

REVISED FINANCIAL SERVICES SDBIP 2016 / 2017																	
PERSON RESP: GM:TREASURY - MS S MBILI																	
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective / Output (PROJECT)	Locality	Baseline/ Status Quo	Annual KPI: Output	Annual Target	Financial Implications			PROGRESS, CHALLENGES AND CORRECTIVE ACTIONS					
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TREA 1	MFVM 1	Financial Viability and Management	Clean Audit	Attainment of Clean Audit Report	N/A	Unqualified	Date Clean Audit Report attained	31-Jan-17	2017/01/31 (Unqualified)	R 0.00 N/A	R 0	NOT ACHIEVED	Material Audit Adjustments.	Implement corrective action plan	31-Jan-18	AG Audit Report	
TREA 3	MFVM 2		Asset Management	Updated and GRAP compliant Asset Register	N/A	2	Number of Movable Asset Verifications conducted	4	4	R 0.00 N/A	R 0	ACHIEVED	N/A	N/A	N/A	N/A	Updated Asset register and appendices
TREA 4	MFVM 2									N/A							
TREA 5	MFVM 2				Reconciliation of the asset register to the GL accounts	N/A	Annually	Number of Updated Asset Registers	12		12	R 0.00 N/A	R 0	ACHIEVED	N/A	N/A	N/A
TREA 6	MFVM 2									Disposal of Redundant and obsolete assets		N/A					
TREA 7	MFVM 2			N/A	0	Number of Ad-Hoc disposal of assets by Donation	2	2	R 0.00 N/A		R 0		ACHIEVED	N/A	N/A	N/A	N/A
TREA 9	MFVM 2								Insurance claims submitted internally	N/A		0					
TREA 10	MFVM 2			Submit the completed signed claim form with the supporting documents	N/A	0	Turn-around time of reporting the incident internally	5 working days			5 working days		R 0.00 N/A	R 0	ACHIEVED	N/A	N/A
TREA 11	MFVM 2								Lodging the insurance claim with the insurance company	N/A		0	Turn-around time of lodging the insurance claim				
TREA 12	MFVM 3			Liquidity Ratio	NA	1.0:1	Improved Liquidity Ratio	1.5:1			3.09:1			R 0.00 N/A	R 0	ACHIEVED	N/A

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TREA 13	MFVM 3		Cash Management	Improve Cash Coverage Ratio	NA	0	Improved Liquidity in months	3 months	2.76 months	R 0.00	R 0	NOT ACHIEVED	Accelerated expenditure from CAPEX and GRANT funded expenditure reduced the cash available	Improve cash management and procurement planning. Ensure adherence to SCM procurement plans	30-Sep-17	Calculations	
TREA 14	MFVM 3			Cash Backed Reserves	NA	0	Percentage Improved Liquidity	100	232.76%	N/A							R 0.00
TREA 15	MFVM 3			Debt to Operating Revenue	NA	0	Percentage Improved Liquidity	45	32.68%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Calculations	
TREA 17	MFVM 3																NA
TREA 18	MFVM 4		Liability Management	Capital Costs to Operating Expenditure		0	Percentage Capital Costs to Operating Expenditure	6 - 8	1.66%		R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	
TREA 19	MFVM 4									Management of Loans and Investments							0
TREA 20	MFVM 5		Supply Chain management	Reduction of irregular Expenditure	N/A	8%	Percentage of Irregular expenditure incurred of the total actual municipal expenditure	1.5	0%			R 0.00	R 0	ACHIEVED	N/A	N/A	
TREA 21	MFVM 5									Inventory Management	N/A	2					Number of Stock takes conducted
TREA 22	MFVM 5			Vendor Management	N/A	12	Frequency Vendor database reviewed	Monthly	Monthly				R 0.00	R 0	ACHIEVED	N/A	
TREA 23	MFVM 5										NA	New	Percentage compliance with Vendor Management Committee resolution				100
TREA 24	MFVM 5			Vendor Management	N/A	4	Number of Quarterly Reviews of Financial Systems' Vendor Performance	4	4					N/A	R 0	ACHIEVED	
										R 0.00							

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TREA 25	MFVM 5	Financial Viability and Management	Supply Chain management	Demand Management	N/A	Nil	Date Procurement Plan approved	01-Jul-16	01-Jul-16	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Resolution for Adoption, Manco/ Extended Manco
										N/A						
TREA 34	MFVM 5			Contract Management	N/A	0	Turnaround time for BSC to Advert	14 days	13 days	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Tender Tracking Register
										N/A						
TREA 35	MFVM 5				N/A	0	Turnaround time from advert to the Tender closing	30 days	22 days	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Tender Tracking Register
										N/A						
TREA 36	MFVM 5				N/A	75 days from Tender closing	Turnaround time from the closing of Tender to the awarding of contract	90 calendar days	90 Days	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Tender Tracking Register
										N/A						
TREA 37	MFVM 5				N/A	Nil	Frequency of Contract register updates	Monthly	12 Monthly	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Contract register
										N/A						
TREA 38	MFVM 6	Financial Viability and Management	Budget Management and Reporting	Ensure Financial Reporting Compliance	N/A	2	Number of Annual Financial Statement compiled	2	2	R 70,000.00	R 70,000.00	ACHIEVED	N/A	N/A	N/A	Audit Commutee resolution
										N/A						
TREA 39	MFVM 6				N/A	31-Aug-15	Date Annual Financial Statements submitted to Auditor General	31-Aug-16	31 August 2016	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Letter of confirmation from the AG
										N/A						
TREA 40	MFVM 6				N/A	30-Sep-15	Date Consolidated Annual Financial Statements submitted to the Auditor General	30-Sep-16	30-Sep-16	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Letter of confirmation from the AG
										N/A						
TREA 41	MFVM 6	Financial Viability and Management			N/A	1	Number of Quarterly Financial Statements compiled	2	2	N/A	R 0	ACHIEVED	N/A	N/A	N/A	Complete set of AFS
										R 0.00						

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TREA 42	MFVM 6			Controlled Unauthorised Expenditure	N/A	0.5	Controlled Unauthorised Expenditure as a percentage of Total Actual Expenditure	0.5	7%	R 0.00	R 0	NOT ACHIEVED	The increase of newly found underground assets in the 14/15 financial year led to an increase in depreciation of non-current assets.	To ensure that the budget covers depreciation through improving revenue.	30-Jun-18	Register of Unauthorised Expenditure
										N/A						
TREA 43	MFVM 6				N/A	31-Aug-15	Date Budget Process Plan approved	31-Aug-16	01-Sep-16	R 0.00	R 0	NOT ACHIEVED	Council was appointed on 01 September 2016.	Since council has been appointed the Budget Process Plan approved will take place at the planned date.	31-Aug-17	Council resolution
										N/A						
TREA 44	MFVM 6				N/A	26-May-16	Date Annual Budget adopted by Council	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council Resolution
										N/A						
TREA 45	MFVM 6				N/A	28-Feb-16	Date Adjustment Budget adopted by Council	28-Feb-17	23-Feb-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						
TREA 46	MFVM 6				N/A	26-May-16	Date Reviewed Budget Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						
TREA 47	MFVM 6				N/A	26-May-16	Date Reviewed Virement Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						
TREA 48	MFVM 6				N/A	26-May-16	Date Reviewed Cash and Investment Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						
TREA 49	MFVM 6				N/A	26-May-16	Date Reviewed Assets management Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						
TREA 50	MFVM 6				N/A	26-May-16	Date Reviewed Funding and Reserves Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution
										N/A						

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TREA 52	MFVM 6				N/A	26-May-16	Date Reviewed Credit Control and Debt Collection Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution	
																	N/A
TREA 53	MFVM 6				N/A	26-May-16	Date Reviewed Indigent Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution	
																	N/A
TREA 56	MFVM 6				N/A	26-May-16	Date Reviewed Supply Chain Management Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution	
																	N/A
TREA 57	MFVM 6				N/A	26-May-16	Date Reviewed Asset Disposal Policy adopted	31-May-17	25-May-17	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Council resolution	
																	N/A
TREA 58	MFVM 6			Ensure Budget Report Compliance	N/A	12	Number Monthly in-year reports produced	12	12	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Letters of submission to National and Provincial Treasury	
									N/A								
TREA 59	MFVM 6	N/A	4		S72 quarterly reports produced	4	4	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Letters of submission to National and Provincial Treasury			
								N/A									
TREA 60	MFVM 6		Adoption of Annual Budget	Ensure Budget Report Compliance	N/A	90%	Percentage Capital Budget Spent	90	90%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Sec 71 Report	
																	N/A
TREA 61	MFVM 6					N/A	95%	Percentage Operating budget spent	95	99%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Sec 71 Report
											N/A						
TREA 62	MFVM 7				Collection ratio as a percentage of billing	N/A	85%	Percentage Increased collection of current debt ratio	85	91%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Debtors reconciliation
										N/A							

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TREA 63	MFVM 7	Financial Viability and Management	Revenue Management & Enhancement	Percentage Reduction in overdue debt	N/A	20%	Percentage Reduction in overdue debt	20	0%	R 0.00	R 0	NOT ACHIEVED	1. Inaccurate book debt as not all meters have been read, 2. Shortage of technical personnel to do restrictions and disconnections	1. Meter Audit and meter reading project is currently under way 2. Upon approval and finalisation of the organogram the shortage shall be covered	31-Mar-17	Debtors age analysis and Calculations
N/A																
TREA 64	MFVM 7			Billing Management	N/A	85%	Percentage of Urban accounts billed with actual meter readings	85	78%	R 0.00	R 0	NOT ACHIEVED	Network breakdown with hand held devices used to carry out meter readings	Networks issues has since been resolved	31-Jul-17	Readings report
N/A																
TREA 65	MFVM 7				N/A	10%	Percentage of Rural accounts billed with actual meter readings	10	15%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Readings report
N/A																
TREA 69	MFVM 8		Expenditure Management	N/A	30 days	Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	30 calendar days	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Creditors age analysis	
N/A																
TREA 70	MFVM 8			N/A	Deductions are paid by the 7 th of each month	Frequency of Employee deductions payments	Monthly	Monthly	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Proof of payment and Reconciliation	
N/A																
TREA 71	MFVM 8	N/A		Salaries are paid on the 20 th of each month	Frequency of payment of Salaries	Monthly	Monthly	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Proof of transfer of salaries and Salaries Reconciliation		
								N/A								
TREA 72	MFVM 8	N/A		2%	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	0.50%	0.02%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Register of Fruitless and Wasteful Expenditure and Calculations		
N/A																
TREA 73	MFVM 8	BTO Expenditure Management	N/A	Nil	Percentage compliance to submission of invoices within 7 days of receipt of invoice	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	N/A	Monthly Departmental control sheet		
								R 0.00								

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TREA 74	MFVM 8			Payment of Creditors within 30 days	NA	New	Percentage submission of invoices within 10 days of receipt to Treasury Office	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	N/A	Register for invoices submitted late to creditors section
TREA 75	MFVM 8			Grants Management	N/A	0.50%	Percentage Reduction of Unspent Conditional Grants withheld	0	1.22%	R 0.00	R 0	NOT ACHIEVED	Grants withheld due to low expenditure	Implement monitoring and evaluation systems	30-Sep-17	Departmental DORA payment schedule
						N/A										
TREA 76	MFVM9	Financial Viability and Management	Systems Management	System Implementation Management	N/A	Nil	Percentage Implementation of mSCOA Compliant Financial System	100	88%	R 7,085,273.14	R 6,537,904.98	NOT ACHIEVED	Delays in Take-on-Balances - limitations on the mSCOA Chart. Delays due to consultants focusing more on assisting with mSCOA framework implementation.	Consultant has added more resources. Approval of special overtime for staff working extra hours	31/07/2017	Project Progress Report
										R 2,000,000.00	R 1,265,429.81					
TREA 77	MFVM9			Data Migration Management	N/A	Nil	Percentage Revenue Data Cleansing and migration to new system	100	100%	R 2,900,000.00	R 2,552,772.00	ACHIEVED	N/A	N/A	N/A	Project Progress Report
											N/A					
TREA 78	MFVM9			Ensure mSCOA Compliance	N/A	15%	Percentage Implementation of mSCOA Framework	100	86%	R 2,000,000.00	R 754,429.81	NOT ACHIEVED	Delays in documentation of Business Processes. Alignment of Organogram to GFS codes delayed due to it's review not being finalised.	Escalate to Manco/mSCOA Steering Committee to expedite these processes.	31/07/2017	Project Progress Report
											N/A					
TREA 79	MFVM9			Financial Systems Service Level Agreements	N/A	Nil	Percentage Service and Licence Agreements Management to Financial Systems (SLAs)	100	100%	320740-020-050	R 3,174,725.03	ACHIEVED	N/A	N/A	N/A	Register of Licences
											R 3,174,725.03					
TREA 80	MFVM9	Financial Systems' User and Admin Access	N/A	4	Number Quarterly Review of Financial Systems' User and Admin Access	4	4	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	User and Admin Access Review Reports		
															N/A	
TREA 81	MTID 1		Organisational Performance Management System	OPMS Quarterly Reviews	NA	New	Percentage compliance with submission of performance information	100	100%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information

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TREA 82	MTID 1	Municipal Transformation & Institutional Development		Adoption of Annual Report	NA	New	Percentage compliance with submission of Annual Report compilation	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	N/A	Acknowledgement of Submission of information from PMS Office	
										R 0.00							
TREA 83	MTID 5					N/A	Nil	Turn-around time of completion of disciplinary matters by departments	3 months	2 months	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Progress Report on cases (1 quarterly Report)
											R 0.00						
TREA 84	MTID 5					NA	New	Number of Management/Union meetings by HOD	4	4	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Minutes and Attendance Register
											R 0.00						
TREA 85	MTID 5					NA	New	Number of General Staff meetings	2	0	N/A	R 0	NOT ACHIEVED	The KPI was understood as for the Municipal wide KPI General Staff meeting which is the responsibility of the office of the MM.	It was clarified that this KPI relates to Departmental general staff meetings and not Municipal wide.	30-Jun-18	Report, Minutes, Attendance Register
											R 0.00						
TREA 86	MTID 5					NA	New	Number of Departmental meetings	4	5	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Report, Minutes, Attendance Register
											R 0.00						
TREA 87	MTID 6		Occupational Health and Safety	Compliance to OHS	N/A	Nil	Percentage of Compliance with OHS Act as per checklist	50	50%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Attendance Register Copy of certificates	
										R 0.00							
TREA 88	MTID 7		Human Resources Administration	Overtime management	N/A	Nil	Percentage compliance on overtime management iro. 40 hour requirement	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	System Report	
											R 0.00						
TREA 89	MTID 7				N/A	Nil	Percentage reduction of overtime costs	20	20%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	System Report	
										R 0.00							
TREA 90	MTID 7		Human Resources Administration	Overtime management	N/A	Nil	Percentage compliance on acting appointments iro. 6 months requirement	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	System Report	
										R 0.00							

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TREA 91	MTID 8	Municipal Transformation & Institutional Development	Fleet Management Services	Fleet Management	All wards	0	Percentage compliance with trip authorisation in respect of fleet utilisation	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Summary report of Trip authorisations compliance
									R 0.00							
TREA 92	MTID 8		Fleet Management Services	Fleet Management	All wards	0	Percentage reduction consumption of fuel	20	20%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Fuel consumption report
									R 0.00							
TREA 93	MTID 9		Secretariat Services	Resolutions Dissemination	N/A	Nil	Percentage compliance on implementation of Council, EXCO, Manco and Extended MANCO resolutions	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Compliance report by Secretariat
										R 0.00						
TREA 94	MTID 16		Legal Compliance	Contract Administration	All wards	Nil	Percentage compliance to contractual obligations, 1 report per quarter	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Quarterly report
									R 0.00							
TREA 95	MTID 16			Litigation cases instituted against municipality	All wards	Nil	Percentage compliance with one week time-frame on litigation cases instituted against municipality	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Proof of submission (Email)
										R 0.00						
TREA 96	GGPP 2	Good Governance and Public Participation	District Wide Intergovernmental Relations	Functional IGR Structures	All wards	Nil	Percentage compliance on submission of IGR reports within the required time-frames	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Proof of notification and submission (Email)
										R 0.00						
TREA 97	GGPP 8		Internal Auditing	Monitoring Implementation of AG (SA) Management Corrective Action Plan	All wards	Nil	Percentage reduction of AG queries	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Internal audit Report
										R 0.00						
TREA 98	GGPP 13		Back to Basics	Implementation of Back to Basics Programme	All wards	Nil	Back to basics reports submitted	16	16	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Report Proof of submission AND acknowledgement of completeness
										R 0.00						
TREA 99	GGPP 13				NA	New	Implementation of back to basics support plan	100	100%	N/A	R 0	ACHIEVED	N/A	N/A	NONE	Report Proof of submission AND acknowledgement of completeness

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									Actual	Annual Budget Information	Budget Spent	PROGRESS ACHIEVED/ NOT ACHIEVED	BLOCKAGES/ CHALLENGES	MEASURES TO IMPROVE PERFORMANCE	REVISED TIMEFRAME	POE
										R 0.00						comprehensive
TREA 100	BSD 4	Basic Service Delivery	Non Revenue Water Reduction	Water Meters Read	All wards	85	Percentage of Urban Water Meters read	87	78%	R 0.00	R 0	NOT ACHIEVED	Network breakdown with hand held devices used to carry out meter readings	Network issues has since been resolved	31-Jul-17	Readings report
										N/A						
TREA 102	BSD 4		Free basic water and indigent support	Households receiving	N/A		Percentage Households registered on the indigent register receiving support	100	100%	R 0.00	R 0	ACHIEVED	N/A	N/A	N/A	Indigent register
										N/A						
END OF TREASURY REPORT																