



IDP AND BUDGET TIME-SCHEDULE 1 July 2022 - 30 June 2023

In preparation for the 2023/2024 IDP review and amendments and Budget

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
1	May - August 2022	IDP and Budget Time-schedule: Tabling of IDP and Budget time-schedule to Council for approval	Future Planning and Resilience	Approved IDP and Budget time-schedule	Municipal Finance Management Act 56 of 2003 Section 21(1)
2	July 2022 ongoing	Budget process commences 2023/24 financial year: Setting of Budget Agenda and timelines, Strategic guidance (Budget committees (BSC and BSM) and Strategic Management Framework (SMF) engagement	Finance Directorate Future Planning and Resilience	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 56 of 2003 Section 53 (1)
3	By 25 August 2022	2022/2023 August Adjustments budget	Finance Directorate	2022/2023 Adjustments budget	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	July - August 2022	IDP Review 2023/2024 process commence	Future Planning and Resilience	Annual IDP Review 2023/2024; 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 2022	OPM System Review 2023/2024 process commence	All Directorates Directorate: Corporate Services (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 2022	IDP Amendment 2023/2024 process commence	Future Planning and Resilience	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 - November 2022	Input into the 2023/2024 Budget process (Subcouncils, Portfolio Committees, SMF engagements)	All Directorates Directorate: Corporate Services (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 adjustments budget on website Submission to National- and Provincial Treasury in electronic format	Finance Directorate Future Planning and Resilience	Approved 2022/2023 Adjustments Budget, IDP & SDBIPs made public on official website and submission in electronic format 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) MFMA Budget Circular No 98
9	August - December 2022	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 2023	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	Future Planning and Resilience Finance Directorate Municipal Entities	Aligned budget / 2022/23 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 2023	Submission of 2022/23 Mid-year Review and performance assessment (S72 report) to the Mayor and National- and Provincial Treasury in electronic format	Finance Directorate Future Planning and Resilience	Submission of 2022/23 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 MFMA Budget Circular No 98
12	January - February 2023	2022/23 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 2022/23 Mid-year review and performance assessment (S72 report)	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 2023	Submission of 2022/23 Mid-year review and performance assessment (S72 report) to Council	Finance Directorate Future Planning and Resilience	Section 72 report to Council	Municipal Finance Management Act 56 of 2003 Section 54 (1)(f)
15	January 2023	Initiate process for IDP amendments relating to the 2022/2023 mid-year adjustments (Updating the MTREF annexure and Corporate Scorecard and Entities Scorecard)	Future Planning and Resilience	Initiate process for IDP amendments	Municipal Finance Management Act 56 of 2003 Section 54 (1) (c)
16	January 2023	2022/23 SDBIPs (Corporate, Directorate & Department) revision	Future Planning and Resilience	2022/2023 IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 24



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17	By 28 February 2023	2022/23 adjustments budget following the mid-year review and performance assessment	Finance Directorate	2022/23 Adjustment budget	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
18	January - March 2023	Advertise the IDP amendments relating to the 2022/2023 mid-year adjustments (Updating the Financial Plan; Corporate Scorecard and Entities Scorecards) for comments	Future Planning and Resilience	Advertise the IDP amendments relating to the 2022/2023 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	March - April 2023	Approval of the IDP amendments (flowing from the approved adjustment budget) to Council. (Relating to the 2022/2023 mid-year adjustments). Updating the Financial Plan, Corporate Scorecards and Entities Scorecards)	Future Planning and Resilience	Approval of the IDP amendments relating to the 2022/2023 mid-year adjustments	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
20	Within ten working days after mayor has tabled an adjustment budget in the municipal council	Publication of approved adjustments budget on website Submission to National- and Provincial Treasury in electronic format	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) MFMA Budget Circular No 98
21	January - March 2023	Tabling the 2023/2024 proposed amendments to the IDP (including Corporate Scorecard and Entities Scorecard) to Council	Future Planning and Resilience	2023/2024 proposed IDP Amendments (including Corporate Scorecard and Entities Scorecards)	Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)
22	March 2023	Tabling budget-related policies and IDP Draft Amendments, Corporate and Entities Scorecards 2023/2024 as annexures to the draft Budget 2023/2024 - 2025/2026 at Council	Future Planning and Resilience Finance Directorate	Budget and 2023/2024 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 2023	Tabling of Draft Review of Corporate, Municipal Entities SDBIPs and The Directorate Executive Summaries for 2023/2024 as part of the budget documentation tabled at council	Finance Directorate Future Planning and Resilience	Draft Corporate, Municipal Entities SDBIPs and Directorate Executive Summaries	Municipal Budget and Reporting Regulations 14(2)
24	April - May 2023	National Treasury -Municipal Budget and Benchmark Engagement and LG MTEC / SIME Provincial Engagement	Finance Directorate	Budget and Benchmark Assessments / LG MTEC Provincial Assessment	National Treasury and Provincial Circular requirements
25	March - April 2023	Public Comment: a) Publication of annual tabled budget including IDP 2023/2024 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 2023/2024 (including Corporate Scorecard and Entities Scorecard)	Future Planning and Resilience Finance Directorate	Tabled Annual Budget incl. IDP Review 2023/2024, 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 2023	a) Submission of tabled annual budget to National and Provincial Treasury in electronic format immediately after tabling b) Submission of draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	Future Planning and Resilience 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) MFMA Budget Circular No 98
27	May 2023	Council to approve IDP 2023/2024 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	Future Planning and Resilience Finance Directorate	Approved IDP (including Corporate and Entities Scorecards) and Budget for 2023/2024	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 2023/2024 IDP Review and Amendments (including Corporate and Entities Scorecards) document to MEC Local Government within 10 days after Council approval	Future Planning and Resilience	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 Treasury in electronic format	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 MFMA Budget Circular No 98
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



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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 2023	SDBIP 2023/2024 City Manager submits draft 2023/2024 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	Future Planning and Resilience	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 2023	Executive Mayor approves 2023/2024 SDBIPs within 28 days after approval of budget	Future Planning and Resilience	Final 2023/2024 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 2023	Publishing approved SDBIP - Place all the 2023/2024 Corporate, Directorate Executive Summaries and SDBIPs on the website.	Future Planning and Resilience	Approved SDBIP being made available on official website	(MFMA, S22(a)(i); MFMA, S53(3)(a))
36	June 2023	Submit 2023/2024 Corporate SDBIP and Directorate Executive Summaries to National and Provincial Treasury and make public	Future Planning and Resilience	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 2023	Advert - Public Notification of the 2023/2024 Service Delivery and Budget Implementation Plan (SDBIP)	Future Planning and Resilience	Approved SDBIP being advertised in all local community newspapers and made available to the public at all civic centres, libraries and Subcouncils 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	2022 - 2027	1 July 2022 - 30 June 2027
1st Review and Amendment	2023/24	1 July 2023 - 30 June 2024
2nd Review and Amendment	2024/25	1 July 2024 - 30 June 2025
3rd Review and Amendment	2025/26	1 July 2025 - 30 June 2026
4th Review and Amendment	2026/27	1 July 2026 - 30 June 2027