UGU DISTRICT MUNCIPALITY

2022 2023 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

SDG 16: Build Effective, Accountable and Inclusive Institutions At All Levels

NDP: Building Capable and Developmental State

MTSF: Outcome 5: A skilled and Capable Workforce to Support an Inclusive Growth Path; Outcome 9: A responsive, Accountable, responsive and efficient local government system

Back to Basics: Building capable local government institutions

PGDS: Human Resource Development

DGDS: Institutional development

KPA: Municipal Transformation and Institutional Development

COLOUR CODE	BLUE - WATER SERVICES				ORANGE - CORPORATE SERVICES		GREEN - ECONOMIC DEVELOPMENT & ENVIRONMENTAL SERVICES						GREY - BUDGET & TREASURY			YELLOW - OFFICE OF THE MM

SDBIP: Ref.	Strategic Objective	IDP Ref	Project Name	KPI Measure	Annual Target	Actual ACHIEVED to DATE (Q1 to Q3)	PROGRESS REPORT ON UNACHIEVED TARGETS FROM Q1 & Q2	Q3	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget	Budget spent to DATE	Location (Ward / LM)	Responsible Department/Unit	INTERNAL AUDIT COMMENTS
MTID 13 - BTO	Attract skill, retain and reward a talented and diverse workforce to enable departments to efficiently meet their objectives	SO 3.2.1	Compliance with leave management	Percentage Dept Compliance with leave management	100%	100%	N/A	100%	100%	Report on Leave Compliance analysis to MANCO/Ext MANCO Minutes	ACHIEVED	N/A	N/A	R0	N/A	ALL WARDS	BTO	Achieved
MTID 14- BTO	Attract skill, retain and reward a talented and diverse workforce to enable departments to efficiently meet their objectives	SO 3.2.1	Departmental Overtime	% Compliance on Departmental Overtime	100%	100%	N/A	100%	100%	System Report with Analysis Signed by Manager/HOD	Achieved	N/A	N/A	R0	N/A	ALL WARDS	BTO	Achieved
MTID 18- BTO	Attract skill, retain and reward a talented and diverse workforce to enable departments to efficiently meet their objectives	SO 3.2.1	IPMS Performance Reviews	Percentage of workplan assessments/reviews conducted in BTO	100%	88%	N/A	60%	1	Attendance Register for performance Reviews & Departmental Report indicating percentage ACHIEVED	Achieved	N/A	N/A	R0	N/A	ALL WARDS	BTO	Achieved

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							PROGRESS REPORT ON UNACHIEVED TARGETS FROM Q1 & Q2	Q3	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MTID 24 - BTO	To provide support services to all organisational departments with strong emphasis on the core business through deploying tools and resources to improve on service delivery	SO 3.4.1	Implementation of full council resolutions	Percentageof Full Council resolutions implemented - BTO	100%	100%	N/A	100%	100%	Report to MANCO / Ext MANCO Signed Extract	ACHIEVED	N/A	N/A	R0	N/A	ALL WARDS	BTO	Achieved
MTID 26 - BTO	To provide support services to all organisational departments with strong emphasis on the core business through deploying tools and resources to improve on service delivery	SO 3.4.1	Compliance with Records Management	Number of documents submitted in compliance to Departmental records management -BTO	400	2517	N/A	100	143	Progress Report of file plan usage, EDMS to Manco/Extended MANCO/ Portfolio Extract of Minutes	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO	Achieved

SDG 16: Build Effective, Accountable and Inclusive Institutions At All Levels

NDP: Building Capable and Developmental State

MTSF: Outcome 1, Outcome 2, Outcome 3, Outcome 11, Outcome 12 and Outcome 14

Back to Basics: Good Governance; Putting People First

PGDS: Governance and Policy

KPA: Good Governance and Public Participation

| GGPP 33- BTO | To strengthen good governance | SO 5.2.1 | Monitoring of vendor performance | Number of vendor performance reports submitted by BTO to SCM | 4 | 2 | N/A | 1 | 1 | Email showing submission of vendor performance to SCM | ACHIEVED | N/A | N/A | N/A | N/A | ALL WARDS | BTO | Achieved |

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							PROGRESS REPORT ON UNACHIEVED TARGETS FROM Q1 & Q2	Q3	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
GGPP 35-BTO	To strengthen good governance	SO 5.2.1	Consequence Management	Number of consequence management reports submitted by BTO to MANCO	4	1	N/A	1	1	Monthly reports to MANCO	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO	Achieved
SDG Goal 16: Build Effective, Accountable and Inclusive Institutions at all levels																		
NDP: Building capable and developmental state																		
MTSF: Outcome 9																		
Back to Basics: Sound Financial Management																		
PGDS: Spatial Equity, Environmental Sustainability																		
DGDS: Institutional Development																		
KPA: Municipal Financial Viability and Management																		
MFVM 1	To develop and implement effective and efficient budget and financial reporting systems	SO 4.6.1	Preparation of Annual Budget	Date 2023/2024 Annual Budget approved	Approved 2023/2024 Annual Budget by 31 May 2023	23-Jun-22	N/A	Adopt Draft 2023/2024 Budget for public comments and advertise budget thereafter	Approved 2023/2024 DRAFT budget by 31 March 2023	Council resolution	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - BUDGET	Achieved
MFVM 2	Approved Mid-Year budget and performance assessment by 25 January and adjustment budget by 28 February	SO 4.6.2	Preparation of Mid-Year Budget & Performance Assessment and Adjustment Budget	Date 2022/2023 Mid Year performance assessment and adjustment budget approved	Approve 2022/2023 Mid Year performance assessment by 25 January 2023 and adjustment budget by 28 February 2023	28-Feb-23	N/A	Approve 2022/2023 Mid Year Budget & Performance Assessment by 25 January 2023 and Adjustment Budget by 28 February 2023	Apprived 2022/23 Mid year budget and performance by 25 Jan 2023 and adjustment budget by 28 February 2023	Council resolution	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - BUDGET	Achieved

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							PROGRESS REPORT ON UNACHIEVED TARGETS FROM Q1 & Q2	Q3	ACTUAL	POE	ACHIEVED/ NOT ACHIEVED/ N/A	BLOCKAGES/ CHALLENGES	REMEDIAL MEASURES/ TIMEFRAMES	Annual Budget				
MFVM 3	To coordinate an advice to the Mayor and Council that the budget allocation is done within the context of government priorities	SO 4.6.3	In-Year Reporting on Budget Implementation	Number of Data Extracts submitted	12 Data Extracts	9	N/A	3	3	DATA STRINGS SUBMISSION	Achieved	N/A	N/A	R 500,000.00		ALL WARDS	BTO - BUDGET	Achieved
MFVM 4	Preparation and submission of statutory reports, annual financial statements and consolidated statements	SO 4.6.4	Preparation of Annual Financial Statements for submission to AG by 31 August 2022	Date Annual Financial Statements submitted to Auditor General	Annual Financial Statements for 2021/2022 submitted by 31 August 2022	31-Aug-22	N/A	N/A	N/A	N/A	Achieved	N/A	N/A	R 1,500,000.00		ALL WARDS	BTO - BUDGET	N/A
MFVM 5	Preparation and submission of statutory reports, annual financial statements and consolidated statements	SO 4.6.4	Preparation of Consolidated Annual Financial Statements for submission to AG by 30 September 2022	Date Consolidated Annual Financial Statements submitted to the Auditor General	Consolidated Annual Financial Statements for 2021/2022 submitted by 30 September 2022	30-Sep-22	N/A	N/A	N/A	N/A	Achieved	N/A	N/A	R 500,000.00		ALL WARDS	BTO - BUDGET	N/A
MFVM 6	To ensure sound internal financial controls, risk management and MFMA compliance	SO 4.8.1	Addressing BTO related AG audit queries through formulation of corrective action plan (BTO)	Date of Submission	Submit 2021/2022 BTO Corrective action plan to Internal Audit by 28 February 2023	N/A	N/A	Submit 2021/2022 BTO Corrective action plan to Internal Audit by 28 February 2023	Acknowledgement email	Acknowledgment of receipt from Internal Audit	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - BUDGET	ACHIEVED
MFVM 7	To ensure that cash reserves are improved	SO 4.1.1	Recording all transactions accurately and completely	Number of cash books	12 Updated cash books	9	N/A	3	3	Cash books	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - CASH MANAGEMENT	Achieved

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MFVM 8	100% compliance with all laws and regulations	SO 4.1.2	Recording all transactions accurately and completely	Number of updated General Ledger	12 Updated General Ledger	9	N/A	3	2	Updated General Ledger	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - BUDGET	Achieved
MFVM 9	10% Compliance with all laws and regulations	SO 4.1.2	Recording all transactions accurately and completely	Number of Bank reconciliations	12 Bank reconciliations	6	N/A	3	3	Bank reconciliations	Achieved	N/A	UGUSDBIP22.23	N/A	N/A	ALL WARDS	BTO - CASH MANAGEMENT	Achieved
MFVM 10	To ensure completeness and accuracy of municipality's creditor related transactions and accounts disclosed	SO 4.5.1	Recording all transactions accurately and completely	Number of Creditors Reconciliations	12 Creditors reconciliations	6	N/A	3	3	Creditors reconciliations	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	Achieved
MFVM 11	T o develop and implement effective and efficient revenue management systems(RMS)	SO 4.2.1	Recording all transactions accurately and completely	Number of Debtors Reconciliations	12 Debtors reconciliations	9	N/A	3	3	Debtors reconciliations	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - REVENUE	Achieved
MFVM 12	To ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments	SO 4.5.2	Recording all transactions accurately and completely	Number of VAT 201 returns submitted	Submission of 12 VAT 201 returns to SARS	9	N/A	Submit 3 VAT returns	3	VAT Returns and SARS statement	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	Achieved

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MFVM 13	To develop and implement effective and efficient SCM system	SO 4.4.1	Implementation of Supply Chain Management Policy	Number of reports on Adjudication of Projects within 90 days of closing date	4 reports on Adjudication of Projects within 90 days of closing date	3	N/A	1	1	Reports on Adjudication of Projects within 90 days of closing date	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - SCM	Achieved
MFVM 14	To facilitate economic transformation	SO 4.4.2	Implementation of Supply Chain Management Policy	Date of adoption of Reviewed SCM Policy	Adopt Reviewed SCM Policy by 30 June 2023	N/A	N/A	N/A	N/A	N/A	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - SCM	N/A
MFVM 15	To prevent irregular expenditure	SO 4.4.4	Implementation of Supply Chain Management Policy	Number of quarterly Deviations & UIFW expenditure registers submitted to COGTA	4 Quarterly Deviations & UIFW expenditure registers submitted to COGTA	2	N/A	1	1	Quarterly Deviations & UIFW expenditure register & email to COGTA	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - SCM	Achieved
MFVM 16	To develop and implement annual procurement plan	SO 4.4.3	Development of Annual Procurement Plan	Date of approval of Procurement Plan	Approved Procurement Plan by 30 June 2023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	N/A
MFVM 17	Creditors paid within 30 days	SO 4.5.3.	Payment of Creditors within 30 days	Percentage of creditors paid within 30 days	100% payment of creditors within 30 days on receipt of invoice	9.7%		100% payment of creditors within 30 days on receipt of invoice	2.40%	Creditors Age Analysis	Not Achieved	Municipality is experiencing Cashflow challenges which renders it not meet its obligations timeously	Implementation and enforcement of Financial turnarround strategies to improve cashflow of the municipality	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	Not Achieved

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MFVM 18	Creditors paid within 30 days	SO 4.5.3.	Payment of monthly salaries on time	Date by which salaries are paid	Payment of monthly salaries by the 20th of each month	20th of each month	N/A	20th of each month	20th of each month	Monthly Salary Payment Report	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	Achieved
MFVM 19	Creditors paid within 30 days	SO 4.5.3.	Payment of monthly third party	Date by which third party payments are made	Payment of monthly third parties by the 7th of each month	7th of the month	N/A	7th of each month	7th of each month	Monthly Deductions Payment Report	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - EXPENDITURE	Achieved
MFVM 20	To improve revenue collection	SO 4.2.2	Management of billing system	Number of reports on implementation of billing system and revenue collection	12 reports on implementation of billing system and revenue collection	9	N/A	3	3	Debt collection dashboard report	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - REVENUE	Achieved
MFVM 21	GRAP compliant asset register	SO 4.3.1	Compilation of a GRAP compliant Asset Register	Number of Updated Asset Registers	12 Updated Asset Registers per annum	9	N/A	3	3	Updated Assets Register and Asset Verification Plan	Achieved	N/A	N/A	N/A	N/A	ALL WARDS	BTO - ASSET	Achieved

COLOUR CODE	BLUE - WATER SERVICES	ORANGE - CORPORATE SERVICES		GREY - BUDGET & TREASURY	YELLOW - OFFICE OF THE MM