

(This Process Plan was drafted in accordance with Section 21(1)(b) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 and Section 34 of the Local Government: Municipal Systems Act, No. 32 of 2000 and supporting Regulations of both Acts)

BUDGET/IDP/PM/SDF TIMESCHEDULE FOR 2023/2024

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
JULY 2022								
1	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)			31/07/2022			Performance Management Officer
2	Commence with the preparation of Capital Adjustments Budget for the 2022/2023 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		08/07/2022				Manager: Budget Control and Cost Accounting
3	Submit Monthly report on the budget for period ending 30 June 2022 within 10 working days to Executive Mayor	MFMA - Sec 71(1)					14/07/2022	Manager: Financial Statements, Reporting and Cash Management
4	Submit 2021/2022 Fourth Quarter Performance Report to SMT for revision	Not Applicable			20/07/2022			Performance Management Officer
5	Submit 2021/2022 Fourth Quarter Performance Report to Council	MPPMR - Reg 13 MFMA - Sec 71(1)			31/07/2022			Performance Management Officer
6	Submit Quarterly report for period ending 30/06/2022 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					30/07/2022	Manager: Financial Statements, Reporting and Cash Management
7	Quarter 4 (2020) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			21/07/2022			Performance Management Officer
8	Supply Chain Management - BEC and BAC Meetings							All HODs
AUGUST 2022								
9	Place 2021/2022 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2022			Performance Management Officer
10	Submit 4th Quarter (2021/2022) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2022			Performance Management Officer
11	IDP/SDF/PM Steering Committee Meeting		2022/11/08				2022/11/08	Manager: IDP/PM
12	Budget Steering Committee considers 2022/2023 Roll Over Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		2022/10/08				Manager: Budget Control and Cost Accounting Manager: IDP/PM
13	Submit Monthly report on the budget for period ending 31 July 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/08/2022	Manager: Financial Statements, Reporting and Cash Management
14	Submit 1st Draft AR and progress report to SMT for discussion						17/08/2022	CFO/MSFPS
15	Submit 2nd Draft AR 2021/2022 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable					24/08/2022	CFO/MSFPS
16	Finance Portfolio Committee recommends 2022/2023 Roll Over Adjustments Budget to Executive Mayor and Mayoral Committee	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		17/08/2022				Chief Financial Officer
17	Executive Mayor and Mayoral Committee approve 2022/2023 Roll Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		18/08/2022				Chief Financial Officer
18	Council approve 2022/2023 Roll Over Adjustments Budget (to be tabled before 25 August 2022)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		25/08/2022				Chief Financial Officer
19	Executive Mayor and Mayoral Committee recommend that Budget/IDP/PM/SDF Process Plan (at least 10 months before the start of the budget year) and IDP Public Participation Process be approved by Council	MFMA - Sec 21(1)(b)	25/08/2022	25/08/2022		25/08/2022		Manager: IDP/PM
20	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2021/2022 to the Auditor General of South Africa (AGSA)	MFMA - Section 126			31/08/2022		31/08/2022	Performance Management Officer CFO
21	Supply Chain Management - BEC and BAC Meetings							All HODs
SEPTEMBER 2022								
22	Submit the adopted Budget/IDP/PM/SDF Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	01/09/2022			01/09/2022		Manager: IDP/PM

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
23	Place advertisement to notify the public of the approved Budget/IDP/PM/SDF Process Plan on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	01/09/2022			01/09/2022		Manager: IDP/PM
24	Submit Monthly Report on the Budget for period ending 31 August 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/09/2022	Manager: Financial Statements, Reporting and Cash Management
25	IDP Consultation with Ward Councillors and Ward Committees, as per Council approval	Chapter 4 MSA	01/09/2022 to 30/09/2022					Manager: IDP/PM
26	Budget Steering Committee determines Budget Assumptions (Parameters) for 2023/2028 Medium Term Revenue and Expenditure Framework (MTREF) Budget: - Assumptions - Tariffs - HR/Staff Costs - Events - Bursaries - Related policy amendments - Capital expenditure (loans)	MFMA - Sec 28 MBRR - Part 4		28/09/2022				Manager: Budget Control and Cost Accounting
27	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	30/09/2022					Manager: IDP/PM together with All Departments
28	Review of Departmental Sector Plans: Disaster Management Plan, Sector Plans		30/09/2022					All HODs
29	April Public Participation Preparation		30/09/2022					Manager: IDP/PM
30	Provincial IDP Managers' Forum	MSA Section 24	30/09/2022					Manager: IDP/PM
31	Supply Chain Management - BEC and BAC Meetings							All HODs
OCTOBER 2022								
32	Commence with the review of the Draft IDP for the 2023/2024 IDP- Submit the draft IDP to departments for input		03/10/2022					Manager: IDP/PM
33	Request and receive inputs from departments for 2022/2023 Adjustments Budget and the 2023/2028 Draft MTREF	MFMA - Section 21 & 28		05/10/2022 to 19/10/2022				All Directorates
34	Commence with inter-departmental data review for SDF	Not Applicable				2022/04/10		Manager: Spatial Planning, Heritage and GIS
35	Submit First Quarter 2022/2023 Performance Report to SMT for revision	MPPMR - Reg 13			2022/10/10			Performance Management Officer
36	Submit Monthly report on the budget for period ending 30 September 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/10/2022	Manager: Financial Statements, Reporting and Cash Management
37	Submission of priority requests to Sector Departments	Not Applicable	14/10/2022					Manager: IDP/PM
38	Submit 2022/2023 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			30/10/2021			Performance Management Officer
39	Submit 2022/2023 First Quarter Performance Report to Council	MPPMR - Reg 13			30/10/2022			Performance Management Officer
40	Submit Quarterly report for period ending 30/09/2022 on implementation of the budget and financial state of affairs of the municipality	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					28/10/2022	Manager: Financial Statements, Reporting and Cash Management
41	Quarter 1 (2022/2023) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			16/10/2022			Performance Management Officer
42	Request tariff inputs from departments to be included in tariff book.	MFMA - Chapter 4 MBRR - Part 3		24/10/2022				Manager: Budget Control and Cost Accounting
43	Strategic Integrated Municipal Engagements (SIME)		31/10/2022					Manager: IDP/PM
44	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	31/10/2022					Manager: IDP/PM together with All Departments
45	Review of Policies and Bylaws							ED: Corporate Services
46	Macro Structure Review							ED: Corporate Services
47	EPWP Priorities							ED: Engineering Services
48	Supply Chain Management - BEC and BAC Meetings							All HODs
NOVEMBER 2022								
49	Submit 1st Quarter 2022/2023 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2022			Performance Management Officer

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
50	Place 2022/2023 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2022			Performance Management Officer
51	Review the received inter-departmental input on SDF					2022/01/11		Manager: Spatial Planning, Heritage and GIS
52	Budget Assessment Team sessions to prioritise projects and motivate budget requests.			01/11/2022 to 11/11/2022				Manager: Budget Control and Cost Accounting
53	Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes and review the Vision 2032 Implementation Matrix (2023/2028 IDP cycle)	Not Applicable	14/11/2022 to 17/11/2022					Manager: IDP/PM together with All Departments
54	Submit Monthly report on the budget for period ending 31 October 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					2022/12/11	Manager: Financial Statements, Reporting and Cash Management
55	Supply Chain Management - BEC and BAC Meetings							All HODs
56	MAAP Processes						30/11/2022	Senior Manager: Budget, Assets and Financial Reporting
57	SDBIP - All layers and performance indicator review				30/11/2022			Performance Management Officer
58	Performance Sheets - Next financial year				30/11/2022			Performance Management Officer
DECEMBER 2022								
59	Finalise Draft Tariff Book	MFMA - Sec 21		02/12/2022				Manager: Budget Control and Cost Accounting
60	Provincial IDP Managers' Forum	MSA Section 24	01/12/2022 to 02/12/2022					Manager: IDP/PM
61	Submit Monthly report on the budget for period ending 30 November 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/12/2022	Manager: Financial Statements, Reporting and Cash Management
JANUARY 2023								
62	Start process to review or amend current budget related policies and develop new budget related policies as needed.	MFMA - Sec 21 MBRR - Part 3		16/01/2023				Manager: Budget Control and Cost Accounting
63	Submit Second Quarter Performance Report and Mid-Year Performance Assessment Report to SMT for revision	MPPMR - Reg 13			20/01/2023			Performance Management Officer
64	Submit Monthly report on the Budget for period ending 31 December 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					13/01/2023	Manager: Financial Statements, Reporting and Cash Management
65	Submit Second Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/01/2023			Performance Management Officer
66	Prepare an agenda item for submission of the 2021/2022 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council	MFMA - Sec 21					10/01/2022	Chief Financial Officer
67	Submit Mid-Year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2023			Performance Management Officer
68	Prepare and submit Mid-Year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2023				Chief Financial Officer
69	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 31/01/2023	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2023	25/01/2023			Performance Management Officer CFO
70	Council consider 2021/2022 Draft Annual Report before advertising it for public comment	MFMA - Sec 127					27/01/2022	Chief Financial Officer
71	Submit Quarterly report for period ending 31/12/2022 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29			26/01/2023		26/01/2023	Chief Financial Officer and Performance Management Officer
72	Review the municipality's Performance Management System (PMS) - Submit Revised Performance Management Officer Policy to Council	MPPMR - Reg 3(4)(b) & Reg 11(2)			31/01/2023			Performance Management Officer
73	Submit Mid-Year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		26/01/2023	26/01/2023			Performance Management Officer and Senior Manager: Budget, Assets and Financial Reporting
74	Place 2022/2023 Second Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			28/01/2023			Performance Management Officer
75	Quarter 2 and Mid-Year (2022/23) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			20/01/2023			Performance Management Officer
76	Finalise revision of budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		30/01/2023				Manager: Budget Control and Cost Accounting
77	Finalise first draft of Reviewed SDF						30/01/2023	
FEBRUARY 2023								
78	Strategic Planning Alignment Session			01/02/2023				City Manager

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
79	Strategic Risk Review		01/02/2023					Chief Risk Officer
80	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2021/2022 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			16/02/2023			Performance Management Officer
81	Make public the Mid-Year Budget and Performance Report in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)			2023/03/02			Manager: IDP/PM
82	Submit Draft Revised IDP, SDF and 2023/24 SDBIPs to IDP/PM/SDF Steering Committee	Not Applicable	2023/10/02		2023/10/02	2023/10/02		Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
83	Budget Steering Committee considers 2022/2023 Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		14/02/2023				Chief Financial Officer
84	Finance Portfolio Committee considers and recommends the 2022/2023 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		17/02/2023				Manager: Budget Control and Cost Accounting
85	MAYCO considers and adopts 2022/2023 Adjustments Budget and potentially revised 2022/2023 SDBIP	MFMA - Sec 28 MBRR - Part 4		21/02/2023	25/02/2023			Manager: Budget Control and Cost Accounting and Performance Management Officer
86	Council considers and adopts 2022/2023 Adjustments Budget and potential revised 2022/2023 SDBIP	MFMA - Sec 28 MBRR - Part 4		28/02/2023				Manager: IDP/PM and Manager: Budget Control and Cost Accounting
87	Send the 2021/2022 Draft AR, within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)					01/02/2023 to 03/02/2023	Chief Financial Officer
88	Due date for the public and other stakeholders to render written comments on the 2021/2022 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A					18/02/2023	Chief Financial Officer
89	Submit Monthly report on the budget for period ending 31 January 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/02/2023	Manager: Financial Statements, Reporting and Cash Management
90	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2023					Manager: IDP/PM
91	Submit monthly report for period ending 31/01/2023 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					16/02/2023	Manager: Budget Control and Cost Accounting
92	Planning for IDP Representative Forum for 1st week of May							Manager: IDP/PM
93	Advertise 5-Year Process Plan for public comment	MSA Section 28	28/02/2023					Manager: IDP/PM
94	Finalise Draft Reviewed 2023/2028 SDF	Not Applicable				28/02/2023		Manager: Spatial Planning, Heritage and GIS
MARCH 2023								
95	Advertise the approved 2022/2023 Adjustments Budget and Revised SDBIP for 2022/2023 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		02/03/2023	03/02/2023			Manager: Budget Control and Cost Accounting
96	Procurement Plan			06/03/2023				CFO
97	Submit monthly report on the budget for period ending 28 February 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/03/2023	Manager: Financial Statements, Reporting and Cash Management
98	Prepare an item with the 2021/2022 OR and AR to be tabled at the Finance Portfolio Committee, Mayoral Committee and Council to be reviewed by the City Manager	MFMA - Sec 129					02/03/2022 to 16/03/2023	Chief Financial Officer
99	Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	18/03/2023	18/03/2023				Manager: IDP/PM and Manager: Budget Control and Cost Accounting
100	Council consider 2021/2022 Oversight Report and Annual Report for approval	MFMA - Sec 129					31/03/2023	Chief Financial Officer
101	Submit draft revised IDP, SDF and 2023/24 SDBIP to Mayco for discussion	Not Applicable	18/03/2023		18/03/2023	18/03/2023		Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
102	Budget Steering Committee considers 2023/2028 Draft Budget	MFMA - Sec 28 MBRR - Part 4		20/03/2023				Chief Financial Officer
103	Financial Services Portfolio Committee recommends 2023/2028 Draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		23/03/2023				Manager: Budget Control and Cost Accounting
104	Executive Mayor and Mayoral Committee consider 2023/2028 Draft Revised IDP, Budget, SDF and 2023/24 SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2023	24/03/2023	31/03/2023	31/03/2023		Manager: IDP/PM and Manager: Budget Control and Cost Accounting and Manager: Spatial Planning, Heritage and GIS
105	Council meeting on Draft IDP, Budget, Tariffs, Budget Related Policies, SDF and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2023	31/03/2023	31/03/2023	31/03/2023		Manager: IDP/PM Manager: Budget Control and Cost Accounting Performance Management Officer
106	Supply Chain Management - Specifications and Adverts for June							All HODs
APRIL 2023								

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
107	Advertise the Draft IDP, SDBIP, SDF, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3) SPLUMA - Sec 20(3)	06/04/2023	06/04/2023	06/04/2023	06/04/2023		Manager: IDP/PM Manager: Budget Control and Cost Accounting Performance Management Officer Manager: Spatial Planning, Heritage and GIS
109	Prepare advertisement for the 2022/2024 OR and AR to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3)					31/03/2023 to 02/04/2023	Chief Financial Officer
110	Ensure that the 2022/2023 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					31/03/2023 to 02/04/2023	Chief Financial Officer
111	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)					31/03/2023 to 02/04/2023	Chief Financial Officer
112	Submit the Draft IDP, SDBIP, SDF and Budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	Immediately	Immediately	Immediately			Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
113	Community Road Shows to consult the Draft IDP, SDBIP, SDF and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	03/04/2023 to 28/04/2023	03/04/2023 to 28/04/2023	03/04/2023 to 28/04/2023	03/04/2023 to 28/04/2023		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
114	Third Quarter Performance Report to SMT for revision session	MPPMR - Reg 13			25/04/2023			Performance Management Officer
115	Submit Monthly Report on the Budget for period ending 31 March 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/04/2023	Manager: Financial Statements, Reporting and Cash Management
116	Submit Third Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			25/04/2023			Performance Management Officer
117	Submit Third Quarter Performance Report to Council	MPPMR - Reg 13			25/04/2023			Performance Management Officer
118	Submit Quarterly Report for period ending 31/03/2023 on implementation of the Budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					26/04/2023	Manager: Financial Statements, Reporting and Cash Management
119	Submit 3rd Quarter 2022/23 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			25/04/2023			Performance Management Officer
120	Place 2022/2023 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			30/04/2023			Performance Management Officer
121	Quarter 3 (2022/23) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			25/04/2023			Performance Management Officer
MAY 2023								
122	Draft IDP - Alignment after April feedback for May		03/05/2023					Manager: IDP/PM
123	Assess public comments on draft reviewed SDF					2023/11/05		Manager: Spatial Planning, Heritage and GIS
124	SIME - IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	15/05/2023	11/05/2023	15/05/2023			Manager: IDP/PM and Manager: Budget Control and Cost Accounting
125	Submit Monthly Report on the Budget for period ending 30/04/2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					2023/12/05	Manager: Financial Statements, Reporting and Cash Management
126	Budget Steering Committee considers submissions made by the Local Community, National or Provincial Treasury, National or Provincial Organs of State or Municipalities (B-Municipalities)	MFMA - Sec 23	15/05/2023	15/05/2023	15/05/2023			Manager: Budget Control and Cost Accounting
127	Finance Portfolio Committee considers submissions made by the Local Community, National or Provincial Treasury, National or Provincial Organs of State or Municipalities (B-Municipalities) and recommends Final Budget to MAYCO	MFMA - Sec 24		24/05/2023				Manager: Budget Control and Cost Accounting
128	MAYCO meeting to approve Revised IDP, Performance Management Officer Measures, targets and the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	25/05/2023	25/05/2023	25/05/2023	25/05/2023		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
129	Council meeting to adopt Revised IDP, Performance Management Officer Measures, Targets and the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	31/05/2023	31/05/2023	31/05/2023	31/05/2023		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
JUNE 2023								
130	Place the IDP, Multi-Year Budget, all Budget-Related documents and all Budget-Related Policies, and Drakenstein Spatial Development Framework on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	02/06/2023	02/06/2023		02/06/2023		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
131	Submit a copy of the revised IDP and Drakenstein Spatial Development Framework to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32 LUPA - Section 14	02/06/2023			02/06/2023		Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
132	Give notice to the public of the adoption of the IDP, SDF and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) SPLUMA - Sec 20(1)	01/06/2023	01/06/2023		01/06/2023		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
133	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		14/06/2023				Manager: Budget Control and Cost Accounting
134	Submit to the Executive Mayor the SDBIP for the Budget Year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)			14/06/2023			Performance Management Officer
135	Submit Monthly Report on the Budget for period ending 31/05/2023 within 10 working days to Mayor	MFMA Section 71(1)					14/06/2023	Manager: Financial Reporting
136	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after Approval of the Budget)	MFMA - Sec 53(1)(c) (ii)			28/06/2023			Performance Management Officer
JULY 2023								
137	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3)(a) MBRR Reg 19			2023/10/07			Performance Management Officer
138	Make public the performance agreements of City Manager and Executive Directors (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b):			2023/10/07			Performance Management Officer