

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
JULY 2020							
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)			31/07/2020		Performance Management Officer
2	Commence with the preparation of Capital Adjustments Budget for the 2020/2021 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		01/07/2020			Manager: Budget Control and Cost Accounting
3	Submit Monthly report on the budget for period ending 30 June 2020 within 10 working days to Executive Mayor	MFMA - Sec 71(1)				14/07/2020	Manager: Financial Statements, Reporting and Cash Management
4	Submit 2019/2020 Fourth Quarter Performance Report to SMT for revision	Not Applicable			20/07/2019		Performance Management Officer
5	Submit 2019/2020 Fourth Quarter Performance Report to Council	MPPMR - Reg 13 MFMA - Sec 71(1)			31/07/2019		Performance Management Officer
6	Submit Quarterly report for period ending 30/06/2020 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				29/07/2020	Manager: Financial Statements, Reporting and Cash Management
7	Quarter 4 (2019/2020) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			21/07/2020		Performance Management Officer
8	Supply Chain Management - BEC and BAC Meetings						All HODs
AUGUST 2020							
9	Place 2019/2020 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2020		Performance Management Officer
10	Submit 4th Quarter (2019/2020) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2020		Performance Management Officer
11	Budget Steering Committee considers 2020/2021 Capital Adjustments Budget and Budget/IDP/PM Time Schedule for 2021/2022	MFMA - Sec 28 MBRR - Part 4	12/8/2020	12/8/2020			Manager: Budget Control and Cost Accounting Manager: IDP, Research and Development
12	Submit Monthly report on the budget for period ending 31 July 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				17/08/2020	Manager: Financial Statements, Reporting and Cash Management
13	Submit monthly report for period ending 31/07/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				14/08/2020	Manager: Financial Statements, Reporting and Cash Management
14	Submit 1st Draft AR and progress report to SMT for discussion					17/08/2020	CFO/MSFPs
15	Submit 2nd Draft AR 2019/20 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable				24/08/2020	CFO/MSFPs
16	Finance Portfolio Committee recommends 2020/2021 Capital Adjustments Budget to Executive Mayor and Mayoral Committee	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		20/08/2020			Chief Financial Officer
17	Executive Mayor and Mayoral Committee approve 2020/2021 Capital Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		21/08/2020			Chief Financial Officer
18	Council approve 2020/2021 Capital Adjustments Budget (to be tabled before 25 August 2019)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		25/08/2020			Chief Financial Officer
19	Executive Mayor and Mayoral Committee recommend that Budget / IDP / PM Time Schedule (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)	25/08/2020	25/08/2020			Manager: IDP, Research & Development
20	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2019/2020 to the Auditor General of South Africa (AGSA)	MFMA - Section 126			31/08/2020	31/08/2020	Performance Management Officer CFO
21	Supply Chain Management - BEC and BAC Meetings						All HODs
SEPTEMBER 2020							
22	Submit the adopted Budget / IDP / PM Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	1/9/2020				Manager: IDP, Research & Development
23	Place advertisement to notify the public of the approved Budget / IDP / PM Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	1/9/2020				Manager: IDP, Research & Development
24	Submit Monthly report on the budget for period ending 31 August 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/09/2020	Manager: Financial Statements, Reporting and Cash Management
25	IDP Consultation with Ward Councillors and Ward Committees, as per Council approval	Chapter 4 MSA	01/09/2020 - 30/09/2020				Manager: IDP, Research & Development

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
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26	Budget Steering Committee determines Budget Assumptions (Parameters) for 2021/2026 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		17/09/2020			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	30/09/2019				Manager: IDP, Research & Development together with All Departments
28	Submit monthly report for period ending 31/08/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				30/09/2020	Manager: Financial Statements, Reporting and Cash Management
29	Review of Departmental Sector Plans: Disaster Management Plan, SDF, Sector Plans		30/09/2020				All HODs
30	Draft IDP - Review previous year alignment		30/09/2020				Manager: IDP, Research & Development
31	April Public Participation Preparation		30/09/2020				Manager: IDP, Research & Development
32	Provincial IDP Managers' Forum	MSA Section 24	30/9/2020				Manager: IDP, Research & Development
33	Supply Chain Management - BEC and BAC Meetings						All HODs
OCTOBER 2020							
34	Commence with Zero-based budget exercise for 2021/2026 MTREF	MFMA - Chapter 4 MBRR - Part 3		05/10/2020			Chief Financial Officer
35	Start process to review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3		05/10/2021			Manager: Budget Control and Cost Accounting
36	Request information regarding tariffs for input in tariff book.	MFMA - Chapter 4 MBRR - Part 3		05/10/2022			Manager: Budget Control and Cost Accounting
37	First Quarter 2020/2021 Performance Report to SMT for revision	MPPMR - Reg 13			10/10/2020		Performance Management Officer
38	Submit Monthly report on the budget for period ending 30 September 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/10/2020	Manager: Financial Statements, Reporting and Cash Management
39	Submission of priority requests to sector departments	Not Applicable	12/10/2020				Manager: IDP, Research & Development
40	Submit 2020/2021 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			30/10/2020		Performance Management Officer
41	Submit 2020/2021 First Quarter Performance Report to Council	MPPMR - Reg 13			30/10/2020		Performance Management Officer
42	Submit Quarterly report for period ending 30/09/2019 on implementation of the budget and financial state of affairs of the municipality	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				28/10/2020	Manager: Financial Statements, Reporting and Cash Management
43	Quarter 1 (2020/2021) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			16/10/2020		Performance Management Officer
44	Strategic Integrated Municipal Engagements (SIME)		31/10/2020				Manager: IDP, Research & Development
45	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	31/10/2020				Manager: IDP, Research & Development together with All Departments
46	Review of Policies and Bylaws						ED: Corporate Services
47	Macro Structure Review						ED: Corporate Services
48	EPWP Priorities						ED: Engineering Services
49	Supply Chain Management - BEC and BAC Meetings						All HODs
NOVEMBER 2020							
50	Finalised tariff book	MFMA - Sec 21		02/11/2020			Manager: Budget Control and Cost Accounting
51	Finalise first draft of Zero-based 2021/2026 MTREF	MFMA - Sec 21		04/11/2020			Manager: Budget Control and Cost Accounting
52	Submit 1st Quarter 2020/2021 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2020		Performance Management Officer
53	Place 2020/2021 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2020		Performance Management Officer
54	Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes from Community IDP Needs List and identified actions emanating from the sector plan analysis; and review the Vision 2032 Implementation Matrix (2018/2024 IDP cycle and 2020/2021 review)	Not Applicable	03/11/2020 - 06/11/2020				Manager: IDP, Research & Development together with All Departments
55	Submit Monthly report on the budget for period ending 31 October 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				13/11/2020	Manager: Financial Statements, Reporting and Cash Management
56	Request inputs from departments for 2021/2022 Operating Adjustments Budget to Manager: Budgets and Cost Accounting	MFMA - Section 21 & 28		10/11/2020			All Directorates
57	Submit 2021/2026 Draft MTREF and tariffs to Budget Steering Committee	MFMA - Sec 21 MBRR - Part 3		19/11/2020			Manager: Budget Control and Cost Accounting
58	Mayoral Committee consider and recommend strategic choices for Council's consideration	MPPMR - Reg 3	25/11/2020				Manager: IDP, Research & Development
59	Draft Initial changes to IDP: Reconcile community, administrative and political priorities within the context of Vision 2032 and 2017/2022 IDP	Not Applicable	30/11/2020				Manager: IDP, Research & Development
60	Supply Chain Management - BEC and BAC Meetings						All HODs

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NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
61	MAAP Processes					30/11/2020	Manager: Strategic Planning
62	SDBIP - All layers and performance indicator review				30/11/2020		Performance Management Officer
63	Performance Sheets - Next financial year				30/11/2020		Performance Management Officer
64	Housing Summit for March Preparation						ED: Community Services
DECEMBER 2020							
65	Provincial IDP Managers' Forum	MSA Section 24	03/12/2020 - 04/12/2020				Manager: IDP, Research & Development
66	Submit Monthly report on the budget for period ending 30 November 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/12/2020	Manager: Financial Statements, Reporting and Cash Management
JANUARY 2021							
67	Commence with review of five-year performance scorecard in line with strategic choices	MSA Section 26, Chapter 6	03/01/2021 - 28/02/2021		03/01/2021 - 28/02/2021		Manager: IDP, Research & Development Performance Management Officer
68	Submit SECOND Quarter Performance Report and Mid-year Performance Assessment Report to SMT for revision	MPPMR - Reg 13			20/01/2021		Performance Management Officer
69	Submit Monthly report on the budget for period ending 31 December 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/01/2021	Manager: Financial Statements, Reporting and Cash Management
70	Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/01/2021		Performance Management Officer
71	Prepare an agenda item for submission of the 2019/2020 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council	MFMA - Sec 21				10/01/2021	Chief Financial Officer
72	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2021		Performance Management Officer
73	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2021			Chief Financial Officer
74	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2021	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2021	25/01/2021		Performance Management Officer CFO
75	Council consider 2019/2020 Draft Annual Report before advertising it for public comment	MFMA - Sec 127				27/01/2021	Chief Financial Officer
76	Submit monthly report for period ending 31/12/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				27/01/2021	Chief Financial Officer
77	Submit Quarterly report for period ending 31/12/2020 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			27/01/2021	27/01/2021	Chief Financial Officer and Performance Management Officer
78	Review the municipality's Performance Management system (PMS) - submit Revised Performance Management Officer Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)			31/01/2021		Performance Management Officer
79	Submit Mid-year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		27/01/2021	29/01/2021	27/01/2021	Performance Management Officer and Senior Manager: Budget, Assets and Financial Reporting
80	Place 2020/2021 SECOND Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			28/01/2021		Performance Management Officer
81	Quarter 2 and Mid-year (2020/21) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			20/01/2021		Performance Management Officer
82	Finalise revision of budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		29/01/2021			Manager: Budget Control and Cost Accounting
83	Strategic Planning Alignment - Drakenstein						City Manager
84	Strategic Risk Review						Chief Risk Officer
FEBRUARY 2021							
85	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2019/2020 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			16/02/2021		Performance Management Officer
86	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)			08/02/2021		Manager: IDP, Research & Development
87	Send the 2019/2020 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)				01/02/2021 to 03/02/2021	Chief Financial Officer
88	Due date for the public and other stakeholders to render written comments on the 2018/2019 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A				18/02/2021	Chief Financial Officer
89	Budget Steering Committee considers 2020/2021 Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		11/02/2021			Chief Financial Officer
90	Submit Monthly report on the budget for period ending 31 January 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)				12/02/2021	Manager: Financial Statements, Reporting and Cash Management
91	Finance Portfolio Committee considers and recommends the 2020/2021 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		23/02/2021			Manager: Budget Control and Cost Accounting
92	MAYCO considers and adopts 2020/2021 Adjustments Budget and potentially Revised 2020/2021 SDBIP	MFMA - Sec 28 MBRR - Part 4		24/02/2021	25/02/2020		Manager: Budget Control and Cost Accounting and Performance Management Officer
93	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2021				Manager: IDP, Research & Development
94	Submit monthly report for period ending 31/01/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				24/02/2021	Manager: Budget Control and Cost Accounting
95	Council considers and adopts 2020/2021 Adjustments Budget and potential Revised 2020/2021 SDBIP	MFMA - Sec 28 MBRR - Part 4		24/02/2021			Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting

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96	Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	28/02/2021	28/02/2021			Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting
97	Planning for IDP Representative Forum for 1st week of May						Manager: IDP, Research & Development
MARCH 2021							
98	Advertise the approved 2020/2021 Adjustments Budget and Revised SDBIP for 2020/21 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		04/03/2021			Manager: Budget Control and Cost Accounting
99	Procurement Plan			04/03/2021			CFO
100	Submit monthly report on the budget for period ending 28 February 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)				12/03/2021	Manager: Financial Statements, Reporting and Cash Management
101	Prepare an item with the 2019/2020 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				02/03/2021 to 16/03/2021	Chief Financial Officer
102	Budget Steering Committee considers 2021/2026 Draft Budget	MFMA - Sec 28 MBRR - Part 4		11/03/2021			Chief Financial Officer
103	Council consider 2019/2020 Oversight Report and Annual Report for approval	MFMA - Sec 129				31/03/2021	Chief Financial Officer
104	Submit monthly report for period ending 28/02/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				31/03/2021	Manager: Financial Statements, Reporting and Cash Management
105	Financial Services Portfolio Committee recommends 2021/2026 draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		26/03/2021			Manager: Budget Control and Cost Accounting
106	Executive Mayor and Mayoral Committee consider 2021/2026 draft Revised IDP, Budget and 2021/22 SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2021	31/03/2021	31/03/2021		Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting
107	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	31/03/2021	31/03/2021	31/03/2021		Manager: IDP, Research & Development Manager: Budget Control and Cost Accounting Performance Management Officer
108	Supply Chain Mangement - Specifications and Adverts for June						All HODs
APRIL 2021							
109	Advertise the Draft IDP, SDBIP, 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)	02/04/2020	09/04/2021	05/04/2021		Manager: IDP, Research & Development Manager: Budget Control and Cost Accounting Performance Management Officer
110	Prepare advertisement for the 2019/2020 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)				31/03/2021 to 02/04/2021	Chief Financial Officer
111	Ensure that the 2019/2020 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)				31/03/2021 to 02/04/2021	Chief Financial Officer
112	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)				31/03/2021 to 02/04/2021	Chief Financial Officer
113	Submit the draft IDP, SDBIP 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, Research & Development and Manager: Budget Control and Cost Accounting
114	Community Road Shows to consult the Draft IDP, SDBIP and Budget - Ward-based Public meetings and IDP Representative Forum	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	07/04/2021 - 30/04/2021	07/04/2021 - 30/04/2021	07/04/2021 - 30/04/2021		Manager: IDP, Research & Development Manager: Budget Control and Cost Accounting
115	THIRD Quarter Performance Report to SMT for revision session	MPPMR - Reg 13			10/4/2021		Performance Management Officer
116	Submit Monthly report on the budget for period ending 31 March 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/04/2021	Manager: Financial Statements, Reporting and Cash Management
117	Submit THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			25/04/2021		Performance Management Officer
118	Submit THIRD Quarter Performance Report to Council	MPPMR - Reg 13			25/04/2021		Performance Management Officer
119	Submit Quarterly report for period ending 31/03/2021 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				28/04/2021	Manager: Financial Statements, Reporting and Cash Management
120	Submit 3rd Quarter 2020/21 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			26/04/2021		Performance Management Officer
121	Quarter 3 (2019/20) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			23/04/2021		Performance Management Officer
122	Draft IDP - Alignment after April feedback for May						Manager: IDP, Research & Development
MAY 2021							
123	IDP Representative Forum		6/5/2021				
124	SIME- IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	11/05/2021	11/05/2021	11/05/2021		Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting
125	Place 2019/2020 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			11/05/2021	11/5/2021	Performance Management Officer

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126	Submit Monthly report on the budget for period ending 30/04/2021 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/05/2021	Manager: Financial Statements, Reporting and Cash Management
127	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	13/05/2021	13/05/2021	13/05/2021		Manager: Budget Control and Cost Accounting
128	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		25/05/2021			Manager: Budget Control and Cost Accounting
129	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 2020 Drakenstein Spatial Development Framework	MFMA - Sec 24	26/05/2021	26/05/2021	26/05/2021		Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting
130	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 2020 Drakenstein Spatial Development Framework	MFMA - Sec 24	26/05/2021	26/05/2021	26/05/2021		Manager: IDP, Research & Development and Manager: Budget Control and Cost Accounting
131	Submit monthly report for period ending 30/04/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				26/05/2021	Manager: Financial Statements, Reporting and Cash Management
JUNE 2021							
132	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	2/6/2021	02/06/2021			Manager: IDP, Research & Development Manager: Budget Control and Cost Accounting
133	Submit a copy of the revised IDP and 2020 Drakenstein Spatial Development Framework to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	2/6/2021				Manager: IDP, Research & Development
134	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		08/06/2021			Manager: Budget Control and Cost Accounting
135	Give notice to the public of the adoption of the IDP 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)	3/6/2021	08/06/2021			Manager: IDP, Research & Development Manager: Budget Control and Cost Accounting
136	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)			19/06/2021		Performance Management Officer
137	Submit Monthly report on the budget for period ending 31/05/2020 within 10 working days to Mayor	MFMA Section 71(1)				14/06/2021	Manager: Financial Reporting
138	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)			26/06/2021		Performance Management Officer
139	Submit monthly report for period ending 31/05/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				30/06/2021	Manager: Financial Statements, Reporting and Cash Management
JULY 2021							
140	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			10/07/2021		Performance Management Officer
141	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):			10/07/2021		Performance Management Officer