

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	Annual Budget Information				Quarterly Performance Targets			Progress; Challenges And Remedial Action			
									OPEX	CAPEX	REV.	Funding Source	Q1 Target	Q1 Actual	Q1 POE	Progress (Achieved/ Not Achieved)	Blockages/ Challenges	Measures to Improve Performance	Revised Timeframe To Achieve Target
									VOTE	VOTE	VOTE								
TREA 3	MFVM 2	Financial Viability and Management	Asset Management	Updated and GRAP compliant Asset Register	N/A	2	Number of Movable Asset Verifications conducted	4	R 0.00	R 0.00	R 0.00	N/A	1	1	Updated Asset register and appendices	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 5	MFVM 2			Reconciliation of the asset register to the GL accounts	N/A	Annually	Number of Updated Asset Registers	12	R 0.00	R 0.00	R 0.00	N/A	3	3	signed off reconciliations	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 8	MFVM 2			Percentage insurance cover for municipal assets	N/A	0	Percentage insurance cover for municipal insurable assets	100	R 0.00	R 0.00	R 0.00	N/A	100%	100%	Insurance Policy Document	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 11	MFVM 2			Lodging the the insurance claim with the insurance company	N/A	0	Turn-around time of lodging the insurance claim	30 calender days	R 0.00	R 0.00	R 0.00	N/A	30 calender days	Within 30 calender day	Insurance claims register	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 12	MFVM 3		Cash Management	Liquidity Ratio	NA	1.0:1	Improved Liquidity Ratio	1.5:1	R 0.00	R 0.00	R 0.00	N/A	1.5:1	1.99:1	S71 reports and calculations	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 13	MFVM 3			Improve Cash Coverage Ratio	NA	00:00	Improved Liquidity in months	3 months	R 0.00	R 0.00	R 0.00	N/A	3 months	4.3 months	S71 reports and calculations	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 14	MFVM 3			Cash Backed Reserves	NA	00:00	Percentage Improved Liquidity	100	R 0.00	R 0.00	R 0.00	N/A	100	100%	S71 reports and calculations	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 15	MFVM 3			Debt to Operating Revenue	NA		Percentage Improved Liquidity	45	R 0.00	R 0.00	R 0.00	N/A	45	121%	S71 reports and calculations	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 16	MFVM 3		Management of Banking Services - Cash Banking	NA		Turnaround time for banking of cash received	1 working day	R 0.00	R 0.00	R 0.00	N/A	1 working day	1 working day	Bank Recon	Achieved	N/A	N/A	N/A	
								N/A	N/A	N/A		R 0.00							
TREA 17	MFVM 3			NA		Number of meetings with the bankers for improved quality of banking services	4	R 0.00	R 0.00	R 0.00	N/A	1	1	Attendance register and minutes	Achieved	N/A	N/A	N/A	
								N/A	N/A	N/A		R 0.00							
					Capital Costs to Operating			Percentage Capital		R 0.00	R 0.00	R 0.00		6 - 8 %	1%	Calculation from TR			

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TREA 18	MFVM 4		Liability Management	Capital Costs to Operating Expenditure			Costs to Operating Expenditure	6 - 8	N/A	N/A	N/A	N/A	R 0.00		Calculation from TB figures	Achieved	N/A	N/A	N/A
TREA 19	MFVM 4			Management of Loans and Investments			Number of updated loans an Investment Registers	4	R 0.00	R 0.00	R 0.00	N/A	1	1	Copy of register signed as prove of review	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 20	MFVM 5		Supply Chain management	Reduction of irregular Expenditure	N/A	8%	Irregular expenditure as a percentage of total actual expenditure	1.5	R 0.00	R 0.00	R 0.00	N/A	1.5	0%	Register of irregular expenditure	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 21	MFVM 5			Inventory Management	N/A	2	Frequency of Stock takes	Quarterly	R 0.00	R 0.00	R 0.00	N/A	1 stock take	0	Stock takes report	Not Achieved	This is as a result of the year end procedures which took longer than anticipated. This therefore led to delays which made it impossible to conduct stock count.	A plan for the 1st quarter stock count will be drafted and implemented. Improve the year end procedures conducted at year end to ensure that the 1st quarter stock count is conducted.	2nd Quarter
									N/A	N/A	N/A		R 0.00						
TREA 22	MFVM 5			Vendor Management	N/A	12	Frequency Vendor database reviewed	Monthly	R 0.00	R 0.00	R 0.00		3 monthly reviews	3	Exception report - Change log report	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 23	MFVM 5				NA	New	Percentage compliance with Vendor Management Committee resolution	100	N/A	N/A	N/A	N/A	100%	100%	Report on implementation of resolutions	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00		R 0.00						
TREA 24	MFVM 5		Supply Chain management	Vendor Management	N/A	4	Number of Quarterly Review of Financial Systems' Vendor Performance	12	N/A	N/A	N/A	N/A	3	1	Vendor Performance Report to ICT Steering Committee	Not Achieved	The SLAs require that the review be conducted on a quarterly review. The ICT Steering committee only sits on a quarterly basis.	The SDBIP will be adjusted in Feb 2017 during the review.	3rd Quarter
									R 0.00	R 0.00	R 0.00		R 0.00						
TREA 25	MFVM 5			Demand Management	N/A	Nil	Date Procurement Plan approved	01-Jul-16	R 0.00	R 0.00	R 0.00	Nil Required	01-Jul-16	04-Jul-16	Resolution for Adoption, Manco/ Extended Manco	Not Achieved	Scheduling of the meetings resulted in date change	To ensure that the planned date is in line with the normal dates on which Manco Sits.	26-Jun-17
									N/A	N/A	N/A		R 0.00						
TREA 34	MFVM 5			Contract Management	N/A	0	Turnaround time for BSC to Advert	14 days	R 0.00	R 0.00	R 0.00	Nil Required	14 day	8 days	Tender Tracking Register	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A								
TREA 35	MFVM 5				N/A	0	Turnaround time from advert to the Tender closing	30 days	R 0.00	R 0.00	R 0.00	Nil Required	30 days	21 days	Tender Tracking Register	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A								
TREA 36	MFVM 5			Contract Management	N/A	75 days from Tender closing	Turnaround time from the closing of Tender to the awarding of contract	90 calendar days	R 0.00	R 0.00	R 0.00	N/A	90 days	48 days	Tender Tracking Register	Achieved	N/A	N/A	N/A

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		Financial Viability and Management							N/A	N/A	N/A		R 0.00						
TREA 37	MFVM 5				N/A	Nil	Frequency of Contract register updates	Monthly	R 0.00	R 0.00	R 0.00	N/A	3 updates	3 updates	Contract register	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		0						
TREA 38	MFVM 6	Financial Viability and Management			N/A	2	Number of Annual Financial Statement compiled	2	R 70 000.00	R 0.00	R 0.00	N/A	2	2	Audit Commutee resolution	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 70 000.00						
TREA 39	MFVM 6			Ensure Financial Reporting Compliance	N/A	31-Aug-15	Date Annual Financial Statements submitted to Auditor General	31-Aug-16	R 0.00	R 0.00	R 0.00	N/A	31-Aug-16	31-Aug-16	Letter of confirmation from the AG	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 40	MFVM 6		Budget Management and Reporting		N/A	30-Sep-15	Date Consolidated Annual Financial Statements submitted to the Auditor General	30-Sep-16	R 0.00	R 0.00	R 0.00	N/A	30-Sep-16	30-Sep-16	Letter of confirmation from the AG	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 42	MFVM 6			Controlled Unauthorised Expenditure	N/A	0.5	Controlled Unauthorised Expenditure as a percentage of Total Actual Expenditure	0.5	R 0.00	R 0.00	R 0.00		0.5	0%	Register of Unauthorised Expenditure	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 43	MFVM 6			Adoption of Annual Budget	N/A	31-Aug-15	Date Budget Process Plan approved	31-Aug-16	R 0.00	R 0.00	R 0.00	N/A	31-Aug-16	01-Sep-16	Council resolution	Not Achieved	The 1st council meeting sat on the 1st of September 2016 not on the 31st of Aug 2016.	N/A	31-Aug-17
									N/A	N/A	N/A		R 0.00						
TREA 58	MFVM 6	Financial Viability and Management	Budget Management and Reporting		N/A	12	Number Monthly in-year reports produced	12	R 0.00	R 0.00	R 0.00	N/A	3	1	Letters of submission to National and Provincial Treasury	Not Achieved	Council convened one meeting in the current quarter	In the next Council meeting authorisation would be obtained.	Quarter 2
				Ensure Budget Report Compliance					N/A	N/A	N/A		R 0.00						
TREA 59	MFVM 6				N/A	4	S72 quarterly reports produced	4	R 0.00	R 0.00	R 0.00	N/A	1	1	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 60	MFVM 6				N/A	90%	Percentage Capital Budget Spent	90	R 0.00	R 0.00	R 0.00	N/A	15%	12%	Sec 71 Report and Calculations	Not Achieved	Not all invoices for capital expenditure has been captured on the system up to date.	Extend the cut-off period to ensure completeness to expenditure.	Quarter 2
									N/A	N/A	N/A		R 0.00						
TREA 61	MFVM 6	Financial Viability and Management	Adoption of Annual Budget	Ensure Budget Report Compliance	N/A	95%	Percentage Operating budget spent	95	R 0.00	R 0.00	R 0.00	N/A	25%	21%	S71 reports	Not Achieved	Not all invoices for capital expenditure has been captured on the system up to date.	Extend the cut-off period to ensure completeness to expenditure.	Quarter 2
									N/A	N/A	N/A		R 0.00						

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TREA 62	MFVM 7	Financial Viability and Management	Revenue Management & Enhancement	Collection ratio as a percentage of billing	N/A	85%	Percentage Increased collection of current debt ratio	95	R 0.00	R 0.00	R 0.00	N/A	95%	78%	Debt reconciliation	Not Achieved	Challenges with meters reading	1. Debt reduction strategy and plan. 2. Tagging of rural meters for ease of identification	30/06/2017
									N/A	N/A	N/A		R 0.00						
TREA 63	MFVM 7			Percentage Reduction in overdue debt	N/A	20%	Percentage Reduction in overdue debt	20	R 0.00	R 0.00	R 0.00	N/A	0%	2%	Debtors age analysis	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 64	MFVM 7				N/A	85%	Percentage of Urban accounts billed with actual meter readings	85	R 0.00	R 0.00	R 0.00	N/A	50	82%	Readings report	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 65	MFVM 7				N/A	10%	Percentage of Rural accounts billed with actual meter readings	10	R 0.00	R 0.00	R 0.00	N/A	10%	7%	Readings report	Not Achieved	Rural meters are zoned differently and therefore posing challenges to volumes of meters read.	The Meter reading and meter audit is still inprogress.	30/06/2017
									N/A	N/A	N/A		R 0.00						
TREA 66	MFVM 7			Billing Management	N/A	0	Turn-around tine for adjusting an incorrect consumer account	1 working day	N/A	N/A	N/A	N/A	R 0.00		Billing account query register	Not Achieved	KPI Cannot be measured. This has been discused with PMS Unit.	The SDBIP will be adjusted in Feb 2017 during the review.	Feb 2017
TREA 67	MFVM 7								R 0.00	R 0.00	R 0.00	N/A	120 days	N/A	Billing account query register & copy of adjusted bill	Not Achieved	KPI Cannot be measured. This has been discused with PMS Unit.	The SDBIP will be adjusted in Feb 2017 during the review.	Feb 2017
									N/A	N/A	N/A		R 0.00						
TREA 68	MFVM 7				N/A	0	Turn-around tine for processing the Indigent support applications	30 calendar days	R 0.00	R 0.00	R 0.00	N/A	30 calendar days	Within 30 calender day	Indigent register	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 69	MFVM 8				N/A	30 days	Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	R 0.00	R 0.00	R 0.00	N/A	30 calendar days	Within 30 calender day	Creditors age analysis	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						



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TREA 70	MFVM 8	Financial Viability and Management	Expenditure Management	Expenditure Management	N/A	Deductions are paid by the 7 <sup>th</sup> of each month	Frequency of Employee deductions payments	Monthly	R 0.00	R 0.00	R 0.00	N/A	3 monthly payments	3 monthly payments	Proof of payment	Achieved	N/A	N/A	N/A
TREA 71	MFVM 8				N/A	Salaries are paid on the 20 <sup>th</sup> of each month	Frequency of payment of Salaries	Monthly	R 0.00	R 0.00	R 0.00		N/A	3 monthly payments					
TREA 72	MFVM 8			Reduction of Fruitless and Wasteful Expenditure	N/A	2%	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	50%	R 0.00	R 0.00	R 0.00	N/A		0.50%	0.10%	Register of Fruitless and Wasteful Expenditure and Calculations	Achieved	N/A	N/A
									N/A	N/A	N/A		R 0.00						
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	N/A	N/A	N/A	N/A	100%	100%	Monthly Departmental control sheet	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00		R 0.00						
TREA 75	MFVM 8			Grants Management	N/A	0.50%	Percentage Reduction of Unspent Conditional Grants withheld	0	R 0.00	R 0.00	R 0.00	N/A	0.00%	0.00%	DORA payment schedule	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 76	MFVM9		System Implementation Management	N/A	Nil	Percentage Implementation of mSCOA Compliant Financial System	100	R 0.00	R 15 000 000.00	R 0.00	N/A	30%	0%	Project Progress Report	Not Achieved	The release of the transversal tender results by the National Treasury was delayed by three months. The results were released on the 02 Aug 2016 instead of 01 May 2016.	To expedite the process of selecting the service provider for the financial system.	2nd Quarter	
								N/A	N/A	N/A		R 4 500 000.00							
TREA 77	MFVM9		Data Migration Management	N/A	Nil	Percentage Revenue Data Cleansing and migration to new system	100	R 0.00	R 0.00	R 0.00	N/A	40%	40%	Project Progress Report	Achieved	N/A	N/A	N/A	
								N/A	N/A	N/A		R 0.00							
TREA 78	MFVM9		Ensure mSCOA Compliance	N/A	15%	Percentage Implementation of mSCOA Framework	100	R 2 000 000.00	R 0.00	R 0.00	N/A	40%	64%	Project Progress Report	Achieved	N/A	N/A	N/A	
								N/A	N/A	N/A		R 800 000.00							
TREA 79	MFVM9		Financial Systems Service Level Agreements	N/A	Nil	Percentage Service and Licence Agreements Management to Financial Systems (SLAs)	100	320740-020-050	N/A	N/A	Internal OPEX	100%	100%	Register of Licences	Achieved	N/A	N/A	N/A	
								R 0.00	R 0.00	R 0.00		R 0.00							

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TREA 80	MFVM9			Financial Systems' User and Admin Access	N/A	4	Number Quarterly Review of Financial Systems' User and Admin Access	4	R 0.00	R 0.00	R 0.00	N/A	1	1	User and Admin Access Review Reports to ICT Steering Committee	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A		R 0.00						
TREA 81	MTID 1	Municipal Transformation & Institutional Development	Organisational Performance Management System	OPMS Quarterly Reviews	NA	New	Percentage compliance with submission of performance information	100	R 0.00	R 0.00	R 0.00	N/A	100%	100	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information	Achieved	N/A	N/A	N/A
									N/A	N/A	N/A								
TREA 84	MTID 5		Labour Relations	Disciplinary Management	NA	New	Number ofManagement/Union meetings by HOD	10	N/A	N/A	N/A	N/A	3	1	Report, Minutes, Attendance Register	Not Achieved	Only one meeting was coordinated for the 1st quarter	To coordinate more meetings for the 2nd Quarter	2nd Quarter
									R 0.00	R 0.00	R 0.00	R 0.00	R 0.00						
TREA 86	MTID 5				NA	New	Number of Departmental meetings	4	N/A	N/A	N/A	N/A	1	1	Report, Minutes, Attendance Register	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00	R 0.00	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	N/A	N/A	N/A	N/A	10%	10%	Attendance Register Copy of certificates	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	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	N/A	N/A	N/A	N/A	100%	100%	System Report	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00								
TREA 89	MTID 7				N/A	Nil	Percentage reduction of overtime costs	20	N/A	N/A	N/A	N/A	5%	5%	System Report	Not Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00								
TREA 90	MTID 7		Human Resources Administration	Overtime management	N/A	Nil	Percentagecompliance on acting appointments iro. 6 months requirement	100	N/A	N/A	N/A	N/A	100%	100%	System Report	Achieved	N/A	N/A	N/A
									R 0.00	R 0.00	R 0.00								
TREA 91	MTID 8	Fleet Management Services	Fleet Management	All wards	0	Percentagecompliance with trip authorisation in respect of fleet utilisation	100	N/A	N/A	N/A	N/A	100%	100%	Summary report of Trip authorisations compliance	Achieved	N/A	N/A	N/A	
								R 0.00	R 0.00	R 0.00									

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TREA 92	MTID 8	Municipal Transformation & Institutional Development			All wards	0	Percentage reduction consumption of fuel	20	N/A	N/A	N/A	N/A	5%	21%	Fuel consumption report	Not Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		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	N/A	N/A	N/A	N/A	100%	100%	Compliance report by Secretariat	Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		R 0.00							
TREA 94	MTID 16		Legal Compliance	Contract Administration	All wards	Nil	Percentage compliance to contractual obligations, 1 report per quarter, for CS	100	N/A	N/A	N/A	N/A	100%	0%	Quarterly report	Not Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		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	N/A	N/A	N/A	N/A	100%	100%	Proof of submission (Email)	Achieved	No cases in the current quarter	N/A	N/A	
									R 0.00	R 0.00	R 0.00		R 0.00							
TREA 96	GGPP 2	Good Governance and Public Participation	District Wide Intergovernmental Relations	Functional IGR Structures	All wards	Nil	Percentage compliance by CS on submission of IGR reportst within the required time-frames	100	N/A	N/A	N/A	N/A	100%	100%	Proof of notification and submission (Email)	Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		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	N/A	N/A	N/A	N/A	100%	100%	Internal audit Report	Not Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		R 0.00							
TREA 98	GGPP 13		Back to Basics		All wards	Nil	Back to basics reports submitted	16	N/A	N/A	N/A	N/A	4	4	Report Proof of submission AND acknowledgement of completeness	Achieved	N/A	N/A	N/A	
									R 0.00	R 0.00	R 0.00		R 0.00							
TREA 99	GGPP 13				Implementation of Back to Basics Programme	NA	New	Implementation of back to basics support plan	100	N/A	N/A	N/A	N/A	100%	100%	Report Proof of submission AND acknowledgement of completeness	Achieved	N/A	N/A	N/A
										R 0.00	R 0.00	R 0.00		R 0.00						
TREA 100	BSD 4	Basic Service Delivery	Non Revenue Water Reduction	Water Meters Read	All wards	85	Percentage of Urban Water Meters read	87	R 0.00	R 0.00	R 0.00	N/A	0	82%	Meter reading exception report (Root-master)	Achieved	N/A	N/A	N/A	
									N/A	N/A	N/A		R 0.00							
TREA 101	BSD 4					All wards	4	Percentage of Rural Water Meters read	6	R 0.00	R 0.00	R 0.00	N/A	0	8%	Meter reading exception report (Root-master)	Not Achieved	Rural meters are zoned differently and therefore posing challenges to volumes of meters read.	The Meter reading and meter audit is still inprogress.	30/06/2017
										N/A	N/A	N/A		R 0.00						

END of TREASURY REPORT