

SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective / Output (PROJECT)	Locality	Baseline/ Status Quo	Annual KPI: Output	Annual Target		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	R 0.00	31-Jan-17	31-Jan-17	R 0.00	Not Achieved	Material Adjustments to the AFS due to weaknesses in internal controls	Dual Review of AFS by service provider and internal audit.  Review and update of policies to strengthen internal controls.	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	R 0.00	3	3	R 0.00	Achieved	None	None	None	Updated Asset register and appendices
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	9	9	R 0.00	Achieved	None	None	None	signed off reconciliations
TREA 7	MFVM 2			Disposal of Redundant and obsolete assets	N/A	0	Number of Ad-Hoc disposal of assets by Donation	2	R 0.00	1	1	R 0.00	Not Achieved	Disposal policy pending final sign off from the PRC and approval by Council	Ensure submission of the policies to council upon final sign off by the PRC	30-Jun-17	N/A
TREA 9	MFVM 2			Insurance claims submitted internally	N/A	0	Turn-around time taken to report insurable incidents internally	1 working day	R 0.00	1	1	R 0.00	Achieved	None	None	None	Insurance claims register
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	R 0.00	1	1	R 0.00	Achieved	None	None	None	Insurance claims register

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TREA 17	MFVM 3				NA		Number of meetings with the bankers for improved quality of banking services	2	R 0.00	1	1	R 0.00	Achieved	None	None	None	Attendance register and minutes
TREA 18	MFVM 4		Liability Management	Capital Costs to Operating Expenditure			Percentage Capital Costs to Operating Expenditure	6 - 8	R 0.00	6 - 8 %	2.58%	R 0.00	Achieved	None	None	None	Calculation from TB figures
									N/A								
TREA 19	MFVM 4		Management of Loans and Investments			Number of loans on investment registers updated	4	R 0.00	3	3	R 0.00	Achieved	None	None	None	Copy of register signed as proof of review	
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	R 0.00	1.5	0	R 0.00	Achieved	None	None	None	Register of irregular expenditure
									N/A	R 0.00							
TREA 21	MFVM 5		Inventory Management	N/A	2	Number of Stock takes conducted	2	R 0.00	0	1	R 0.00	Achieved	Achieved	None		Stock count reports	
								N/A	R 0.00								

REVISED FINANCIAL SERVICES SDBIP 2016 / 2017 PERSON RESP: GM:TREASURY - MS S MBILI																	
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TREA 22	MFVM 5			Vendor Management	N/A	12	Frequency Vendor database reviewed	Monthly	R 0.00	3 monthly reviews	3	R 0.00	Achieved	Achieved	None	None	Exception report - Change log report
									N/A	R 0.00							
TREA 23	MFVM 5				NA	0	Percentage compliance with Vendor Management Committee resolution	100%	N/A	100%	100%	R 0.00	Achieved	Achieved	None	None	Report on implementation of resolutions
									R 0.00	R 0.00							
TREA 24	MFVM 5	Financial Viability and Management	Supply Chain management	Vendor Management	N/A	4	Number of Quarterly Reviews of Financial Systems' Vendor Performance	4	N/A	3	3	R 0.00	Achieved	none	none	None	Attendance Register and Minutes
TREA 34	MFVM 5			Contract Management	N/A	0	Turnaround time for BSC to Advert	14 days	R 0.00	14 days	15 days	R 0.00	Not Achieved	none	LED Strategy tender was delayed because after it was approved by the BSC the user department was supposed to first check with the development agency if they didn't have the strategy in place.	Tenders are advertised two weeks after the Bid Specification Committee meeting has approved the tender.	Tender Tracking Register
									N/A								
TREA 35	MFVM 5				N/A	0	Turnaround time from advert to the Tender closing	30 days	R 0.00	30 days	21 days	R 0.00	Achieved	None	none	none	Tender Tracking Register
									N/A								

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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	R 0.00	90 days	39 days	R 0.00	Achieved	none	none	none	Tender Tracking Register
									N/A	R 0.00							
TREA 37	MFVM 5				N/A	Nil	Frequency of Contract register updates	Monthly	R 0.00	9	9	R 0.00	Achieved	Achieved	None	None	Contract register
									N/A								
TREA 41	MFVM 6		Budget Management and Reporting	Ensure Financial Reporting Compliance	N/A	1	Number of Quarterly Financial Statements compiled	2	N/A	1	1	R 0.00	ACHIEVED	N/A	N/A	N/A	Complete set of AFS
									R 0.00	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	0,5%	2%	R 0.00	Not Achieved	Budget was affected by adjustment budget to FAR	phase in allocation in the next financial year to cater for the increase in total asset	2017/18 May	Register of Unauthorised Expenditure
									N/A								
TREA 44	MFVM 6	Financial Viability and Management	Budget Management and Reporting	Adoption of Annual Budget	N/A	26-May-16	Date Annual Budget adopted by Council	31-May-17	R 0.00	Tabling of Draft Budget in Council	29/03/2017	R 0.00	Achieved	N/A	N/A	N/A	Council resolution Noting the Draft Budget
									N/A	R 0.00							

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TREA 45	MFVM 6				N/A	28-Feb-16	Date Adjustment Budget adopted by Council	28-Feb-17	R 0.00	28-Feb-17	23/02/2017	R 0.00	Achieved	N/A	N/A	N/A	Council resolution
									N/A	R 0.00							
TREA 46	MFVM 6				N/A	26-May-16	Date Reviewed Budget Policy adopted	31-May-17	R 0.00	Draft policies developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A								
TREA 47	MFVM 6				N/A	26-May-16	Date Reviewed Virement Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	none	Draft policy
									N/A	R 0.00							
TREA 48	MFVM 6				N/A	26-May-16	Date Reviewed Cash and Investment Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							
TREA 49	MFVM 6				N/A	26-May-16	Date Reviewed Assets management Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							

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TREA 50	MFVM 6				N/A	26-May-16	Date Reviewed Funding and Reserves Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							
TREA 52	MFVM 6				N/A	26-May-16	Date Reviewed Credit Control and Debt Collection Policy adopted	31-May-17	R 0.00	N/A	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							
TREA 53	MFVM 6				N/A	26-May-16	Date Reviewed Indigent Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							
TREA 56	MFVM 6				N/A	26-May-16	Date Reviewed Supply Chain Management Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	Achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							
TREA 57	MFVM 6				N/A	26-May-16	Date Reviewed Asset Disposal Policy adopted	31-May-17	R 0.00	Draft policy developed	Draft policy developed	R 0.00	achieved	NONE	NONE	NONE	Draft policy
									N/A	R 0.00							

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TREA 58	MFVM 6			Ensure Budget Report Compliance	N/A	12	Number Monthly in-year reports produced	12	R 0.00	9		R 0.00	Achieved	N/A	N/A	N/A	Letters of submission to National and Provincial Treasury			
									N/A	R 0.00										
TREA 59	MFVM 6				N/A	4	S72 quarterly reports produced	4	R 0.00	3		R 0.00	Achieved	N/A	N/A	N/A	Letters of submission to National and Provincial Treasury			
									N/A	R 0.00										
TREA 60	MFVM 6				Financial Viability and Management	Adoption of Annual Budget	Ensure Budget Report Compliance	N/A	90%	Percentage Capital Budget Spent	90	R 0.00	65%	51%	R 0.00	Not Achieved	Slow expenditure on projects	Fastrack project and expenditure	Q4	Sec 71 Report
												N/A	R 0.00							
TREA 61	MFVM 6	N/A	95%	Percentage Operating budget spent				95	R 0.00	< 75%	68%	R 0.00	Achieved	none	none	none	Sec 71 Report			
									N/A	R 0.00										
TREA 62	MFVM 7	Revenue Management & Enhancement	Collection ratio as a percentage of billing	N/A				85%	Percentage Increased collection of current debt ratio	85	R 0.00	85%	76%	R 0.00	Not Achieved	In accurate book debt as not all meters has been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Revenue Enhancement Strategy	30-Jun-17	Debtors reconciliation	
											N/A	R 0.00								



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TREA 63	MFVM 7			Percentage Reduction in overdue debt	N/A	20%	Percentage Reduction in overdue debt	20	R 0.00	10%	-5%	R 0.00	Not Achieved	In accurate book debt as not all meters has been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Debt Reduction Strategy		Debtors age analysis
									N/A	R 0.00							
TREA 64	MFVM 7			Billing Management	N/A	85%	Percentage of Urban accounts billed with actual meter readings	85	R 0.00	75%	77%	R 0.00	Achieved	NONE	NONE	NONE	Readings report
									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	10%	29%	R 0.00	ACHIEVED	none	none	N/A	Readings report	
								N/A	R 0.00								
TREA 69	MFVM 8		Expenditure Management	Expenditure Management	N/A	30 days	Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	R 0.00	30 calendar days	30 days	R 0.00	Achieved	None	None	None	Creditors age analysis
									N/A	R 0.00							
TREA 70	MFVM 8			N/A	Deductions are paid by the 7 <sup>th</sup> of each month	Frequency of Employee deductions payments	Monthly	R 0.00	3 monthly payments	3 months	R 0.00	Achieved	None	None	None	Proof of payment and Reconciliation	

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									N/A	R 0.00							
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	3 monthly payments	3	R 0.00	Achieved	None	None	None	Proof of transfer of salaries and Salaries Reconciliation
									N/A	R 0.00							
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	0.50%	R 0.00	0.50%	0.029%	R 0.00	Achieved	None	None	None	Register of Fruitless and Wasteful Expenditure and Calculations
									N/A	R 0.00							
TREA 73	MFVM 8			BTO Expenditure Management	N/A	Nil	Percentage compliance to submission of invoices within 7 days of receipt of invoice	100	N/A	100%	100%	R 0.00	Achieved	None	None	None	Monthly Departmental control sheet
									R 0.00	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	100%	100%	R 0.00	Achieved	None	None	None	Register for invoices submitted late to creditors section
									R 0.00	R 0.00							

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TREA 75	MFVM 8			Grants Management	N/A	0.50%	Percentage Reduction of Unspent Conditional Grants withheld	0	R 0.00	0.00%	1.22%	R 0.00	Not Achieved	Grants withheld due to low expenditure	Implement monitoring and evaluation systems	30-Sep-18	Departmental DORA payment schedule
									N/A	R 0.00							
TREA 76	MFVM9	Financial Viability and Management	Systems Management	System Implementation Management	N/A	Nil	Percentage Implementation of mSCOA Compliant Financial System	100	R 7 085 273.17	60%	44%	R 1 664 901.14	Not Achieved	Delays in the commencement of the project due to delayed finalisation of transversal contract.  Prioritisation of mSCOA related matters by all role players	Increased working time and human resources	Q4	Project Progress Report
									N/A	R 0.00							
TREA 77	MFVM9			Data Migration Management	N/A	Nil	Percentage Revenue Data Cleansing and migration to new system	100	R 2 900 000.00	50%	79.75%	R 1 002 291.88	Achieved	None	None	None	Project Progress Report
									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	80%	82%	R 282 470.86	Achieved	None	None	None	Project Progress Report
									N/A	R 227 470.86							
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	100%	100%	R 0.00	Achieved	None	None	None	Project Progress Report

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									R 0.00	R 0.00							
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	3	3	R 0.00	Achieved	None	None	None	User and Admin Access Review Reports
									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	100%	50%	N/A	N/A	N/A	N/A	N/A	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information
									N/A	R 0.00							
TREA 82	MTID 1			Adoption of Annual Report	NA	New	Percentage compliance with submission of Annual Report compilation	100	N/A	100%	100%	R 0.00	Achieved	none	none	none	Acknowledgement of Submission of information from PMS Office
									R 0.00	R 0.00							
TREA 83	MTID 5		Labour Relations	Disciplinary Management	N/A	Nil	Turn-around time of completion of disciplinary matters by departments	3 months	N/A	3 MONTHS	NA	R 0.00	Achieved	NONE	No disciplinary matters outstanding from the department	NA	Progress Report on cases (1 quarterly Report)
									R 0.00	R 0.00							

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TREA 84	MTID 5				NA	New	Number of Management/Union meetings by HOD	4	N/A	3	3	R 0.00	Achieved	none	none	none	Minutes and Attendance Register
									R 0.00	R 0.00							
TREA 86	MTID 5				NA	New	Number of Departmental meetings	4	N/A	3	3	R 0.00	Achieved	none	none	none	Report, Minutes, Attendance Register
									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	30%	30%	R 0.00	Achieved	none	none	none	Attendance Register Copy of certificates
									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	100%	100%	R 0.00	Achieved	none	none	none	System Report
									R 0.00	R 0.00							
TREA 89	MTID 7				N/A	Nil	Percentage reduction of overtime costs	20	N/A	15%	164%	R 0.00	Achieved	none	none	none	System Report
									R 0.00	R 0.00							

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TREA 90	MTID 7	Municipal Transformation & Institutional Development	Human Resources Administration	Overtime management	N/A	Nil	Percentage compliance on acting appointments iro. 6 months requirement	100	N/A	100%	100%	R 0.00	Achieved	none	none	none	System Report
									R 0.00	R 0.00							
TREA 91	MTID 8		Fleet Management Services	Fleet Management	All wards	0	Percentage compliance with trip authorisation in respect of fleet utilisation	100	N/A	100%	100%	R 0.00	Not Achieved	The asset team has been completing the log sheets (Yellow forms) for all trips taken and submitting these to Fleet Coordinators on a monthly basis. This has been regarded as insufficient.	Trip authorities in line with the trips logged on the log sheets will be completed.	30-Jun-17	Summary report of Trip authorisations compliance
									R 0.00	R 0.00							
TREA 92	MTID 8				All wards	0	Percentage reduction consumption of fuel	20	N/A	64	64%	R 0.00	Achieved	none	none	none	Fuel consumption report
									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	100%	100%	R 0.00	Achieved	none	none	none	Compliance report by Secretariat
									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	100	N/A	100%	100%	R 0.00	Achieved	none	none	none	Quarterly report
									R 0.00	R 0.00							

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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	100%	100%	R 0.00	Achieved	none	none	none	Proof of submission (Email)
									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 on submission of IGR reports within the required time-frames	100	N/A	100%	NA	R 0.00	Not Achieved	The CFO's Forum did not quorate so there was no report to take to the MM's Forum	Special meeting has been rescheduled to deal with agenda items	30/06/2017	Proof of notification and submission (Email)
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	30%	30%	R 0.00	Achieved	none	none	none	Internal audit Report
									R 0.00	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	N/A	12	12	R 0.00	Achieved	none	none	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	N/A	100%	100%	R 0.00	Achieved	none	none	none	Report  Proof of submission AND acknowledgement of completeness

