

**SUBMISSION OF THE 2022 / 2023 TO 2024 / 2025 OPERATING / CAPITAL BUDGET, IDP & POLICY DOCUMENTS  
(CHIEF FINANCIAL OFFICER)**

**Purpose of the report**

To inform Council that the 2022 / 2023 to 2024 / 2025 Operating/Capital Budget and IDP Documents will be tabled at the Council meeting of 31<sup>st</sup> May 2022

**Legal Framework**

Section 16 - 18 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

**Annual budgets**

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.
- (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.
- (3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

**Contents of annual budgets and supporting documents**

17. (1) An annual budget of a municipality must be a schedule in the prescribed format –
- (a) setting out realistically anticipated revenue for the budget year from each revenue source;
  - (b) appropriating expenditure for the budget year under the different votes of the municipality;
  - (c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
  - (d) setting out –
    - (i) estimated revenue and expenditure by vote for the current year; and
    - (ii) actual revenue and expenditure by vote for the financial year preceding the current year; and
  - (e) a statement containing any other information required by section 215 (3) of the Constitution or as may be prescribed.
- (2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.
- (3) When an annual budget is tabled in terms of section 16 (2), it must be accompanied by the following documents:
- (a) draft resolutions –
    - (i) approving the budget of the municipality;
    - (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;

- (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
  - (iv) approving any other matter that may be prescribed;
- (b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
- (c) a projection of cash flow for the budget year by revenue source, broken down per month;
- (d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
- (e) any proposed amendments to the budget-related policies of the municipality;
- (f) particulars of the municipality's investments;
- (g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
- (h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
- (i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
- (j) particulars of any proposed allocations or grants by the municipality to –
  - (i) other municipalities;
  - (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
  - (iii) any other organs of state;
  - (iv) any organisations or bodies referred to in section 67 (1);
- (k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of–
  - (i) each political office-bearer of the municipality;
  - (ii) councillors of the municipality; and
  - (iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;
- (l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –
  - (i) each member of the entity's board of directors; and
  - (ii) the chief executive officer and each senior manager of the entity; and
- (m) any other supporting documentation as may be prescribed.

## **Funding of expenditures**

18. (1) An annual budget may only be funded from –
  - (a) realistically anticipated revenues to be collected;
  - (b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
  - (c) borrowed funds, but only for the capital budget referred to in section 17 (2).
- (2) Revenue projections in the budget must be realistic, taking into account –
  - (a) projected revenue for the current year based on collection levels to date; and
  - (b) actual revenue collected in previous financial years.

## **Comments**

The 2022-2023 MTREF Budget documents and IDP have been compiled in terms of the Municipal Budget and Reporting Regulations and **will be tabled at the Council Meeting of 31<sup>st</sup> May 2022**

Budget-related policies will be **placed on the municipal website** and will also be available at the municipal offices. IDP related policies, including ICT policies and the organogram will be **placed on the municipal website** and will also be available at the municipal offices.

## **Recommendation / Aanbeveling**

1. That the Executive Mayor present/table the 2022-2025 MTREF Budget & IDP at the Council Meeting of 31<sup>st</sup> May 2022 for council approval
2. That council approves all the following of 2022 / 2023 to 2024 / 2025
  - Operating / Capital Budget,
  - IDP
  - SDF
  - All budget related policies and Bylaws
  - IDP related policy documents
  - ICT policies
  - Organogram
4. That council approves the Municipal Performance framework and that this framework be workshopped with the unions where after if there are any changes it is then resubmitted to council for approval again taking into considerations such changes.
5. All relevant documents be made public and be forward to all relevant National and Provincial departments.

**This item served before an Ordinary Meeting of Council on 31 May 2022**

**Hierdie item het gediens voor 'n Gewone Vergadering van die Raad op 31 Mei 2022**

**Eenparig Besluit / Unanimously Resolved**

1. That the Executive Mayor present/table the 2022-2025 MTREF Budget & IDP at the Council Meeting of 31<sup>st</sup> May 2022 for council approval

2. That council approves all the following of 2022 / 2023 to 2024 / 2025
  - Operating / Capital Budget,
  - IDP
  - SDF
  - All budget related policies
  - IDP related policy documents
  - ICT policies
  - Organogram
3. That council approves the Municipal Performance framework and that this framework be workshopped with the unions where after if there are any changes it is then resubmitted to council for approval again taking into considerations such changes.
4. All relevant documents be made public and be forward to all relevant National and Provincial departments.