Municipal Systems Act 32 of 2000
5	July - September 2020	OPM System Review 2021/2022 process commence	All Directorates Directorate: Urban Management (Subcouncils)	Submissions from Portfolio Committees and Subcouncils.	Section 16 (1)(a), Section 40 and 42 Municipal Systems Act 32 of 2000 Municipal Planning and Performance Management Regulations 9, 11 and 13
6	August - October 2020	IDP Amendment 2021/2022 process commence	Corporate Services Directorate	Processing in terms of Regulation 3	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3 Municipal Planning and Performance Management Regulations 11
7	August - October 2020	Input into the 2021/2022 Budget process (Subcouncils, Portfolio Committees, SMF engagements)	All Directorates Directorate: Urban Management (Subcouncils)	Submissions from Portfolio Committees and Subcouncils.	Municipal Finance Management Act 56 of 2003 Section 21
8	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 Corporate Services Directorate	Approved 2020/2021 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)
9	August to December 2020	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
10	January 2021	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 Service Directorate Finance Directorate Municipal Entities	Aligned budget / 2020/21 Mid-year budget and performance assessment report	Municipal Finance Management Act Section 87 (2) and (3) Municipal Finance Management Act Section 88 Municipal Finance Management Act 56 of 2003 Section 72 (1)(iv)
11	25 January 2021	Submission of 2020/21 Mid-year Review and performance assessment to the Mayor and National- and Provincial Treasury	Finance Directorate Corporate Services Directorate	Submission of 2020/21 Mid-year budget and performance assessment report	Municipal Finance Management Act 56 of 2003 Section 72 Municipal Finance Management Act 56 of 2003 Section 54 (1) Municipal Budget and Reporting Regulations 35
12	January - February 2021	2020/21 Mid-year budget and performance assessment visits by National Treasury	Finance Directorate	National Treasury Assessment visits	National Treasury Circular requirements
13	Within 5 working days of 25th January of each year	Publication of 2020/21 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 2021	Submission of section 72 report to Council	Finance Directorate Corporate Services Directorate	Section 72 report to Council	Municipal Finance Management Act 56 of 2003 Section 54 (1)(f)
15	January 2021	Initiate process for IDP amendments relating to the 2020/2021 mid-year adjustments (Updating the MTREF annexure and Corporate Scorecard and Entities Scorecard)	Corporate Service Directorate	Initiate process for IDP amendments	Municipal Finance Management Act 56 of 2003 Section 54 (1)(c)
16	January 2021	2020/21 SDBIPs (Corporate, Directorate & Department) revision	Corporate Service Directorate	2019/2020 IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 24
17	By 28 February 2021	2020/21 adjustments budget following the mid-year review and performance assessment process.	Finance Directorate	2020/21 Adjustment budget	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
18	January-March 2021	Advertise the IDP amendments relating to the 2020/2021 mid-year adjustments (Updating the MTREF; Corporate Scorecard and Entities Scorecards) for comments.	Corporate Service Directorate	Advertise the IDP amendments relating to the 2020/2021 mid-year adjustments	Municipal Planning and Performance Management Regulations 3(4)(b) requires that the amendments to the IDP be published for public comment for a minimum of 21 days.
19	Within ten 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 Treasury 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)
20	January-March 2021	Tabling the 2021/2022 proposed amendments to the IDP (including Corporate Scorecard and Entities Scorecard) to Council.	Corporate Service Directorate	2021/2022 proposed IDP Amendments (including Corporate Scorecard and Entities Scorecards)	Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)

21	March - April 2021	Tabling and approval of the IDP amendments to Council. (Relating to the 2020/2021 mid-year adjustments). Updating the MTREF, Corporate Scorecards and Entities Scorecards).	Corporate Service Directorate	Approval of the IDP amendments relating to the 2020/2021 mid-year adjustments.	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
22	March 2021	Tabling amendments to budget related policies and IDP, Draft Amendments, Corporate and Entities Scorecards 2021/2022 as an annexure to the draft Budget 2021/2022 - 2023/2024 at Council.	Corporate Service Directorate Finance Directorate	Budget and 2021/2022 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 2021	Tabling of Draft Review of Corporate, Municipal Entities SDBIPs and The Directorate Executive Summaries for 2021/2022 at council	Corporate Service Directorate	Draft Corporate, Municipal Entities SDBIPs and Directorate Executive Summaries	Municipal Budget and Reporting Regulations 14(2)
24	April - May 2021	National Treasury -Municipal Budget and Benchmark Engagement and LG MTEC Provincial Engagement	Finance Directorate	Budget and Benchmark Assessments / LG MTEC Provincial Assessment	National Treasury and Provincial Circular requirements
25	March - April 2021	Public Comment: a)Publication of annual tabled budget including IDP 2021/2022 Draft Amendments (including Corporate and Entities Scorecards) as an annexure to the budget. b)Public comment on the draft Budget, including the Proposed IDP Amendments 2021/2022 (including Corporate Scorecard and Entities Scorecard).	Corporate Service Directorate Finance Directorate Urban Management Directorate	Tabled Annual Budget incl. IDP Review 2021/2022, 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 2021	a) Submission of tabled annual budget to National and Provincial Treasuries in electronic formats immediately after tabling. b) Submission of draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats.	Corporate Service Directorate Finance Directorate	Tabled annual budget and SDBIPs submitted	Municipal Finance Management Act 56 of 2003 Section 22(b) Municipal Budget and Reporting Regulations 15(3)(b)
27	May 2021	Council to approve IDP 2021/2022 Review and Amendments (including Corporate and Entities Scorecards) 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 Service Directorate Finance Directorate	Approved IDP (including Corporate and Entities Scorecards) and Budget for 2021/2022	Municipal Systems Act 32 of 2000 Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6
28	Within 10 working days after the Municipality approves the annual budget	Submit approved 2021/2022 IDP Review and Amendments (including Corporate and Entities Scorecards) document to MEC Local Government within 10 days after Council approval	Corporate Service Directorate	Council resolution, MEC memo	Municipal Systems Act 32 of 2000 Section 29
29	Within 10 working days after the Municipality approves the annual budget	Submission of approved annual budget to National and Provincial Treasuries in 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
30	Within ten working days after the Municipality approved the annual budget	Publishing the approved annual budget and IDP.	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
31	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)
32	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)
33	June 2021	SDBIP 2021/2022 City Manager submits draft 2021/2022 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	Corporate Service Directorate	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)
34	June 2021	Executive Mayor approves 2021/2022 SDBIPs within 28 days after approval of budget	Corporate Service Directorate	Final 2021/2022 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)
35	June 2021	Publishing approved SDBIP - Place all the 2021/2022 Corporate, Directorate Executive Summaries and SDBIPs on the website.	Corporate Service Directorate	Approved SDBIP being made available on official website	(MFMA, S22(a)(i); MFMA, S53(3)(a))
36	June 2021	Submit 2021/2022 Corporate SDBIP and Directorate Executive Summaries to National and Provincial Treasury and make public	Corporate Service Directorate	Approved SDBIP submission to National Treasury and Provincial Treasury. 10 days after the Executive Mayor has approved the SDBIP	(MFMA, S22(a)(i); MFMA, Municipal Budget and Reporting Regulations - Regulation 20(b))
37	June 2021	Advert - Public Notification of the 2021/2022 Service Delivery and Budget Implementation Plan (SDBIP)	Corporate Service Directorate	Approved SDBIP being advertised in all local community newspapers and made available to the public at all civic centres, libraries and sub councils 14 days after the Executive Mayor has approved the SDBIP	Local Government: Municipal Finance Management Act (MFMA), Act No. 56 of 2003, Section 53 (3) (a)

Five-year plan	2017/18 – 2021/22	1 July 2017 – 30 June 2022
1st Review and Amendment	2018/19	1 July 2018 -30 June 2019
2nd Review and Amendment	2019/20	1 July 2019 – 30 June 2020
3rd Review and Amendment	2020/21	1 July 2020 – 30 June 2021
4th Review and Amendment	2021/22	1 July 2021 – 30 June 2022