

BLOUBERG MUNICIPALITY



PERFORMANCE PLAN

CHIEF FINANCIAL OFFICER

[Redacted Signature]

RAGANYA M.C

Temp MC



ANNEXURE A - PERFORMANCE PLAN 2013/14 FINANCIAL YEAR

CHIEF FINANCIAL OFFICER

KPA2: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

Project	Objectives	KPI No	KPI	Annual Target	Q1	Q2	Q3	Q4	Evidence	Weight
Performance Management System Implementation	To ensure that performance of the institution and individual employees is planned, monitored and improved	1	No of Departmental Managers with signed performance plans	9		2	N/A	N/A	Signed performance plans	
		2	Number of individual performance assessments conducted on all MM's Office Divisional Managers	4	1	1	1	1	Assessment Reports	

KPA 4: FINANCIAL VIABILITY AND MANAGEMENT

Projects	Key Performance Objective	KPI No	KPI	Performance Target	Q 1	Q 2	Q 3	Q 4	Evidence	Weight
Expenditure management	To pay all invoices submitted for payment within 30 days	3	Report on payment of all money due by the municipality	All invoices settled		100%	100%	100%	Invoices Register and Finance payment report.	
Field cashiers	To compile a credible customer database	4	Availability of a credible customer database	Credible customer database register	Collect customer database	Collect customer database	Collect customer database	Collect customer database	Credible Data base register	
Financial system revamp	To upgrade the Venus financial system to On-line Soda system	5	Connect all remote areas to the main Office	Sola system up and running before year end	First phase of the implementation process	System operating fully on-line, with all satellite offices connect to main	Monitoring of the progress	Project close-up	Financial report and attendance register	
Financial statements	To compile Annual Financial Statements which comply with treasury regulations	6	Availability of AFS, which complies with accounting standards and treasury regulations	Compliant AFS	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Compile quarterly AFS to test compliance with regulations	Copy of Quarterly AFS	
Support of Financial Viability and Management structures/forums	To ensure functionality of Financial Viability and Management. Financial Viability and Management)	7	Establishment and induction of Budget Steering Committee	Budget Steering Committee established and inducted	establishment and induction of Budget steering committee	N/A	N/A	N/A	Attendance register and Minutes	
Financial systems	To upgrade and integrate financial systems	8	Number of meetings of the Budget Steering Committee	4 meetings held for the year	1 meeting held.	1 meeting held.	1 meeting held.	1 meeting held.	Financial report and attendance register	
Financial Planning	To develop forward financial plans required for financial sustainability	9	Integration of systems	Venus system integrated with the payroll system	25% (SLA signed with service providers)	100% system integrated	100% systems integrated	100% systems integrated	SCM, Expenditure, asset and Income system reports	
		10	Availability of 3/5 year financial plan	3/5 Year Financial Plan developed and approved	N/A	N/A	Draft plan developed and tabled in council for public participation.	Final plan approved and implemented	Approved Draft and Final Financial report	

Jmd