

2017/18 PERFORMANCE PLAN FOR BUDGET & TREASURY (FINANCE DEPARTMENT)



Radumela

Vision

A participatory municipality that turns prevailing challenges into opportunities for growth and resources development through optimal utilization of available

Mission

To ensure delivery of quality services through community participation and economic growth and job creation of enabling environment for economic growth and job creation



Project	Project Description	Strategic Objectives	KPI No	KPI/Measurable Objective	Annual Target	Baseline	Q1(July-Sep)	Q2(Oct-Dec)	Q3(Jan-Mar)	Q4(Apr-Jun)	Budget	Portfolio of Evidence	Responsibility
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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

Support of Financial Viability and Management structures/forms		To effectively and efficiently manage the financial affairs of the municipality	1.	Number of Budget Steering Committee meetings	4 meetings held for the year	Process plan	1 meeting held.	1 meeting held.	1 meeting held.	1 meeting held.	OPEX	Minutes, Report Attendance Register	Budget and Treasury
			2.	To appoint members of budget/IDP steering committee in line with the regulations	1 budget steering committee appointed	1 Budget/IDP steering committee	N/A	N/A	N/A	OPEX	Appointment letters	Budget and Treasury	
			3.	Collection of revenue from electricity sales as budgeted	R26 000 000 of electricity revenue collected	R Collected	R 12.4 m Collected	R 18.2 m Collected	R 26m Collected	OPEX	Section 71 report(c1 schedule)	Budget and Treasury	
			4.	Collection of revenue from property rates as budgeted	R24 462 882 amount of property rates collected	R Collected	R 12 m Collected	R 19m Collected	R 24.4 m Collected	OPEX	Section 71 report(c1 schedule)	Budget and Treasury	
			5.	Collection of revenue from Rental	R 300 000 amount of rental	R Collected	R 150 300 Collected	R 202 450 Collected	R300 000 Collected	OPEX	Section 71 Report	Budget and Treasury	
Revenue Enhancement strategy.	To collect payment												

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
				of facilities as budgeted	income collected								
			6.	Collection of revenue from other sources	R19.9 million amount collected from other revenue sources	R Collected	R3.5 m Collected	R 8.4m collected	R 11.5m Collected	R 19.9 m Collected	OPEX	Section 71 Report	Budget and Treasury
			7.	Meeting with ratepayers forum/associations	Two Meeting held with Ratepayers associations	None	N/A	3 Meeting held with different associations	3 Meetings held with different associations	N/A	OPEX	Attendance register	Budget and Treasury
Expenditure Management	Timeous payment of salaries, statutory deductions and allowances		8.	Pay salaries, statutory deductions(3 rd parties) on time	12 Payment of salaries, third parties and councilors allowances on time	12 payment of salaries, third parties and councilors on time	3 payment of salaries, third parties and councilors on time	6 payment of salaries, third parties and councilors on time	9 payment of salaries, third parties and councilors on time	12 payment of salaries, third parties and councilors on time	OPEX	Salaries Report	Budget and Treasury
	Submission of statutory EMP 501 to SARS within timeframe		9.	Submission of EMP 501 return to SARS	2 EMP501 submitted to SARS on 30 th October 2017 and 31 st May respectively	2 EMP501 submitted to SARS	N/A	EMP501 submitted to SARS on 30 th October 2017	N/A	EMP501 submitted to SARS on 31 st May 2018	OPEX	EMP 501 Return	Budget and Treasury

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	Develop and Update Fruitless and wasteful expenditure register		10.	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	1 fruitless and wasteful expenditure register updated	OPEX	Fruitless and wasteful expenditure register	Budget and Treasury
	Timeous payment of creditors		11.	%Payment of creditors on time	100% payment of creditors within 30 days of receipt of invoice	98% payment of creditors paid within 30 days	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	100% payment of creditors within 30 days of receipt of invoice	OPEX	Invoice register	Budget and Treasury Office
	Development and updated Retention Register		12.	Number retention register developed and updated	1 retention register developed and updated	1 Retention register developed and updated	1 Retention register developed and updated	1 Retention register developed and updated	1 Retention register developed and updated	1 Retention register developed and updated	OPEX	Retention Register	Budget and Treasury
	VAT 201 submitted within legislated timeframes		13.	Number VAT returns submitted within legislated timeframe	12 VAT returns submitted on monthly	12 VAT returns submitted on time	3 VAT returns submitted on time	3 VAT returns submitted on time	3 VAT returns submitted on time	3 VAT returns submitted on time	OPEX	Proof of VAT 201 Submitted	Budget and treasury

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	Capture spending FMG project. Compile spending report in terms of section 71 report.		14.	% of FMG by 30 June 2018	100%100%(Total budget spent	FMG total budget allocated	35%FMG spending.	50% FMG spending.	70% FMG spending.	100% FMG spending	R 2,433,000	FMG Report submitted to National Treasury	Budget and Treasury
	Capture spending on capital project. Compile spending reports in terms of section 71 report.		15.	% capital budget spent by 30 June 2018	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	Budget and Treasury
Assets and Inventory Management	Develop schedule for asset verification, circulate to all departments and verification of assets		16.	Number of assets verifications conducted	No of assets verified and recorded to fixed register.	2 assets verifications conducted	N/A	N/A	1 asset verification done for the quarter	1 asset verification done for the quarter	OPEX	Asset Verification Report	Budget and Treasury
	Develop stock taking schedule		17.	Number of stock taking performed per annum	11 Monthly stock count conducted	7 Stock count conducted	2 monthly stock count conducted	5 monthly stock count conducted	8 monthly stock count	11 monthly stock count	OPEX	Report	Budget and Treasury

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KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	and do stock counting								conducted				
	Preparation and approval of adjustment budget		18.	Adjustment budget approved by Council by 28 February 2018	2 Adjustment budget approved by Council	Adjustment budget for 2016/17	Adjustment budget for roll overs approved by Council	N/A	Adjusted budget approved by Council by 28 February 2018	N/A	N/A	Council resolution and adjusted budget	Budget and treasury office
	Interested on Investment received as budgeted		19.	Interest on investment received as budgeted	R1 500 000 received as investment income	R1 550 077 Received as interest on investment	R435 600	R780 900	R1 205 300	R1 500 000	N/A	Investment register	Budget and Treasury
	Table budget to Council on or before 31 March 2018		20.	To submit draft budget to Council by 31 March 2018	1 draft Budget submitted to Council by the 31 st March 2018	2017/18 draft Budget in place	N/A	N/A	1 draft Budget submitted to Council	N/A	N/A	Council Resolution	Budget and Treasury
	Take the budget for public participation with IDP. Incorporate inputs and submit the final budget for approval		21.	To submit the final budget to council by 31 May 2018	Final budget submitted to council	2017/18 budget submitted to Council by 31 May 2017	N/A	N/A	N/A	Final Budget adopted by Council	OPEX	Final budget and Council Resolution	Budget and Treasury

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	Compile the section 71 report. submit to treasury within 10 days after month end. Submit to council for approval.		22.	Number 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 section 71 report submitted to treasury within 10 days after the end of each month	3 section 71 report submitted to treasury within 10 days after the end of each month	3 section 71 report submitted to treasury within 10 days after the end of each month	3 section 71 report submitted to treasury within 10 days after the end of each month	OPEX	Copy of acknowledgment of receipt by treasuries	Budget and Treasury
	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 management		23.	To prepare and submit annual financial statements to the Auditor General by 31 st August 2017	Availability of AFS process Plan	2015/16 Financial statements submitted to the Auditor General by 31 st August 2017	Submission of AFS 2016/17 annual financial statements to Auditor General	N/A	N/A	N/A	OPEX	Acknowledgment of receipt of annual financial statement by Auditor General	Budget and Treasury

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	t, present to audit committee, Submit to AG.		24.	% of tenders adjudicated within 90 days of closure period (# tenders adjudicated / # of tenders closed and due for adjudication)	100% (# tenders adjudicated / # tenders closed and due for adjudication)	95% of all tenders adjudicated within 90 days for the 2016\17 FY	100% (# tenders adjudicated / # tenders closed and due for adjudication)	100% (# tenders adjudicated / # tenders closed and due for adjudication)	100% (# tenders adjudicated / # tenders closed and due for adjudication)	100% (# tenders adjudicated / # tenders closed and due for adjudication)	OPEX	Monthly Tender Reports	Budget and Treasury
SCM - Demand Management	Development and Implementation of Procurement plan		25.	To develop municipal procurement plan by 30 th June 2018.	Procurement plan developed and implemented	Procurement Plan developed and submitted in all previous years	N/A	N/A	N/A	Annual Procurement Plan developed	OPEX	Procurement plan and implementation report	Budget and Treasury
Free basic Services	Awareness campaign/Id entification of indigents,		26.	Number of reports on indigent	2 reports issued on indigents update	1 Indigent register updated	N/A	First indigent register update	N/A	Second indigent register update	OPEX	Indigent register	Budget and Treasury

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KPA 4; MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT													
	issuing of indigent registration forms, and registration an indigent			management								Reports on indigent management	
	Collection of information, draft customer database and finalize database		27.	Number 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	OPEX	Customer database	Budget and Treasury

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KPA 5: GOOD GOVERNANCE AND PUBLIC PARTICIPATION													
Review of finance policies and strategies	Budget related policies submitted to council for adoption in May 2017		28.	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 1 strategy reviewed and approved.	N/A	N/A	Submit draft budget related policies to council for public participation approval	Submit draft budget related policies to council for adoption	OPE X	Budget adopted policies and council resolution	Budget and Treasury
	Compile monthly reconciliation reports and submit to EXCO		29.	Number 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, investment stores, suppliers, payroll, VAT 201)	32 reconciliations completed and approved (Debtors, Creditors, grants, investment stores, suppliers, payroll, VAT 201)	32 reconciliations completed and approved (Debtors, Creditors, grants, investment stores, suppliers, payroll, VAT 201)	32 reconciliations completed and approved (Debtors, Creditors, grants, investment stores, suppliers, payroll, VAT 201)	OPE X	Monthly reconciliation reports	Budget and Treasury
	Compile half year financial		30.	To compile Half-Year budget and	Analysis of half-year financial	Half year financial performance	N/A	N/A	Half year report	Half year report	OPE X	Half year financial report and	Budget and Treasury

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	report and submit to Mayor & Provincial Treasury			performance assessment report and submit to the Mayor, Provincial and National Treasury	performance of the municipality.	assessment report compiled and submitted to the Mayor, Provincial and National Treasury by 25 January annually			prepare and submitted to the Mayor and two Treasurers.			acknowledgement letter	

KPA 5 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION

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