

ANNEXURE A

(This Time Schedule 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)

LIST OF ACRONYMS

IDP: Integrated Development Plan
PM: Performance Management
SDF: Spatial Development Framework

Time Schedule to Review, Compile and Finalise the IDP, BUDGET, PM and SDF for 2026/27

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
JULY 2025								
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)			01/07/2025			Head: Strategic Performance Management and M&E
2	Commence with the preparation of the 2024/2025 Roll Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		07/07/2025				Manager: Budget Control and Cost Accounting
3	Submit Monthly report on the budget for period ending 30 June 2025 within 10 working days to Executive Mayor	MFMA - Sec 71(1)					14/07/2025	Manager: Financial Statements, Reporting and Cash Management
4	Quarter 4 (2024/2025) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			22/07/25 and 25/07/25			Head: Strategic Performance Management and M&E
5	Submit 2024/2025 Fourth Quarter Performance Report to Council	MPPMR - Reg 13 MFMA - Sec 71(1)			30/07/2025			Head: Strategic Performance Management and M&E
6	Submit Quarterly report for period ending 30/06/2025 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					30/07/2025	Manager: Financial Statements, Reporting and Cash Management
7	Supply Chain Management - BEC and BAC Meetings							All HODs
AUGUST 2025								
8	Place 2024/2025 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2025			Head: Strategic Performance Management and M&E
9	Submit 4th Quarter (2024/2025) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2025			Head: Strategic Performance Management and M&E
10	Budget Steering Committee considers the 2025/2026 Roll Over Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		14/08/2025				Manager: Budget Control and Cost Accounting Manager: IDP/R&D
11	Submit Monthly report on the budget for period ending 31 July 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/08/2025	Manager: Financial Statements, Reporting and Cash Management
12	Submit 1st Draft AR and progress report to SMT for discussion						15/08/2025	Financial Planning and Accounting Analyst / Administrative Support Officer
13	Submit 2nd Draft AR 2024/2025 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable					21/08/2025	Financial Planning and Accounting Analyst / Administrative Support Officer
14	Finance Portfolio Committee recommends 2025/2026 Roll Over Adjustments Budget to Executive Mayor and Mayoral Committee	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		18/08/2025				Chief Financial Officer
15	Executive Mayor and Mayoral Committee approve 2025/2026 Roll Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		18/08/2025				Chief Financial Officer
16	Council approve 2025/2026 Roll Over Adjustments Budget (to be tabled before 25 August 2025)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		25/08/2025				Chief Financial Officer
17	Executive Mayor and Mayoral Committee recommend that Budget/IDP/PM/SDF Process Plan (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	25/08/2025	25/08/2025	25/08/2025	25/08/2025		Manager: IDP/R&D
18	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2024/2025 to the Auditor General of South Africa (AGSA)	MFMA - Section 126			31/08/2025		31/08/2025	Head: Strategic Performance Management and M&E CFO
19	Supply Chain Management - BEC and BAC Meetings							All HODs
SEPTEMBER 2025								
20	Submit the adopted Budget/IDP/PM/SDF Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	30/08/2025	30/08/2025			30/08/2025	Manager: IDP/R&D
21	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)	30/08/2025					Manager: IDP/R&D
22	Submit Monthly Report on the Budget for period ending 31 August 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					12/09/2025	Manager: Financial Statements, Reporting and Cash Management

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
23	Budget Steering Committee determines Budget Assumptions (Parameters) for 2026/2031 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		25/09/2025				CFO
24	Review of Departmental Sector Plans: Disaster Management Plan, Sector Plans		30/09/2025					All HODs
25	Provincial IDP Managers' Forum	MSA Section 24	30/09/2025					Manager: IDP/R&D
26	Supply Chain Management - BEC and BAC Meetings							All HODs
27	Inform the MEC for Local Government of the intention to amend the SDF					30/09/2025		Manager: Spatial Planning
28	Publish a notice regarding the intention to amend the SDF in the Governanet Gazette					30/09/2025		Manager: Spatial Planning
OCTOBER 2025								
29	Request and receive inputs from departments for 2025/2026 Adjustments Budget and the 2026/2031 Draft MTREF	MFMA - Section 21 & 28		06/10/2025 to 17/10/2025				All Directorates
30	Submit Monthly report on the budget for period ending 30 September 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/10/2025	Manager: Financial Statements, Reporting and Cash Management
31	Quarter 1 (2024/2025) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			16/10/24 - 17/10/24			Head: Strategic Performance Management and M&E
32	Submit 2025/2026 First Quarter Performance Report to Mayoral Committee	MPPMR - Reg 13			30/10/2025			Head: Strategic Performance Management and M&E
33	Submit 2025/2026 First Quarter Performance Report to Council	MPPMR - Reg 13			30/10/2025			Head: Strategic Performance Management and M&E
34	Submit Quarterly report for period ending 30/09/2025 on implementation of the budget and financial state of affairs of the municipality	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					30/10/2025	Manager: Financial Statements, Reporting and Cash Management
35	Request tariff inputs from departments to be included in tariff book.	MFMA - Chapter 4 MBRR - Part 3		22/10/2025				Manager: Budget Control and Cost Accounting
36	Strategic Integrated Municipal Engagements (SIME)		31/10/2025					Manager: IDP/R&D
37	Assess and identify information from adopted Sector Plans for integration into the draft 2025/2026 IDP document if possible	MSA Section 34	31/10/2025					Manager: IDP/R&D together with All Departments
38	Start process to review or amend current budget related policies and develop new budget related policies as needed.	MFMA - Sec 21 MBRR - Part 3		31/10/2025				Manager: Budget Control and Cost Accounting
39	Start process of amending the SDF					31/10/2025		Manager: Spatial Planning
40	Review of Policies and Bylaws							All EDs
41	Macro Structure Review							All EDs
42	EPWP Priorities							All EDs
43	Supply Chain Management - BEC and BAC Meetings							All HODs
NOVEMBER 2025								
44	Submit 1st Quarter 2025/2026 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2025			Head: Strategic Performance Management and M&E
45	Place 2025/2026 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2025			Head: Strategic Performance Management and M&E
46	Budget Assessment Team (BAT) sessions to prioritise projects and motivate budget requests.			04/11/2025 to 12/11/2025				Manager: Budget Control and Cost Accounting
47	April Public Participation Preparation		30/11/2025					Manager: IDP/R&D
48	Submit Monthly report on the budget for period ending 31 October 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/11/2025	Manager: Financial Statements, Reporting and Cash Management
49	Supply Chain Management - BEC and BAC Meetings							All HODs
50	MAAP Processes						30/11/2025	Senior Manager: Budget, Assets and Financial Reporting
DECEMBER 2025								

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
51	Finalise Draft Tariff Book	MFMA - Sec 21		01/12/2025				Manager: Budget Control and Cost Accounting
52	Provincial IDP Managers' Forum	MSA Section 24	04/12/2025 to 06/12/2025					Manager: IDP/R&D
53	Submit Monthly report on the budget for period ending 30 November 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					12/12/2025	Manager: Financial Statements, Reporting and Cash Management
JANUARY 2026								
54	Quarter 2 and Mid-Year (2025/26) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			15/01/2026 - 16/01/2026			Head: Strategic Performance Management and M&E
55	Submit Monthly report on the Budget for period ending 31 December 2025 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/01/2026	Manager: Financial Statements, Reporting and Cash Management
56	Submit Second Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/01/2026			Head: Strategic Performance Management and M&E
57	Prepare an agenda item for submission of the 2024/2025 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council	MFMA - Sec 21					9/01/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
58	Submit Mid-Year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2026			Head: Strategic Performance Management and M&E
59	Prepare and submit Mid-Year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2026				Chief Financial Officer
60	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2026	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2026	25/01/2026			Head: Strategic Performance Management and M&E CFO
61	Council consider 2024/2025 Draft Annual Report before advertising it for public comment	MFMA - Sec 127					28/01/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
62	Submit Quarterly report for period ending 31/12/2025 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			28/01/2026		28/01/2026	Chief Financial Officer and Performance Management Officer
63	Submit Mid-Year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		28/01/2026	28/01/2026			Head: Strategic Performance Management and M&E and Senior Manager: Budget, Assets and Financial Reporting
64	Place 2025/2026 Second Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			29/01/2026			Head: Strategic Performance Management and M&E
65	Finalise revision of budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		30/01/2026				Manager: Budget Control and Cost Accounting
66	Finalise first draft SDF					31/01/2026		Manager: Spatial Planning
FEBRUARY 2026								
67	Strategic Risk Review						01/02/2026	Chief Risk Officer
68	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)			2026/05/02			Manager: IDP/R&D
69	Budget Steering Committee considers 2025/2026 Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		12/02/2026				Chief Financial Officer
70	Finance Portfolio Committee considers and recommends the 2025/2026 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		17/02/2026				Manager: Budget Control and Cost Accounting
71	MAYCO considers and adopts 2025/2026 Adjustments Budget and potentially revised 2025/2026 TL SDBIP	MFMA - Sec 28 MBRR - Part 4		18/02/2026	19/02/2026			Manager: Budget Control and Cost Accounting and Head: Strategic Performance Management and M&E
72	Council considers and adopts 2025/2026 Adjustments Budget and potentially revised 2025/2026 SDBIP	MFMA - Sec 28 MBRR - Part 4		26/02/2026				Manager: IDP/R&D and Manager: Budget Control and Cost Accounting
73	Send the 2024/2025 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)					02/02/2026 to 05/02/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
74	Due date for the public and other stakeholders to render written comments on the 2025/2026 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A					20/02/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
75	Submit Monthly report on the budget for period ending 31 January 2026 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/02/2026	Manager: Financial Statements, Reporting and Cash Management
76	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2026					Manager: IDP/R&D
77	Submit monthly report for period ending 31/01/2026 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					27/02/2026	Manager: Financial Statements, Reporting and Cash Management
78	Submit Draft Revised IDP, SDF and 2026/27 SDBIP to Budget/IDP/PM/SDF Steering Committee	Not Applicable	15/02/2026	15/02/2026	15/02/2026	15/02/2026		Manager: IDP/R&D Manager: Spatial Planning Head: Strategic Performance Management and M&E
79	Council consider and approve the draft SDF to commence with 60 day public participation	Not Applicable					27/02/2026	Manager: Spatial Planning
MARCH 2026								
80	Submit the draft SDF to the MEC for Local Government for comments within 60 days	LUPA - 13(1)(a)				05/03/2026		Manager: Spatial Planning

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
81	Publish a notice requesting comments on the draft SDF in the Provincial Gazette and press	SPLUMA - 20(3)				05/03/2026		Manager: Spatial Planning
82	SDBIP - All layers and performance indicator review				31/03/2026			Head: Strategic Performance Management and M&E
83	Advertise the approved 2025/2026 Adjustments Budget and Revised TL SDBIP for 2025/2026 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		05/03/2026	06/03/2026			Manager: Budget Control and Cost Accounting
84	Draft Procurement Plan			14/03/2026				CFO and All HODs
85	Submit monthly report on the budget for period ending 28 February 2026 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/03/2026	Manager: Financial Statements, Reporting and Cash Management
86	Budget Steering Committee considers 2026/2031 Draft Budget	MFMA - Sec 28 MBRR - Part 4		12/03/2026				Chief Financial Officer
87	Draft Budget captured on Budget Management Module (BMM)			17/03/2026				Manager: Budget Control and Cost Accounting
88	Prepare an item with the 2024/2025 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					2026/02/03	Financial Planning and Accounting Analyst / Administrative Support Officer
89	Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	18/03/2026	19/03/2026				Manager: IDP/R&D and Manager: Budget Control and Cost Accounting
90	Submit draft revised IDP, and 2025/26 SDBIP to Mayco for discussion	Not Applicable	21/03/2026		21/03/2026			Manager: IDP/R&D Head: Strategic Performance Management and M&E
91	Council consider 2024/2025 Oversight Report and Annual Report for approval	MFMA - Sec 129					31/03/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
92	Financial Services Portfolio Committee recommends 2026/2031 Draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		19/03/2026				Manager: Budget Control and Cost Accounting
93	Executive Mayor and Mayoral Committee consider 2026/2031 Draft Amended IDP, Budget, and 2026/27 TL SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	18/03/2025	19/03/2025	18/03/2025			Manager: IDP/R&D and Manager: Budget Control and Cost Accounting
94	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	31/03/2026	31/03/2026	31/03/2026			Manager: IDP/R&D Manager: Budget Control and Cost Accounting Head: Strategic Performance Management and M&E
95	Planning for Organised Stakeholder Engagement for 1st week of May		31/03/2026					Manager: IDP/R&D
96	Supply Chain Management - Specifications and Adverts for June							All HODs
APRIL 2026								
97	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)	02/04/2026	02/04/2026	02/04/2026			Manager: IDP/R&D Manager: Budget Control and Cost Accounting Head: Strategic Performance Management and M&E
98	Prepare advertisement for the 2024/2025 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)					17/03/2026 to 19/03/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
99	Ensure that the 2024/2025 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					31/03/2026 to 02/04/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
100	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)					31/03/2026 to 07/04/2026	Financial Planning and Accounting Analyst / Administrative Support Officer
101	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/R&D and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning
102	Public Open Days to consult the Draft IDP, SDBIP, SDF and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	01/04/2026 to 29/04/2026	01/04/2026 to 29/04/2026	01/04/2026 to 29/04/2026	01/04/2026 to 29/04/2026		Manager: IDP/R&D Manager: Budget Control and Cost Accounting Manager: Spatial Planning
103	Quarter 3 (2025/2026) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			16/04/2026 - 17/04/2026			Head: Strategic Performance Management and M&E
104	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2024/2025 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			15/04/2026 - 18/04/2026			Head: Strategic Performance Management and M&E
105	Submit Monthly Report on the Budget for period ending 31 March 2026 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/04/2026	Manager: Financial Statements, Reporting and Cash Management
106	Submit Third Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			25/04/2026			Head: Strategic Performance Management and M&E
107	Submit Third Quarter Performance Report to Council	MPPMR - Reg 13			29/04/2026			Head: Strategic Performance Management and M&E
108	Submit Quarterly Report for period ending 31/03/2026 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					29/04/2026	Manager: Financial Statements, Reporting and Cash Management

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	REPORTING	
109	Submit 3rd Quarter 2025/26 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			30/04/2026			Head: Strategic Performance Management and M&E
110	Place 2025/2026 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			30/04/2026			Head: Strategic Performance Management and M&E
MAY 2026								
111	Draft IDP - Alignment after April feedback for May		04/05/26 - 15/05/26					Manager: IDP/R&D
112	SIME - IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	13/05/2026	14/05/2026	13/05/2026	13/05/2026		Manager: IDP/R&D, Manager: Budget Control and Cost Accounting, Manager: Spatial Planning
113	Submit Monthly Report on the Budget for period ending 30/04/2026 within 10 working days to Executive Mayor	MFMA Section 71(1)					15/5/2026	Manager: Financial Statements, Reporting and Cash Management
114	Consider all commenst received on the SDF and make the necessary adjustments where necessary					15/052026		Manager: Spatial Planning
115	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	15/05/2026	14/05/2026	15/05/2026			Manager: Budget Control and Cost Accounting
116	Final Budget captured and approved on Budget Management Module (BMM)			16/05/2026				Manager: Budget Control and Cost Accounting
117	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		20/05/2026				Manager: Budget Control and Cost Accounting
118	MAYCO meeting to approve Amended IDP, Performance Management Information and targets as well as the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	21/05/2026	21/05/2026	21/05/2026	21/05/2026		Manager: IDP/R&D and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning
119	Council meeting to adopt Amended IDP, Performance Management Information and Targets as well as the Budget (at least 30 days before the start of the budget year), and Drakenstein Spatial Development Framework	MFMA - Sec 24	27/05/2026	27/05/2026	27/05/2026	27/05/2026		Manager: IDP/R&D and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning
JUNE 2026								
120	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	02/06/2026	02/06/2026		04/06/2026		Manager: IDP/R&D Manager: Budget Control and Cost Accounting Manager: Spatial Planning
121	Submit a copy of the Amended 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	02/06/2025			04/06/2025		Manager: IDP/R&D Manager: Spatial Planning
122	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)	05/06/2026	05/06/2026		04/06/2026		Manager: IDP/R&D Manager: Budget Control and Cost Accounting Manager: Spatial Planning
123	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		05/06/2026				Manager: Budget Control and Cost Accounting
124	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)			12/06/2026			Head: Strategic Performance Management and M&E
125	Submit Monthly Report on the Budget for period ending 31/05/2026 within 10 working days to Mayor	MFMA Section 71(1)					12/06/2026	Manager: Financial Reporting
126	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)			26/06/2026			Head: Strategic Performance Management and M&E
127	Submit certification that the annual budget is locked on the municipality's financial system	MFMA - Section 74		30/06/2026				Manager: Budget Control and Cost Accounting
JULY 2026								
128	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			30/07-2026 - 30/07/2026			Head: Strategic Performance Management and M&E
129	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):			30/07-2026 - 30/07/2026			Head: Strategic Performance Management and M&E