

(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 2024/2025

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
JULY 2023								
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)			31/07/2023			Manager: IDP/PM
2	Commence with the preparation of Capital Adjustments Budget for the 2023/2024 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		10/07/2023				Manager: Budget Control and Cost Accounting
3	Submit Monthly report on the budget for period ending 30 June 2023 within 10 working days to Executive Mayor	MFMA - Sec 71(1)					14/7/2023	Manager: Financial Statements, Reporting and Cash Management
5	Submit 2022/2023 Fourth Quarter Performance Report to Council	MPPMR - Reg 13 MFMA - Sec 71(1)			31/07/2023			Manager: IDP/PM
6	Submit Quarterly report for period ending 30/06/2023 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					28/07/2023	Manager: Financial Statements, Reporting and Cash Management
7	Quarter 4 2022/2023 Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			21/07/2023			Manager: IDP/PM
8	Supply Chain Management - BEC and BAC Meetings							All HODs
AUGUST 2023								
9	Place 2022/2023 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2023			Manager: IDP/PM
10	Submit 4th Quarter (2022/2023) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2023			Manager: IDP/PM
11	Submit Monthly report on the budget for period ending 31 July 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/08/2023	Manager: Financial Statements, Reporting and Cash Management
12	Submit 1st Draft AR and progress report to SMT for discussion						21/08/2023	CFO/MSFPS
13	Submit 2nd Draft AR 2022/2023 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable					28/08/2023	CFO/MSFPS
14	Executive Mayor and Mayoral Committee approve 2023/2024 Roll Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		16/08/2023				Chief Financial Officer
15	Council approve 2023/2024 Roll Over Adjustments Budget (to be approved by 25 August 2023)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		25/08/2023				Chief Financial Officer
16	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)	25/08/2023	25/08/2023		25/08/2023		Manager: IDP/PM
17	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2022/2023 to the Auditor General of South Africa (AGSA)	MFMA - Section 126			31/08/2023		31/08/2023	Manager: IDP/PM CFO
18	Supply Chain Management - BEC and BAC Meetings						31/08/2023	All HODs

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
SEPTEMBER 2023								
19	Submit the adopted Budget/IDP/PM/SDF Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	01/09/2023			01/09/2023		Manager: IDP/PM
20	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)	01/09/2023			01/09/2023		Manager: IDP/PM
21	Submit Monthly Report on the Budget for period ending 31 August 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/09/2023	Manager: Financial Statements, Reporting and Cash Management
22	Budget Steering Committee determines Budget Assumptions (Parameters) for 2024/2029 Medium Term Revenue and Expenditure Framework (MTREF) Budget: - Assumptions - Tariffs - HR/Staff Costs - Events - Bursaries - Related policy amendments	MFMA - Sec 28 MBRR - Part 4		27/09/2023				Manager: Budget Control and Cost Accounting
23	Obtain Council approval to initiate a process to amend the SDF without an intergovernmental steering committee	LUPA - Sec 11				29/09/23		Manager: Spatial Planning
24	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	30/09/2023					Manager: IDP/PM together with All Departments
25	Review of Departmental Sector Plans: Disaster Management Plan, Sector Plans		30/09/2023					All HODs
26	April Public Participation Preparation		30/09/2023					Manager: IDP/PM
27	Provincial IDP Managers' Forum	MSA Section 24	30/09/2023					Manager: IDP/PM
28	Supply Chain Management - BEC and BAC Meetings							All HODs

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
OCTOBER 2023								
29	Commence with the review of the Draft IDP for the 2024/2025 IDP- Submit the draft IDP to departments for input		31/10/2023					Manager: IDP/PM
30	Ward Councillors to consult with Ward Committees, on IDP Public Open Day Inputs	Chapter 4 MSA	01/10/2023 to 31/10/2023					Manager: IDP/PM
31	Publish a notice regarding the intention to amend the SDF in two newspapers	DM:MP Bylaw - Section 2				05/10/2023		Manager: Spatial Planning
32	Inform the Provincial Minister of the intention to amend the SDF	DM:MP Bylaw - Section 2				05/10/2023		Manager: Spatial Planning
33	Register relevant stakeholders that must be invited to comment on the draft SDF	DM:MP Bylaw - Section 2				05/10/2023		Manager: Spatial Planning
34	Publish a notice in the newspaper inviting proposals for amendments to the existing SDF					05/10/2023		Manager: Spatial Planning
35	Request and receive inputs from departments for 2023/2024 Adjustments Budget and the 2024/2029 Draft MTREF	MFMA - Section 21 & 28		09/10/2023 to 20/10/2023				All Departments
36	Submit Monthly report on the budget for period ending 30 September 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					13/10/2023	Manager: Financial Statements, Reporting and Cash Management
37	Submit 2023/2024 First Quarter Performance Report to Council	MPPMR - Reg 13			31/10/2023			Manager: IDP/PM
38	Submit Quarterly report for period ending 30/09/2023 on implementation of the budget and financial state of affairs of the municipality	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					27/10/2023	Manager: Financial Statements, Reporting and Cash Management
39	Quarter 1 (2023/2024) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			19 and 20/10/2023			Manager: IDP/PM
40	Request tariff inputs from departments to be included in tariff book.	MFMA - Chapter 4 MBRR - Part 3		23/10/2023				Manager: Budget Control and Cost Accounting
41	Strategic Integrated Municipal Engagements (SIME)		31/10/2023					Manager: IDP/PM
42	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	31/10/2023					Manager: IDP/PM together with All Departments
43	Review of Policies and Bylaws							ED: Corporate Services
44	Macro Structure Review							ED: Corporate Services
45	EPWP Priorities							ED: Engineering Services
46	Supply Chain Management - BEC and BAC Meetings							All HODs

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
NOVEMBER 2023								
47	Submit 1st Quarter 2023/2024 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2023			Manager: IDP/PM
48	Place 2023/2024 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2023			Manager: IDP/PM
49	Budget Assessment Team sessions to prioritise projects and motivate budget requests.			01/11/2023 to 10/11/2023				Manager: Budget Control and Cost Accounting
50	Compile SDF Status Quo Report	DM:MP Bylaw - Section 7				06/11/2023		Manager: Spatial Planning
51	Compile first draft SDF Comments and Responses Report	LUPA - Section 14				06/11/2023		Manager: Spatial Planning
52	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	14/11/2023 to 17/11/2023					Manager: IDP/PM together with All Departments
53	Refer all proposals to amend the SDF to the relevant internal and external departments for comments	Not Applicable				13/11/2023		Manager: Spatial Planning
54	Submit Monthly report on the budget for period ending 31 October 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/11/2023	Manager: Financial Statements, Reporting and Cash Management
55	Supply Chain Management - BEC and BAC Meetings							All HODs
56	MAAP Processes						08/11/2023	Senior Manager: Budget, Assets and Financial Reporting
57	SDBIP - All layers and performance indicator review				30/11/2023			Manager: IDP/PM
58	Performance Sheets - Next financial year				30/11/2023			Manager: IDP/PM
DECEMBER 2023								
59	Finalise Draft Tariff Book	MFMA - Sec 21		04/12/2023				Manager: Budget Control and Cost Accounting
60	Provincial IDP Managers' Forum	MSA Section 24	30/11/2023 to 01/12/2023					Manager: IDP/PM
61	Submit Monthly report on the budget for period ending 30 November 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/12/2023	Manager: Financial Statements, Reporting and Cash Management

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
JANUARY 2024								
62	Finalise final SDF Status Quo Report and draft SDF for the public participation process	Not Applicable				05/01/2024		
63	Start process to review or amend current budget related policies and develop new budget related policies as needed.	MFMA - Sec 21 MBRR - Part 3		15/01/2024			Manager: Budget Control and Cost Accounting	
64	Submit Monthly report on the Budget for period ending 31 December 2023 within 10 working days to Executive Mayor	MFMA Section 71(1)				15/01/2024	Manager: Financial Statements, Reporting and Cash Management	
65	Prepare an agenda item for submission of the 2022/2023 Draft AR to the Finance Portfolio Committee, Mavoral Committee and Council	MFMA - Sec 21				11/01/2024	Chief Financial Officer	
66	Submit Mid-Year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2024	25/01/2024	Manager: IDP/PM	
67	Prepare and submit Mid-Year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2024		25/01/2024	Chief Financial Officer	
68	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 31/01/2024	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2024	25/01/2024		Manager: IDP/PM CFO	
69	Council consider 2022/2023 Draft Annual Report before advertising it for public comment	MFMA - Sec 127				26/01/2024	Chief Financial Officer	
70	Submit Quarterly report for period ending 31/12/2023 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			26/01/2024	26/01/2024	Chief Financial Officer and Manager: IDP/PM	
71	Review the municipality's Performance Management System (PMS) - Submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)			31/01/2024		Manager: IDP/PM	
72	Submit Mid-Year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		26/01/2024	26/01/2024		Manager: IDP/PM and Senior Manager: Budget, Assets and Financial Reporting	
73	Place 2023/2024 Second Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			28/01/2024		Manager: IDP/PM	
74	Quarter 2 and Mid-Year (2023/24) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			19/01/2024 & 20/01/2024		Manager: IDP/PM	
75	Finalise revision of budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		31/01/2024			Manager: Budget Control and Cost Accounting	
76	Obtain MayCo approval for the SDF Status Quo Report and to commence with the 60 days public participation process with the draft SDF	DM:MP Bylaw - Section 7				31/01/2024	Manager: Spatial Planning	
78	Obtain Council approval for the SDF Status Quo Report and to commence with the 60 days public participation process with the draft SDF	DM:MP Bylaw - Section 7				31/01/2024	Manager: Spatial Planning	

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
FEBRUARY 2024								
79	Strategic Planning Alignment Session		02/02/2024				City Manager	
80	Strategic Risk Review		01/02/2024				Chief Risk Officer	
81	Publish a notice in the newspaper inviting comments on the draft SDF	SPLUMA - Sec 20(3) DM:MP Bylaw - Section 7				04/02/2024	Manager: Spatial Planning	
82	Refer the draft SDF to the Provincial Minister for comments on the draft SDF	SPLUMA - Sec 20(3) DM:MP Bylaw - Section 7				04/02/2024	Manager: Spatial Planning	
83	Refer the draft SDF to the relevant internal and external departments for comments on the draft SDF	SPLUMA - Sec 20(3) DM:MP Bylaw - Section 7				04/02/2024	Manager: Spatial Planning	
84	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)			01/02/2024		Manager: IDP/PM	
85	Budget Steering Committee considers 2023/2024 Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		14/02/2024			Chief Financial Officer	
86	Finance Portfolio Committee considers and recommends the 2023/2024 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		20/02/2024			Manager: Budget Control and Cost Accounting	
87	MAYCO considers and adopts 2023/2024 Adjustments Budget and potentially revised 2023/2024 SDBIP	MFMA - Sec 28 MBRR - Part 4		21/02/2024	21/02/2024		Manager: Budget Control and Cost Accounting and Manager: IDP/PM	
88	Council considers and adopts 2023/2024 Adjustments Budget and potential revised 2023/2024 SDBIP	MFMA - Sec 28 MBRR - Part 4		28/02/2024			Manager: IDP/PM and Manager: Budget Control and Cost Accounting	
89	Send the 2022/2023 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)				01/02/2024 to 02/02/2024	Chief Financial Officer	
90	Due date for the public and other stakeholders to render written comments on the 2022/2023 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A				22/02/2024	Chief Financial Officer	
91	Submit Monthly report on the budget for period ending 31 January 2024 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/02/2024	Manager: Financial Statements, Reporting and Cash Management	
92	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2024				Manager: IDP/PM	
93	Advertise 5-Year Process Plan for public comment	MSA Section 28	28/02/2024				Manager: IDP/PM	

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
MARCH 2024								
94	Advertise the approved 2023/2024 Adjustments Budget and Possible Revised SDBIP for 2023/2024 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		07/03/2024	07/03/2024			Manager: Budget Control and Cost Accounting
95	Submit monthly report on the budget for period ending 28 February 2024 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/03/2024	Manager: Financial Statements, Reporting and Cash Management
96	Prepare an item with the 2022/2023 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					05/03/2024 to 15/03/2024	Chief Financial Officer
97	Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	18/03/2024	18/03/2024				Manager: IDP/PM and Manager: Budget Control and Cost Accounting
98	Council consider 2022/2023 Oversight Report and Annual Report for approval	MFMA - Sec 129					27/03/2024	Chief Financial Officer
99	Budget Steering Committee considers 2024/2029 Draft Budget	MFMA - Sec 28 MBRR - Part 4		13/03/2024				Chief Financial Officer
100	Financial Services Portfolio Committee recommends 2024/2029 Draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		19/03/2024				Manager: Budget Control and Cost Accounting
101	Executive Mayor and Mayoral Committee consider 2024/2029 Draft IDP, Budget, and 2024/25 SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	27/03/2024	27/03/2024	27/03/2024			Manager: IDP/PM and Manager: Budget Control and Cost Accounting
102	Council meeting on Draft IDP, Budget, Tariffs, Budget Related Policies,-and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	27/03/2024	27/03/2024	27/03/2024			Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
103	Supply Chain Management - Specifications and Adverts for June							All HODs

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
APRIL 2024								
104	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)	04/04/2024	04/04/2024	04/04/2024	04/04/2024	Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS	
105	Prepare advertisement for the 2022/2023 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)					20/03/2024 to 27/03/2024 Chief Financial Officer	
106	Ensure that the 2022/2023 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					01/04/2024 to 05/04/2024 Chief Financial Officer	
107	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)					29/03/2024 to 05/04/2024 Chief Financial Officer	
108	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	Immediately	Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS	
109	IDP/Budget and SDF Public Open Day Engagement to consult the Draft IDP, SDBIP, SDF and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	02/04/2024 to 26/04/2024	02/04/2024 to 26/04/2024	02/04/2024 to 26/04/2024	02/04/2024 to 26/04/2024	Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS	
110	Submit Monthly Report on the Budget for period ending 31 March 2024 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/04/2024 Manager: Financial Statements, Reporting and Cash Management	
111	Submit Third Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			25/04/2024		Manager: IDP/PM	
112	Submit Third Quarter Performance Report to Council	MPPMR - Reg 13			25/04/2024		Manager: IDP/PM	
113	Submit Quarterly Report for period ending 31/03/2024 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					26/04/2024 Manager: Financial Statements, Reporting and Cash Management	
114	Submit 3rd Quarter 2023/24 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			25/04/2023		Manager: IDP/PM	
115	Place 2023/2024 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			30/04/2023		Manager: IDP/PM	
116	Quarter 3 (2023/24) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			25/04/2023		Manager: IDP/PM	

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
MAY 2024								
117	Draft IDP - Alignment after April feedback for May		02/05/2024					Manager: IDP/PM
118	Assess all comments received on draft SDF	DM:MP Bylaw - Section 7				01/05/2024		Manager: Spatial Planning
119	Compile Final SDF, SDF Performance Report and SDF Comments and Responses Report	DM:MP Bylaw - Section 7				01/05/2024		Manager: Spatial Planning
120	SIME - IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	10/05/2024	10/05/2024	10/05/2024			Manager: IDP/PM and Manager: Budget Control and Cost Accounting
121	Submit Monthly Report on the Budget for period ending 30/04/2024 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/05/2024	Manager: Financial Statements, Reporting and Cash Management
122	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	14/05/2024	14/05/2024	14/05/2024			Manager: Budget Control and Cost Accounting
123	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		21/05/2024				Manager: Budget Control and Cost Accounting
124	MAYCO meeting to approve Revised IDP, Manager: IDP/PM Measures, targets and the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	22/05/2024	22/05/2024	22/05/2024	22/05/2024		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
125	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2022/2023 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			24/05/2024			Manager: IDP/PM
126	Council meeting to adopt Revised IDP, Manager: IDP/PM Measures, Targets and the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	31/05/2024	31/05/2024	31/05/2024	31/05/2024		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
JUNE 2024								
128	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	07/06/2024	07/06/2024		07/06/2024		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
129	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	07/06/2024			07/06/2024		Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
130	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)	07/06/2024	01/06/2024		01/06/2024		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
131	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		14/06/2024				Manager: Budget Control and Cost Accounting
132	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)			14/06/2024			Manager: IDP/PM
133	Submit Monthly Report on the Budget for period ending 31/05/2024 within 10 working days to Mayor	MFMA Section 71(1)					12/06/2024	Manager: Financial Reporting
134	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)			28/06/2024			Manager: IDP/PM

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
JULY 2024								
135	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			10/07/2024			Manager: IDP/PM
136	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):			10/07/2024			Manager: IDP/PM