

TREASURY SDBIP 2017 / 2018																			
PERSON RESPONSIBLE: GENERAL MANAGER - MR DLAMINI																			
SO Code	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	Annual Actual Achieved to Date	Quarterly Target and Actual Achieved			Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	File Reference	AUDITORS COMMENTS
								Q4	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date				
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																			
MFVM 1	Increase income	MFVM 1.1	MFVM 1.1.1	Milestones achieved on the revenue enhancement plan	Number of Milestones achieved on the revenue enhancement plan	1	1	1	0	Report to MANCO	Not Achieved	Introduction of MSCOA and the system migration process prioritisation	The Revenue Enhancement Plan will be implemented in 2018/2019	R2,617,499.00			None	TREA 81	Not Achieved
		MFVM 1.2	MFVM 1.2.1	Reduction of debtors in excess of 90 days.	Percentage reduction of debtors in excess of 90 days.	20%	21% (increased)	20%	21% (increased)	Debtors reconciliation	Not Achieved	Inaccurate data in the billing module	Reconciliation exercise in progress - will be finalised by 15 July 2018	R3,397,668.00		N/A	Debtors reconciliation	TREA 47	Not Achieved
		MFVM 1.3	MFVM 1.3.1	Revenue actually collected from debtors against total billed.	Percentage of Urban accounts billed with actual meter readings	85%	73.67	85%	73.67	Readings report	Not achieved	Meter readers were interrupted by public - Areas did not have water	Ugu strike is over and working conditions are back to normal	R781,250.00		N/A	Readings report	TREA 48	Not Achieved
			MFVM 1.3.2		Percentage of Rural accounts billed with actual meter readings	10%	17.53%	10%	17.53%	Readings report	Not Achieved					N/A	Readings report	TREA 49	There is no poe provided
		MFVM 1.4	MFVM 1.4.1	Improve Debt coverage ratio	Percentage Improved Debt coverage ratio	45%	15%	<45%	15%	TB Extract and calculations	Achieved			R9 770 664		NA	TB Extract and calculations	TREA 10	✓
		MFVM 2.1	MFVM 2.1.1	Improve Cost coverage ratio.	Number of months Improve Cost coverage ratio	3 months	0 months	3 months	0 months	TB Extract and calculations	Not Achieved	Final TB not yet finalised	TB work-in progress, to be finalised by 31 July 2018			NA	TB Extract and calculations	TREA 8	Not Achieved
			MFVM 2.1.2		Number of updated loans on Investment Registers	4	4	4	4	Copy of register signed as proof of review	Achieved						Copy of register signed as proof of review	TREA 13	✓
		MFVM 2.2	MFVM 2.2.1	Municipal Infrastructure grants actually expenditure	Percentage of Municipal Infrastructure grants actually spent	100%	100%	100%	100%	Grants Schedule	Achieved						Grants Schedule	TREA 82	✓
			MFVM 2.2.2		Percentage Reduction of Unspent Conditional Grants withheld	0	0%	0%	0%	DORA payment schedule	Achieved					N/A	DORA payment schedule	TREA 55	✓
			MFVM 2.3.1		Percentage of OPEX actually spent against budget	95%	85.17%	95%	85.17%	S71 reports and calculations	Not achieved	Year end creditors accruals not yet finalised	After all the creditors invoices have been processed, this KPI will be achieved			N/A	S71 reports and calculations	TREA 45	Not Achieved

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MFVM 2	Optimise expenditure and get better returns on investment	MFVM 2.3	MFVM 2.3.3	OPEX actually spent against budget	Frequency of Employee deductions payments	Monthly	12 monthly payments	12 monthly payments	12 monthly payments	Proof of transfer of salaries and Salaries Reconciliation	Achieved			R42,819,537.00		N/A	Proof of payment and Reconciliation	TREA 51	✓
			MFVM 2.3.4		Frequency of payment of Salaries	Monthly	12 monthly payments	12 monthly payments	12 monthly payments	Proof of transfer of salaries and Salaries Reconciliation	Achieved			R279,086,893.00		N/A	Proof of transfer of salaries and Salaries Reconciliation	TREA 52	✓
			MFVM 2.3.5		Percentage Capital Costs to Operating Expenditure	6 - 8	2.13%	6 - 8 %	2.13%	TB Extract and calculations	Achieved						TB Extract and calculations	TREA 12	✓
		MFVM 2.4	MFVM 2.4.1	CAPEX actually spent against budget	Percentage of CAPEX actually spent against budget	90%	87.06%	90%	87.06%	Sec 71 Report and Calculations	Not Achieved	Overcommitments on capital commitments, especially MIG funded projects	To consider cancelling projects that are currently on planning stage			N/A	Sec 71 Report and Calculations	TREA 44	Not Achieved
			MFVM 2.4.2		Date Procurement Plan approved	01-Jul-17	28-Jun-17	N/A	N/A	N/A	N/A					N/A	Resolution for Adoption, Manco/ Extended Manco	TREA 17	N/A
		MFVM 2.5	MFVM 2.5.1	Irregular/wasteful/fruitless expenditure incurred.	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	5%	0.00%	0.5%	0.00%	Register of Fruitless and Wasteful Expenditure and Calculations	Achieved					N/A	Register of Fruitless and Wasteful Expenditure and Calculations	TREA 26	✓
		MFVM 2.6	MFVM 2.6.1	Capital budget spent on capital infrastructure assets	Percentage of capital budget spent on capital infrastructure assets	80%	94.53%	80%	94.53%	Trial Balance and calculations	Not Achieved			R300,607,577.00			Trial Balance and calculations	TREA 58	There is no poe provided
		MFVM 2.7	MFVM 2.7.1	Creditors paid within 30 days from receipt of an invoice	Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	90 calendar days	30 calendar days	90 calendar days	Creditors age analysis	Not Achieved	Over commitment on some projects without funding	Non-funded projects will not be implemented			N/A	Creditors age analysis	TREA 50	Not Achieved
		MFVM 2.8	MFVM 2.8.1	Turnaround taken to finalise a tender	Average turnaround in time and days taken to finalise a tender	90 dyas	0 days	90 days	0 days	Tender Tracking Register	Not Achieved	No tenders were awarded in the 4th quarter.	There were no adverts in Q4 that were ready for advertising			NA	Tender Tracking Register	TREA 59	Not Achieved
			MFVM 2.8.2		Turnaround time for BSC to Advert	14 days	0 Days	14 days	0 Days	Tender Tracking Register	Not Achieved	No tenders were advertised in the 4th quarter.	There were no adverts in Q4 that were ready for advertising			N/A	Tender Tracking Register	TREA 18	Not Achieved
			MFVM 2.8.3		Turnaround time from advert to the Tender closing	30 days	0 Days	30 days	0 Days	Tender Tracking Register	Not Achieved	No tenders were awarded in the 4th quarter.	BAC to sit as per the roster of Bid Committees			N/A	Tender Tracking Register	TREA 19	Not Achieved

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			MFVM 2.8.4		Turnaround time from the closing of Tender to the awarding of contract	90 calendar days	0 Days	90 days	0 Days	Tender Tracking Register	Not Achieved	BAC did not sit in Q4	BAC to sit as per the roster of Bid Committees			N/A	Tender Tracking Register	TREA 20	Not Achieved
			MFVM 2.8.5		Frequency of Contract register updates	12	12 updates	12 updates	12 updates	Contract register	ACHIEVED			R130,000.00		N/A	Contract register	TREA 21	✓
		MFVM 2.9	MFVM 2.9.1	Reduction of Irregular Expenditure	Irregular expenditure as a percentage of total actual expenditure	1.5%	7%	1.5%	7%	Register of irregular expenditure	Not Achieved	Non compliance with Reg.22 of the Municipal Supply Chain Management Regulations.	All long term tenders that were advertised for less than 30 days that were still at evaluation stage were cancelled and were re- advertised			N/A	Register of irregular expenditure	TREA 14	Not Achieved
MFVM 3	Improve Budgeting and Reporting	MFVM 3.1	MFVM 3.1.1	Allocation of free basic services	Percentage allocated to free basic services	60%	79.58%	60%	79.58%	Genral Ledget and culculation	Achieved			R76,537,300.00		NA	Genral Ledget and culculation	TREA 60	✓
		MFVM 3.2	MFVM 3.2.1	Repairs and maintenance budget actually spent	Percentage of repairs and maintenance budget actually spent	7%		7%	55.69%	Trial Balance and calculations	Achieved						Trial Balance and calculations	TREA 61	✓
		MFVM 3.3	MFVM 3.3.1	Reports submitted to Council, Treasury and COGTA in terms of the MFMA calendar of reporting	Number of Annual Financial Statement compiled	2	2	N/A	N/A	N/A	N/A			R5,160,000.00		N/A	Audit Committee resolution	TREA 22	N/A
			MFVM 3.3.2		Date Annual Financial Statements submitted to Auditor General	31-Aug-17	31-Aug-17	N/A	N/A	N/A	N/A					N/A	Letter of confirmation from the AG	TREA 23	N/A
			MFVM 3.3.3		Date Consolidated Annual Financial Statements submitted to the Auditor General	30-Sep-17	29-Sep-17	NA	N/A	NA	N/A			R631,250.00		N/A	Letter of confirmation from the AG	TREA 24	N/A
			MFVM 3.3.4		Number of Quarterly Financial Statements compiled	1	1	NA	N/A	Copy of Quarterly Financial Statement	N/A					N/A	Copy of completed Interim AFS	TREA 25	N/A
			MFVM 3.3.5		Date Budget Process Plan approved	31-Aug-17	31-Aug-17	N/A	N/A	N/A	N/A					N/A	Council resolution	TREA 27	N/A
			MFVM 3.3.6		Date Annual Budget adopted by Council	31-May-18	24-May-18	31-May-18	24-May-18	Council Resolution	Achieved	N/A	N/A	R145,000.00	R145 000.00	N/A	Council Resolution	TREA 28	✓

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								Q4	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date				
			MFVM 3.3.7	MFVM 3.3	Date Adjustment Budget adopted by Council	28-Feb-18	22-Feb-18	N/A	N/A	N/A	N/A	N/A	N/A			N/A	Council Resolution	TREA 29	N/A
			MFVM 3.3.8		Number Monthly in-year reports produced	12	12	12	12	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A			N/A	Letters of submission to National and Provincial Treasury	TREA 42	✓
			MFVM 3.3.9		S72 quarterly reports produced	4	4	4	4	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A			N/A	Letters of submission to National and Provincial Treasury	TREA 43	✓
		MFVM 3.4	MFVM 3.4.1	Support calls resolved within a month	Percentage of support calls resolved within a month	80%	100%	80%	100%	ICT Help Desk Statistics Reports	Achieved						ICT Help Desk Statistics Reports	TREA 62	✓
		MFVM 3.5	MFVM 3.5.1	Improved Liquidity of the Municipality	Improved Liquidity Ratio	1.5:1	1.32:1	1.5:1	1.32:1	TB Extract and calculations	Not Achieved	Overcommitments of bank and cash balances	Implementation of cost-cutting measures			NA	TB Extract and calculations	TREA 7	Not Achieved
			MFVM 3.5.2		Percentage Cash Backed Reserves	100%	0%	100%	0%	TB Extract and calculations	Not Achieved	Final TB not yet finalised	TB work-in progress, to be finalised by 31 July 2018			NA	TB Extract and calculations	TREA 9	Not Achieved
			MFVM 3.5.3		Number meeting with the bankers	4	4	4	4	Attendance register and minutes	Achieved			R115,000.00		NA	Attendance register and minutes	TREA 11	✓
		MFVM 5.1	MFVM 5.1.1	Movable/ Immovable Asset Verifications	Number of Movable Asset Verifications conducted	4	2	4	2	Updated Asset register and appendices & Asset Verification Plan	Not Achieved	Inadequate capacity within the department.	Service provider have been appointed to assist.	R60 000		N/A	Updated Asset register and appendices & Asset Verification Plan	TREA 1	Not Achieved
			MFVM 5.1.2		Date Immovable Asset Verification conducted	30-Jun-18	on-going	30 June 2018	on-going	Updated Asset register and appendices	Not Achieved	Service provider was appointed late to do the verifications	Service provider has been appointed to do the verifications	R1,462,500.00		N/A	Updated Asset register and appendices	TREA 2	Not Achieved
			MFVM 5.1.3		Number of Stock takes done	3	3 stock take	3 stock take	3 stock take	Stock take report	Achieved			R130,000.00		N/A	Stock take report	TREA 15	✓

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MFVM 5	Optimised Asset and Insurance Management services	MFVM 5.2	MFVM 5.2.1	Updated Asset Registers	Number of Updated Asset Registers	12	6	12	6	Asset register Appendix	Not Achieved	Inadequate capacity within the department.	Service provider have been appointed to assist.	R120,757,655.98		N/A	Asset register Appendix	TREA 3	Not Achieved
		MFVM 5.3	MFVM 5.3.1	Disposal of Redundant and obsolete assets	Number of Disposal of assets by public auction	2	1	1	0	Letter of award, Council Resolution, Advert and Auctioneers Report	Not Achieved	Unrealistic target was set	To revise the target in 2018/2019	R400,000.00		N/A	Letter of award, Council Resolution, Advert and Auctioneers Report	TREA 4	Not Achieved
		MFVM 5.4	MFVM 5.4.1	Insurance cover for municipal assets	Percentage insurance cover for municipal insurable assets	100%	100%	100%	100%	Insurance Policy Document	Achieved			R2 910 000		N/A	Insurance Policy Document	TREA 5	✓
			MFVM 5.4.2	Lodging the insurance claim with the insurance company	Turn-around time of lodging the insurance claim	30 calendar days	36 calendar days	30 calendar days	31 calendar days	Insurance claims register	Achieved					N/A	Insurance claims register	TREA 6	✓
		MFVM 5.6	MFVM 5.6.1	Assets Indaba	Number of Assets Indaba created	20-Jan-18	0	NA	NA	NA	NA	N/A	N/A			NA	Agenda Attendance Register	TREA 63	no blockages and corrective measures stated.
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																			
MTID 1	Optimise the workforce potential	MTID 1.4	MTID 1.4.1	Cascaded IPMS for levels 1 - 6	Number of Level 1 - 6 with Work Plans Developed	20		NA		NA	NA			R0.00			Signed Work Plans	TREA 64	NA
			MTID 1.4.2		Number of Work Plans Performance Reviews	1		1		Attendance Registers for Work Plan Performance Review	Not Achieved			R0.00			Attendance Registers for Work Plan Performance Review	TREA 65	TARGET was set for the quarter but it was not reported on.
		MTID 1.8	MTID 1.8.1	Turnaround time in the Completion of disciplinary and grievance processes within the municipal internal processes	Percentage compliance with the turnaround time in the Completion of disciplinary and grievance processes within the municipal internal processes	100%	N/A	100%	N/A	MANCO Progress Report on cases MANCO Resolution	Not Achieved			R0.00		NA	MANCO Progress Report on cases MANCO Resolution	TREA 66	TARGET was set for the quarter but it was not reported on.
		MTID 1.9	MTID 1.9.1	Exit Management interviews	Percentage compliance with Exit Management interviews	100%	N/A		N/A		NA			R0.00		NA	MANCO Progress Report on Exit Management Interviews MANCO Resolution	TREA 67	targetet was not set in the REVISED SDBIP, status of achievement was not recorded

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		MTID 1.10	MTID 1.10.1	Compliance with Leave and Sick Leave Management	Percentage compliance with Leave and Sick Leave Management	100%	73.73%	100%	72.73%	MANCO Progress Report on Leave and Sick Leave Management MANCO Resolution	Not ACHIEVED	Leave applications forms not thoroughly reviewed by management	To do review the leave forms before submission to HR			NA	MANCO Progress Report on Leave and Sick Leave Management MANCO Resolution	TREA 68	Not Achieved
		MTID 1.11	MTID 1.11.1	Compliance with overtime management	Percentage compliance with overtime management	100%	100%	100%	100%	System Report	Achieved			R0.00		NA	System Report	TREA 69	✓
		MTID 1.12	MTID 1.12.1	Compliance with OHS Act	Percentage Compliance with OHS Act	100%	100%	100%	100%	Attendance Register Copy of certificates	Achieved			R0.00		NA	Attendance Register Copy of certificates	TREA 70	✓
		MTID 1.13	MTID 1.13.1	Super Users and Administrators trained	Percentage of Super Users and Administrators trained	50%	100%	50%	100%	Attendance Register	Achieved					NA	Attendance Register	TREA 71	✓
		MTID 2.24	MTID 2.24.1	Financial Systems' User and Admin Access	Number Quarterly Review of Financial Systems' User and Admin Access	4	4	4	4	User and Admin Access Review Reports	Achieved					N/A	User and Admin Access Review Reports	TREA 57	✓
		MTID 2.25	MTID 2.25.1	Financial Systems Service Level Agreements	Percentage of Financial Systems License and SLAs Concluded	100	100%	100%	100%	Register of Licences	Achieved					N/A	Register of Licences	TREA 56	✓
		MTID 2.26	MTID 2.26.1	Implementation of integrated financial system – Phase 2	Percentage implementation of integrated financial system – Phase 2	100%	98%	100%	98%	mSCOA Progress Report	Not Achieved	Delays in Revenue Data Cleansing and Release of Move-in-Move-out Process. Delays in the finalisation of Contract Management, Grants Management and VIP Budget sub-modules.	Reschedule the Completion of Revenue Data Cleansing and finalise the three sub-modules in the 1st quarter of the 2018/19 financial year.	R3,000,000.00			mSCOA Progress Report	TREA 72	Not Achieved
			MTID 2.3.1		Date Reviewed Cash, Banking and Investment Management Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 32	✓

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	Optimise systems and operations	MTID 2.3	MTID 2.3.2	Policies Reviewed, Formulated and Adopted	Date Reviewed Budget Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Not Achieved					N/A	Council resolution	TREA 30	POE not provided, status of achievement, blockages and corrective measures not recorded.
			MTID 2.3.3		Date Reviewed Virement Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Not Achieved					N/A	Council resolution	TREA 31	POE not provided, status of achievement, blockages and corrective measures not recorded.
			MTID 2.3.4		Date Reviewed Assets management Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 33	✓
			MTID 2.3.5		Date Reviewed Insurance Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 34	✓
			MTID 2.3.6		Date Reviewed Funding and Reserves Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 35	✓
			MTID 2.3.7		Date Reviewed Credit Control and Debt Collection Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 36	✓
			MTID 2.3.8		Date Reviewed Indigent Policy adopted	31-May-18	24-May-18	31-May-18	24-May-18	Council resolution	Achieved					N/A	Council resolution	TREA 37	✓

