

TREASURY SDBIP 2017 / 2018																					
PERSON RESPONSIBLE: GENERAL MANAGER - FINANCE																					
NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																				
TREA 1	Optimised Asset and Insurance Managem nt services	MFVM 5.1	MFVM 5.1.1	Updated and GRAP compliant Asset Register	Number of Movable Asset Verifications conducted	4	1	1	1	Updated Asset register and appendices	1	0	Updated Asset register and appendices	Not Achieved	Verification of assets has been concluded, however section is awaiting upload of correct data onto system	Updates will be done once the issues with Sage and AFS are resolved 31/03/2018		N/A	N/A	Updated Asset register and appendices	Not Achieved
TREA 3	Optimised Asset and Insurance Managem nt services	MFVM 5.2	MFVM 5.2.1	Reconciliation of the asset register to the GL accounts	Number of Updated Asset Registers	12	3	3	3	signed off reconciliations	3	0	signed off reconciliations	Not Achieved	Sage and issues with the AFS	Updates will be done once the issues with Sage and AFS are resolved 31/03/2018		N/A	N/A	Asset register Appendix	Not Achieved
TREA 4		MFVM 5.3	MFVM 5.3.1	Disposal of Redundant and obsolete assets	Number of Disposal of assets by public auction	2	1	0	N/A	N/A	1	1	Letter of award, Council Resolution	Achieved	N/A	N/A		N/A	N/A	Letter of award, Council Resolution, Advert and Auctioneers Report	✓
TREA 5		MFVM 5.4	MFVM 5.4.1	Percentage insurance cover for municipal assets	Percentage insurance cover for municipal insurable assets	100%	100%	100%	100%	Insurance Policy Document	100%	100%	Insurance Policy Document	Achieved	N/A	N/A		N/A	N/A	Insurance Policy Document	✓
TREA 6			MFVM 5.4.2	Lodging the insurance claim with the insurance company	Turn-around time of lodging the insurance claim	30 calendar days	30 calendar days	30 calendar days	30 calendar days	Insurance claims register	30 calendar days	30 calendar days	Insurance claims register	Achieved	N/A	N/A		N/A	N/A	Insurance claims register	✓
TREA 7	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.1	Liquidity Ratio	Improved Liquidity Ratio	1.5:1	0	1.5:1	3.38:1	TB Extract and calculations	1.5:1	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 8			MFVM 3.5.2	Improve Cash Coverage Ratio	Improved Liquidity in months	3 months	0	3 months	2.78 months	TB Extract and calculations	3 months	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved

NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																				
TREA 9	Improve Budgeting and Reporting	MFVM 3.5	MFVM 3.5.3	Cash Backed Reserves	Percentage Improved Liquidity	100%	0%	100%	100%	TB Extract and calculations	100%	0%	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 10			MFVM 3.5.4	Debt to Operating Revenue	Percentage Improved Liquidity	45%	0%	45%	49%	TB Extract and calculations	45%	0%	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A	NA	TB Extract and calculations	Not Achieved
TREA 11			MFVM 3.5.5	Management of Banking Services - Cash Banking	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	2	2	1	1	Attendance register and minutes	1	1	Attendance register and minutes	Achieved	N/A	N/A		N/A	NA	Attendance register and minutes	✓
TREA 12	Optimise expenditure and get better returns on investment	MFVM 2.4	MFVM 2.4.1	Capital Costs to Operating Expenditure	Percentage Capital Costs to Operating Expenditure	6 - 8	0%	6 - 8 %	0	TB Extract and calculations	6 - 8 %	0	TB Extract and calculations	Not Achieved	INCORRECT INFORMATION ON GL-UNABLE TO CALCULATE	CORRECT RECEIPTS AND OPENING BALANCES TRANSACTIONS ON THE SYSTEM GL BY 15 FEBRUARY		N/A		TB Extract and calculations	Not Achieved
TREA 13	Optimise expenditure and get better returns on investment	MFVM 2.1	MFVM 2.1.1	Management of Loans and Investments	Number of updated loans on Investment Registers	2	2	1	1	Copy of register signed as proof of review	1	1	Copy of register signed as proof of review	Achieved	N/A	N/A		N/A		Copy of register signed as proof of review	✓
TREA 14		MFVM 2.9	MFVM 2.9.1	Reduction of irregular Expenditure	Irregular expenditure as a percentage of total actual expenditure	3.0%	1.5%	1.5%	0.0%	Register of irregular expenditure	1.5%	1.5%	Register of irregular expenditure	Achieved	N/A	N/A		N/A	N/A	Register of irregular expenditure	✓
TREA 15	Optimise Asset and insurance management services	MFVM 5.1	MFVM 5.1.1	Inventory Management	Frequency of Stock takes	3	0	1 stock take	N/A	Stock takes report	1 stock take	0	Stock takes report	Not Achieved	Stock take procedures on the new system were not yet evident. There were still challenges in the Inventory Management module that wouldn't allow all of us to count stock.	The challenges are in the process of being resolved by both Sage and Inventory Management. The stock count will take place in February 2018.		N/A	N/A	Stock take report	Not Achieved

NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																				
TREA 16	Optimise expenditure and get better returns on investment	MFVM 2.8	MFVM 2.8.1	Vendor Management	Frequency Vendor database reviewed	12	6	3 monthly reviews	3	Exception report - Change log report	3 monthly reviews	3	Exception report - Change log report	Achieved	N/A	N/A		N/A	N/A	Exception report - Change log report	✓
TREA 18			MFVM 2.8.3	Contract Management	Turnaround time for BSC to Advert	14 days	14 days	14 days	13.25 days	Tender Tracking Register	14 days	14 days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	✓
TREA 19			MFVM 2.8.4		Turnaround time from advert to the Tender closing	30 days	30 days	30 days	22.75 days	Tender Tracking Register	30 days	30 days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	✓
TREA 20			MFVM 2.8.5		Turnaround time from the closing of Tender to the awarding of contract	90 calendar days	85 days	90 calendar days	36.75 days	Tender Tracking Register	90 days	90 calendar days	Tender Tracking Register	Achieved	N/A	N/A		N/A	N/A	Tender Tracking Register	✓
TREA 21			MFVM 2.8.6		Frequency of Contract register updates	12	6 updates	3 updates	3 updates	Contract register	3 updates	3	Contract register	Achieved	N/A	N/A		N/A	N/A	Contract register	✓
TREA 22	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.1	Ensure Financial Reporting Compliance	Number of Annual Financial Statement compiled	2	4	2	2	Audit Committee resolution	2	2	N/A	Achieved	N/A	N/A		N/A	N/A	Audit Committee resolution	✓
TREA 26	Optimise expenditure and get better returns on investment	MFVM 2.5	MFVM 2.5.1	Controlled Unauthorised Expenditure	Controlled Unauthorised Expenditure as a percentage of Total Actual Expenditure	0.5%	0.5%	0.5%	0.0%	Register of Unauthorised Expenditure	0.5%	0.5%	Register of Unauthorised Expenditure	Achieved	N/A	N/A		N/A	N/A	Register of Unauthorised Expenditure	✓

NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																				
				Adoption of Annual Budget	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT																
TREA 42	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.1	Ensure Budget Report Compliance	Number Monthly in-year reports produced	12	6	3	3	Letters of submission to National and Provincial Treasury	3	3	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A		N/A	N/A	Letters of submission to National and Provincial Treasury	✓
TREA 43			MFVM 3.3.2		S72 quarterly reports produced	4	2	1	1	Letters of submission to National and Provincial Treasury	1	1	Letters of submission to National and Provincial Treasury	Achieved	N/A	N/A		N/A	N/A	Letters of submission to National and Provincial Treasury	✓
TREA 44	Improve Budgeting and Reporting	MFVM 3.3	MFVM 3.3.3	Ensure Budget Report Compliance	Percentage Capital Budget Spent	90%	46%	15%	19%	Sec 71 Report and Calculations	50%	46%	Sec 71 Report and Calculations	Not Achieved	Incorrect information on GL - Unable to calculate	Revenue section to update information on GL 15 February 2018		N/A	N/A	Sec 71 Report and Calculations	Not Achieved
TREA 45	Optimise expenditure and get better returns on investment	MFVM 2.3	MFVM 2.3.1		Percentage Operating budget spent	95%	77%	25%	20%	S71 reports	50%	77%	S71 reports and calculations	Achieved	N/A	N/A		N/A	N/A	S71 reports and calculations	✓
TREA 46	Increase income	MFVM 1.1	MFVM 1.1.1	Collection ratio as a percentage of billing	Percentage Increased collection of current debt ratio	85%	83%	95%	73%	Debtors reconciliation	95%	83%	Debtors reconciliation	Not Achieved	Inaccurate book debt as not all meters have been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Revenue Enhancement Strategy		N/A	N/A	Debtors reconciliation	revised timeframes not indicated.
TREA 47			MFVM 1.2.1	Percentage Reduction in overdue debt	Percentage Reduction in overdue debt	20%	2%	0%	2%	Debtors reconciliation	0%	2%	Debtors reconciliation	Not Achieved	Inaccurate book debt as not all meters have been read, shortage of technical personnel to do restrictions and disconnections	Implementation of Revenue Enhancement Strategy		N/A	N/A	Debtors reconciliation	revised timeframes not indicated.
TREA 48	Increase income	MFVM 1.2	MFVM 1.2.2	Billing Management	Percentage of Urban accounts billed with actual meter readings	85%	68%	50%	67%	Readings report	68%	68%	Readings report	Achieved	N/A	N/A		N/A	N/A	Readings report	✓

NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date			
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																				
TREA 49	Optimise expenditure and get better returns on investment	MFVM 1.2	MFVM 1.2.3	Expenditure Management	Percentage of Rural accounts billed with actual meter readings	10%	5%	10%	10%	Readings report	10%	5%	Readings report	Not Achieved	Some meters can not be read. Awaiting for meters to be changed / replaced. Some removed from the ground but reflect on the billing	Completed rural meter tagging and Meter reading project in place to improve meter reading. Data cleansing of meter Masterfile		N/A	N/A	Readings report	revised timeframes not indicated.
TREA 50		MFVM 2.7	MFVM 2.7.1		Turn Around Time Creditors Payment : Creditors paid in time	30 calendar days	30 calendar days	30 calendar days	30 calendar days	Creditors age analysis	30 calendar days	30 calendar days	Creditors age analysis	Achieved	N/A	N/A		N/A	N/A	Creditors age analysis	✓
TREA 51			MFVM 2.7.2		Frequency of Employee deductions payments	Monthly	monthly	3 monthly payments	montly	Proof of payment	3 monthly payments	monthly	Proof of payment	Achieved	N/A	N/A		N/A	N/A	Proof of payment and Reconciliation	✓
TREA 52			MFVM 2.7		MFVM 2.7.3	Frequency of payment of Salaries	Monthly	monthly	3 monthly payments	montly	Proof of transfer of salaries	3 monthly payments	monthly	Proof of transfer of salaries	Achieved	N/A	N/A		N/A	N/A	Proof of transfer of salaries and Salaries Reconciliation
TREA 53	Optimise expenditure and get better returns on investment	MFVM 2.5	MFVM 2.5.1	Reduction of Fruitless and Wasteful Expenditure	Controlled Fruitless and Wasteful Expenditure as a percentage of Total Actual Expenditure	5%	0.00%	0.50%	0.00%	Register of Fruitless and Wasteful Expenditure and Calculations	0.50%	0.00%	Register of Fruitless and Wasteful Expenditure and Calculations	Achieved	N/A	N/A		N/A	N/A	Register of Fruitless and Wasteful Expenditure and Calculations	✓
TREA 54		MFVM 2.7	MFVM 2.7.4	Payment of Creditors within 30 days	Percentage submission of invoices within 10 days of receipt to Treasury Office	100	100%	100%	100%	Monthly Departmental control sheet	100%	100%	Monthly Departmental control sheet	Not Achieved	N/A	N/A		N/A	NA	Monthly Departmental control sheet	No proof that invoices from departments are submitted within 10 days of receipt to Treasury Office.
TREA 55	Optimise	MFVM 2.2	MFVM 2.2.1	Grants Management	Percentage Reduction of Unspent Conditional Grants withheld	0	0.00%	0.00%	0.00%	DORA payment schedule	0.00%	0.00%	DORA payment schedule	Achieved	N/A	N/A		N/A	N/A	DORA payment schedule	✓
TREA 56	Optimise Systems	MFVM 2.25	MFVM 2.25.1	Financial Systems Service Level Agreements	Percentage Service and Licence Agreements Management to Financial Systems (SLAs)	100	100%	100%	100%	Register of Licences	100%	100%	Register of Licences	Achieved	N/A	N/A		N/A	N/A	Register of Licences	✓

NO.	Strategic Objective	IDP Ref	SDBIP Ref.	Measurable Objective / Output	Key Performance Indicator	Annual Target	CUMULATIVE Actual Achieved to Date	Quarterly Target and Actual Achieved						Progress, Challenges & Remedial			Financial Implication		Location (Ward / LM)	POE	AUDITORS COMMENTS	
								Q1	Actual	POE	Q2	Actual	POE	Achieved / Not Achieved	Blockages & Challenges	Corrective measures & Revised Time Frame	Annual Budget	Budget Spent to Date				
	MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT																					
TREA 57	and operations	MFVM 2.24	MFVM 2.24.1	Financial Systems' User and Admin Access	Number Quarterly Review of Financial Systems' User and Admin Access	4	2	1	1	User and Admin Access Review Reports	1	1	User and Admin Access Review Reports	Achieved	N/A	N/A		N/A	N/A	User and Admin Access Review Reports	✓	
TREA 58		GGPP 1.2	GGPP 1.2.1	Full Council resolutions implemented	Percentage of APPLICABLE council resolutions implemented	100%	100%	100%	100%	Compliance Report	100%	100%	Compliance Report	Achieved	N/A	N/A	R	-	N/A	ALL	✓	
END OF TREASURY SDBIP																						