

2020.2021 UGU BUDGET AND TREASURY OFFICE SDBIP																	
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				Q1	ACTUAL	POE	Q1 ACHIEVEMENT	Q2	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget			
GENERAL MANAGER: BTO																	
MTID 18	% Compliance with leave and sick leave management	75%	100%	75%	100%	Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	Achieved	75%	100%	Report on Leave Compliance Analysis to Manco/Extended MANCO Minutes	Achieved	N/A	N/A	N/A	N/A	All wards	Achieved
MTID 19	% Compliance on Departmental Overtime	100%	100%	100%	100%	System Report to Manco/ Extended MANCO	Achieved	100%	100%	System Report to Manco/ Extended MANCO	Achieved	N/A	N/A	N/A	N/A	All wards	Achieved
MTID 22	Number of Level 1-6 with workplans developed	33	18	33	0	Signed Workplans	Not Achieved	N/A	18	N/A	N/A	N/A	N/A	N/A	N/A	All wards	N/A
MTID 23	Number of workplan assessments/ reviews conducted	4	0	1	0	Attendance Register for performance Reviews & PM reports on reviews conducted	Not Achieved	1	0	Attendance Register for performance Reviews & PM reports on reviews conducted	Not Achieved	During Quarter 2 the priority focus was on the attendance of the Auditor General hence they had a very limited time to request the information to be audited before their office closure.	Assessments to be conducted in the 3rd Quarter	R20 000.00	R0.00	All wards	Not Achieved
MTID 31	Number of documents submitted in complying with the Records management policy, file plan and EDMS	200	1655	50	1011	Progress Report per department to Manco/Extended MANCO Minutes	Achieved	50	644	Progress Report per department to Manco/Extended MANCO Minutes	Achieved	N/A	N/A	N/A	N/A	All wards	Achieved
MTID 43	% of reduction of fuel usage in litres	20%	31%	5%	4%	Report on fuel reduction per department to MANCO or Extended MANCO	Achieved	5%	31%	Report on fuel reduction per department to MANCO or Extended MANCO	Achieved	N/A	N/A	N/A	N/A	ALL LMs	Achieved
GGPP 2	Percentage of risks mitigation recommendations implemented.	80%	0	N/A	N/A	N/A	N/A	80%	N/A	Risk Action Plan Report showing departmental percentage implemented	N/A	The Risk Assessment sessions could not be completed due to Covid case arised	To be conducted in the 3rd Quarter	N/A		All Wards/LMs	n/a

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GGPP 57	Number of vendor performance reports submitted to SCM	4	1	1 report	2 reports	Number of vendor performance reports submitted to SCM	Achieved	1 report	1	Number of vendor performance reports submitted to SCM	Achieved	N/A	N/A	N/A	N/A	All	Achieved
GGPP 59	Number of consequence management reports submitted to MANCO	4	1	1	1	Monthly reports to MANCO	NOT Achieved	1	1 report	Monthly reports to MANCO	Achieved	N/A	N/A	N/A	N/A	All	Achieved
GGPP 76	% Compliance by departments with the Secretariat Procedure Manual on the timeous submission of reports	60%	60%	60%	60%	Analysis Report to MANCO / Ext MANCO showing dept compliance, Signed Extract	Achieved	60%	60%	Analysis Report to MANCO / Ext MANCO showing dept compliance, Signed Extract	NOT ACHIEVED			N/A	N/A	All	Not Achieved No evidence submitted to support achievement
MFVM 1	Percentage unauthorised expenditure	Zero unauthorised, irregular expenditure	1%	0%	0%	Unauthorised Expenditure Register	Achieved	0%	1%	Unauthorised Expenditure Register	Not Achieved	The new contracts for the Assets Verification and Asset Insurance contracts exceeded the allocated budgets / PMU paid last years invoices for the Pennington and Harding Sanitation projects from the current year's MIG budget.	To be corrected in the Mid-term adjustments budget	N/A	R12 164 894.44	All Wards/LMs	Not Achieved
MFVM 2	Percentage irregular expenditure	Zero unauthorised, irregular expenditure		0%	4%	Irregular Expenditure Register	Not Achieved	0%	15%	Irregular Expenditure Register	Not Achieved	Irregular Expenditure is only measure when payment is made from contract awarded outside the specified SCM regulation, thus historic deviations are only recorded in the current period.	End user department must Improved Procurement Planning to avoid section 36 deviation	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 3	Percentage of creditors paid within 30 days	100%		100%	4%	Creditors Age Analysis	Not Achieved	100%	6%	Creditors Age Analysis	Not Achieved	Municipality is experiencing Cash flow challenges, and delays the payment of service providers.	Implement Cost containment measures, and intensify revenue collection strategies.This will be addressed with improved debt collection and the implementation of further debt collection strategies by the implementation of the water disconnection teams (revised timeframe = 31 March 2021	N/A	N/A	All Wards/LMs	Not Achieved

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MFVM 4	Date by which salaries are paid	20th of each month	20th of each month	20th of each month	20th of the Month	Monthly Salary Payment Report	Achieved	20th of each month	20th of each month	Monthly Salary Payment Report	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	Achieved
MFVM 5	Date by which third party payments are made	7th of each month	7th of the Month	7th of each month	7th of the Month	Monthly Deductions Payment Report	Achieved	7th of each month	7th of the Month	Monthly Deductions Payment Report	Achieved			N/A	N/A	All Wards/LMs	Achieved
MFVM 6	Percentage of Fruitless and wasteful expenditure as a total of operating expenditure	0%	1%	0%	0%	Fruitless and Wasteful Expenditure Register	Achieved	0%	1%	Fruitless and Wasteful Expenditure Register	Not Achieved	Municipality is experiencing Cash flow challenges, and delays the payment of service providers. Interest is being charged for late payment	Implement Cost containment measures, and intensify revenue collection strategies.This will be addressed with improved debt collection and the implementation of further debt collection strategies by the implementation of the water disconnection teams and improved creditors payment period (revised timeframe = 31 March 2021	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 7	Average turnaround in time and days taken to finalise a tender.	90 Days		90 Days	148 Days	Bids Register	Not Achieved	90 Days	111 Days	Bids Register	Not Achieved	Tenders that are advertised in September are not yet finalized. Bid Committees could not sit due mebers that resigned from the committees, non attendance, suspended from municipality and new members delaying acceptance letters	The sitting of committees contiunes to be a challenge, however the special sitting have made it possible to process all backlog. New Commitee members appointed and backlogs will be addressed	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 8	Average turnaround in time in days taken to finalise purchase orders.	7 Days	7 Days	7 Days	7 Days	System Generated Purchase Orders Report	Achieved	7 Days	7 Days	System Generated Purchase Orders Report	Achieved	COVID 19 Production and Logistics backlogs related restrictions make it difficult to source quotations from certain sectors on time	Improved Procurement Planning and level 1 lockdown has allowed most sectors to operate. Commitement from SCM team made it further possible to fast track and prioritize key areas	N/A	N/A	All Wards/LMs	Achieved

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MFVM 9	Average turnaround in time and days taken to finalise mini-tenders.	14 Days	12.38 Days	14 Days	16.5 Days	System Generated Purchase Orders Report	Not Achieved	14 Days	12.38 Days	System Generated Purchase Orders Report	Achieved	COVID 19 Production and Logistics backlogs related restrictions make it difficult to source quotations from certain sectors on time	Improved Procurement Planning and level 1 lockdown has allowed most sectors to operate. Commitement from SCM team made it further possible to fast track and prioritize key areas	N/A	N/A	All Wards/LMs	Achieved
MFVM 10	Monthly contract register reviews and updates performed.	12	6	3	3	Updated Contract Register	Achieved	3	3	Updated Contract Register	Not Achieved	identification of expenditure on the financial system continues to be a challenge. Mislocations as well	Implement a contract management system that is intergrated to the procurement and financial system for easy tracing of expenditure and management of contrcats	N/A	N/A	All Wards/LMs	Not Achieved The contract register submitted as evidence is dated 2019/2020
MFVM 11	Monthly Vendor Performance Meetings Held	12		3	3	Vendor Performance Reports	Achieved	3	3	Vendor Performance Reports	Achieved	Not all end user departments submit the vendor reports, however there has been improvement	Ensure all user department submit vendor performance reports	N/A	N/A	All Wards/LMs	Achieved
MFVM 12	3 Months Cash Coverage of Expenditure	3 Months		3 Months	2.67 Months	Balance Sheet, Income Statement and Calculations	Not Achieved	3 Months	0.7 Month	Balance Sheet, Income Statement and Calculations	Not Achieved	Insufficient cash collection and expenditure exceeding available cash	Increased cash collection from debtors and implementation of cost containment measures 31 March 2021	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 13	Percentage budget allocation to free basic services as per DORA	100%	35%	100%	12%	Budget Report	Not Achieved	N/A	35%	N/A	Not Achieved	Incomplete reading of the Standpipe meters	To ensure that all the Standpipe meters are read - by 31 March 2021	N/A	R86 957 939.00	All Wards/LMs	Not Achieved
MFVM 14	Date Annual Financial Statements submitted to Auditor General	31-Aug-20	31-Oct-20	31-Aug-20	N/A	Acknowledgeme nt of Receipt from AG	N/A	N/A	31-Oct-20	N/A	Achieved	This is normally a Q1 target, however due to the Covid-19, the National Treasury had extended the deadline for the submission of the AFS to 31 October 2020 and the municipality met the extended deadline	N/A	R1 500 000.00	R913,550.40	All Wards/LMs	Achieved

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MFVM 15	Date Consolidated Annual Financial Statements submitted to the Auditor General	30-Sep-20	30-Nov-20	30-Sep-20	N/A	Acknowledgement of Receipt from AG	N/A	N/A	30-Nov-20	N/A	Achieved	This is normally a Q1 target, however due to the Covid-19, the National Treasury had extended the deadline for the submission of the AFS to 30 November 2020 and the municipality met the extended deadline	N/A	N/A	N/A	All Wards/LMs	Achieved
MFVM 16	Date Budget Process Plan approved	31-Aug-20	30-Sep-20	31-Aug-20	30-Sep-20	Council Resolution	Not Achieved	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Wards/LMs	N/A
MFVM 19	Number and date of S71 reports submitted to Council and Treasuries within 10days in terms of the MFMA calendar of reporting and to the Mayor.	12 reports per annum	6	3	3	Acknowledgement of Receipt from Treasury	Achieved	3	3	Acknowledgement of Receipt from Treasury	Achieved	N/A	N/A	N/A	N/A	All Wards/LMs	Achieved
MFVM 21	Date by when S52 reports must be submitted to Council	Within 30 days after end of each quarter	30-Oct-20	N/A	N/A	N/A	N/A	30-Oct-20	30-Oct-20	Council Resolution	Achieved	N/A	N/A	N/A		All Wards/LMs	Achieved
MFVM 22	Improve the Liquidity ratio of the Municipality to the prescribed minimum ratio of 1.5:1	1.5:1		1.5:1	1.10:1	Balance Sheet and Calculations	Not Achieved	1.5:1	0.26:1	Balance Sheet and Calculations	Not Achieved	Insufficient cash collection and expenditure exceeding available cash	Increased cash collection from debtors and implementation of cost containment measures 31 March 2021	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 24	Percentage of System Support Issues Resolved Within 8 working hours	100%	100%	94%	100%	ICT Helpdesk Report	Achieved	96%	100%	ICT Helpdesk Report	Achieved	N/A	N/A	R873 000.00	R340 881.75	All Wards/LMs	Achieved

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MFVM 25	Percentage Implementation of mSCOA Financial System	100%	83%	85%	83%	mSCOA Project Report	Not Achieved	90%	83%	mSCOA Project Report	Not Achieved	Delays in the re-appointment of CCG Systems to complete the project due to Covid-19 pandemic. The service provider was not an essential service and thus not available to deal with contractual issues.	Finalisation of the Agreement is done. Timelines and targets to be revised during mid-term budget adjustment in January/February 2021.	R500 000.00	R0.00	All Wards/LMs	Not Achieved
MFVM 26	Percentage of Meters Read - Urban	100%	78%	100%	84%	Meter Reading Report	Not Achieved	100%	78%	Meter Reading Report	Not Achieved	On average 12% of the meters could not be accessed when the meter readings took place this was due to various reason namely but not limited to:- meter damaged, meter underground, faulty meters,	The request to have the meters replaced have been logged on Citicall in th last quarter and the cmeter readers can be able to collect correct information once this exercise is done.	R3 000 000.00	#####	All Wards/LMs	Not Achieved
MFVM 27	Percentage of Meters Read - Rural	100%	1%	100%	4%	Meter Reading Report	Not Achieved	100%	1%	Meter Reading Report	Not Achieved	The service provider is not reading the rural meters adequately	The function will be insorced as from the next quarter and we are anticipating an improvement in the next quarter.	N/A	N/A	All Wards/LMs	Not Achieved
MFVM 28	Percentage of monthly billing collected	90%	89%	90%	85%	Summary Report Billing and Consumer Receipts	Not Achieved	90%	89%	Summary Report Billing and Consumer Receipts	Not Achieved	The debt collections procedures were not all effected for all customer groups s per the circular received from COGTA during lockdown. in addition we still have system related issues where we cannot correct customer accounts that are under dispute which then affects our collections adversely.	The Council has adopted a Recovery plan which is currently being enforced where all customer groups that are in arrears will be subjected to the debt and collection pcedures.	N/A	N/A	All Wards/LMs	Not Achieved

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MFVM 29	Percentage reduction of old debtors in excess of 90 days	50%	0%	N/A	N/A	N/A	N/A	20%	0%	Debtors' Age Analysis	Not Achieved	The implementation of the mSCOA compliant financial system still has unresolved issues regarding the billing of accounts. Some of the processes are compromising the credibility and accuracy of the customer invoices. This affect the correction of long outstanding disputes.	KZN PT and COGTA are assisting the municipality with the collection of long outstanding debt owed by the municipalities and departments. Joint meeting are being held with the local municiplaities to find ways of resolving disputes in order for them to pay their accounts knowing that the invoices are accuarate ensuring value for money.	R700 000	R0	All Wards/LMs	Not Achieved
MFVM 31	Number of Movable Asset Verifications conducted	4 per annum	2	1	1	Updated Assets Register, Appendices, and Asset Verification Plan	Achieved	1	1	Updated Assets Register, Appendices, and Asset Verification Plan	Achieved	N/A	N/A	R2 100 000	R0	All Wards/LMs	Achieved
MFVM 32	Number of Updated Asset Registers	12 per annum	6	3	3	Updated Asset Register	Achieved	3	3	Updated Asset Register	Achieved	N/A	N/A	R169 763 404	R0	All Wards/LMs	Achieved
MFVM 37	Percentage insurance cover for municipal insurable assets	100%	100%	100%	100%	Insurance Policy Document	Achieved	100%	100%	Insurance Policy Document	Achieved	N/A	N/A	R4 410 000	R7,977,495	All Wards/LMs	Achieved
BSD 1	Number of customers benefiting from indigent support.	2000	1067	500	837	Indigent Register	Achieved	500	1067	Indigent Register	Achieved	N/A	N/A	R45 639 862	R6 652 067	All Wards/LMs	Achieved

END OF BTO SDBIP