

IDP AND BUDGET TIME-SCHEDULE 1 JULY 2023 - 30 JUNE 2024

In preparation for the 2024/2025 IDP review and amendments and Budget

Item No.	Time Frame	Deliverables	Coordinating Directorate/ Body	Output	Legislative Requirement and Information
1	May-August 2023	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 2023 ongoing	Budget process commences 2024/25 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 2023	2023/2024 August Adjustments budget.	Finance Directorate	2023/2024 Adjustments budget-	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	July - August 2023	IDP Review 2024/2025 process commence.	Future Planning and Resilience	Annual IDP Review 2024/2025; 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 2023	OPM System Review 2024/2025 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 2023	IDP Amendment 2024/2025 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 2023	Input into the 2024/2025 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 10 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 2023/2024 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 to December 2023	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 2024	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 / 2023/24 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 2024	Submission of 2023/24 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 2023/24 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 2024	2023/24 Mid-year budget and performance assessment visits by National Treasury	Finance Directorate	National Treasury Assessment visits	National Treasury Circular requirements
13	Within five working days of 25th January of each year	Publication of 2023/24 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	By 31 January 2024	Submission of 2023/24 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 2024	Initiate process for IDP amendments relating to the 2023/2024 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)

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16	January 2024	2023/24 SDBIPs (Corporate, Directorate & Department) revision	Future Planning and Resilience	2023/2024 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 2024	2023/24 adjustments budget following the mid-year review and performance assessment.	Finance Directorate	2023/24 Adjustment budget	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
18	January-March 2024	Advertise the IDP amendments relating to the 2023/2024 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 2023/2024 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 2024	Approval of the IDP amendments (flowing from the approved adjustment budget) to Council. (Relating to the 2023/2024 mid-year adjustments). Updating the Financial Plan, Corporate Scorecards and Entities Scorecards).	Future Planning and Resilience	Approval of the IDP amendments relating to the 2023/2024 mid-year adjustments.	Municipal Systems Act 32 of 2000 Section 34 (b) Regulation 3
20	Within 10 working days after the Municipality approves the adoption or amendment of the IDP.	Submit approved 2023/2024 IDP amendments (flowing from the approved adjustment budget) to Council. (Relating to the 2023/2024 mid-year adjustments) 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 32
21	Within 10 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
22	January-March 2024	Tabling the 2024/2025 proposed review of and amendments to the IDP (including Corporate Scorecard and Entities Scorecard) to Council.	Future Planning and Resilience	2024/2025 proposed IDP Amendments (including Corporate Scorecard and Entities Scorecards)	Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)
23	March 2024	Tabling budget-related policies and IDP Draft Amendments, Corporate and Entities Scorecards 2024/2025 as annexures to the draft Budget 2024/2025 - 2026/2027 at Council.	Future Planning and Resilience Finance Directorate	Budget and 2024/2025 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)
24	March 2024	Tabling of the 2024/2025 draft budget. Tabling the draft One-Year Corporate Scorecard, Compliance, Outcomes, Output, Entities and Directorate SDBIP's for 2024/2025 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)
25	April - May 2024	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
26	March - April 2024	Public Comment: a) Publication of annual tabled budget including IDP 2024/2025 Review and 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 2024/2025 (including Corporate Scorecard and Entities Scorecard).	Future Planning and Resilience Finance Directorate	Tabled Annual Budget incl. IDP Review 2024/2025, 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
27	April 2024	Submission of tabled annual 2024/2025 budget (including One-Year Corporate, Compliance, Outcomes, Output, Entities and Directorate SDBIP's for 2024/2025) to National- and Provincial Treasury in electronic format immediately after tabling.	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

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28	May 2024	Council to approve 2024/2025 Budget including the IDP 2024/2025 Review and Amendments (including Corporate and Entities Scorecards) 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 2024/2025	Municipal Systems Act 32 of 2000 Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6 Municipal Planning and Performance Management Regulations 3(1-4)
29	Within 10 working days after the Municipality approves the adoption or amendment of the IDP.	Submit approved 2024/2025 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 32
30	Within 10 working days after the Municipality approves the annual budget	Submission of approved annual 2024/2025 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
31	Within 10 working days after the Municipality approved the annual budget	Publishing the approved annual 2024/2025 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 21B
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 2024	SDBIP 2024/2025 City Manager submits draft 2024/2025 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)
35	June 2024	Executive Mayor approves 2024/2025 SDBIPs within 28 days after approval of budget	Future Planning and Resilience	Final 2024/2025 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)
36	June 2024	Publishing approved SDBIP - Place all the 2024/2025 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))
37	June 2024	Submit 2024/2025 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))
38	June 2024	Advert - Public Notification of the 2024/2025 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 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	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