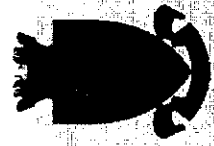
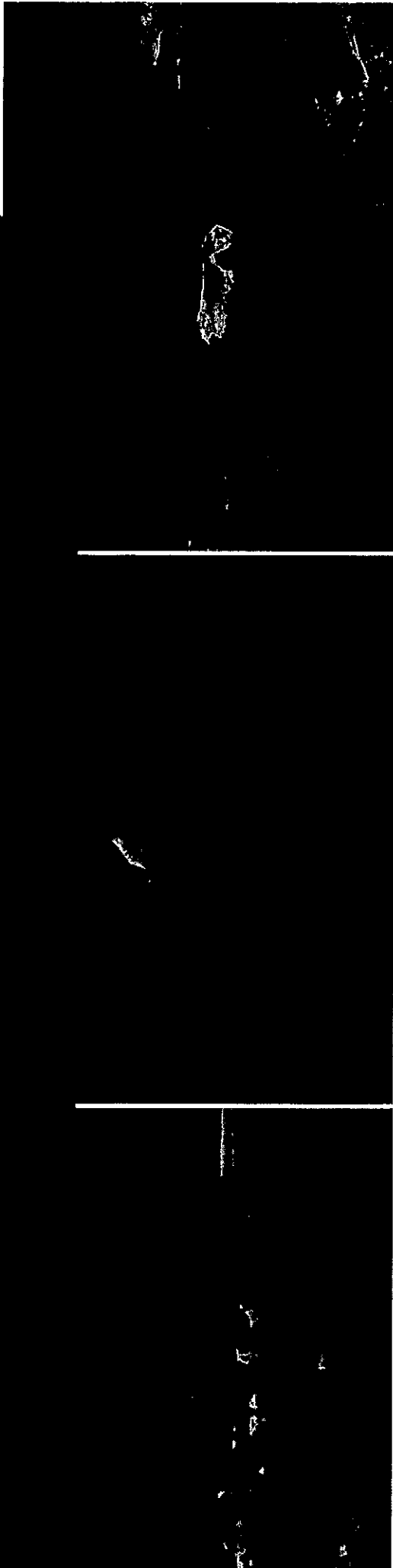


# 2016/17 PERFORMANCE PLAN FOR ACTING CHIEF FINANCIAL OFFICER: RIBA M E



RIBERA MUNICIPALIDAD



*Ribera*

Vision

A participatory municipality that turns prevailing challenges into opportunities for growth and resources development through





Revenue Management	Development of resolution register, Capture resolutions and monitor the implementation of resolutions	4.	% implementation of the Revenue Enhancement Strategy	100%				100%	100%	OPEX	Acting Chief Financial Officer
		5.	% of projected revenue collected by 30 June 2017 Own revenue is projected at R62 245 612,80	100% projected revenue collected. (R62 245 612,80)	100% collection of revenue due to the Municipality collected.	25% (R15 561 403)	50% (R31 122 806)	75% (R46 684 209)	100% R62 245 612,80	OPEX	Acting Chief Financial Officer
		6.	% of debt collected by 30 June 2017	50% (R37,000,000) collection of outstanding debts	Credit control and debt management policy.	10% (R3,700,000) collection from Debtors	15% (R5,550,000) collection from Debtors.	20% (R7,400,000) collection	10% debt submitted collected	OPEX	Acting Chief Financial Officer

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7.9

Expenditure Management	Capture spending on capital project. Complete spending reports in terms of section 71 report.	7.	% capital budget spent by 30 June 2017	Projected capital expenditure budget spends	100% Capital expenditure spends	25% capital expenditure	50% capital expenditure	75% capital expenditure	100% capital expenditure	OPEX	Quarterly Financial Report	Acting Chief Financial Officer
	Capture spending FMG project. Complete spending report in terms of section 71 report.	8.	% of FMG by 30 June 2017	100% Total budget spent	FMG total budget allocated	25% FMG spending.	50% FMG spending.	75% FMG spending.	100% FMG spending	2,433,000	Expenditure Report	Acting Chief Financial Officer
	Capture spending on operating budget spent. Complete spending reports in terms of section 71 report.	9.	% of operating budget spent	90% of operating expenditure budget spends.	Demand Management Plan	23%	23%	23%	21%	OPEX	Quarterly Financial report	Acting Chief Financial Officer
Assets and Inventory Management	Develop schedule for asset	10.	No of assets verifications conducted	No of assets verified and recorded to	2 assets verifications conducted	N/A	1 asset verification	N/A	1 asset verification done	OPEX	Verification Report	Acting Chief

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verification, circulate to all departments and verification of assets	done for the quarter	for the quarter	OPEX	Report	Acting Chief Financial Officer
Develop stock taking schedule and do stock counting	1	1	OPEX	Report	Acting Chief Financial Officer
Unbundling of infrastructure assets	1	N/A	R1,200,000	Asset register	Acting Chief Financial Officer
Take the budget for public participation with IDP. Incorporate	1	Approval of draft budget for public	OPEX	Final budget and Council	Acting Chief Financial Officer
fixed register.	4	Approved Asset Management Policy in place and implemented	100% infrastructure assets for the 2015\16	100% infrastructure assets unbundled	100% identification of all assets for 2016\17 unbundling And 100% completion on appointment of service providers
No of stock taking performed per annum	4	100% of all municipal assets reviewed and recorded in Fixed Assets register	100% compliance to Asset Standard (GRAP 17)	100% of all municipal assets reviewed and recorded in Fixed Assets register	100% identification of all assets for 2016\17 unbundling And 100% completion on appointment of service providers
11.	4	Approved Asset Management Policy in place and implemented	100% compliance to Asset Standard (GRAP 17)	100% of all municipal assets reviewed and recorded in Fixed Assets register	100% identification of all assets for 2016\17 unbundling And 100% completion on appointment of service providers
12.	4	Approved Asset Management Policy in place and implemented	100% compliance to Asset Standard (GRAP 17)	100% of all municipal assets reviewed and recorded in Fixed Assets register	100% identification of all assets for 2016\17 unbundling And 100% completion on appointment of service providers
13.	4	Approved Asset Management Policy in place and implemented	100% compliance to Asset Standard (GRAP 17)	100% of all municipal assets reviewed and recorded in Fixed Assets register	100% identification of all assets for 2016\17 unbundling And 100% completion on appointment of service providers

inputs and submit the final budget for approval											
14. Compile the section 71 report. submit to treasury within 10 days after month end. Submit to council for approval.		14.	No of section 71 report submitted to Treasury within 10 days after the end of the month	12 section annual report submission	12 2016/17 Section 71 report	3	3	3	OPEX	Copy of acknowledgment receipt by treasuries	Acting Chief Financial Officer
15. Compile AFS Process plan, Submit to management for inputs, submit to audit committee, Compile the Annual Financial Statement, Review the Annual Financial Statement, present to		15.	To prepare and submit annual financial statements and performance report to the Auditor General by 31 <sup>st</sup> August	Availability of AFS process Plan	2014/15 Financial records	Submission of AFS 2015\16	Finalization of audit report	Preparation and finalization of midyear preliminary FS for 2016\17	OPEX	Copy of Annual Financial Statement Copies of Mid-year financial statements Copies of AFS process plan	Acting Chief Financial Officer



MSCOA Project	issuing of indigent registration forms, and registration of an indigent							evaluation reports	and evaluation reports	and evaluation reports		Reports on indigent management	
	Collection of information, draft customer database and finalize database	19.	No of reports of revised credible customer database developed and updated	1 revised Credible customer Database developed and updated	Customer database in place	Completion of the development of customer database	Quarterly reports on Updating of the database	Quarterly reports on Updating of the database	Quarterly reports on Updating of the database	Quarterly reports on Updating of the database	OPEX	Customer database	Acting Chief Financial Officer
	Implementation of MSCOA program in line with treasury regulation as guided by section 168 of MFMA.	20.	Number. Of MSCOA implementing team meetings coordinated & supported.	40 MSCOA implementing team meetings coordinated and supported	MSCOA implementation plan in place	10 MSCOA implementing team meetings coordinated	10 MSCOA implementing team meetings coordinated	10 MSCOA implementing team meetings coordinated	10 MSCOA implementing team meetings coordinated	10 MSCOA implementing team meetings coordinated	OPEX	Attendance register, minutes of the meetings	Acting Chief Financial Officer

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<b>Audit &amp; Risk Committee allowance</b>	Paying allowances to audit & risk committee members	To ensure that Audit & Risk Committee Members are paid	21.	% of payment of Audit & Risk Committee allowances	100% payment of Audit & Risk Committee allowance	Schedule of meetings	25% allowance paid to audit & Risk Committee members	25% allowance paid to audit & Risk Committee members	25% allowance paid to audit & Risk Committee members	R350,000.	Expenditure Report	Acting Chief Financial Officer
<b>Review of finance policies and strategies</b>	Budget related policies submitted to council for adoption in May 2017		22.	To review budget related policies for 2017/18 financial year	13 budget related policies reviewed for 2017/18 financial year	12 budget related policies and strategy reviewed and approved.	N/A	Submit draft budget related policies to council for adoption	Submit draft budget related policies to council for public participation approval	OPEX	Budget adopted policies and council resolution	Acting Chief Financial Officer
	Compile monthly reconciliation reports and submit to EXCO		23.	No of Monthly reconciliation developed and approved	128. All reconciliations developed and filed	All reconciliation be completed and monitored (128).	32 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores,	32 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores,	32 reconciliations completed and approved (Debtors, Creditors, grants, investments, stores,	OPEX	Monthly reconciliation reports	Acting Chief Financial Officer

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										annual	
										ly	

Prepared by :



Riba M  
Acting Chief Finance officer  
Date : 01/07/2016

Confirmed by:



Magabane TG  
Acting Municipal Manager  
Date: 01/07/2016