

Ugu District Municipality

SPECIAL ADJUSTMENTS BUDGET 2020/2021

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EXECUTIVE SUMMARY REPORT

1. BACKGROUND

The Annual Budget 2020/21 was adopted by Council on the 28th May 2020 in accordance with Chapter 4 of the Municipal Finance Management Act and its regulations. The management had taken the following into consideration on compilation of the annual budget:

- The Integrated Development Plan of the municipality as reviewed for the next five year period.
- The National and Provincial Developmental Priorities and the municipality's contribution to the achievements of national targets.
- The Financial Recovery Plan and Back to Basics strategy adopted in May 2013.
- The adopted Budget Related policies and by-laws of the municipality.
- The allocations and conditions in the Division of Revenue Act of 2020.

When the annual budget 2020/21 was prepared, the municipality had consulted the Provincial Treasury in terms of section 23(1)(b) of the Municipal Finance Management Act. During the engagement, the provincial treasury had indicated that the budget of the municipality was not funded. The management had considered the comments from provincial treasury and responded accordingly and incorporated the same in the budget documents that was submitted to council for approval.

In response to the comments by provincial treasury, the management made all the necessary attempts to cut down the current years budget to a minimum that is required to provide the basic services to the community, however the outstanding debt that was carried over from the previous financial year remained a challenge. The management then developed a strategy to approve cash collection which was the only option available to deal with the old outstanding debt.

Although the municipality had attempted to cut down the projected expenditure, the original budget of the municipality remained unfunded, hence the National Treasury has issued a directive that the municipality must revised its annual budget in terms of Section 28 of the MFMA before the mid-term assessment is performed.

The municipality has undertaken the following approached to adjust its budget:

- **Current year budget 2020/21**

All the non-core projects have been cancelled (i.e. Local Economic Development Programmes, SALGA game, Mayoral bursary, etc.)

Some expenditure relating to the core function of the municipality have been reduced to the minimum that is required to provide the basic services to the communities (i.e. Bulk water, electricity cost, etc.)

All the internally funded capital projects, except the Oslo Beach Phase 3 Administration Building, Motor Vehicle Replacement Project, ICT Infrastructure Projects, have been cancelled or delayed until the financial status of the municipality has stabilised. The remaining capital projects have already been committed and or have contractors on the ground. More-over the following new projects have been added on the special adjustments budget based on the additional equitable share allocation that was gazetted in June 2020 from the National Treasury;

Personnel protective equipment = R2.900 000

Laptops for the staff that is working from home during the Covid-19 lockdown = R400 000

- **Outstanding Creditors balance from the previous financial year**

The municipality had committed R586 million from the previous financial year. Unfortunately, the municipality does not have much options to deal with this commitment, except to improve cash collections and reduce the current expenditure to a bear minimum that is required to provide the basic services to the community

1.1 IMPLEMENTATION OF THE 2020/2021 BUDGET

The financial results of all operations for the first quarter are summarised on the S71 reports, which is based on the based on the operating results of the first two months of quarter 1.

NB: At the stage of preparing the special adjustments budget, the first quarter of the current financial year had been completed.

In the first quarter of the financial year, the municipality has raised a total revenue of R292 153 535 from services charges compared to the projected revenue of R239 723 056 for the same period. This constitutes a shortfall of R52 430 480 from the projected revenue. The management remains confident that the municipality will realise its targeted revenue at the end of the year based on the turnaround strategy that is being implemented. It is upon this background that the management decided to not to adjust the projected revenue in the adjustments budget, except to cater for the additional equitable share allocation from the National Treasury.

The municipality has exceeded the projected expenditure on the employee related cost in the first quarter of the financial year. This is due to the overtime cost for the previous financial year that was delayed and paid in the first quarter of the current year due to the shortage funds in the last quarter of the previous financial year. The municipality also remains confident that through the implementation of the cost containment strategy, it will be able to reduce the overtime cost which is the main cost driver for the employee related cost:

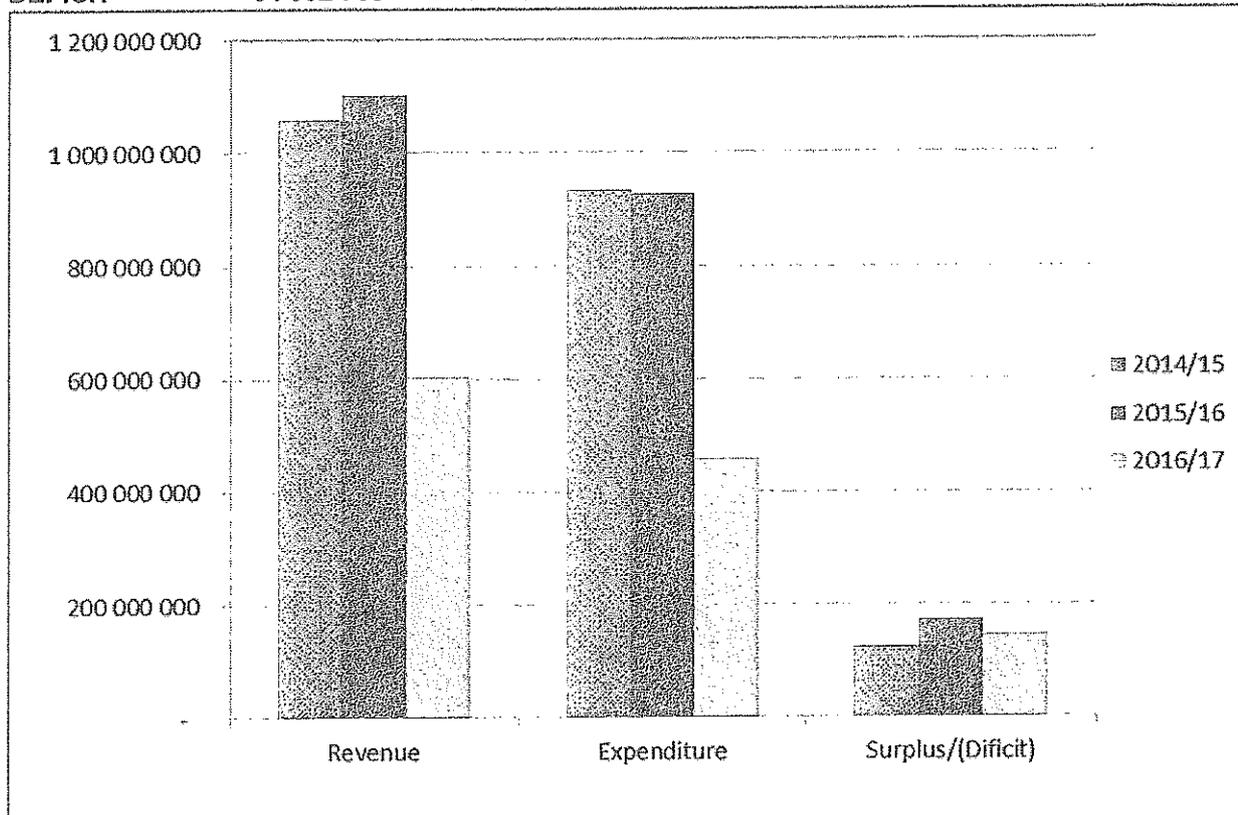
The unauthorised expenditure has been taken into consideration during adjustments budget. All deviations from the normal supply chain processes have been approved by the accounting officer. Monthly reports have been submitted to the Portfolio Committee, Executive Committee and Council. In line with the adopted procedure on dealing with Unauthorised, Irregular, Fruitless and Wasteful (UIF&W) expenditure, the register of UIF&W expenditure is submitted monthly to Internal Audit for investigation in terms of S32 of the MFMA. The provisions of the MFMA have been considered in as far as they apply in the implementation of the annual budget.

1.2. FINANCIAL PERFORMANCE OVERVIEW

REVENUE vs. EXPENDITURE

	2016/17	2017/18	2018/19	2019/20	2020/21
REVENUE	1 056 105 900	1 065 167 742	1 076 871 106	1 209 980 028	292 153 535

	P3				
EXPENDITURE	972 072 145	1 057 953 458	1 236 589 043	1 244 216 956	133 634 205
SURPLUS / DEFICIT	84 032 755	7 215 284	-159 717 937	-34 236 928	158 519 330



The municipality has incurred an operating deficit over the past 2 years, however for the first quarter of the current financial year, the municipality has realised an operating surplus. The performance in the first quarter has been an increase in revenue and decrease in expenditure compared to the same period in the last financial year. The increase in revenue is caused by tariff increase that was approved by council in May 2020.

The total expenditure for the first quarter of the current financial year has decreased by 9.23% compared to the same period last year. The increase in expenditure is due the implementation of the cost containment measures.

Please refer to further analysis of revenue and expenditure below:

Service Charges: Water

Water sales is seasonal commodity. It is slow during the first quarter of the financial year and it is expected to pick-up during the second quarter. The seasonal fluctuations in water revenue is attributed to Ugu being a holiday destination and most people move to the coast during the Summer and Easter Holidays. The meter readings for the month of September 2020 would only be invoiced in October 2019, hence the revenue that was earned in the month of September is not included in this report.

Interest Earned – Outstanding Debtors

In the current financial year, the municipality has started to charge interest on outstanding debtors in terms of its amended policy.

The savings in the councillors allowances has been caused by the lack of movement by the political office bearers due to the Covid-19 lockdown.

Depreciation

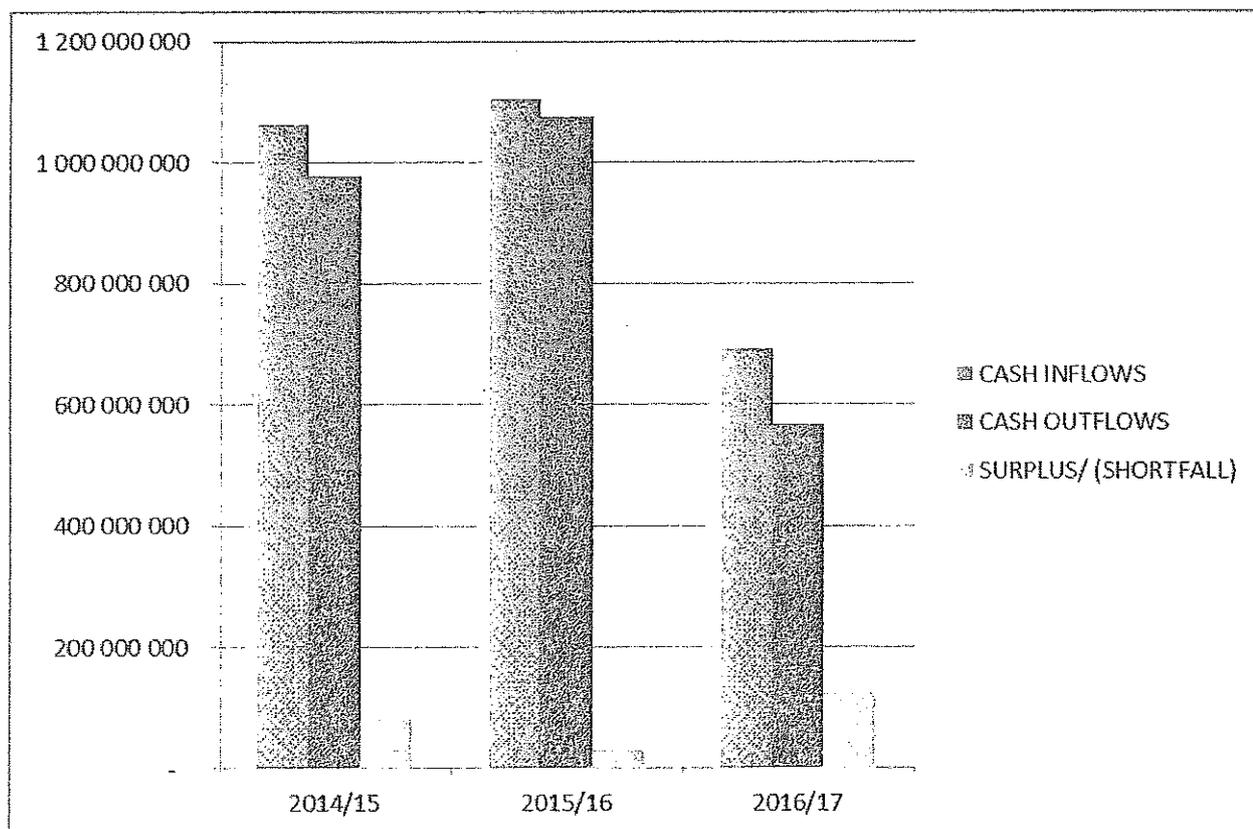
The asset management module is one of the outstanding modules of the new financial system and all the asset management processes including the fixed asset register maintenance and the depreciation calculations are still manually operated.

Finance Charges

Just like the asset management module, the loan registers and all the loan amortisation processes are still being manually operated.

1.3. CASH FLOWS

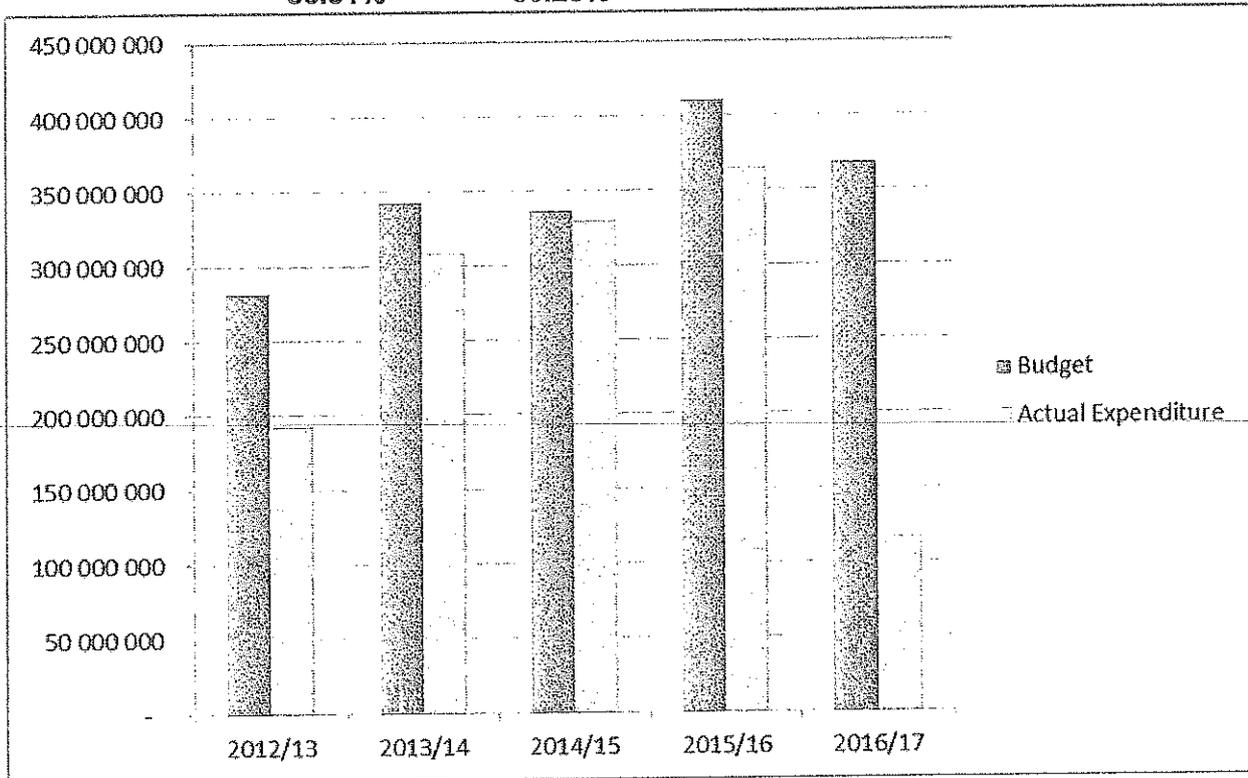
	2016/17	2017/18	2018/19	2019/20	2020/21
CASH INFLOWS	1 020 237 506	1 004 865 840	1 136 732 289	1 152 298 115	371 289 907
CASH OUTFLOWS	1 096 341 123	831 074 031	1 127 333 602	1 123 772 328	208 488 602
SURPLUS/ (SHORTFALL)	-76 103 617	173 791 809	9 398 687	28 525 787	162 801 305



The municipality has made improvements of 51.63% in cash inflows in the first quarter of the current financial year compared to the same period last year, and also the related cash outflows has decreased by 5.13% for the same periods comparatively. Although the cash inflows appears positive, there is a contribution from unspent conditional grants on the cash available at the end of September 2020.

1.4. CAPITAL EXPENDITURE

	2016/17	2017/18	2018/19	2019/20	2020/21
Budget	368 557 000	362 059 975	301 162 595	301 162 595	275 922 991
Actual Expenditure	318 845 695	290 548 713	300 110 160	256 060 690	26 435 128
% spent	86.51%	80.25%	99.65%	85.02%	9.58%



The municipality has spent 9.58% of its capital budget in the first quarter of the current financial year compared to 20.15% that was spent during the same period last year. The management committee is closely monitoring the implementation of the capital budget on a monthly basis, however, in the first quarter the committee has been focusing more on the implementation of the grant funded projects.

1.5. IMPACT OF THE NATIONAL AND PROVINCIAL ADJUSTMENTS BUDGET

The municipality has been allocated an additional equitable share of R58.1m from National government, to deal with the operational demands that have been caused by the Covid-19 pandemic:

1.6. 2020/21ADJUSTMENTS BUDGET P6

Regulation 23(3) of the Municipal Budgeting and Reporting Regulations states that if a national or provincial treasury allocates or transfers additional revenues to the municipality, the mayor of the municipality must table an adjustments budget to Council as per S28(2)(b) of the MFMA to appropriate these additional revenues.

The decline in the revenues also requires the municipality to adjust its expenditure estimates downwards to ensure that the operating surplus is maintained. It is also critical for the municipality to re-allocate funds from slow moving projects to other projects in order to reach the acceptable expenditure levels as well as to avoid unauthorised expenditure.

The municipality has appropriated the additional grant income of R58.1m in the special adjustments budget. The municipality has also decreased its budget on the following items to cater for its annual budget that is currently unfunded:

Non-cash items

- Depreciation and amortisation
- Provision for asset impairment

Cash items

- Provision of free basic services
- Capital budget (internally funded)

1.7. ANNUAL REPORT 2018/2019 CHALLENGES AND PROGRESS IN RESOLVING THE PROBLEMS THAT WERE IDENTIFIED IN THE ANNUAL REPORT

The Annual Report 2018/2019 did specifically identify key challenges and constraints experienced; the following focal areas of municipal performance were highlighted:

NO.	KEY CHALLENGES	PROGRESS MADE	CONSTRAINTS
1.	There were delays in some projects, which resulted in motivations for rollover submissions to the National Treasury as per the Division of Revenue Act. The outcomes of the requests for rollovers are still awaited.	The requested rollovers were approved and expenditure is ongoing. Current year spending is being closely monitored to prevent rollovers.	None.
2.	Lack of capacity to review the Spatial Development Framework (SDF) and the Land Use Management System (LUMS).	The projects have been identified for outsourcing. Provincial Cogta has also been requested to assist.	Budget constraints.
3.	The creation of job opportunities through LED initiatives remains very challenging	Current SCM Policy is under review to see how co-operatives and SMMEs can be catered for in the tender processes.	Strict legislation limits the participation of co-operatives and SMMEs in municipal

		P7	projects.
4.	Consistently recorded increase in HIV prevalence.	Programmes are in place with the LMs and provincial health to educate on HIV prevention.	

Management confirms that all of the 2018/2019 municipal performance focal areas, continued to receive adequate time, energy and attention.

UGU DISTRICT MUNICIPALITY

EXTRACT FROM THE DRAFT MINUTES OF THE MEETING OF THE UGU DISTRICT MUNICIPAL COUNCIL HELD ON 30 SEPTEMBER 2020

10.1. Adjustment Budget 2020/2021

The Mayor took members through the item.

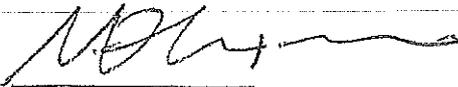
The Deputy Mayor moved the adoption of the Special Adjustment Budget 2020/2021 and was seconded by Cllr AD Ngubo.

Following which,

RESOLVED:

- (a) That the report on the Special Adjustment Budget 2020/2021 be and is hereby **NOTED**.
- (b) That the Special Adjustment Budget 2020/2021, DM Financial Recovery Plan and the Budget Funding Plan 2020/2021 be **APPROVED**.

CERTIFIED A TRUE COPY OF THE ORIGINAL



**MR VO MAZIBUKO
GENERAL MANAGER: CORPORATE SERVICES**

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Choose name from list - Table B2 Adjustments Budget Financial Performance (functional classification) -

Standard Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		5	6	7	8	9	10	11	12	12	12	
R thousands	1, 4	A	A1	B	C	D	E	F	G	H		
Revenue - Functional												
<i>Governance and administration</i>		159,739	-	-	-	-	-	83,739	83,739	243,475	167,722	176,109
Executive and council		4,468	-	-	-	-	-	-	-	4,468	4,691	4,926
Finance and administration		155,268	-	-	-	-	-	83,739	83,739	239,007	163,031	171,183
Internal audit		-	-	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		9,068	-	-	-	-	-	-	-	9,068	9,521	9,997
Community and social services		9,068	-	-	-	-	-	-	-	9,068	9,521	9,997
Sport and recreation		-	-	-	-	-	-	-	-	-	-	-
Public safety		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		72,157	-	-	-	-	-	1,173	1,173	73,330	75,764	79,553
Planning and development		51,448	-	-	-	-	-	1,073	1,073	52,521	54,020	56,721
Road transport		-	-	-	-	-	-	-	-	-	-	-
Environmental protection		20,709	-	-	-	-	-	100	100	20,809	21,744	22,831
<i>Trading services</i>		1,197,378	-	-	-	-	-	(87,430)	(87,430)	1,109,949	1,257,247	1,319,849
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		1,088,583	-	-	-	-	-	(87,430)	(87,430)	1,001,133	1,142,991	1,199,880
Waste water management		108,816	-	-	-	-	-	-	-	108,816	114,256	119,969
Waste management		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	1,438,338	-	-	-	-	-	(2,517)	(2,517)	1,435,821	1,510,255	1,585,507
Expenditure - Functional												
<i>Governance and administration</i>		393,787	-	-	-	-	-	(16,206)	(16,206)	377,581	413,144	429,010
Executive and council		74,618	-	-	-	-	-	(5,183)	(5,183)	69,435	78,091	82,235
Finance and administration		319,108	-	-	-	-	-	(11,223)	(11,223)	307,886	334,989	346,268
Internal audit		61	-	-	-	-	-	200	200	261	64	508
<i>Community and public safety</i>		7,103	-	-	-	-	-	(550)	(550)	6,553	6,719	6,894
Community and social services		5,403	-	-	-	-	-	(550)	(550)	4,853	4,927	5,185
Sport and recreation		-	-	-	-	-	-	-	-	-	-	-
Public safety		1,250	-	-	-	-	-	-	-	1,250	1,313	1,378
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		450	-	-	-	-	-	-	-	450	480	331
<i>Economic and environmental services</i>		70,785	-	-	-	-	-	(800)	(800)	69,985	74,268	77,981
Planning and development		53,341	-	-	-	-	-	(800)	(800)	52,541	55,952	58,750
Road transport		-	-	-	-	-	-	-	-	-	-	-
Environmental protection		17,443	-	-	-	-	-	-	-	17,443	18,316	19,231
<i>Trading services</i>		816,360	-	-	-	-	-	(77,460)	(77,460)	738,900	864,989	917,667
Energy sources		-	-	-	-	-	-	-	-	-	-	-
Water management		602,765	-	-	-	-	-	(79,410)	(79,410)	523,355	640,721	680,036
Waste water management		213,595	-	-	-	-	-	1,950	1,950	215,545	224,268	237,631
Waste management		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1,268,035	-	-	-	-	-	(95,016)	(95,016)	1,193,019	1,359,120	1,553
Surplus/ (Deficit) for the year		150,304	-	-	-	-	-	92,499	92,499	242,802	151,135	163,956

References

1. Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
2. Total Revenue by standard classification must reconcile to Total Operating Revenue shown in the Adjustments Budget Financial Performance (revenue and expenditure)
3. Total Operating Expenditure by standard classification must reconcile to Total Operating Expenditure shown in the Adjustments Budget Financial Performance (revenue and expenditure)
4. All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abbatoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification
5. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
6. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
7. Increases of funds approved under MFMA section 31
8. Adjustments approved in accordance with MFMA section 29
9. Adjustments to transfers from National or Provincial Government
10. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
11. G = B + C + D + E + F
12. Adjusted Budget H = (A or A1/2 etc) + G

Choose name from list - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) -

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Revenue by Vote	1											
Vote 1 - Executive and Council		4,468	--	--	--	--	--	--	--	4,468	4,691	4,926
Vote 2 - Finance and Administration		155,268	--	--	--	--	--	83,739	83,739	239,007	163,031	171,183
Vote 3 - Internal Audit		--	--	--	--	--	--	--	--	--	--	--
Vote 4 - Community and Social Services		9,068	--	--	--	--	--	--	--	9,068	9,521	9,997
Vote 5 - Sport and Recreation		--	--	--	--	--	--	--	--	--	--	--
Vote 6 - Public Safety		--	--	--	--	--	--	--	--	--	--	--
Vote 7 - Housing		--	--	--	--	--	--	--	--	--	--	--
Vote 8 - Health		--	--	--	--	--	--	1,073	1,073	52,521	54,020	56,721
Vote 9 - Planning and Development		51,448	--	--	--	--	--	--	--	--	--	--
Vote 10 - Road Transport		--	--	--	--	--	--	100	100	20,809	21,744	22,831
Vote 11 - Environmental Protection		20,709	--	--	--	--	--	--	--	--	--	--
Vote 12 - Energy Sources		--	--	--	--	--	--	--	--	--	--	--
Vote 13 - Water Management		1,088,663	--	--	--	--	--	(87,430)	(87,430)	1,001,133	1,142,991	1,199,860
Vote 14 - Waste Water Management		108,816	--	--	--	--	--	--	--	108,816	114,256	119,969
Vote 15 - Waste Management		--	--	--	--	--	--	--	--	--	--	--
Total Revenue by Vote	2	1,438,338	--	--	--	--	--	(2,517)	(2,517)	1,435,821	1,510,255	1,585,507
Expenditure by Vote	1											
Vote 1 - Executive and Council		74,618	--	--	--	--	--	(5,183)	(5,183)	69,435	78,091	82,235
Vote 2 - Finance and Administration		319,108	--	--	--	--	--	(11,223)	(11,223)	307,886	334,989	346,268
Vote 3 - Internal Audit		61	--	--	--	--	--	200	200	261	64	508
Vote 4 - Community and Social Services		5,403	--	--	--	--	--	(550)	(550)	4,853	4,927	5,185
Vote 5 - Sport and Recreation		--	--	--	--	--	--	--	--	1,250	1,313	1,378
Vote 6 - Public Safety		1,260	--	--	--	--	--	--	--	--	--	--
Vote 7 - Housing		--	--	--	--	--	--	--	--	450	480	331
Vote 8 - Health		450	--	--	--	--	--	--	--	450	480	331
Vote 9 - Planning and Development		53,341	--	--	--	--	--	(800)	(800)	52,541	55,952	58,750
Vote 10 - Road Transport		--	--	--	--	--	--	--	--	17,443	18,316	19,231
Vote 11 - Environmental Protection		17,443	--	--	--	--	--	--	--	--	--	--
Vote 12 - Energy Sources		--	--	--	--	--	--	--	--	--	--	--
Vote 13 - Water Management		602,765	--	--	--	--	--	(79,410)	(79,410)	523,355	640,721	660,036
Vote 14 - Waste Water Management		213,595	--	--	--	--	--	1,950	1,950	215,545	224,268	237,631
Vote 15 - Waste Management		--	--	--	--	--	--	--	--	--	--	--
Total Expenditure by Vote	2	1,268,035	--	--	--	--	--	(95,016)	(95,016)	1,193,019	1,359,120	1,431,553
Surplus/ (Deficit) for the year	2	150,304	--	--	--	--	--	92,499	92,499	242,802	151,135	153,955

References

1. Insert 'Vote'; e.g. Department, if different to standard classification structure
2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)
3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
5. Increases of funds approved under MFMA section 31
6. Adjustments approved in accordance with MFMA section 29
7. Adjustments to transfers from National or Provincial Government
8. Includes 'Other Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
9. G = B + C + D + E + F
10. Adjusted Budget H = (A or A1/2 etc) + G

check revenue	--	--	--	--	--	--	--	--	--	--	--	--
check expenditure	(58,942)	--	--	--	--	--	--	58,942	58,942	--	(54,528)	(57,476)

Choose name from list - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) -

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands	1	A	A1	B	C	D	E	F	G	H		
Revenue By Source												
Property rates	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	2	552,868	-	-	-	-	-	(78,771)	(78,771)	474,097	580,511	609,276
Service charges - sanitation revenue	2	93,508	-	-	-	-	-	-	-	93,508	98,183	103,093
Service charges - refuse revenue	2	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		617	-	-	-	-	-	123	123	740	648	680
Interest earned - external investments		2,535	-	-	-	-	-	-	-	2,535	2,662	2,795
Interest earned - outstanding debtors		765	-	-	-	-	-	1,075	1,075	1,840	803	843
Dividends received		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		8	-	-	-	-	-	-	-	8	8	8
Licences and permits		400	-	-	-	-	-	100	100	500	420	441
Agency services		-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies		496,537	-	-	-	-	-	42,217	42,217	538,854	521,469	547,542
Other revenue	2	8,800	-	-	-	-	-	83,812	83,812	92,612	9,240	9,702
Gains		-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		1,156,137	-	-	-	-	-	48,556	48,556	1,204,693	1,213,944	1,274,381
Expenditure By Type												
Employee related costs		376,709	-	-	-	-	-	(4,560)	(4,560)	372,149	388,013	396
Remuneration of councillors		15,414	-	-	-	-	-	77	77	15,491	16,088	16,892
Debt impairment		40,314	-	-	-	-	-	(10,000)	(10,000)	30,314	42,329	44,446
Depreciation & asset impairment		169,763	-	-	-	-	-	(19,255)	(19,255)	150,509	178,252	187,164
Finance charges		2,522	-	-	-	-	-	-	-	2,522	2,648	2,780
Bulk purchases		145,787	-	-	-	-	-	(1,950)	(1,950)	143,837	153,076	160,730
Other materials		13,646	-	-	-	-	-	1,840	1,840	15,486	16,572	25,027
Contracted services		191,964	-	-	-	-	-	13,420	13,420	205,384	209,609	224,303
Transfers and subsidies		19,023	-	-	-	-	-	300	300	19,323	19,975	20,973
Other expenditure		312,893	-	-	-	-	-	(74,888)	(74,888)	238,005	325,198	341,332
Losses		58,942	-	-	-	-	-	(58,942)	(58,942)	-	61,890	64,984
Total Expenditure		1,346,977	-	-	-	-	-	(153,959)	(153,959)	1,193,019	1,413,649	1,489,028
Surplus/(Deficit)		(190,840)	-	-	-	-	-	202,514	202,514	11,674	(199,704)	(214,648)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		282,201	-	-	-	-	-	(51,073)	(51,073)	231,128	296,311	311,127
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) before taxation		91,361	-	-	-	-	-	151,441	151,441	242,802	96,607	96,479
Taxation		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		91,361	-	-	-	-	-	151,441	151,441	242,802	96,607	96,479
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		91,361	-	-	-	-	-	151,441	151,441	242,802	96,607	96,479
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		91,361	-	-	-	-	-	151,441	151,441	242,802	96,607	96,479

- References**
1. Classifications are revenue sources and expenditure type
 2. Detail to be provided in Table SB1
 3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
 4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(a)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
 5. Increases of funds approved under MFMA section 31
 6. Adjustments approved in accordance with MFMA section 29
 7. Adjustments to transfers from National or Provincial Government
 8. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
 9. G = B + C + D + E + F
 10. Adjusted Budget H = (A or A1/2 etc) + G

Choose name from list - Table B5 Adjustments Capital Expenditure Budget by vote and funding -

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
R thousands												
Capital expenditure - Vote												
Multi-year expenditure to be adjusted	2											
Vote 1 - Executive and Council		--	--	--	--	--	--	--	--	--	--	--
Vote 2 - Finance and Administration		--	--	--	--	--	--	--	--	--	--	--
Vote 3 - Internal Audit		--	--	--	--	--	--	--	--	--	--	--
Vote 4 - Community and Social Services		--	--	--	--	--	--	--	--	--	--	--
Vote 5 - Sport and Recreation		--	--	--	--	--	--	--	--	--	--	--
Vote 6 - Public Safety		--	--	--	--	--	--	--	--	--	--	--
Vote 7 - Housing		--	--	--	--	--	--	--	--	--	--	--
Vote 8 - Health		--	--	--	--	--	--	--	--	--	--	--
Vote 9 - Planning and Development		--	--	--	--	--	--	--	--	--	--	--
Vote 10 - Road Transport		--	--	--	--	--	--	--	--	--	--	--
Vote 11 - Environmental Protection		--	--	--	--	--	--	--	--	--	--	--
Vote 12 - Energy Sources		--	--	--	--	--	--	--	--	--	--	--
Vote 13 - Water Management		--	--	--	--	--	--	--	--	--	--	--
Vote 14 - Waste Water Management		--	--	--	--	--	--	--	--	--	--	--
Vote 15 - Waste Management		--	--	--	--	--	--	--	--	--	--	--
Capital multi-year expenditure sub-total	3	--	--	--	--	--	--	--	--	--	--	--
Single-year expenditure to be adjusted	2											
Vote 1 - Executive and Council		--	--	--	--	--	--	--	--	--	--	--
Vote 2 - Finance and Administration		29,800	--	--	--	--	--	(4,800)	(4,800)	25,000	30,240	31,752
Vote 3 - Internal Audit		--	--	--	--	--	--	--	--	--	--	--
Vote 4 - Community and Social Services		--	--	--	--	--	--	--	--	--	--	--
Vote 5 - Sport and Recreation		--	--	--	--	--	--	--	--	--	--	--
Vote 6 - Public Safety		--	--	--	--	--	--	--	--	--	--	--
Vote 7 - Housing		--	--	--	--	--	--	--	--	--	--	--
Vote 8 - Health		--	--	--	--	--	--	--	--	--	--	--
Vote 9 - Planning and Development		--	--	--	--	--	--	--	--	--	--	--
Vote 10 - Road Transport		--	--	--	--	--	--	--	--	--	--	--
Vote 11 - Environmental Protection		--	--	--	--	--	--	--	--	--	--	--
Vote 12 - Energy Sources		--	--	--	--	--	--	--	--	--	--	--
Vote 13 - Water Management		194,044	--	--	--	--	--	(13,130)	(13,130)	180,914	203,537	182,087
Vote 14 - Waste Water Management		53,849	--	--	--	--	--	(7,000)	(7,000)	46,849	56,391	59,368
Vote 15 - Waste Management		--	--	--	--	--	--	--	--	--	--	--
Capital single-year expenditure sub-total		277,693	--	--	--	--	--	(24,930)	(24,930)	252,763	290,168	273,208
Total Capital Expenditure - Vote		277,693	--	--	--	--	--	(24,930)	(24,930)	252,763	290,168	273,208
Capital Expenditure - Functional												
Governance and administration		29,800	--	--	--	--	--	(4,800)	(4,800)	25,000	30,240	31,752
Executive and council		--	--	--	--	--	--	--	--	--	--	--
Finance and administration		29,800	--	--	--	--	--	(4,800)	(4,800)	25,000	30,240	31,752
Internal audit		--	--	--	--	--	--	--	--	--	--	--
Community and public safety		--	--	--	--	--	--	--	--	--	--	--
Community and social services		--	--	--	--	--	--	--	--	--	--	--
Sport and recreation		--	--	--	--	--	--	--	--	--	--	--
Public safety		--	--	--	--	--	--	--	--	--	--	--
Housing		--	--	--	--	--	--	--	--	--	--	--
Health		--	--	--	--	--	--	--	--	--	--	--
Economic and environmental services		--	--	--	--	--	--	--	--	--	--	--
Planning and development		--	--	--	--	--	--	--	--	--	--	--
Road transport		--	--	--	--	--	--	--	--	--	--	--
Environmental protection		--	--	--	--	--	--	--	--	--	--	--
Trading services		247,693	--	--	--	--	--	(20,130)	(20,130)	227,563	259,928	241,456
Energy sources		--	--	--	--	--	--	--	--	--	--	--
Water management		194,044	--	--	--	--	--	(13,130)	(13,130)	180,914	203,537	182,087
Waste water management		53,849	--	--	--	--	--	(7,000)	(7,000)	46,849	56,391	59,368
Waste management		--	--	--	--	--	--	--	--	--	--	--
Other		--	--	--	--	--	--	--	--	--	--	--
Total Capital Expenditure - Functional	3	277,693	--	--	--	--	--	(24,930)	(24,930)	252,763	290,168	273,208
Funded by:												
National Government		206,748	--	--	--	--	--	5,400	5,400	212,148	216,726	196,093
Provincial Government		23,616	--	--	--	--	--	--	--	23,615	24,796	26,036
District Municipality		--	--	--	--	--	--	--	--	--	--	--
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational		--	--	--	--	--	--	--	--	--	--	--
Transfers recognised - capital	4	230,363	--	--	--	--	--	5,400	5,400	235,763	241,522	222,129
Borrowing		--	--	--	--	--	--	--	--	--	--	--
Internally generated funds		44,330	--	--	--	--	--	(27,330)	(27,330)	17,000	46,547	48,874
Total Capital Funding		274,693	--	--	--	--	--	(21,930)	(21,930)	252,763	288,068	271,083

References

- Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).
- Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year
- Capital expenditure by standard classification must reconcile to the appropriations by vote
- Must reconcile to supporting table SB7 and to Adjustments Budget Financial Performance (revenue and expenditure)
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(c) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not
- Increases of funds approved under MFMA section 31
- Adjustments approved in accordance with MFMA section 29
- Adjustments to transfers from National or Provincial Government
- Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
- G = B + C + D + E + F
- Adjusted Budget H = (A or A1/2 etc) + G

Choose name from list - Table B6 Adjustments Budget Financial Position -

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Net. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3	4	5	6	7	8	9	10		
R thousands												
ASSETS												
Current assets												
Cash		1,116,311	-					(769,675)	(769,675)	346,636	1,236,156	1,309,016
Call investment deposits	1	-	-	-	-	-	-	76,750	76,750	76,750	-	-
Consumer debtors	1	-	-	-	-	-	-	161,816	161,816	161,816	85,814	11,287
Other debtors		3,221	-	-	-	-	-	866,546	866,546	869,767	3,383	3,552
Current portion of long-term receivables		22	-	-	-	-	-	161	161	182	23	24
Inventory		10,306	-	-	-	-	-	34,983	34,983	45,288	10,821	11,362
Total current assets		1,129,860	-	-	-	-	-	370,580	370,580	1,500,440	1,336,196	1,335,221
Non current assets												
Long-term receivables		3,960	-	-	-	-	-	(3,441)	(3,441)	519	4,168	4,366
Investments		-	-	-	-	-	-	-	-	-	-	-
Investment property		31,650	-	-	-	-	-	249,312	249,312	280,962	33,233	34,894
Investment in Associate		-	-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	1	5,005,676	-	-	-	-	-	(240,626)	(240,626)	4,765,049	5,254,550	5,485,808
Biological		-	-	-	-	-	-	-	-	-	-	-
Intangible		86,285	-	-	-	-	-	1,589	1,589	87,874	90,599	95,129
Other non-current assets		0	-	-	-	-	-	0	0	0	0	0
Total non current assets		5,127,571	-	-	-	-	-	6,834	6,834	5,134,405	5,382,540	5,480,198
TOTAL ASSETS		6,257,431	-	-	-	-	-	377,414	377,414	6,634,845	6,718,736	6,815,419
LIABILITIES												
Current liabilities												
Bank overdraft		-	-	-	-	-	-	-	-	-	-	-
Borrowing		32,185	-	-	-	-	-	20,511	20,511	52,697	32,198	32,450
Consumer deposits		21,664	-	-	-	-	-	76,837	76,837	98,501	22,747	23,884
Trade and other payables		692,547	-	-	-	-	-	909,991	909,991	1,602,538	764,842	805,542
Provisions		177,379	-	-	-	-	-	31,302	31,302	208,681	160,772	128,156
Total current liabilities		923,775	-	-	-	-	-	1,038,641	1,038,641	1,962,417	970,559	990,032
Non current liabilities												
Borrowing	1	7,986	-	-	-	-	-	57,252	57,252	65,237	8,385	8,804
Provisions	1	-	-	-	-	-	-	21,900	21,900	21,900	22,995	24,144
Total non current liabilities		7,986	-	-	-	-	-	79,151	79,151	87,137	31,380	32,948
TOTAL LIABILITIES		931,761	-	-	-	-	-	1,117,793	1,117,793	2,049,554	1,001,939	1,022,981
NET ASSETS	2	5,325,670	-	-	-	-	-	(740,379)	(740,379)	4,585,291	5,716,797	5,932,438
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		2,032,069	-	-	-	-	-	2,553,222	2,553,222	4,585,291	4,681,898	4,778,377
Reserves		-	-	-	-	-	-	-	-	-	1,034,900	1,154,061
TOTAL COMMUNITY WEALTH/EQUITY		2,032,069	-	-	-	-	-	2,553,222	2,553,222	4,585,291	5,716,797	5,932,438

References

- Detail to be provided in Table SA3
- Net assets must balance with Total Community Wealth/Equity
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
- Increases of funds approved under MFMA section 31
- Adjustments approved in accordance with MFMA section 29
- Adjustments to transfers from National or Provincial Government
- Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
- $G = B + C + D + E + F$
- Adjusted Budget $H = (A \text{ or } A1/2 \text{ etc}) + G$

Choose name from list - Table B7 Adjustments Budget Cash Flows -

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	#VALUEI	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		-	-	-	-	-	-	-	-	-	-	-
Service charges		631,951	-	-	-	-	-	-	-	631,951	703,025	738,178
Other revenue		617	-	-	-	-	-	-	-	617	648	680
Transfers and Subsidies - Operational	1	429,742	-	-	-	-	145,266	145,266	575,008	464,042	499,913	
Transfers and Subsidies - Capital	1	289,336	-	-	-	-	-	-	289,336	313,651	327,717	
Interest		2,000	-	-	-	-	-	-	2,000	2,100	2,205	
Dividends		535	-	-	-	-	-	-	535	562	590	
Payments												
Suppliers and employees		(981,287)	-	-	-	-	61,263	61,263	(920,024)	(1,067,750)	(1,123,595)	
Finance charges		(2,522)	-	-	-	-	-	-	(2,522)	(2,648)	(2,780)	
Transfers and Grants	1	(19,023)	-	-	-	-	-	-	(19,023)	(19,975)	(20,973)	
NET CASH FROM/(USED) OPERATING ACTIVITIES		351,349	-	-	-	-	(144,820)	206,529	557,877	393,657	421,935	
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		3,960	-	-	-	-	(519)	(519)	3,441	(3,639)	(208)	
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	
Capital assets		-	-	-	-	-	(252,963)	(252,963)	(252,963)	(290,168)	(273,208)	
NET CASH FROM/(USED) INVESTING ACTIVITIES		3,960	-	-	-	-	(257,442)	(253,482)	(249,523)	(293,807)	(273,416)	
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		21,664	-	-	-	-	55,173	55,173	76,837	(75,754)	1,137	
Payments												
Repayment of borrowing		(7,986)	-	-	-	-	-	-	(7,986)	(8,385)	(8,804)	
NET CASH FROM/(USED) FINANCING ACTIVITIES		13,678	-	-	-	-	41,495	55,173	68,851	(84,139)	(7,667)	
NET INCREASE/ (DECREASE) IN CASH HELD		368,987	-	-	-	-	(729,754)	8,220	377,205	15,711	140,652	
Cash/cash equivalents at the year begin:	2	-	-	-	-	-	-	-	76,750	453,956	469,667	
Cash/cash equivalents at the year end:	2	368,987	-	-	-	-	(1,098,741)	8,220	453,956	469,667	610,519	

References

- Local/District municipalities to include transfers from/to District/Local Municipalities
- Cash equivalents includes investments with maturities of 3 months or less
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
- Increases of funds approved under MFMA section 31
- Adjustments approved in accordance with MFMA section 29
- Adjustments to transfers from National or Provincial Government
- Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section (f))
- $G = B + C + D + E + F$
- Adjusted Budget H = (A or A1/2 etc) + G

Choose name from list - Table B8 Cash backed reserves/accumulated surplus reconciliation -

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Cash and investments available												
Cash/cash equivalents at the year end	1	368,987	-	-	-	-	-	(1,098,741)	(1,098,741)	(729,754)	469,667	610,519
Other current investments > 90 days		747,324	-	-	-	-	-	405,816	405,816	1,153,140	766,489	698,497
Non current assets - investments	1	-	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		1,116,311	-	-	-	-	-	(692,925)	(692,925)	423,386	1,236,156	1,309,016
Applications of cash and investments												
Unspent conditional transfers		21,237	-	-	-	-	-	502,910	502,910	524,147	21,249	22,311
Unspent borrowing		-	-	-	-	-	-	-	-	-	-	-
Statutory requirements		-	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	2	599,930	-	-	-	-	-	(525,007)	(525,007)	74,923	580,552	692,452
Other provisions		-	-	-	-	-	-	(175,685)	(175,685)	(175,685)	634,354	594,253
Long term investments committed		-	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments		-	-	-	-	-	-	-	-	-	-	-
Total Application of cash and investments:		621,167	-	-	-	-	-	(197,782)	(197,782)	423,386	1,236,156	1,309,016
Surplus(shortfall)		495,144	-	-	-	-	-	(495,144)	(495,144)	-	-	-

- References**
1. Must reconcile with the Adjustments Budget Cash Flow and Adjustments Budget Financial Position
 2. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)
 3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
 4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be explained)
 5. Increases of funds approved under MFMA section 31
 6. Adjustments approved in accordance with MFMA section 29
 7. Adjustments to transfers from National or Provincial Government
 8. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(e))
 9. $G = B + C + D + E + F$
 10. Adjusted Budget H = (A or A1/2 etc) + G

TOTAL ASSET REGISTER SUMMARY - PPE (WDV)		5	4,970,536	--	--	--	--	10,274	10,274	4,980,812	5,217,865	5,443,553
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment			169,763	--	--	--	--	(19,255)	(19,255)	150,509	178,252	187,164
Repairs and Maintenance by asset class		3	91,229	--	--	--	--	13,650	13,650	104,879	103,141	110,448
Roads Infrastructure			5,798	--	--	--	--	--	--	5,798	6,088	6,392
Storm water Infrastructure			--	--	--	--	--	--	--	--	--	--
Electrical Infrastructure			1,280	--	--	--	--	--	--	1,280	1,344	1,411
Water Supply Infrastructure			59,929	--	--	--	--	9,500	9,500	69,429	70,276	73,790
Sanitation Infrastructure			720	--	--	--	--	1,950	1,950	2,670	756	2,944
Solid Waste Infrastructure			--	--	--	--	--	--	--	--	--	--
Rail Infrastructure			--	--	--	--	--	--	--	--	--	--
Coastal Infrastructure			800	--	--	--	--	(800)	(800)	--	840	882
Information and Communication Infrastructure			90	--	--	--	--	--	--	90	95	99
Infrastructure			68,617	--	--	--	--	10,650	10,650	79,267	79,398	85,518
Community Facilities			--	--	--	--	--	--	--	--	--	--
Sport and Recreation Facilities			--	--	--	--	--	--	--	--	--	--
Community Assets			--	--	--	--	--	--	--	--	--	--
Heritage Assets			--	--	--	--	--	--	--	--	--	--
Revenue Generating			1,890	--	--	--	--	--	--	1,890	1,985	2,084
Non-revenue Generating			--	--	--	--	--	--	--	--	--	--
Investment properties			1,890	--	--	--	--	--	--	1,890	1,985	2,084
Operational Buildings			4,135	--	--	--	--	3,000	3,000	7,135	4,342	4,559
Housing			--	--	--	--	--	--	--	--	--	--
Other Assets			4,135	--	--	--	--	3,000	3,000	7,135	4,342	4,559
Biological or Cultivated Assets			--	--	--	--	--	--	--	--	--	--
Servitudes			--	--	--	--	--	--	--	--	--	--
Licences and Rights			3,167	--	--	--	--	--	--	3,167	3,325	3,492
Intangible Assets			3,167	--	--	--	--	--	--	3,167	3,325	3,492
Computer Equipment			--	--	--	--	--	--	--	--	--	--
Furniture and Office Equipment			--	--	--	--	--	--	--	--	--	--
Machinery and Equipment			1,420	--	--	--	--	--	--	1,420	1,491	1,566
Transport Assets			12,000	--	--	--	--	--	--	12,000	12,600	13,230
Land			--	--	--	--	--	--	--	--	--	--
Zoo's, Marine and Non-biological Animals		6	--	--	--	--	--	--	--	--	--	--
TOTAL EXPENDITURE OTHER ITEMS to be adjusted			260,993	--	--	--	--	(5,605)	(5,605)	255,388	281,392	297,612
Renewal and upgrading of Existing Assets as % of total capex			36.9%	0.0%						40.1%	36.9%	28.2%
Renewal and upgrading of Existing Assets as % of deprecn"			59.8%	0.0%						67.4%	59.7%	40.9%
R&M as a % of PPE			1.8%	0.0%						2.1%	2.0%	-2.0%
Renewal and upgrading and R&M as a % of PPE			3.9%	0.0%						4.1%	4.0%	3.4%

References

1. Detail of new assets provided in Table SB18a
2. Detail of renewal of existing assets provided in Table SB18b
- 2a. Detail of upgrading of existing assets provided in Table SB18e
3. Detail of Repairs and Maintenance by Asset Class provided in Table SB18c
4. Must reconcile to total capital expenditure on Budgeted Capital Expenditure
5. Must reconcile to Adjustments Budget Financial Position (written down value)
6. Donated/contributed and assets funded by finance leases to be allocated to the respective category
7. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
8. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not have been foreseen)
9. Increases of funds approved under MFMA section 31
10. Adjustments approved in accordance with MFMA section 29
11. Adjustments to transfers from National or Provincial Government
12. Adjusts. = "Other" Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
13. $G = B + C + D + E + F$
14. Adjusted Budget $H = (A \text{ or } A1/2 \text{ etc}) + G$

Choose name from list - Table B10 Basic service delivery measurement - 30/09/2020

Description	Ref	P20 Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Household service targets	1											
Water												
Piped water inside dwelling		40							0		40	42
Piped water inside yard (but not in dwelling)		24							0		24	25.2
Using public tap (at least min.service level)	2	103							0		103	108.15
Other water supply (at least min.service level)		1							0		1	1.05
<i>Minimum Service Level and Above sub-total</i>		0							0		0	0
Using public tap (< min.service level)	3	154							0		154	161.7
Other water supply (< min.service level)	3,4	20							0		20	21
No water supply		1							0		1	1.05
<i>Below Minimum Service Level sub-total</i>		0							0		0	0
Total number of households	5	0							0		0	0
Sanitation/sewerage:												
Flush toilet (connected to sewerage)		36							36		36	37.8
Flush toilet (with septic tank)		6							6		6	6.3
Chemical toilet		15							15		15	15.75
Pit toilet (ventilated)		92							92		92	95.6
Other toilet provisions (> min.service level)		13							13		13	13.65
<i>Minimum Service Level and Above sub-total</i>		162							162		162	170
Bucket toilet		6							6		6	6.3
Other toilet provisions (< min.service level)		0							0		0	0
No toilet provisions		8							8		8	8.4
<i>Below Minimum Service Level sub-total</i>		14							14		14	15
Total number of households	5	176							176		176	185
Energy:												
Electricity (at least min. service level)												
Electricity - prepaid (> min.service level)												
<i>Minimum Service Level and Above sub-total</i>												
Electricity (< min.service level)												
Electricity - prepaid (< min. service level)												
Other energy sources												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	6											
Refuse:												
Removed at least once a week (min.service)												
<i>Minimum Service Level and Above sub-total</i>												
Removed less frequently than once a week												
Using communal refuse dump												
Using own refuse dump												
Other rubbish disposal												
No rubbish disposal												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	5											
Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)												
Sanitation (free minimum level service)												
Electricity/other energy (50kwh per household per month)												
Refuse (removed at least once a week)												
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per indigent household per month)								46,889	46,889	46,889		
Sanitation (free sanitation service to indigent households)												
Refuse (removed once a week for indigent households)												
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)												
Total cost of FBS provided								46,889	46,889	46,889		
Highest level of free service provided												
Property rates (R000 value threshold)												
Water (kilolitres per household per month)												
Sanitation (kilolitres per household per month)												
Sanitation (Rand per household per month)												
Electricity (kw per household per month)												
Refuse (average litres per week)												
Revenue cost of free services provided (R'000)	17											
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)												
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA												
Water (in excess of 6 kilolitres per indigent household per month)								12,054	12,054	12,054		281
Sanitation (in excess of free sanitation service to indigent households)												
Electricity/other energy (in excess of 50 kwh per indigent household per month)												
households)												
Municipal Housing - rental rebates												
Housing - top structure subsidies												
Other												
Total revenue cost of subsidised services provided								12,054	12,054	12,054		281

References

1. Include services provided by another entity, e.g. Eskom
2. Stand distance > 200m from dwelling
3. Stand distance <= 200m from dwelling
4. Borehole, spring, rain-water tank etc.
5. Must agree to total number of households in municipal area
6. Include value of subsidy provided by municipality above provincial subsidy level
7. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
8. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
9. Increases of funds approved under MFMA section 31
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13. G = B + C + D + E + F
14. Adjusted Budget H = (A or A1/2 etc) + G

Other Expenditure By Type	191,964	-	-	-	-	-	13,420	13,420	205,364	209,609	224,303
Total contracted services											
Collection costs	-	-	-	-	-	-	-	-	-	-	-
Contributions to 'other' provisions	-	-	-	-	-	-	-	-	-	-	-
Audit fees	-	-	-	-	-	-	-	-	-	-	-
Other Expenditure	312,893	-	-	-	-	-	(74,888)	(74,888)	238,005	325,198	341,332
Municipal Services	79,640	-	-	-	-	-	-	-	79,639,580	83,468	87,862
Indigent Relief	88,447	-	-	-	-	-	(15,846)	(15,846)	72,600,624	92,869	97,512
Wet Fuel	24,020	-	-	-	-	-	-	-	24,020,000	25,221	25,482
Telematic Systems	8,208	-	-	-	-	-	-	-	8,200,000	8,610	9,041
Insurance Claims	7,757	-	-	-	-	-	-	-	7,756,995	4,399	4,619
Uniform and Protective Clothing	5,534	-	-	-	-	-	-	-	5,534,141	4,614	4,990
Domestic	5,441	-	-	-	-	-	(100)	(100)	5,341,286	6,339	6,164
Professional Bodies, Membership and Subscription	4,690	-	-	-	-	-	-	-	4,689,600	5,554	5,832
Workmen's Compensation Fund	3,500	-	-	-	-	-	-	-	3,500,000	3,675	3,859
Tenders	3,070	-	-	-	-	-	-	-	3,070,208	3,371	3,539
Computer Equipment	2,450	-	-	-	-	-	-	-	2,450,000	2,573	2,701
Skills Development Fund/Levy	2,293	-	-	-	-	-	-	-	2,292,806	2,407	2,528
Wireless Network	2,150	-	-	-	-	-	-	-	2,150,000	2,258	2,370
Cellular Contract (Subscription and Calls)	1,800	-	-	-	-	-	-	-	1,800,000	1,899	1,985
Vehicle Tracking	1,800	-	-	-	-	-	-	-	1,800,000	1,890	1,985
Other Assets	1,600	-	-	-	-	-	-	-	1,600,000	1,680	1,764
Printing, Publications and Books	1,588	-	-	-	-	-	-	-	1,588,151	1,668	1,751
Motor Vehicle Licence and Registrations	1,500	-	-	-	-	-	-	-	1,500,000	1,575	1,654
Telephone, Fax, Telegraph and Telex	1,400	-	-	-	-	-	-	-	1,400,000	1,470	1,544
Other Expenditure	66,014	-	-	-	-	-	81,157	81,157	147,170,260	69,668	73,152
Total Other Expenditure	312,893	-	-	-	-	-	(74,888)	(74,888)	238,005	325,198	341,332
by Expenditure Item											
Employee related costs	-	-	-	-	-	-	-	-	-	-	-
Other materials	520	-	-	-	-	-	-	-	520	546	573
Contracted Services	81,339	-	-	-	-	-	13,650	13,650	94,989	92,755	99,544
Other Expenditure	9,370	-	-	-	-	-	-	-	9,370	9,839	10,330
Total Repairs and Maintenance Expenditure	91,229	-	-	-	-	-	13,650	13,650	104,879	103,141	110,448
References											
1. Must reconcile with relevant line on the Financial Performance budget											
2. Must reconcile to supporting documentation on staff salaries											
3. Insert other categories where revenue or expenditure is of a material nature											
4. Expenditure to meet any unfunded obligations											
5. Special consideration may have to be given to including 'goodwill arising' or 'joint venture' budgets where circumstances require this (include separately under relevant roles)											
6. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.											
7. Additional cash-backed accumulated funds/unspent funds (section 18(1)(b)) and section 28(2)(e) MFMA identified after Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be have for											
8. Increases of funds approved under section 31 MFMA											
9. Adjustments approved in accordance with section 29 MFMA											
10. Adjustments to funding allocations from National or Provincial Government											
11. Adjusts. = 'Other' Adjustments proposed to be approved, including revenue under-collection (MFMA section 28(2)(e)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (sec											

1. Must reconcile with relevant line on the Financial Performance budget
2. Must reconcile to supporting documentation on staff salaries
3. Insert other categories where revenue or expenditure is of a material nature
4. Expenditure to meet any unfunded obligations
5. Special consideration may have to be given to including 'goodwill arising' or 'joint venture' budgets where circumstances require this (include separately under relevant roles)
6. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
7. Additional cash-backed accumulated funds/unspent funds (section 18(1)(b)) and section 28(2)(e) MFMA identified after Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be have for
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9. Adjustments approved in accordance with section 29 MFMA
10. Adjustments to funding allocations from National or Provincial Government
11. Adjusts. = 'Other' Adjustments proposed to be approved, including revenue under-collection (MFMA section 28(2)(e)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (sec

Choose name from list - Supporting Table SB2 Supporting detail to 'Financial Position Budget' -

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	4 A1	5 B	6 C	7 D	8 E	9 F	10 G	11 H		
R thousands												
ASSETS												
Consumer debtors												
Consumer debtors		-	-	-	-	-	-	582,283	582,283	582,283	611,397	641,967
Less: provision for debt impairment		-	-	-	-	-	-	420,466	420,466	420,466	525,583	630,699
Total Consumer debtors	1	-	-	-	-	-	-	161,816	161,816	161,816	85,814	11,267
Debt impairment provision												
Balance at the beginning of the year		-	-	-	-	-	-	420,466	420,466	420,466	420,466	525,583
Contributions to the provision		-	-	-	-	-	-	-	-	-	84,093	84,093
Bad debts written off		-	-	-	-	-	-	-	-	-	21,023	21,023
Balance at end of year		-	-	-	-	-	-	420,466	420,466	420,466	525,583	630,699
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)	2	10,113,380	-	-	-	-	-	(105,855)	(105,855)	10,007,524	10,617,639	11,117,052
Leases recognised as PPE		-	-	-	-	-	-	-	-	-	-	-
Less: Accumulated depreciation		5,107,704	-	-	-	-	-	134,771	134,771	5,242,475	5,363,089	5,631,244
Total Property, plant & equipment	1	5,005,676	-	-	-	-	-	(240,626)	(240,626)	4,765,049	5,254,550	5,485,808
LIABILITIES												
Current liabilities - Borrowing												
Short term loans (other than bank overdraft)		7,986	-	-	-	-	-	-	-	7,986	6,788	5,770
Current portion of long-term liabilities		24,200	-	-	-	-	-	20,511	20,511	44,711	25,410	26,680
Total Current liabilities - Borrowing		32,186	-	-	-	-	-	20,511	20,511	52,697	32,198	32,450
Trade and other payables												
Trade Payables		606,845	-	-	-	-	-	452,356	452,356	1,059,201	675,783	2,029
Other creditors		18,907	-	-	-	-	-	(18,907)	(18,907)	-	19,975	20,973
Unspent conditional transfers		21,237	-	-	-	-	-	502,910	502,910	524,147	21,249	22,311
VAT		45,559	-	-	-	-	-	(26,369)	(26,369)	19,190	47,836	50,228
Total Trade and other payables	1	692,547	-	-	-	-	-	909,991	909,991	1,602,538	764,842	805,542
Non current liabilities - Borrowing												
Borrowing	3	7,986	-	-	-	-	-	57,252	57,252	65,237	8,385	8,804
Finance leases (including PPP asset element)		-	-	-	-	-	-	-	-	-	-	-
Total Non current liabilities - Borrowing		7,986	-	-	-	-	-	57,252	57,252	65,237	8,385	8,804
Provisions - non current												
Retirement benefits		-	-	-	-	-	-	21,900	21,900	21,900	22,995	24,144
Refuse landfill site rehabilitation		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Provisions - non current		-	-	-	-	-	-	21,900	21,900	21,900	22,995	24,144
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		1,940,708	-	-	-	-	-	2,401,781	2,401,781	4,342,488	4,585,291	4,681,898
GRAP adjustments		-	-	-	-	-	-	-	-	-	-	-
Restated balance		1,940,708	-	-	-	-	-	2,401,781	2,401,781	4,342,488	4,585,291	4,681,898
Surplus/(Deficit)		91,361	-	-	-	-	-	151,441	151,441	242,802	96,607	96,479
Transfers to/from Reserves		-	-	-	-	-	-	-	-	-	-	-
Depreciation offsets		-	-	-	-	-	-	-	-	-	-	-
Other adjustments		-	-	-	-	-	-	-	-	-	-	-
Accumulated Surplus/(Deficit)	1	2,032,069	-	-	-	-	-	2,553,222	2,553,222	4,585,291	4,681,898	4,778,377
Reserves												
Housing Development Fund		-	-	-	-	-	-	-	-	-	-	-
Capital replacement		-	-	-	-	-	-	-	-	-	-	-
Self-insurance		-	-	-	-	-	-	-	-	-	-	-
Other reserves		-	-	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	1,034,900	1,154,061
Total Reserves	2	-	-	-	-	-	-	-	-	-	1,034,900	1,154,061
TOTAL COMMUNITY WEALTH/EQUITY	2	2,032,069	-	-	-	-	-	2,553,222	2,553,222	4,585,291	5,716,797	5,932,438

- References**
1. Must reconcile with 'Financial Position' budget
 2. Leases treated as assets to be depreciated as the same as purchased/constructed assets. Includes PPP asset element accounted for as finance leases
 3. Borrowing (original budget) must reconcile to Budget Table A16
 4. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
 5. Additional cash-backed accumulated funds/unspent funds (section 18(1)(b) and section 28(2)(e) MFMA) identified after Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be have for
 6. Increases of funds approved under section 31 MFMA
 7. Adjustments approved in accordance with section 29 MFMA
 8. Adjustments to funding allocations from National or Provincial Government
 9. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (sect
 10. $G = B + C + D + E + F$
 11. Adjusted Budget H = (A or A1/2 etc.) + G

Choose name from list - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks -

Description of financial indicator	Basis of calculation	2017/18	2018/19	2019/20	Budget Year 2020/21			Budget Year +1 2021/22	Budget Year +2 2022/23
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
Borrowing Management									
Credit Rating	Short term/long term rating								
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure				0.8%	0.0%	0.9%	0.8%	0.8%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue				0.0%	0.0%	0.0%	0.0%	0.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants				0.0%	0.0%	0.0%	0.0%	0.0%
Safety of Capital									
Gearing	Long Term Borrowing/ Funds & Reserves				0.0%	0.0%	0.0%	0.8%	0.8%
Liquidity									
Current Ratio	Current assets/current liabilities				122.3%	0.0%	76.5%	137.7%	134.9%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities				122.3%	0.0%	0.0%	0.0%	0.0%
Liquidity Ratio	Monetary Assets/Current Liabilities				1.2	0.0	0.2	1.3	1.3
Revenue Management									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing								
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)									
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue				0.6%	0.0%	85.7%	7.7%	1.5%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old				0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))								
Creditors to Cash and Investments					187.7%	0.0%	363.0%	162.8%	131.9%
Other Indicators									
Electricity Distribution Losses (2)									
	Total Volume Losses (kW)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Water Distribution Losses (2)									
	Total Volume Losses (kℓ)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Employee costs	Employee costs/(Total Revenue - capital revenue)				32.6%	0.0%	30.9%	32.0%	31.4%
Remuneration	Total remuneration/(Total Revenue - capital revenue)								
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)				7.9%	0.0%	8.7%	8.5%	8.7%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)				14.9%	0.0%	12.7%	14.9%	14.9%
IDP regulation financial viability indicators									
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)				5977.5%	0.0%	6034.9%	5977.5%	6274.1%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services				0.0%	0.0%	13.4%	7.1%	0.9%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure				0.0	0.0	0.0	0.0	0.0

References

1. Consumer debtors > 12 months old are excluded from current assets

Choose name from list - Supporting Table SB5 Adjustments Budget - social, economic and demographic statistics and assumptions - 30/09/2020

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2017/18		2018/19		2019/20		Budget Year 2020/21		2020/21 Medium
						Outcome	Original Budget	Outcome	Original Budget	Outcome	Original Budget	Outcome	Original Budget	
Demographics														
Population						722	722	722	722	745	745	745	745	
Females aged 5 - 14						241	241	241	241	139	139	139	139	
Males aged 5 - 14						127	127	127	127	127	127	127	127	
Females aged 15 - 34						227	227	227	227	227	227	227	227	
Males aged 15 - 34						205	205	205	205	205	205	205	205	
Unemployment						25	25	25	25	200	200	200	200	
Monthly Household Income (no. of households)	1, 12													
None						25,750	25,750	25,750	25,750	41,247	41,247	41,247	41,247	
R1 - R1 600						18,449	18,449	18,449	18,449	18,449	18,449	18,449	18,449	
R1 601 - R3 200						38,547	38,547	38,547	38,547	38,547	38,547	38,547	38,547	
R3 201 - R6 400						21,760	21,760	21,760	21,760	21,760	21,760	21,760	21,760	
R6 401 - R12 800						10,995	10,995	10,995	10,995	10,995	10,995	10,995	10,995	
R12 801 - R25 600						4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	
R25 601 - R51 200						1,811	1,811	1,811	1,811	1,811	1,811	1,811	1,811	
R52 201 - R102 400						532	532	532	532	532	532	532	532	
R102 401 - R204 800						156	156	156	156	156	156	156	156	
R204 801 - R409 600						74	74	74	74	74	74	74	74	
R409 601 - R819 200						186	186	186	186	186	186	186	186	
> R819 200						55	55	55	55	55	55	55	55	
Poverty profiles (no. of households)	13													
< R2 060 per household per month	2													
Household demographics (000)														
Number of people in municipal area						710	710	710	710	710	710	710	710	
Number of poor people in municipal area						168	168	168	168	168	168	168	168	
Number of households in municipal area						152	152	152	152	152	152	152	152	
Number of poor households in municipal area						114	114	114	114	114	114	114	114	
Definition of poor household (R per month)						2,020	2,020	2,020	2,020	2,020	2,020	2,020	2,020	
Housing statistics	3													
Formal						102,651	102,651	102,651	102,651	102,651	102,651	102,651	102,651	
Informal						70,355	70,355	70,355	70,355	70,355	70,355	70,355	70,355	
Total number of households						173,006	173,006	173,006	173,006	173,006	173,006	173,006	173,006	
Dwellings provided by municipality	4													
Dwellings provided by province/s	5													
Dwellings provided by private sector														
Total new housing dwellings														
Economic	6													
Initiation/initiation outlook (CPIX)														
Interest rate - borrowing														
Interest rate - investment														
Remuneration increases														
Consumption growth (electricity)														
Consumption growth (water)														
Collection rates	7													
Property tax/service charges						%	%	%	%	%	%	%	%	
Rental of facilities & equipment						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Interest - external investments						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Interest - debtors						6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	
Revenue from agency services						%	%	%	%	%	%	%	%	
Detail on the provision of municipal services for B10														
Total municipal services														
						2017/18	2018/19	2019/20	Budget Year 2020/21		2020/21 Medium			

Ref.	Household se. (000)	Description	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21
		Water							
		Piped water inside dwelling							
8		Piped water inside yard (but not in dwelling)							
10		Using public tap (at least min.service level)							
		Other water supply (at least min.service level)							
		<i>Minimum Service Level and Above sub-total</i>							
9		Using public tap (< min.service level)							
10		Other water supply (< min.service level)							
		No water supply							
		<i>Below Minimum Service Level sub-total</i>							
		Total number of households							
		Sanitation/sewerage							
		Flush toilet (connected to sewerage)							
		Chemical toilet							
		Pit toilet (ventilated)							
		Other toilet provisions (> min.service level)							
		<i>Minimum Service Level and Above sub-total</i>							
		Bucket toilet							
		Other toilet provisions (< min.service level)							
		No toilet provisions							
		<i>Below Minimum Service Level sub-total</i>							
		Total number of households							
		Energy							
		Electricity (at least min.service level)							
		Electricity - prepaid (min.service level)							
		<i>Minimum Service Level and Above sub-total</i>							
		Electricity (< min.service level)							
		Electricity - prepaid (< min. service level)							
		Other energy sources							
		<i>Below Minimum Service Level sub-total</i>							
		Total number of households							
		Refuse							
		Removed at least once a week							
		<i>Minimum Service Level and Above sub-total</i>							
		Removed less frequently than once a week							
		Using communal refuse dump							
		Using own refuse dump							
		Other rubbish disposal							
		No rubbish disposal							
		<i>Below Minimum Service Level sub-total</i>							
		Total number of households							
		Municipal in-house services							
		Water							
		Piped water inside dwelling							
8		Piped water inside yard (but not in dwelling)							
10		Using public tap (at least min.service level)							
		Other water supply (at least min.service level)							
		<i>Minimum Service Level and Above sub-total</i>							
9		Using public tap (< min.service level)							
10		Other water supply (< min.service level)							
		No water supply							
		<i>Below Minimum Service Level sub-total</i>							
		Total number of households							
		Sanitation/sewerage							
		Flush toilet (connected to sewerage)							
		Chemical toilet							
		Pit toilet (ventilated)							
		Other toilet provisions (> min.service level)							
		<i>Minimum Service Level and Above sub-total</i>							

Names of service providers	Ref.	No rubbish disposal Below Minimum Service Level sub-total Total number of households	Budget Year 2020/21				Budget Year 2020/21 (Medium)
			2017/18 Outcome	2018/19 Outcome	2019/20 Outcome	Original Budget	
Services provided by external mechanisms'							
Water:							
Piped water inside dwelling	8						
Piped water inside yard (but not in dwelling)	10						
Using public tap (at least min. service level)							
Other water supply (at least min. service level)							
Minimum Service Level and Above sub-total							
Using public tap (< min. service level)	9						
Other water supply (< min. service level)	10						
No water supply							
Below Minimum Service Level sub-total							
Total number of households							
Sanitation/sewage:							
Flush toilet (connected to sewerage)							
Flush toilet (with septic tank)							
Chemical toilet							
Pit toilet (ventilated)							
Other toilet provisions (> min. service level)							
Minimum Service Level and Above sub-total							
Bucket toilet							
Other toilet provisions (< min. service level)							
No toilet provisions							
Below Minimum Service Level sub-total							
Total number of households							
Energy:							
Electricity (at least min. service level)							
Electricity - prepaid (min. service level)							
Minimum Service Level and Above sub-total							
Electricity (< min. service level)							
Electricity - prepaid (< min. service level)							
Other energy sources							
Below Minimum Service Level sub-total							
Total number of households							
Refuse:							
Removed at least once a week							
Minimum Service Level and Above sub-total							
Removed less frequently than once a week							
Using communal refuse dump							
Using own refuse dump							
Other rubbish disposal							
No rubbish disposal							
Below Minimum Service Level sub-total							
Total number of households							
Detail of Free Basic Services (FBS) provided							
Electricity							
List type of FBS service							
Location of households for each type of FBS							
Formal settlements - (50 mmh per indigent household per month R '000)							
Number of HH receiving this type of FBS							
Informal settlements (R '000)							
Number of HH receiving this type of FBS							
Informal settlements targeted for upgrading (R '000)							
Number of HH receiving this type of FBS							
Living in informal backyard rental agreement (R '000)							
Number of HH receiving this type of FBS							
Other (R '000)							
Number of HH receiving this type of FBS							

Budget Year 2020/21

Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Rat. or Proj. Govt	Other Adjusts.

<p>Water</p> <p>List type of FBS service</p>	<p>Ref.</p> <p>Total cost of FBS - Electricity for informal settlements</p> <p>Location of households for each type of FBS</p> <p>Formal settlements - (6 kilolitre per indigent household per month R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements targeted for upgrading (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Living in informal backyard rental agreement (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Other (R '000)</p> <p>Total cost of FBS - Water for informal settlements</p>	<p>46,889</p>
<p>Sanitation</p> <p>List type of FBS service</p>	<p>Ref.</p> <p>Location of households for each type of FBS</p> <p>Formal settlements - (free sanitation service to indigent households R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements targeted for upgrading (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Living in informal backyard rental agreement (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Other (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Total cost of FBS - Sanitation for informal settlements</p>	
<p>Refuse Removal</p> <p>List type of FBS service</p>	<p>Ref.</p> <p>Location of households for each type of FBS</p> <p>Formal settlements - (removed once a week to indigent households R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Informal settlements targeted for upgrading (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Living in informal backyard rental agreement (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Other (R '000)</p> <p>Number of HH receiving this type of FBS</p> <p>Total cost of FBS - Refuse Removal for informal settlements</p>	

References

1. Monthly household income threshold. Should include all sources of income.
2. Show the poverty analysis the municipality uses to determine its indigents policy and the provision of services
3. Include total of all housing units within the municipality
4. Number of subsidised dwellings to be constructed by the municipality under agency agreement with province
5. Provide estimate based on building approval information. Include any non-subsidised dwellings constructed by the municipality
6. Insert actual or estimated % increases assumed as a basis for budget calculations

Choose name from list - Supporting Table SB6 Adjustments Budget - funding measurement -

Description	Ref	MFMA section	2017/18	2018/19	2019/20	Medium Term Revenue and Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousands										
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b				368,987	--	453,956	469,667	610,519
Cash + investments at the yr end less applications - R'000	2	18(1)b				495,144	--	--	--	--
Cash year end/monthly employee/supplier payments	3	18(1)b				--	--	--	--	--
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)				91,361	--	242,602	96,607	96,479
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)				0.0%	0.0%	0.0%	13.6%	-1.0%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0.0%	0.0%	0.0%	96.3%	0.0%	95.4%	102.0%	102.0%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)				6.2%	0.0%	5.3%	6.2%	6.2%
Capital payments % of capital expenditure	8	18(1)c;19				0.0%	0.0%	0.0%	0.0%	0.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c				0.0%	0.0%	0.0%	0.0%	0.0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0.0%	0.0%	0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	11	18(1)a							-91.4%	-83.4%
Long term receivables % change - incr(decr)	12	18(1)a							700.6%	5.0%
R&M % of Property Plant & Equipment	13	20(1)(vi)				1.8%	0.0%	2.1%	2.0%	2.0%
Asset renewal % of capital budget	14	20(1)(vi)				4.5%	0.0%	4.9%	4.5%	5.1%

References

1. Positive cash balances indicative of minimum compliance - subject to 2
2. Deduct applications (defined) from cash balances
3. Indicative of sufficient liquidity to meet average monthly operating payments
4. Indicative of funded operational requirements
5. Indicative of adherence to macro-economic targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
6. Realistic average cash collection forecasts as % of annual billed revenue
7. Realistic average increase in doubtful debt provision
8. Indicative of planned capital expenditure level & cash payment timing
9. Indicative of compliance with borrowing 'only' for the capital budget - should not exceed 100% unless refinancing
10. Substantiation of National/Province allocations included in budget
11. Indicative of realistic current arrear debtor collection targets (prior to 2003/04 revenue not available for high cap municipalities and later for other capacity classifications)
12. Indicative of realistic long term arrear debtor collection targets (prior to 2003/04 revenue not available for high cap municipalities and later for other capacity classifications)
13. Indicative of a credible allowance for repairs & maintenance of assets
14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan)

Choose name from list - Supporting Table SB7 Adjustments Budget - transfers and grant receipts -

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F		
R thousands										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		496,637	-	-	-	42,217	42,217	538,854	521,469	547,542
Local Government Equitable Share		480,369	-			(8,856)	(8,856)	471,513	504,387	529,607
Expanded Public Works Programme Integrated Grant	3	4,468	-			-	-	4,468	4,681	4,926
Local Government Financial Management Grant		1,800	-			-	-	1,800	1,690	1,985
Municipal Disaster Relief Grant		-	-			-	-	-	-	-
Water Services Infrastructure Grant		-	-			-	-	-	-	-
Rural Road Asset Management Systems Grant		-	-			-	-	-	-	-
Municipal Disaster Recovery Grant		-	-			-	-	-	-	-
Municipal Infrastructure Grant		10,000	-			51,073	51,073	61,073	10,500	11,025
Other transfers and grants [insert description]		-	-			-	-	-	-	-
Provincial Government:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-			-	-	-	-	-
	4	-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Other transfers and grants [insert description]	5	-	-			-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Education, Training and Development Practices SETA		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Total Operating Transfers and Grants	6	496,637	-	-	-	42,217	42,217	538,854	521,469	547,542
Capital Transfers and Grants										
National Government:		279,336	-	-	-	(51,073)	(51,073)	228,263	293,303	307,968
Municipal Infrastructure Grant		229,336	-			(51,073)	(51,073)	178,263	240,803	252,843
Water Services Infrastructure Grant		50,000	-			-	-	50,000	52,500	55,125
Municipal Disaster Relief Grant		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Other capital transfers [insert description]		-	-			-	-	-	-	-
Provincial Government:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Airports Company		-	-			-	-	-	-	-
		-	-			-	-	-	-	-
Total Capital Transfers and Grants	6	279,336	-	-	-	(51,073)	(51,073)	228,263	293,303	307,968
TOTAL RECEIPTS OF TRANSFERS & GRANTS		775,973	-	-	-	(8,856)	(8,856)	767,117	814,772	855,510

References

- Each grant is listed by name as gazetted together with the name of the transferring department or municipality, donor or other organisation
- Amounts actually RECEIVED ; not revenue earned (the objective is to confirm grants allocated)
- Replacement of RSC levies
- Housing subsidies for housing where ownership transferred to organisations or persons outside the control of the municipality
- Motor vehicle licensing refunds to be included under 'agency' services (Not shown here as Receipts)
- Total Grant Receipts original budget must reconcile to budget supporting table A18
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Increases of funds approved under section 31 MFMA
- Adjustments to funding allocations from National or Provincial Government
- Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); error correction (section 28(2)(f)); functional shifts and any adjustments made under delegation by the AO since the budget was approved
- E = B + C + D
- Adjusted Budget F = (A or A1/2 etc) + E

Choose name from list - Supporting Table S88 Adjustments Budget - expenditure on transfers and grant programme -

Description	Ref	Budget Year 2020/21							Budget Year	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2021/22	+2 2022/23
R thousands										
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		(69,162)	-	-	-	4,317	4,317	(64,845)	(75,719)	(88,969)
Local Government Equitable Share		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant		(8,076)	-	-	-	5,217	5,217	(2,860)	(8,204)	(8,652)
Local Government Financial Management Grant		(2,113)	-	-	-	-	-	(2,113)	(2,549)	(2,329)
Municipal Disaster Relief Grant		-	-	-	-	(2,900)	(2,900)	(2,900)	(3,045)	(3,197)
Water Services Infrastructure Grant		(500)	-	-	-	-	-	(500)	(525)	(551)
Rural Road Asset Management Systems Grant		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant		(58,473)	-	-	-	2,000	2,000	(56,473)	(61,397)	(74,240)
Other transfers and grants [insert description]		-	-	-	-	-	-	-	-	-
Provincial Government:		(2,685)	-	-	-	-	-	(2,685)	(2,819)	(2,960)
Specify (Add grant description)		(2,685)	-	-	-	-	-	(2,685)	(2,819)	(2,960)
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other transfers and grants [insert description]		-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Education, Training and Development Practices SETA		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		(71,847)	-	-	-	4,317	4,317	(67,530)	(78,539)	(91,929)
Capital expenditure of Transfers and Grants										
National Government:		(206,748)	-	-	-	(5,400)	(5,400)	(212,148)	(216,726)	(196,093)
Municipal Infrastructure Grant		(157,248)	-	-	-	2,600	2,600	(154,648)	(164,751)	(176,882)
Water Services Infrastructure Grant		(49,500)	-	-	-	-	-	(49,500)	(51,975)	(19,211)
Municipal Disaster Relief Grant		-	-	-	-	(8,000)	(8,000)	(8,000)	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other capital transfers [insert description]		-	-	-	-	-	-	-	-	-
Provincial Government:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Airports Company		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		(206,748)	-	-	-	(5,400)	(5,400)	(212,148)	(216,726)	(196,093)
Total capital expenditure of Transfers and Grants		(278,595)	-	-	-	(1,083)	(1,083)	(279,678)	(295,265)	(288,022)

References

1. Transfers/Grant expenditure must be separately listed for each allocation received
2. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
3. Increases of funds approved under section 31 MFMA
4. Adjustments to funding allocations from National or Provincial Government
5. Adjusts. = "Other" Adjustments proposed to be approved; error correction (section 28(2)(f)); functional shifts and any adjustments made under delegation by the AO since the budget was approved or since a previously "approved" Adjustments Budget in the
6. E = B + C + D
7. Adjusted Budget F = (A or A1/2 etc) + E

Choose name from list - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds -

Description	Ref	Budget Year 2020/21							Budget Year +1	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	2 A1	3 B	4 C	5 D	6 E	7 F	2021/22	+2 2022/23
R thousands										
Operating transfers and grants:										
National Government:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		496,637	-			42,217	42,217	538,854	521,469	547,542
Conditions met - transferred to revenue		476,400	-	-	-	14,795	14,795	491,195	500,220	525,231
Conditions still to be met - transferred to liabilities		20,237	-			27,422	27,422	47,659	21,249	22,311
Provincial Government:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
District Municipality:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
Total operating transfers and grants revenue		476,400	-	-	-	14,795	14,795	491,195	500,220	525,231
Total operating transfers and grants - CTBM	2	20,237	-	-	-	27,422	27,422	47,659	21,249	22,311
Capital transfers and grants:										
National Government:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		279,336	-			(51,073)	(51,073)	228,263	293,303	307,968
Conditions met - transferred to revenue		279,336	-	-	-	(51,073)	(51,073)	228,263	293,303	307,968
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
Provincial Government:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
District Municipality:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		-	-			-	-	-	-	-
Current year receipts		-	-			-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-			-	-	-	-	-
Total capital transfers and grants revenue		279,336	-	-	-	(51,073)	(51,073)	228,263	293,303	307,968
Total capital transfers and grants - CTBM		-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		755,736	-	-	-	(36,278)	(36,278)	719,458	793,523	833,199
TOTAL TRANSFERS AND GRANTS - CTBM		20,237	-	-	-	27,422	27,422	47,659	21,249	22,311

References

- Total capital grants revenue budget must reconcile to budget tables A4 and A5; total operating grants revenue must reconcile to budget table A4
- CTBM = conditions to be met
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Increases of funds approved under section 31 MFMA
- Adjustments to funding allocations from National or Provincial Government
- Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (sect
- E = B + C + D
- Adjusted Budget F = (A or A1/2 etc) + E

Housing Allowances		-	-								
Other benefits and allowances		-	-								
Payments in lieu of leave		-	-								
Long service awards		-	-								
Post-retirement benefit obligations	5	-	-								
Sub Total - Senior Managers of Entities		-	-	-	-	-	-	-	-	-	-
% increase											
Other Staff of Entities											
Basic Salaries and Wages		-	-								
Pension and UIF Contributions		-	-								
Medical Aid Contributions		-	-								
Overtime		-	-								
Performance Bonus		-	-								
Motor Vehicle Allowance		-	-								
Cellphone Allowance		-	-								
Housing Allowances		-	-								
Other benefits and allowances		-	-								
Payments in lieu of leave		-	-								
Long service awards		-	-								
Post-retirement benefit obligations	5	-	-								
Sub Total - Other Staff of Entities		-	-	-	-	-	-	-	-	-	-
% increase											
Total Municipal Entities		-	-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		392,123	-	-	-	-	-	(4,483)	(4,483)	387,640	-1.1%
% increase											
TOTAL MANAGERS AND STAFF		376,709	-	-	-	-	-	(4,560)	(4,560)	372,149	-1.2%

References

1. Include 'Loans and advances' where applicable if any reportable amounts only until phased compliance with s164 of MFMA achieved
2. If benefits in kind are provided (e.g. provision of living quarters) the full market value must be shown as the cost to the municipality
3. s57 of the Systems Act
4. Must agree to the sub-total appearing on Table C1 (Employee costs)
5. Includes pension payments and employer contributions to medical aid

Column Definitions:

- A. The original budget approved by council for the current year
5. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
6. Additional cash-backed accumulated funds/unspent funds (section 18(1)(b) and section 28(2)(e) MFMA) identified after Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be have for
7. Increases of funds approved under section 31 MFMA
8. Adjustments approved in accordance with section 29 MFMA
9. Adjustments caused by changes in funding allocations from National or Provincial Government
10. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (sec
11. $G = B + C + D + E + F$
12. Adjusted Budget $H = (A \text{ or } A1/2 \text{ etc}) + G$

Choose name from list - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) -

Description - Standard classification	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	
Revenue - Functional																	
Governance and administration																	
Executive and council		20,290	20,290	20,290	20,290	20,290	20,290	20,290	20,290	20,290	20,290	20,290	20,290	243,475	167,722	176,109	
Finance and administration		372	372	372	372	372	372	372	372	372	372	372	372	4,468	4,691	4,526	
Internal audit		19,917	19,917	19,917	19,917	19,917	19,917	19,917	19,917	19,917	19,917	19,917	19,917	239,007	163,031	171,183	
Community and public safety																	
Community and social services		756	756	756	756	756	756	756	756	756	756	756	756	9,068	9,521	9,987	
Spot and recreation		756	756	756	756	756	756	756	756	756	756	756	756	9,068	9,521	9,987	
Public safety		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Economic and environmental services																	
Planning and development		6,111	6,111	6,111	6,111	6,111	6,111	6,111	6,111	6,111	6,111	6,111	6,111	73,330	75,764	79,553	
Road transport		4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	52,521	54,020	56,721	
Environmental protection		1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	1,734	20,809	21,744	22,831	
Trading services		92,496	92,496	92,496	92,496	92,496	92,496	92,496	92,496	92,496	92,496	92,496	92,496	1,109,849	1,257,247	1,319,849	
Energy sources		83,428	83,428	83,428	83,428	83,428	83,428	83,428	83,428	83,428	83,428	83,428	83,428	1,001,133	1,142,897	1,199,360	
Water management		9,068	9,068	9,068	9,068	9,068	9,068	9,068	9,068	9,068	9,068	9,068	9,068	168,616	114,256	119,969	
Waste water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Waste management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other																	
Total Revenue - Functional		119,652	119,652	119,652	119,652	119,652	119,652	119,652	119,652	119,652	119,652	119,652	119,652	1,435,821	1,510,255	1,565,507	
Expenditure - Functional																	
Governance and administration																	
Executive and council		31,440	31,440	31,440	31,440	31,440	31,440	31,440	31,440	31,440	31,440	31,440	31,440	377,581	413,144	429,010	
Finance and administration		5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	69,435	70,091	82,235	
Internal audit		25,657	25,657	25,657	25,657	25,657	25,657	25,657	25,657	25,657	25,657	25,657	25,657	307,885	334,268	346,268	
Community and public safety																	
Community and social services		546	546	546	546	546	546	546	546	546	546	546	546	6,553	6,719	6,894	
Spot and recreation		404	404	404	404	404	404	404	404	404	404	404	404	4,853	4,927	5,185	
Public safety		104	104	104	104	104	104	104	104	104	104	104	104	1,250	1,313	1,378	
Housing		38	38	38	38	38	38	38	38	38	38	38	38	450	480	331	
Health		5,832	5,832	5,832	5,832	5,832	5,832	5,832	5,832	5,832	5,832	5,832	5,832	69,985	74,268	77,981	
Economic and environmental services																	
Planning and development		4,378	4,378	4,378	4,378	4,378	4,378	4,378	4,378	4,378	4,378	4,378	4,378	52,541	55,952	59,750	
Road transport		1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,454	17,443	18,316	19,231	
Environmental protection		61,575	61,575	61,575	61,575	61,575	61,575	61,575	61,575	61,575	61,575	61,575	61,575	738,900	864,989	917,667	
Trading services		43,613	43,613	43,613	43,613	43,613	43,613	43,613	43,613	43,613	43,613	43,613	43,613	523,355	640,721	680,036	
Energy sources		17,962	17,962	17,962	17,962	17,962	17,962	17,962	17,962	17,962	17,962	17,962	17,962	215,545	224,268	237,631	
Water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Waste water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Waste management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other																	
Total Expenditure - Functional		99,393	99,393	99,393	99,393	99,393	99,393	99,393	99,393	99,393	99,393	99,393	99,393	1,193,019	1,358,120	1,431,653	
Surplus / (Deficit) 1.		20,259	20,259	20,259	20,259	20,259	20,259	20,259	20,259	20,259	20,259	20,259	20,259	242,802	151,135	133,855	

1. Surplus / (Deficit) must reconcile with budget table A3 and monthly budget statement table C3

Choose name from list - Supporting Table SB15 Adjustments Budget - monthly cash flow

R thousands	Ref	Monthly cash flows	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework			
			July	August	Sept.	October	November	December	January	February	March	April	May	June	Full year budget	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
			Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Cash Receipts By Source																		
	1	Property rates	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Service charges - electricity revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Service charges - water revenue	44,424	44,424	44,424	44,424	44,424	44,424	44,424	44,424	44,424	44,424	44,424	44,424	533,084	599,216	629,177	
		Service charges - sanitation revenue	8,239	8,239	8,239	8,239	8,239	8,239	8,239	8,239	8,239	8,239	8,239	8,239	98,867	103,810	109,001	
		Service charges - refuse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Rental of facilities and equipment	51	51	51	51	51	51	51	51	51	51	51	617	648	680		
		Interest earned - external investments	167	167	167	167	167	167	167	167	167	167	167	167	2,000	2,100	2,205	
		Interest earned - outstanding debtors	45	45	45	45	45	45	45	45	45	45	45	45	535	562	590	
		Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Fines, penalties and forfeits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Licences and permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Agency services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Transfers and Subsidies - Operational	47,917	47,917	47,917	47,917	47,917	47,917	47,917	47,917	47,917	47,917	47,917	47,917	575,008	464,042	499,913	
		Other revenue	100,843	100,843	100,843	100,843	100,843	100,843	100,843	100,843	100,843	100,843	100,843	100,843	1,210,111	1,170,378	1,241,586	
		Cash Receipts by Source																
		Other Cash Flows by Source																
		District	24,111	24,111	24,111	24,111	24,111	24,111	24,111	24,111	24,111	24,111	24,111	24,111	289,336	313,651	327,717	
		Departmental Agencies, Households, Non-profit Institutions, Private Enterprises,	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Increase (decrease) in consumer deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Total Cash Receipts by Source	124,954	124,954	124,954	124,954	124,954	124,954	124,954	124,954	124,954	124,954	124,954	124,954	1,579,725	1,404,636	1,570,213	
		Cash Payments by Type																
		Employee related costs	30,798	30,798	30,798	30,798	30,798	30,798	30,798	30,798	30,798	30,798	30,798	30,798	369,571	381,663	404,151	
		Remuneration of councillors	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	15,481	16,088	16,692	
		Finance charges	210	210	210	210	210	210	210	210	210	210	210	210	2,522	2,648	2,760	
		Bulk purchases - Electricity	12,149	12,149	12,149	12,149	12,149	12,149	12,149	12,149	12,149	12,149	12,149	12,149	145,787	153,076	160,730	
		Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Other materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Contracted services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Transfers and grants - other municipalities	1,585	1,585	1,585	1,585	1,585	1,585	1,585	1,585	1,585	1,585	1,585	1,585	19,023	19,975	20,973	
		Transfers and grants - other	32,431	32,431	32,431	32,431	32,431	32,431	32,431	32,431	32,431	32,431	32,431	32,431	399,175	506,893	541,822	
		Other expenditure	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	941,569	1,090,372	1,147,348	
		Cash Payments by Type	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	78,464	1,090,372	1,090,372	1,147,348	
		Other Cash Flows/Payments by Type																
		Capital assets	21,080	21,080	21,080	21,080	21,080	21,080	21,080	21,080	21,080	21,080	21,080	21,080	252,963	252,963	252,963	
		Repayment of borrowing	665	665	665	665	665	665	665	665	665	665	665	665	7,986	8,386	8,804	
		Other Cash Flows/Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		Total Cash Payments by Type	100,210	100,210	100,210	100,210	100,210	100,210	100,210	100,210	100,210	100,210	100,210	100,210	1,209,518	1,098,757	1,166,153	
		NET INCREASE/(DECREASE) IN CASH HELD	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	377,206	305,879	414,060	
		Cash/cash equivalents at the month/year beginning:	76,750	101,494	126,238	150,982	175,726	200,470	225,214	249,958	274,702	299,446	324,190	348,934	76,750	453,956	759,835	
		Cash/cash equivalents at the month/year end:	101,494	126,238	150,982	175,726	200,470	225,214	249,958	274,702	299,446	324,190	348,934	373,678	453,956	759,835	1,173,895	

Choose name from list - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) -

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Frameworks			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Budget	Adjusted Budget	Adjusted Budget	
Capital Expenditure - Functional		2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	30,240	31,752	
Government and administration																	
Executive and council		2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	30,240	31,752	
Finance and administration																	
Internal audit																	
Community and public safety																	
Community and social services																	
Sport and recreation																	
Public safety																	
Housing																	
Health																	
Economic and environmental services																	
Planning and development																	
Road transport																	
Environmental protection																	
Trading services		19,564	19,564	19,564	19,564	19,564	17,589	19,564	19,564	19,564	19,564	19,564	14,538	227,763	259,928	241,456	
Energy sources																	
Water management		15,076	15,076	15,076	15,076	15,076	15,076	15,076	15,076	15,076	15,076	15,076	15,076	180,914	203,537	182,087	
Waste water management		4,487	4,487	4,487	4,487	4,487	2,513	4,487	4,487	4,487	4,487	4,487	(538)	46,849	56,391	59,368	
Waste management																	
Other																	
Total Capital Expenditure - Functional		21,647	21,647	21,647	21,647	21,647	19,672	21,647	21,647	21,647	21,647	21,647	16,622	252,763	290,168	273,208	

References

- Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
- Total Capital Expenditure must reconcile to the 'Financial Position' budget and monthly budget statement

Choose name from list - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class -

Description	Ref	Budget Year 2020/21										Budget Year +1 2021/22		Budget Year +2 2022/23	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget		
R thousands	A	7	8	9	10	11	12	13	14						
Capital expenditure on new assets by Asset Class/Sub-class		A1	B	C	D	E	F	G	H						
Infrastructure	138,218	-	-	-	-	-	(6,730)	(6,730)	131,488			155,901			
Roads Infrastructure	-	-	-	-	-	-	-	-	-			-			
Roads	-	-	-	-	-	-	-	-	-			-			
Road Structures	-	-	-	-	-	-	-	-	-			-			
Road Furniture	-	-	-	-	-	-	-	-	-			-			
Capital Spares	-	-	-	-	-	-	-	-	-			-			
Storm water Infrastructure	-	-	-	-	-	-	-	-	-			-			
Drainage Collection	-	-	-	-	-	-	-	-	-			-			
Storm water-Conveyance	-	-	-	-	-	-	-	-	-			-			
Attenuation	-	-	-	-	-	-	-	-	-			-			
Electrical Infrastructure	-	-	-	-	-	-	-	-	-			-			
Power Plants	-	-	-	-	-	-	-	-	-			-			
HV Substations	-	-	-	-	-	-	-	-	-			-			
HV Switching Station	-	-	-	-	-	-	-	-	-			-			
HV Transmission Conductors	-	-	-	-	-	-	-	-	-			-			
MV Substations	-	-	-	-	-	-	-	-	-			-			
MV Switching Stations	-	-	-	-	-	-	-	-	-			-			
MV Networks	-	-	-	-	-	-	-	-	-			-			
LV Networks	-	-	-	-	-	-	-	-	-			-			
Capital Spares	-	-	-	-	-	-	-	-	-			-			
Water Supply Infrastructure	89,599	-	-	-	-	-	(5,130)	(5,130)	84,439			102,266			
Dams and Weirs	-	-	-	-	-	-	-	-	-			-			
Boreholes	7,000	-	-	-	-	-	-	-	7,000			7,718			
Reservoirs	1,000	-	-	-	-	-	-	-	1,000			1,103			
Pump Stations	2,615	-	-	-	-	-	-	-	2,615			2,893			
Water Treatment Works	9,020	-	-	-	-	-	(2,530)	(2,530)	6,490			13,480			
Bulk Mains	26,000	-	-	-	-	-	2,000	2,000	28,000			28,665			
Distribution	43,934	-	-	-	-	-	(4,600)	(4,600)	39,334			48,437			
Distribution Points	-	-	-	-	-	-	-	-	-			-			
PRV Stations	-	-	-	-	-	-	-	-	-			-			
Capital Spares	-	-	-	-	-	-	-	-	-			-			
Sanitation Infrastructure	46,849	-	-	-	-	-	-	-	46,849			51,651			
Pump Station	1,649	-	-	-	-	-	-	-	1,649			1,818			
Reclamation	-	-	-	-	-	-	-	-	-			-			
Waste Water Treatment Works	45,200	-	-	-	-	-	-	-	45,200			49,833			
Outfall Sewers	-	-	-	-	-	-	-	-	-			-			
Toilet Facilities	-	-	-	-	-	-	-	-	-			-			
Capital Spares	-	-	-	-	-	-	-	-	-			-			
Solid Waste Infrastructure	-	-	-	-	-	-	-	-	-			-			
Landfill Sites	-	-	-	-	-	-	-	-	-			-			
Waste Transfer Stations	-	-	-	-	-	-	-	-	-			-			
Waste Processing Facilities	-	-	-	-	-	-	-	-	-			-			
Waste Drop-off Points	-	-	-	-	-	-	-	-	-			-			
Waste Separation Facilities	-	-	-	-	-	-	-	-	-			-			
Electricity Generation Facilities	-	-	-	-	-	-	-	-	-			-			
Capital Spares	-	-	-	-	-	-	-	-	-			-			
Rail Infrastructure	-	-	-	-	-	-	-	-	-			-			
Rail Lines	-	-	-	-	-	-	-	-	-			-			
Rail Structures	-	-	-	-	-	-	-	-	-			-			
Rail Furniture	-	-	-	-	-	-	-	-	-			-			

Choose name from list - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget -

Function	Project Description	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Medium Term Revenue and Expenditure Framework													
							Budget Year 2020/21		Budget Year +1 2021/22		Budget Year +2 2022/23									
							Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget								
R thousands																				
Present municipality:																				
List of capital projects grouped by Function																				
Corporate Services	Motor Vehicles	Other Assets	General vehicles		30.6217975	30.6217975	5,000	13,000	13,659	14,333	15,049	15,892								
	Buildings and Structures	Other Assets	Municipal Office		30.6217975	30.6217975	22,600	10,010	10,500	11,025	11,576	12,155								
	Computer Station	Other Assets	Computers - software/equipment		30.6217975	30.6217975	2,800	2,000	2,100	2,205	2,316	2,431								
	Fire Equipment	Other Assets	Fire Equipment		30.6217975	30.6217975	1,150													
Water Services	Upgrades to the acids and telemetry infrastruct	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	42,075	42,075	44,179	46,388	48,707	51,142								
	Non-revenue water reduction	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	7,425	7,425	7,795	8,185	8,595	9,025								
	Makhasa and Surrounds Water Supply Schem	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	15,574	15,574	16,353	17,170	18,029	18,930								
	Southern Mains	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	45,943	46,343	48,240	50,652	53,185	55,844								
	Makela Farm Supply Scheme	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	11,793	11,793	12,302	13,001	13,651	14,334								
	Kwambisa Bulk Water Extension	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	4,480	4,480	4,714	4,950	5,197	5,457								
	Kwambisa Bulk Water Supply; Reliculation	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	25,000	25,000	27,300	29,655	32,098	34,603								
	Umzimkhulu Permanent Re-inforced Concr	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	2,000	2,000	2,100	2,205	2,316	2,431								
	Mixed Income Housing; Bulk Water Infrastructure	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	2,000	2,000	2,100	2,205	2,315	2,431								
	Construction of Mahlabet Production Baseho	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	5,000	5,000	5,250	5,513	5,788	6,078								
	Replacement of existing main pipeline; Vera	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	13,000	13,000	13,650	14,333	15,049	15,802								
	Reliculation and Deline of Pipelines	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	2,000	2,000	2,100	2,205	2,315	2,431								
	Construction of Spring Protection Systems	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	2,915	2,915	3,050	3,195	3,345	3,500								
	Upgrade of Esperanza Pumpstation and Sice	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	6,000	6,000	6,300	6,600	6,915	7,245								
	M&E Replacement of aged Infrastructure	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	1,150													
	Shobhoyi WTW clarifier No.1 Bridge refurbish	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	686													
	Umthawana WTW Clarifier No.1 surface screed	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	686													
	Umthawana WTW Clarifier No.1 bidge refurbish	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	686													
	Uzitchulu Bulk Water Augmentation Sch	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	686													
	Kwambisa Water Scheme-Phase 3	Infrastructure - Water	Water Treatment Works		30.6217975	30.6217975	686													
Waste Water Management	Molengeni Low Cost Housing Project	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975	40,200	40,200	42,210	44,321	46,540	48,863								
	Pennington Wabombas Sanitation Project	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975	1,649	1,649	1,731	1,818	1,909	2,004								
	Margate Sewer Pipeline Replacement	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	Masimongalo Vongo Sanitation Project	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	Mkhombas Sanitation	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	Geenheids/Mazabula Sanitation	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	M&E Replacement of aged Infrastructure	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	Sobongeni WTW PS1 1 Bridge	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
	Harding Sanitation Scheme; Phase 3	Infrastructure - Sanitation	Reliculation		30.6217975	30.6217975														
Entity Name																				
Entity Name	List all capital projects grouped by Municipal Entity																			
Entity Name																				

Refer to the list of capital projects where approved budgets have been adjusted.
 Refer to the list of capital projects where approved budgets have been adjusted.
 Asset class as per table B8 and asset sub-classes as per table SB18.
 GPS coordinates correct to seconds. Provide a logical starting point on networked infrastructure.
 Distinguish projects approved in terms of MFMA section 19(1)(c) and MRRR Regulation 13.
 Project Number consists of MSCOA Project Longitude and seq No (sample PCO0102206002_00002)

Special Adjustments Capital Budget 2020/2021

SDBIP	OTHER DEPARTMENTS	2020/2021	Opex	Capital Exp	NEW/ OLD	Special Adjustment-OPEX	Special Adjustment- CAPITAL
CS011a	Double cabs	5,000,000.00		5,000,000.00			5,000,000.00
CS011a	% Implementation of Fleet Replacement Plan (Water tankers)						8,000,000.00
CS023a	Oslo Beach phase 3	20,000,000.00		20,000,000.00			10,000,000.00
CS025A	ICT infrastructure9 Servers2 UPSTape Library for DR	1,800,000.00		1,800,000.00			1,800,000.00
CS023a	Standby furniture, microwaves, fridges, beds	2,000,000.00		2,000,000.00			
CS023a	Building Refurbishments & fencing of various sites (OHS)						
CS023E	Fire equipment for Ugu Vehicles	1,000,000.00		1,000,000.00			0
CS074A	Fire equipment and Maintenance	150,000.00		150,000.00			0
CS023A	Biometric time and attendance system	1,000,000.00		1,000,000.00			0
NEW	Number of ICT Facilities and Infrastructure Resource projects commissioned (New Laptops)						200,000.00
	TOTAL OTHER DEPTS - INTERNAL FUNDS	30,950,000.00		30,950,000.00			25,000,000.00
	WATER						
WS/PMU13	Murchison Pump Station (Opex)				Old		
WS/PMU13	Murchison Pump Station (Capex)				Old		
WS/PMU13	Water Pipeline Replacement (Opex)				Old		
WS/PMU13	Water Pipeline Replacement (Capex)	45,942,938.00		1,216,544.11	Old		1,216,544.11
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 1 (MABHELENI A)			11,967,506.83	New		11,967,506.83
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 2 (NGCAZOLO A)			5,625,716.63	New		5,625,716.63
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 3 (NGCAZOLO B)			4,186,208.44	New		4,186,208.44
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 4 (NKULU & MABHELENI)			6,769,414.63	New		6,769,414.63
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 5 (CATHULA & GUBHUZA)			4,951,969.00	New		4,951,969.00
WS/PMU13	DC21_WS/PMU13_MABHELENI PHASE 6 (MABHELENI B)			11,225,578.38	New		11,225,578.38
WS/PMU15	Vulamehlo Cross-Border Water Scheme (Opex)				Old		
WS/PMU15	Vulamehlo Cross-Border Water Scheme (Capex)	5,166,917.00		5,166,917.00	Old		5,166,917.00
WS/PMU11	Misikaba and Surrounds Water Supply Scheme (Opex)	1,000,000.00		1,000,000.00	Old		1,000,000.00
WS/PMU11	Misikaba and Surrounds Water Supply Scheme (Capex)	15,573,930.00		15,573,930.00	Old		15,573,930.00
WS/PMU4	KwaXolo Bulk water Supply (Opex)	1,000,000.00		1,000,000.00	Old		1,000,000.00
WS/PMU4	KwaXolo Bulk water Supply (Capex)	26,000,000.00		26,000,000.00	Old		26,000,000.00
WS/PMU7	Harding Weza Regional Bulk Water Supply(Dam) (Opex)	445,942.00		445,942.00	Old		445,942.00
WS/PMU7	Harding Weza Regional Bulk Water Supply(Dam) (Capex)				Old		
WS/PMU17	KwaLembe	4,489,600.00		4,489,600.00	Old		4,489,600.00
WS/PMU14	Mistake Farm	11,792,553.00		11,792,553.00	Old		11,792,553.00
WS/PMU41	Urmzimkhulu Permanent Re-inforced Concrete Berm	2,000,000.00		2,000,000.00	New		2,000,000.00
WS/PMU43	Mixed Income Housing: Bulk Water Infrastructure	2,000,000.00		2,000,000.00	New		2,000,000.00
WS/PMU/COVID-19	Construction of Mabheleli Production Borehole System-Steel Tank Reservoir & Reticulation	5,000,000.00		5,000,000.00	New		5,000,000.00
WS/PMU/COVID-19	Replacement of existing main pipeline Weza WTW to Kwezi Reservoir	13,000,000.00		13,000,000.00	New		13,000,000.00
WS/PMU/COVID-19	Refurbishment and Drilling of Boreholes	2,000,000.00		2,000,000.00	New		2,000,000.00
WS/PMU/COVID-19	Construction of Spring Protection Systems	1,000,000.00		1,000,000.00	New		1,000,000.00
WS/PMU/COVID-19	Upgrade of Esperanza Pumpstation and Steel Pipework	2,615,000.00		2,615,000.00	New		2,615,000.00
	Top Slice	11,966,800.00		11,966,800.00	New	0	
	TOTAL WATER (MIG)	150,993,680.00	19,579,659.00	131,414,021.00		7,612,859.00	131,414,021.00
ws/wat/cap/5	Scada and telemetry upgrade (Opex)				Old		
ws/wat/cap/5	Scada and telemetry upgrade (Capex)	42,075,000.00		42,075,000.00	Old		42,075,000.00
ws/wat/cap/7	Non-revenue water reduction (Opex)	500,000.00		500,000.00	Old		500,000.00

ws/wat/cap/7	Non-revenue water reduction (Capex)	7,425,000.00	7,425,000.00	7,425,000.00	7,425,000.00	Old	500,000.00	7,425,000.00	7,425,000.00
TOTAL WSIG		50,000,000.00	9,000.00	49,500,000.00	49,500,000.00			49,500,000.00	49,500,000.00
WS/WAT/CAP/2	M&E Replacement of aged infrastructure	6,000,000.00		6,000,000.00		Old			0
WS/WAT/CAP/40	Bhobhoyi WTW clarifier No.1 Bridge refurbishment	1,150,000.00		1,150,000.00		Old			0
WS/WAT/CAP/41	Umthayuna WTW Clarifier No.1 surface screeding	690,000.00		690,000.00		Old			0
WS/WAT/CAP/42	Umthayuna WTW Clarifier No.1 bridge refurbishment	690,000.00		690,000.00		Old			0
	TOTAL WATER - INTERNAL FUNDS	8,530,000.00		8,530,000.00					
	TOTAL WATER BUDGET	209,523,680.00	20,079,659.00	189,444,021.00	189,444,021.00				180,914,021.00
	SANITATION								
WS/PMU12	Umzinto Slum Clearance: Farm Isonti Low cost Housing Water and Sanitation Scheme (Opex)					Old			
WS/PMU12	Umzinto Slum Clearance: Farm Isonti Low cost Housing Water and Sanitation Scheme(Capex)	16,993,350.00	16,993,350.00		16,993,350.00	Old		16,993,350.00	
WS/PMU22	Pennington (Opex)	500,000.00	500,000.00		500,000.00	Old		500,000.00	
WS/PMU22	Pennington (Capex)	1,648,970.00		1,648,970.00		Old			1,648,970.00
WS/PMU19	Malangeni Low Cost Housing Project (Opex)	3,000,000.00	3,000,000.00		3,000,000.00	Old		3,000,000.00	
WS/PMU19	Malangeni Low Cost Housing Project (Capex)	40,200,000.00		40,200,000.00		Old			40,200,000.00
WS/PMU25	Masimenge/uVongo Sanitation Project (Opex)	1,000,000.00	1,000,000.00		1,000,000.00	Old		1,000,000.00	
WS/PMU25	Masimenge/uVongo Sanitation Project (Capex)	3,000,000.00		3,000,000.00		New			3,000,000.00
WS/PMU42	Mkhholombe Sanitation	2,000,000.00		2,000,000.00		New			2,000,000.00
WS/PMU 44	Greenfields/Mazakhele Sanitation	20,000,000.00	20,000,000.00		20,000,000.00	Old		20,000,000.00	
	VIP Sanitation								
	TOTAL SANITATION (MIG)	88,342,320.00	41,493,350.00	46,848,970.00	46,848,970.00			41,493,350.00	46,848,970.00
ws/san/cap/1	M&E Replacement of aged Infrastructure	7,000,000.00		7,000,000.00		Old			0
ws/san/cap/35	Scottburgh WWTW PST 1 bridge	1,680,000.00		1,680,000.00		Old			0
	TOTAL SANITATION - INTERNAL FUNDS	8,680,000.00		8,680,000.00					
	TOTAL SANITATION BUDGET	97,022,320.00		55,528,970.00	55,528,970.00				46,848,970.00
	TOTAL UGU BUDGET	337,496,000.00	61,573,009.00	275,922,991.00	275,922,991.00			49,606,209.00	252,762,991.00
	TOURISM								
	DEVELOPMENT AGENCY								
	CONSOLIDATED BUDGET	337,496,000.00		275,922,991.00	275,922,991.00			49,606,209.00	252,762,991.00

UGU DISTRICT MUNICIPALITY

“The Municipality”



BUDGET POLICY

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1. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act, has the same meaning as in that Act.

“Accounting Officer” means the Municipal Manager of Ugu Municipality;

“Allocation” means –

- i) a municipality's share of the local government's equitable share referred to in Section 214(l) (a) of the Constitution;
- ii) an allocation of money to a municipality in terms of Section 214(1) (c) of the Constitution;
- iii) an allocation of money to a municipality in terms of a provincial budget; or
- iv) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction.

“Annual Division of Revenue Act” means the Act of Parliament, which must be enacted annually in terms of Section 214(1) of the Constitution;

“Approved budget” means an annual budget -

- a) approved by a municipal Council, or
- b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA.

“Budget-related policy” means a policy of a municipality affecting or affected by the annual budget of the Municipality, including -

- a) the tariffs policy, which the Municipality must adopt in terms of Section 74 of the Municipal Systems Act;
- b) the rates policy which the Municipality must adopt in terms of Section 3 of the Municipal Property Rates Act;
- c) the credit control and debt collection policy, which the Municipality must adopt in terms of Section 96 of the Municipal Systems Act;

“Budget year” means the financial year of the Municipality for which an annual budget is to be approved in terms of Section 16(1) of the MFMA;

“**Chief Financial Officer**” means the Chief Financial Officer of Ugu Municipality;

“**Council**” means the Council of Ugu Municipality;

“**Current year**” means the financial year, which has already commenced, but not yet ended;

“**Delegation**” in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

“**Financial Statements**” means statements consisting of at least -

- a) a statement of financial position;
- b) a statement of financial performance;
- c) a cash-flow statement;
- d) any other statements that may be prescribed; and
- e) any notes to these statements;

“**Financial year**” means a twelve months period commencing on 1 July and ending on 30 June each year;

“**Fruitless and wasteful expenditure**” means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

“**Irregular expenditure**”, means –

- a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of Section 170 of the MFMA;
- b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
- c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act 20 of 1998); or

- d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"Investment" in relation to funds of a municipality, means -

- a) the placing on deposit of funds of a municipality with a financial institution; or
- b) the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"long-term debt" means debt repayable over a period exceeding one year;

"Mayor" means the Mayor of Ugu Municipality;

"Municipality" refers to Ugu District Municipality

"National Treasury" means the National Treasury established by Section 5 of the Public Finance Management Act;

"Official" means -

- a) an employee of a municipality or municipal entity;
- b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"Overspending" means -

- a) causing the operational or capital expenditure incurred by the Municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or

- c) in relation to expenditure under Section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

“Quarter” means any of the following periods in a financial year:

- a) 1 July to 30 September;
- b) 1 October to 31 December;
- c) 1 January to 31 March; or
- d) 1 April to 30 June.

“Service Delivery and Budget Implementation Plan” means a detailed plan approved by the Mayor of a municipality in terms of Section 53 (I) (c) (ii) of the MFMA for implementing the Municipality's delivery of municipal services and its annual budget, and which must indicate:

- a) projections for each month of:
 - i) revenue to be collected, by source and vote; and
 - ii) operational and capital expenditure, by vote;
- b) service delivery targets and performance indicators for each quarter; and
- c) any other matters that may be prescribed, and includes any revisions of such plan by the Mayor in terms of Section 54(I)(c) of the MFMA;

“Unauthorised expenditure” means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes –

- a) overspending of the total amount appropriated in the Municipality's approved budget;
- b) overspending of the total amount appropriated for a vote in the approved budget;
- c) expenditure from a vote unrelated to the department or functional area covered by the vote;
- d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
- e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
- f) a grant by the Municipality otherwise than in accordance with the MFMA;

“Virement” means transfer of funds between functions / votes

“Vote” means

- a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
- b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

2. **PRINCIPLES**

- 2.1 Section 215 (1) of the Constitution of the Republic of South Africa states that National, provincial and municipal budgets and budgetary processes must promote transparency, accountability and the effective financial management of the economy, debt and the public sector. It also states in S215 (3), that Budgets in each sphere of government must contain;
- a. Estimates of revenue and expenditure, differentiating between capital and current expenditure;
 - b. Proposals for financing any anticipated deficit for the period to which they apply; and
 - c. An indication of intentions regarding borrowing and other forms of public liability that will increase public debt during the ensuing year.
- 2.2 Section 26(h) of the Municipal Systems Act (Act 32 of 2000) requires a municipality's Integrated Development Plan to reflect a financial plan, which must include a budget projection for at least the next three years (Medium Term Expenditure Framework);
-
- 2.3 Section 21 of the Municipal Finance Management Act (Act 56 of 2003) prescribes the function of the Mayor who must coordinate the processes for preparing the annual budget and for the reviewing of the municipality's Integrated Development Plan and budget related policies and to ensure that any revisions are mutually consistent and credible;
- 2.4 Section 16 of the Municipal Finance Management Act, requires the municipal council to approve an annual budget for the municipality before the start of the financial year;
- 2.5 The Minister with the concurrence of the Minister for Provincial and Local Government, has in terms of S168 of the Municipal Finance Management Act issued the Municipal Budget and Reporting Regulations which aim to secure sound and sustainable management of the budgeting and the reporting practices of the municipalities by establishing uniform norms and standards and other requirements for ensuring transparency, accountability and appropriate lines of responsibility in the budgeting and reporting processes; Now therefore, the Council of Ugu District Municipality adopts the Budget Policy as set out in this document.

3. OBJECTIVES OF THE POLICY

To set a broad framework within which Budget related decisions of the Municipality will be taken and implemented to ensure efficient and transparent financial planning that will promote sound and sustainable financial management, essential for the achievement of the Municipality's developmental priorities as contained in its Integrated Development Plan.

4. SCOPE AND INTENDED AUDIENCE

- 4.1 This Policy will serve as a guideline for the effective management of the Municipal budgetary processes, in order to attain the strategic objectives of the Municipality within the ambits of the applicable legislation, and shall apply to all departments within the Municipality.
- 4.2 Council has considered the guidelines distributed by National Treasury to local government which detail the processes and formats to be followed when preparing the budget policy.
- 4.3 The Municipality shall comply with the provisions of this Policy in the compilation of each of its budgets.

5. REGULATORY FRAMEWORK

In the process of preparing the Municipal budget, The Mayor, political office bearers (Councillors), Accounting Officer, Chief Financial Officer and other officials shall comply with all relevant legal requirements, including:-

- a) The provisions of Chapter 4 of the Municipal Finance Management Act, 2003, ("the MFMA"), as well as Sections 42, 43, 53, 54, 55, 68, 69, 70, 71, 72, 75, 80, 81, and 83 thereof; and
- b) The Municipal Budget and Reporting Regulations published in terms of Section 168 of the MFMA.
- c) All relevant budget related Circulars and notices issued by the National Treasury.

6. ROLES AND RESPONSIBILITIES

6.1 Role of Council

- a) Must provide political leadership and direction

- b) Play an oversight role by approving budget related policies, and ensuring that the priorities are reflected in the budget. (Council may not delegate approval of budgets and policies)
- c) Approve the Integrated Development Plan, the Annual Budgets and the Service Delivery Budget Implementation Plan.
- d) Monitor the outcomes of the implementation of the policies and budgets.

6.2 **Role of the Mayor**

- a) Provide general political guidance over the budget process and the priorities that must guide the preparation of the budget. (S53, MFMA)
- b) Prepare and table a schedule of key deadlines for the preparation, tabling and approval of the budget, annual review of the IDP and the consultative process. (S21, MFMA)
- c) Take all reasonable steps to ensure that the Municipality approves its annual budget before the start of the financial year and report to the Municipal Council and the MEC for finance in the province any delays in the tabling of the annual budget. (S53, MFMA)
- d) Must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in S53, MFMA

6.3 **Role of the Accounting Officer**

- a) Assist the Mayor in performing budgetary functions assigned to him/her in terms of Chapter 4 & 7 of the MFMA and to provide administrative support, resources and information necessary for the performance of those functions. (S68, MFMA)
- b) Is responsible for the implementation of the approved budget and must take all reasonable steps to ensure that the spending of funds is in accordance with the budget and is reduced as necessary when the revenue is anticipated to be less than the projected in the budget.
- c) Ensure that revenue and expenditure are properly monitored.
- d) Must prepare an adjustments budget and submit it to the Mayor for consideration and tabling in the Municipal Council when necessary.
- e) Report to the Municipal Council any shortfalls in budget revenue, overspending and necessary steps taken to prevent shortfalls and overspending.
- f) Submit to the Mayor actual revenue, borrowings, expenditure and where necessary report variances on projected revenue and the budget.

6.4 Role of the Chief Financial Officer (CFO)

- a) Without derogating in any way from the legal responsibilities of the Accounting Officer as Accounting Officer, the Chief Financial Officer shall be responsible for preparing the draft annual capital and operating budgets (including the budget components required for the ensuing financial years), any required adjustments budgets, the projections of revenues and expenses for the service delivery and budget implementation plan (including the alignment of such projections with the cash management programme prepared in terms of the banking, cash management and investments policy), and shall be accountable to the Accounting Officer in regard to the performance of these functions.
- b) Must advise the Accounting Officer on the exercise of powers and duties assigned to him in terms of the MFMA.
- c) Must assist the Accounting Officer in the preparation and implementation of the Municipality's budget.
- d) The Chief Financial Officer shall draft the budget timetable for the ensuing financial year for the Council's approval, and shall indicate in such timetable the target dates for the draft revision of the annual budget and the preparation of the annual budget for the ensuing financial year, which target dates shall follow the prescriptions of the Municipal Finance Management Act, and target dates for the submission of all the budget-related documentation to the Management Committee, Finance Portfolio, Executive Committee and Council.
- e) Except where the Chief Financial Officer, with the consent of the Mayor and Accounting Officer, decides otherwise, the sequence in which each annual budget and adjustments budget shall be prepared, shall be: first, the capital component, and second, the operating component. The operating component shall duly reflect the impact of the capital component on:
 - i) depreciation charges;
 - ii) repairs and maintenance expenses;
 - iii) interest payable on external borrowings; and
 - iv) other operating expenses.
- f) In preparing the operating budget, the Chief Financial Officer shall determine the number and type of votes to be used and the line-items to be shown under each

vote, provided that in so doing the Chief Financial Officer shall properly and adequately reflect the organisational structure of the Municipality, and further in so doing shall comply – in so far as the organisational structure permits – also with the prescribed budget format of National Treasury

- g) Must perform all budgeting and other duties as delegated by the Accounting Officer in terms of S79, MFMA.
- h) The Chief Financial Officer shall determine the depreciation expenses to be charged to each vote, the apportionment of interest payable to the appropriate votes, the estimates of withdrawals from (claims) and contributions to (premiums) the self-insurance reserve, and the contributions to the provisions for debt impairment, accrued leave entitlements and obsolescence of stocks
- i) The Chief Financial Officer shall further, with the approval of the Mayor and the Accounting Officer, determine the recommended contribution to the asset financing reserve and any special contributions to the self-insurance reserve.
- j) The Chief Financial Officer shall also, again with the approval of the Mayor and the Accounting Officer, and having regard to the Municipality's current financial performance, determines the recommended aggregate growth factor(s) according to which the budgets for the various votes shall be drafted.
- k) The Chief Financial Officer shall compile monthly budget reports, with recommendations, comparing actual results with budgeted projections, and the heads of departments shall timeously and adequately furnish the Chief Financial Officer with all explanations required for deviations from the budget. The Chief Financial Officer shall submit these monthly reports to the Mayor, Finance Portfolio and Executive Committee, and all other prescribed parties, in accordance with the prescriptions of the Municipal Finance Management Act.
- l) The Chief Financial Officer shall provide technical and administrative support to the Mayor in the preparation and approval of the annual and adjustment budgets, as well as in the consultative processes, which must precede the approval of such budget.
- m) The Chief Financial Officer shall ensure that the annual and adjustments budgets comply with the requirements of the National Treasury, reflect the budget priorities

determined by the Mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the Mayor on the revision of the IDP and the budget-related policies where these are indicated.

- n) The Chief Financial Officer shall make recommendations on the financing of the draft capital budget for the ensuing and future financial years, indicating the impact of viable alternative financing scenarios on future expenses, and specifically commenting on the relative financial merits of internal and external financing options.
- o) The Chief Financial Officer shall determine the basis for allocating overhead expenses not directly chargeable to votes. The expenses associated with the democratic process shall be allocated to a separate vote, and shall not be charged out as an overhead.
- p) The Chief Financial Officer shall ensure that the cost of indigent relief is separately reflected in the appropriate votes.
- q) The Chief Financial Officer shall ensure that the allocations from other organs of state are properly reflected in the annual and adjustments budget, and that the estimated expenses against such allocations (other than the equitable share) are appropriately recorded.

6.5 Role of Senior Managers & Other Officials

- a) Each Senior Manager and each Municipal official exercising financial management responsibilities must take all reasonable steps within his/her area of responsibility to ensure that the financial resources of the Municipality are utilised effectively, efficiently, economically and transparently.
- b) Must prevent unauthorised, irregular and fruitless or wasteful expenditure and other losses within his/her Department.
- c) Must ensure that all revenue due to the Municipality is collected.
- d) Must ensure that all information required by the Accounting Officer for compliance with the provisions of the Acts is timeously submitted.

6.6 Role of the Budgeting Steering Committee

6.6.1 The Municipal Budget and Reporting regulations (Government Gazette 32141) chapter 2 requires the Mayor to establish a Budget steering comprising of the following members:-

- a) The Mayor – Chairperson
- b) The Speaker
- c) The Whips of Political Parties
- d) The Accounting Officer (Municipal Manager)
- e) The Chief Financial Officer
- f) The IDP Manager
- g) The Manager Budget Office and,
- h) Members of Senior Management (Top Management)

6.6.2 The role of the Committee shall be:-

- a) To assist the Mayor in carrying out his/her statutory roles and responsibilities in accordance with S52 and S53 of the MFMA.
- b) To provide technical assistance to the Municipal political office bearers during policy formulation and to assist priority determination.
- c) To interrogate and make recommendations on the adoption of the Annual Budget, the Service Delivery and Budget Implementation Plan (SDBIP), S71 monthly budget statements and S72 Midyear budget and performance report and the Adjustments Budget.
- d) To evaluate the progress report of the Accounting Officer with regard to the financial year end closure and compilation of the Municipal audit file.
- e) To evaluate progress report on the statutory audit by the office of the Auditor General.
- f) To exercise oversight in the compilation of the Annual Report.
- g) To evaluate action plans from the Accounting Officer on corrective measures to be taken on issues raised by the Auditor General.
- h) To evaluate and recommend payment of Annual Performance Bonuses to the Accounting Officer and Senior Management after the annual report has been adopted by Council on 31 January each year.

6.6.3 Council may adopt its existing Finance Portfolio Committee as its Budget and Steering Committee.

6.7 Role of the Budget and Treasury Office

- a) To assist the Accounting Officer in tabulating key time frames for the Budget Process.
- b) To provide guidance to the Accounting Officer and Senior Managers during the budget preparation process in accordance with National Treasury MFMA Reforms.
- c) To consolidate departmental Capital and Operating budgets.
- d) To consolidate departmental S71 monthly budget statements, quarterly returns and the Midyear monitoring report and submit to the Finance Portfolio Committee.
- e) To report any unauthorised, irregular, fruitless and wasteful expenditure or any deviations from the approved budget to the Finance Portfolio Committee.
- f) To assist the Accounting Officer in implementing recommendations of the Finance Portfolio Committee.
- g) To manage the administrative operations of the Budget and Treasury Office to ensure full compliance with the MFMA and any issued guidelines or Circulars from National Treasury.

6.8 Delegation of roles and responsibilities

6.8.1 All delegations by the Mayor to the Accounting Officer, Mayor to the members of the Finance portfolio Committee, the Accounting Officer to the Chief Financial Officer and other Senior Managers, of their roles, duties and responsibilities as per the MFMA:-

- a) Must be in writing,
- b) Are subject to the limitations as may be imposed by the Act,
- c) Does not absolve the Mayor, the Accounting Officer or the Senior Officials of the responsibilities concerning the exercise of the delegated power or the performance of the fiduciary duties, and
- d) Should not be indefinite and must be reviewed annually.

7 ANNUAL SCHEDULE OF KEY DEADLINES

- 7.1 The deadline dates for all budget preparation processes shall be as per the approved Process Plan as tabled by the Mayor to Council in August.
- 7.2 Such Process Plan shall indicate the target dates for the draft revision of the Integrated Development Plan and the preparation of the annual budget for the ensuing financial year, which target dates shall follow the prescriptions of the MFMA, for the submission

of all the budget-related documentation to the Mayor, Finance Committee, Executive Committee and Council.

- 7.3 Such time schedule shall provide for the deadlines set out in Appendix A, unless the Mayor, after consultation with the Chief Financial Officer, determines otherwise and provided that the requirements of the MFMA shall at all times be adhered to.
- 7.4 The Chief Financial Officer shall be responsible for ensuring that the time schedule is adhered to.

8 BUDGET PRINCIPLES

The sequence in which the Annual Budget shall be prepared shall be, first, the capital component and second, the operating component, except where the Chief Financial Officer with the consent of the Mayor decides otherwise. The Municipality's annual budget should:-

- a) Move towards the achievement of goals and objectives of the Municipality within the constraints of the available resources.
- b) Consider the Priorities as identified in the State of the Nation Address, State of the Province Address and the State of the District Address.
- c) Reflect the priorities contained in the Municipality's Integrated Development Plan.
- d) Be credible and fully funded from realistically anticipated revenues.
- e) Consider any resolutions taken by Council or the Executive Committee in the previous Budget Year which have financial implications on the current Medium Term Revenue Expenditure Framework.
- f) The basis of measurement and accounting policies underpinning the Municipality's annual financial statements must be the same as those used in the preparation of the Municipality's annual budget and supporting documentation.
- g) Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.

9 FUNDING OF EXPENDITURE

An Annual budget must be funded only from:

- a) Realistically anticipated revenues to be collected.
- b) Cash-backed accumulated surpluses from previous years not committed for other purposes;

- c) Borrowed funds, but only for revenue-generating capital projects; and
- d) Grants and subsidies as per DORA.

10 THE CAPITAL BUDGET

- 10.1 The Budget shall be prepared in the prescribed budget format of National Treasury.
- 10.2 The annual capital budget shall be prepared from a zero base, except in so far as capital projects represent a contractual commitment to the Municipality extending over more than one financial year.
- 10.3 The annual capital budget shall only be approved by Council if it is properly balanced (i.e. if the sources of finance have been secured to fund the budget and are equal to the proposed capital expenditure).
- 10.4 Before approving the capital budget, the Council shall consider the impact on the present and future operating budgets in relation to Finance Charges on external loans, Depreciation on fixed assets, Maintenance costs of fixed assets, and any other ordinary operational expenses associated with any item in that capital budget.
- 10.5 The Council shall also consider any impact of operating expenses – net of any revenues to be generated from the project – i.e. on future service tariffs.
- 10.6 Expenditure of a project shall be included in the Capital Budget if it meets the asset definition in terms of Council's approved Asset Management Policy

11 OPERATING REVENUE

- 11.1 The Operating revenue must include:
 - a) Estimates for all municipal revenue sources and;
 - b) All gazetted grants and subsidies, donations and subsidies in kind or emergency relief funding.
- 11.2 The allocation of interest on investments shall be budgeted for in terms of the cash, banking and investment policy.
- 11.3 In preparing the revenue budget, the Municipality shall strive to maintain the aggregate revenues from service charges at not less than 90% of the aggregate revenues net of operating grants.
- 11.4 The proposed increases in tariffs should be affordable, i.e. in line with CPIX, and should take into account the need to address infrastructure backlogs.
- 11.5 Tariff increases must respond to the population growth rate and the Division of Revenue Act.

- 11.6 The water and sanitation charges shall be calculated and levied as per the reviewed Water and Sanitation Tariffs Policy for that MTREF.
- 11.7 All tariffs shall be published in a local newspaper, and placed on the Municipal website and at the entrance of Ugu offices at least 30 days before the start of the financial year.
- 11.8 All tariffs must be gazetted in the Government Gazette before the 1st July each year.

12 OPERATING EXPENDITURE

12.1 The Municipality shall budget in each annual and adjustments budget for the contribution to:

- a) provision for accrued leave entitlements.
- b) entitlement of officials as at 30 June of each financial year;
- c) provision for impairment of debtors in accordance with its Rates and Tariffs Policies;
- d) provision for the obsolescence and deterioration of stock in accordance with its Supply Chain Management Policy;
- e) depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate;

12.2 The operating budget shall duly reflect the impact of the capital component on:

- a) Depreciation and impairment charges;
- b) Repairs and maintenance expenses;
- c) Interest payable on external loans, and
- d) Any other operating expenses associated with fixed assets.
- e) The operating budget must be in the prescribed National Treasury Format.

12.3 SALARIES AND ALLOWANCES

The budget for salaries and allowances shall be separately prepared and shall not exceed the parameter (percentage) of the aggregate operating budget component of the annual or adjustments budget, the parameters as may be contained in the budget circular issued by National Treasury from time to time. If the salary budget, exceed the parameter (percentage) of the aggregate operating budget as issued by National Treasury Council will be advised and provided with reasons and remedial action. The remuneration of Councillors and other political office bearers shall be excluded from this limit.

12.4 PROVISION FOR MAINTENANCE

The Municipality shall adequately provide in each annual and adjustments budget, for the maintenance of its fixed assets in accordance with its Fixed Asset Management and Accounting Policy as well as the routine maintenance plans. A minimum of 8% of the carrying amount of the fixed assets shall be provided for the expenditure on Repairs and Maintenance in the annual budget of the Municipality in accordance with the National Treasury norms.

12.5 FINANCE CHARGES, DEPRECIATION AND IMPAIRMENT

12.5.1 The Finance Charges payable by the Municipality shall be apportioned between departments or votes on the basis of the proportion at the last balance sheet date of the outstanding loan balances belonging to such department or vote to the aggregate outstanding loan balances. However, should Council decide to raise loans only for financing of fixed assets in a specified service or vote, finance charges shall be charged to or apportioned only between the departments or votes relating to such service.

12.5.2 The depreciation expenses shall be apportioned to each department based on the cost of assets allocated to that department. The depreciation method used shall be in terms of the Fixed Assets Management and Accounting Policies.

13 CONSULTATION ON TABLED DRAFT BUDGETS

The Municipality shall, after the annual draft budget is tabled in Council, consider the views of the local community, the National and Provincial Treasuries, organs of state and local municipalities, as required by Section 23 of the MFMA, and shall comply with all other requirements of that section. For the purpose of consultation, the draft budget will be made available to the community, through the community libraries, the municipal offices and the municipal website soon after tabling in Council.

14 APPROVAL OF THE ANNUAL BUDGET

The Council shall approve the budget before the start of the financial year, in accordance the provisions of Section 24 of the MFMA, failing which, the Municipality shall be subject to the provisions of Section 25 of the MFMA.

15 PUBLICATION OF THE BUDGETS

In accordance with Section 22 of the MFMA, the Municipal Manager shall ensure that immediately after the annual budget is tabled in the Council:

- a) The budget is made public in accordance with the provisions of Section 17 (3) of the Local Government Municipal Systems Act.
- b) The budget is submitted to the National Treasury and Provincial Treasury in printed and electronic formats;
- c) The budget is submitted to any prescribed organs of state and to other municipalities affected by it.

16 MONTHLY BUDGET REPORTS

The Chief Financial Officer shall compile monthly budget reports, with recommendations, comparing actual results with budgeted projections, and the heads of departments shall furnish the Chief Financial Officer with all explanations required for deviations from the budget.

The Chief Financial Officer shall submit these monthly reports to the Mayor, Finance Committee and Executive Committee, and all other prescribed parties, in accordance with the prescriptions of the Municipal Finance Management Act.

17 RELATED POLICIES

This Policy must be read in conjunction with the following budget-related policies of the Municipality:-

- 17.1.1 Indigent Support Policy
- 17.1.2 Asset Management Policy
- 17.1.3 Water Services Policy (incorporating the Tariff Policy)
- 17.1.4 Cash, Banking and Investments Policy
- 17.1.5 Supply Chain Management Policy
- 17.1.6 Credit Control and Debt Collection Policy
- 17.1.7 Funding and Reserves Policy
- 17.1.8 Virement Policy
- 17.1.9 Basic Services Policy

18 REVIEW OF THE POLICY

This Policy will be reviewed annually by the Budget Steering Committee prior to the commencement of the budget process to ensure compliance with any changes in

legislation or any 'best practice' guidelines and MFMA Circulars as may be issued by National Treasury from time to time.

19 COMPLIANCE AND ENFORCEMENT

- a. Violation of or non-compliance with this Policy may give a just cause of disciplinary steps to be taken.
- b. It will be the responsibility of Accounting Officer to enforce compliance with this Policy.

20 EFFECTIVE DATE

This Policy shall come to effect upon approval by Council.

21 POLICY ADOPTION

This Policy has been considered and approved by the **COUNCIL OF UGU DISTRICT MUNICIPALITY** as follows:

Resolution No:.....

Approval Date:.....

ANNEXURE: LEGAL REQUIREMENTS

MUNICIPAL FINANCE MANAGEMENT ACT

Section 15 Appropriation of funds for expenditure

Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each budget vote.

Section 16 Annual budgets

The Council of the municipality must approve the annual budget before the start of the financial year to which it relates.

The Mayor must table the annual budget at least ninety days before the start of such financial year.

The capital budget may extend over three years, provided that it is separated into annual appropriations for that period.

Section 17 Contents of annual budgets and supporting documents

The budget must be in the prescribed format, and must be divided into a capital and an operating budget.

The budget must reflect the realistically expected revenues by major source for the budget year concerned.

The expenses reflected in the budget must be divided into votes.

The budget must also contain the foregoing information for the two financial years following the financial year to which the budget relates, as well as the actual revenues and expenses for the year before the current year, and the estimated revenues and expenses for the current year.

The budget must be accompanied by all the following documents:

- draft resolutions approving the budget and levying property rates, other taxes and tariffs for the financial year concerned;
- draft resolutions (where applicable) amending the IDP and the budget-related policies;

- measurable performance objectives for each budget vote, taking into account the municipality's IDP;
 - the projected cash flows for the financial year by revenue sources and expenditure votes;
 - any proposed amendments to the IDP;
 - any proposed amendments to the budget-related policies;
 - the cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the municipal manager, the chief financial officer, and other senior managers;
 - particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting the municipality in service delivery, other organs of state, and organisations such as NGOs, welfare institutions and so on;
-
- particulars of the municipality's investments; and
 - various information in regard to municipal entities under the shared or sole control of the municipality.

Section 18 Funding of expenditures

The budget may be financed only from:

- realistically expected revenues, based on current and previous collection levels;
- cash-backed funds available from previous surpluses where such funds are not required for other purposes; and
- borrowed funds in respect of the capital budget only.

Section 19 Capital projects

A municipality may spend money on a capital project only if the money for the project (excluding the cost of any required feasibility studies) has been appropriated in the capital budget.

The total cost of the project must also be approved by the Council.

The envisaged sources of funding for the capital budget must be properly considered, and the Council must be satisfied that this funding is available and has not been committed for other purposes.

Before approving a capital project, the Council must consider the projected cost of the project over all the ensuing financial years until the project becomes operational, as well as the future operational costs and any revenues which may arise in respect of such project, including the likely future impact on property rates and service tariffs.

Section 20 Matters to be prescribed

The Minister of Finance must prescribe the form of the annual budget, and may further prescribe a variety of other matters, including the inflation projections which the municipality must use in compiling its budget.

The Minister may also prescribe uniform norms and standards in regard to the setting of tariffs where a municipality entity or other external mechanisms is used to perform a municipal service; and may also take appropriate steps to ensure that a municipality does not, in exceeding its fiscal powers, materially and unreasonably prejudice national economic policies (particularly on inflation, administered pricing and equity), economic activities across municipal boundaries, and the national mobility of goods, services, capital or labour.

Section 21 Budget preparation process

The Mayor of the municipality must:

- Co-ordinate the processes for preparing the annual budget, and for reviewing the municipality's IDP and budget-related policies to ensure that the budget, the IDP, and the policies are mutually consistent and credible.
- At least ten months before the start of the ensuing financial year, table in the Council the time schedule with key deadlines for the preparation, tabling and approval of the following year's annual budget, the review of the IDP and budget-related policies, and the consultative processes required in the approval of the budget.

- When preparing the annual budget, take into account the municipality's IDP, the national budget, provincial budget, the National Government's fiscal and macro-economic policies, and the annual Division of Revenue Act.
- Take all reasonable steps to ensure that the municipality revises its IDP in line with realistic revenue and expenditure projections for future years.
- Consult the district municipality (if it is a local municipality) and all other local municipalities in the district, and all other local municipalities in the district if it is a district municipality.
- Consult the National Treasury when requested, the Provincial Treasury, and such other provincial and national organs of state as may be prescribed.
- Provide, on request, any budget-related information to the National Treasury, other national and provincial organs of state, and any other municipality affected by the budget.

Section 22 Publication of annual budgets

Immediately after the annual budget has been tabled, the Municipal Manager must make this budget and other budget-related documentation public, and must invite the local community to submit representations in regard to such budget.

The Accounting Officer must also immediately submit the tabled budget in both printed and electronic formats to the National Treasury, the Provincial Treasury, and in either format to prescribed national and provincial organs of state and other municipalities affected by the budget.

Section 23 Consultations on tabled budgets

After the budget has been tabled, the Council of the municipality must consider the views of the local community, the National Treasury, the Provincial Treasury, and any provincial or national organs of state or municipalities which have made submissions on the budget.

After considering these views, the Council must give the Mayor the opportunity to respond to the submissions received, and – if necessary – revise the budget and table the relevant amendments for consideration by the Council.

The National Treasury may issue guidelines on the manner in which the Council must process the annual budget, including guidelines on the formation of a committee of the Council to consider the budget and hold public hearings. Such guidelines shall be binding only if they are adopted by the Council.

Section 24 Approval of annual budgets

The Council must consider approval of the budget at least thirty days before the start of the financial year to which such budget relates.

The budget must be approved before the start of such financial year, and the resolutions and performance objectives referred to in Section 17 must simultaneously be adopted.

Section 25 Failure to approve budget before start of budget year

This Section sets out the process which must be followed if the budget is not approved in the normal course of events. Briefly the Council must reconsider and vote on the budget, or an amended version of the budget, every seven days until a budget is approved. The Mayor must immediately inform the MEC for Local Government if the budget is not adopted by the start of the budget year, and may request a provincial intervention.

Section 26 Consequences of failure to approve budget before start of budget year

The provincial executive must intervene in any municipality which has not approved its annual budget by the start of the relevant financial year. Such intervention must entail the taking of any appropriate steps to ensure a budget is approved, including dissolving the Council and appointing an administrator until a new Council can be elected, and approving a temporary budget until such new Council can adopt a permanent budget for the municipality. The Section also imposes restrictions on what may be spent in terms of such temporary budget.

Section 27 Non-compliance with provisions of this chapter

This Section sets out the duties of the Mayor to report any impending non-compliance and the general consequences of non-compliance with the requirements of the various foregoing prescriptions.

Section 28 Municipal adjustments budgets

A municipality may revise its annual budget by means of an adjustments budget.

However, a municipality must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.

A municipality may appropriate additional revenues which have become available but only to revise or accelerate spending programmes already budgeted for.

A municipality may in such adjustments budget, and within the prescribed framework, authorise unforeseen and unavoidable expenses on the recommendation of the Mayor.

A municipality may authorise the utilisation of projected savings on any vote towards spending under another vote.

Municipalities may also authorise the spending of funds unspent at the end of the previous financial year, where such under-spending could not reasonably have been foreseen at the time the annual budget was approved by the Council.

Only the Mayor of the municipality may table an adjustments budget. Such budget may be tabled whenever necessary, but limitations on the timing and frequency of such tabling may be prescribed.

An adjustments budget must contain all of the following:

- an explanation of how the adjustments affect the approved annual budget;
- appropriate motivations for material adjustments; and
- an explanation of the impact of any increased spending on the current and future annual budgets.

Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.

Section 29 Unforeseen and unavoidable expenditure

In regard to unforeseen and unavoidable expenses, the following apply:

- the Mayor may authorise such expenses in an emergency or other exceptional circumstances;
- the municipality may not exceed a prescribed percentage of the approved annual budget in respect of such unforeseen and unavoidable expenses;
- these expenses must be reported by the Mayor to the next Council meeting;
- the expenses must be appropriated in an adjustments budget; and
- the adjustments budget must be passed within sixty days after the expenses were incurred.

Section 30 Unspent funds

The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, but except for the expenses referred to above in Section 16.

Section 31 Shifting of funds between multi-year appropriations

If the funds for a capital project have been appropriated for more than one financial year (see Section 16) these expenses may exceed the appropriation for any one financial year, provided:

- the increase is not more than 20% of that financial year's allocation;
- the increase is funded in the next financial year's appropriations;
- the Municipal Manager certifies that actual revenues are expected to exceed budgeted revenues, and that enough funds will be available to finance such increased appropriation without incurring further borrowing beyond the annual budget limit;
- the Mayor gives prior written approval for such increased appropriation; and
- all the above documentation is provided to the Auditor-General.

Section 32 Unauthorised, irregular or fruitless and wasteful expenditure

Unauthorised expenses may be authorised in an adjustments budget.

Section 33 Contracts having future budgetary implications

Contracts extending beyond one financial year may be entered into by a municipality, but if such contract extends beyond the three years covered in the annual budget, the municipality may enter into such contract only if:

- The Municipal Manager, at least sixty days before the Council meeting at which the contract is to be approved, has made the contract public, with an information statement summarising the municipality's obligations, and inviting the local community and other interested parties to submit comments or make representations.
- The Municipal Manager solicits the views and recommendations of the National Treasury and Provincial Treasury in respect to such contract, as well as those of the National Department of Provincial and Local Government, and any national department concerned with water, sanitation or electricity, if the contract relates to any of these services.
- The Council has taken into account the projected financial obligations in regard to such contract, the impact on tariffs, and the views and comments received from all the foregoing parties.
- The Council adopts a resolution determining that the municipality will secure a significant capital investment or derive a significant financial or economic benefit from the contract, and approves the entire contract exactly as it is to be executed.

A contract for purposes of this Section shall exclude any contract relating to the incurring of long-term debt by the municipality, employment contracts, contracts for categories of goods as may be prescribed, or contracts where the value of the contract is less than a prescribed value or a prescribed percentage of the annual budget.

Section 42 Price increases of bulk resources for provision of municipal services

National and provincial organs of state which supply water, electricity or any other bulk resources to municipalities or municipal entities for the provision of municipal services may increase the price of such resources only after doing all the following:

- The proposed increase must be submitted to the organ's executive authority and (where legislation so requires) to any regulatory agency for approval.
- At least forty days prior to the above submission the National Treasury and organised local government must be invited to submit written comments on the proposed increase.
- The executive authority, after taking into account the comments received, must table the price increase in Parliament or the provincial legislature, as the case may be, with a full motivation and certain other prescribed explanatory documentation.

Unless the Minister of Finance otherwise directs, a price increase must be tabled on or before 15 March to take effect from 1 July of the same year. If it is tabled after 15 March it may only take effect from 1 July of the following year.

Section 43 Applicability of tax and tariff capping on municipalities

If a national or provincial organ of state is legislatively empowered to determine the upper limits of any municipal tax or tariff, such determination takes effect on the date specified in the determination, but provided that, unless the Minister of Finance otherwise directs:

- A determination promulgated on or before 15 March shall not take effect before 1 July of the same year.
- A determination promulgated after 15 March shall not take effect before 1 July of the following year.
- A determination shall not be allowed to impair a municipality's ability to meet any annual or periodic escalations in the payments it must make in respect of any contract legally entered into by a municipality.

Section 53 Budget processes and related matters

The Mayor of the municipality must:

- Provide general political guidance over the annual budget process and the priorities that guide the preparation of each budget.

- Co-ordinate the annual revision of the IDP, as well as the preparation of the annual budget, and determine how the IDP is to be taken into account or is to be revised for purposes of such budget.
- Take all reasonable steps to ensure that the Council approves the annual budget before the start of the financial year to which it relates, and that the municipality's service delivery and budget implementation plan is approved within twenty-eight days after the approval of the budget.
- Ensure that the annual performance agreements for the Municipal Manager and the senior managers of the municipality are linked to measurable performance objectives which are approved with the budget and the service delivery and budget implementation plan.

The Mayor must promptly report to the Council and the MEC for Local Government any delay in tabling the annual budget, approving the service delivery and budget implementation plan or signing the annual performance agreements.

The Mayor must further ensure that the service delivery targets and quarterly performance indicators, and the monthly projections of revenues and expenses in the service delivery and budget implementation plan, are made public not later than fourteen days after these matters have been approved; and that the performance agreements of the Municipal Manager and other senior officials are similarly made public not later than fourteen days after their approval.

Section 68 Budget preparation

The Municipal Manager must assist the Mayor in performing the assigned budgetary functions and must provide the Mayor with administrative support, operational resources and the information necessary to perform these functions.

Section 69 Budget implementation

The Municipal Manager is responsible for implementing the budget, and must take reasonable steps to ensure that:

- funds are spent in accordance with the budget;
- expenses are reduced if expected revenues are less than projected; and

- revenues and expenses are properly monitored.

The Municipal Manager must prepare any adjustments budget when such budget is necessary and submit it to the Mayor for consideration and tabling in Council.

The Municipal Manager must submit a draft service delivery and budget implementation plan to the Mayor fourteen days after the annual budget has been approved, and must also within the same period submit drafts of the annual performance agreements to the Mayor.

Section 70 Impending shortfalls, overspending and overdrafts

The Municipal Manager must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

Section 71 Monthly budget statements

The Municipal Manager must, not later than ten working days after the end of each calendar month, submit to the Mayor and Provincial Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

- actual revenues per source, compared with budgeted revenues;
- actual expenses per vote, compared with budgeted expenses;
- actual capital expenditure per vote, compared with budgeted expenses;
- actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- the amount of allocations received, compared with the budgeted amount;
- actual expenses against allocations, but excluding expenses in respect of the equitable share;
- explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
- the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and

- projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

The report to the National Treasury must be both in electronic format and in a signed written document.

Section 54 Budgetary control and early identification of financial problems

On receipt of the report from the Municipal Manager, the Mayor must:

- consider the report;
- check whether the budget has been implemented in accordance with the service delivery and budget implementation plan;
- issue appropriate instructions to the Municipal Manager to ensure that the budget is implemented in accordance with this plan, and that the spending of funds and the collection of revenues proceed in accordance with the approved budget;
- identify any financial problems facing the municipality, as well as any emerging or impending financial problems; and
- submit to the Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality.

If the municipality faces any serious financial problems, the Mayor must:

- promptly respond to and initiate the remedial or corrective steps proposed by the Municipal Manager, and
- alert the MEC for Local Government and the Council of the municipality to the problems concerned.

The Mayor may revise the details of the service delivery and budget implementation plan, but any revisions to the service delivery targets and quarterly performance indicators must be approved by the Council, and be supported by an adjustments budget. Any changes made to the projections of revenues and expenses as set out in the plan must promptly be made public.

Section 55 Report to provincial executive if conditions for provincial intervention exist

If the Council has not approved its annual budget by the first day of the financial year to which it relates, or if the municipality encounters serious financial problems, the Mayor must

immediately report this matter to the MEC for Local Government and may recommend a provincial intervention.

Section 72 Mid-year budget and performance assessment

The Municipal Manager must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan, and the past financial year's annual report and the progress made in resolving problems identified in such report.

The Municipal Manager must then submit a report on such assessment to the Mayor, the National Treasury and the Provincial Treasury.

The Municipal Manager may in such report make recommendations for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

In terms of Section 54(1)(f) the Mayor must promptly submit this assessment report to the Council of the municipality.

Section 73 Reports on failure to adopt or implement budget-related and other policies

The Municipal Manager must inform the Provincial Treasury, in writing, of any failure by the Council to adopt or implement any budget-related policy or a supply chain management policy, and of any non-compliance by an office bearer or political structure with such policy.

Section 75 Information to be placed on websites of municipalities

The Municipal Manager must place on the municipality's official website (inter alia) the following:

- the annual and adjustments budgets and all budget-related documents;
- all budget-related policies;
- the annual report;
- all performance agreements;
- all service delivery agreements;

- all long-term borrowing contracts;
- all quarterly reports submitted to the Council on the implementation of the budget and the financial state of affairs of the municipality.

Section 80 Establishment (of municipal budget and treasury office)

Every municipality must have a budget and treasury office comprising a Chief Financial Officer supported by appointed officials and contracted staff.

Section 81 Role of chief financial officer

The Chief Financial Officer is administratively in charge of the budget and treasury office and must, inter alia,

- assist the Municipal Manager in preparing and implementing the budget;
- perform such budgeting, financial reporting and financial management and review duties as are delegated by the Municipal Manager;
- account to the Municipal Manager for the performance of all the foregoing responsibilities.

Section 83 Competency levels of professional financial officials

The Municipal Manager, senior managers, the Chief Financial Officer and the other financial officials in a municipality must all meet prescribed financial management competency levels.

SUMMARISED TIMETABLE

NOTE: DATES IN BRACKETS ARE PUTATIVE

FINAL DATE	ACTION BY MUNICIPALITY	ACTION BY MUNICIPAL ENTITY
31 August	Table in council timetable for preparation of coming year's annual budget	-
20 January	-	Assess current year's budget performance and submit report to board of directors and municipality
25 January	Assess current year's budget performance	-
31 January	Table assessment report in council	-
31 January or earlier (31 January)	-	Submit proposed budget for coming year to municipality
(31 January or earlier)	Consider municipal entity's proposed budget for coming year and make recommendations Table municipal entity's adjustments budget for coming year	-
(Between 31 January and 31 March)	Table municipality's adjustments budget for current year and changes to service delivery targets and KPIs	Submit adjustments budget for current year to municipality and make budget public
(Between 31 January and 31 March)	Make public (adjustments budget and) revisions to service delivery and budget implementation plan for current year	-
Mid-March	-	Submit revised budget for coming year to municipality
31 March	Table municipality's draft budget for coming year	-
31 March	Table municipal entity's revised budget for coming year	-
Immediately after 31 March	Make public draft budget for coming year and invite submissions from community, provincial treasury and others	-
FINAL DATE	ACTION BY MUNICIPALITY	ACTION BY MUNICIPAL ENTITY
Before 31 May	Respond to submissions and revise draft budget for coming year	-
31 May	Consider approval of budget for coming year and attendant resolutions	Approve revised budget for coming year and make budget public

30 June	Budget for coming year and attendant resolutions must be approved by 30 June. Approved budget of entity must be tabled.	-
Early June to early July: immediately after budget approved	Submit budget to national treasury and provincial treasury	-
Early June to early July: immediately after approval dates	Place on website annual budgets and all budget-related documents	-
Mid June to mid July: 14 days after budget approved	Finalise draft service delivery and budget implementation plan and draft performance agreements	-
Late June to late July: 28 days after budget approved	Approve service delivery and budget implementation plan	-
Late June to late July: 28 days after budget approved	Conclude performance agreements	-
Mid July to mid August: 14 days after service delivery and budget implementation plan approved	Make public projections of revenues and expenses for each month of coming year, service delivery targets for each quarter, and performance agreements	-

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DETAILED BUDGET TIMETABLE

Section of Municipal Finance Management Act No. 56 of 2003	Date by which action must be completed	Action required	Responsible party	Practical considerations

21(1)(b)	31 August	Mayor must at least 10 months before start of budget year table in council time schedule outlining key deadlines for <ul style="list-style-type: none"> - preparation, tabling and approval of annual budget - annual review of IDP - annual review of budget-related policies - tabling and adoption of any amendments to IDP and budget-related policies - any consultative processes forming part of foregoing 	Mayor	Time schedule must either fit in with already scheduled council meetings or must indicate when special council meetings must be scheduled.
Section 88	20 January	Accounting officer of municipal entity must assess entity's budgetary and financial performance for first six months of financial year, and submit assessment report to board of directors and parent municipality.		
72(1), (2) and (3)	25 January	Accounting officer of municipality must assess budgetary and financial performance of municipality for first six months of financial year, make recommendations on whether adjustments budget necessary, and recommend revised projections for revenues and expenses. This assessment must be submitted to the mayor, national treasury and the provincial treasury (presumably immediately).	Accounting officer	P100
54(1)(f)	31 January	Mayor must submit accounting officer's report to council.	Mayor	Special council meeting may have to be scheduled.
87	31 January or earlier if so requested by parent municipality	Board of directors of municipal entity must submit to parent municipality proposed budget for entity for ensuing financial year.	Board of directors of entity	It is not clear to what person or structure in the parent municipality this budget must be submitted. However, it makes good sense for the council of the municipality to consider this budget at the same meeting that it considers the municipality's own proposed adjustments budget.

			Parent municipality must consider proposed budget, and make any necessary recommendations.		It is not clear what person or structure in the parent municipality must perform this action, but the council seems the logical party. It would also make sense for the council to consider this budget by 31 January.
87	(31 January to mid-March)		Board of directors of entity may, with approval of mayor of parent municipality, revise budget of entity for certain prescribed reasons. Adjustments budget once approved by board of directors of entity must be tabled by mayor at next meeting of council of parent municipality. Adjustments budget must be made public.	Board of directors and mayor of parent municipality	Evidently such an adjustments budget may be prepared at any stage. It would make good sense, however, for the parent municipality to insist that the entity's revised budget be prepared and submitted to the mayor at the same time that or before the entity's proposed budget for the new financial year is considered.
87	(Tabled in council by 31 January)				Again the potential problem of different parent municipalities having different views will have to be resolved by (presumably) the mayors considered.
54(1) and (2)	(Between 31 January and 31 March)	If municipality faces "serious financial problems" mayor must "promptly" respond to and initiate remedial steps proposed by accounting officer, including steps to reduce expenses and tabling of adjustments budget. Mayor must also consider revisions to service delivery and budget implementation plan. (Note that only council may approve changes to service delivery targets and KPIs – these changes must therefore be tabled with the adjustments budget).		Mayor	Adjustments budgets may be prepared by the accounting officer, and tabled in council by the Mayor "when necessary". They must be so prepared and tabled (within prescribed limits as to timing and frequency) whenever material adjustments to expenses or revenues are required, and not only when "serious financial problems" are looming. In general, adjustments budgets should preferably be tabled by or as soon as possible after 31 January, and certainly not later than 31 March when the draft annual budget for the next year is first tabled.

54(3)	(Between 31 January and 31 March)	Mayor must ensure that revisions to service delivery and budget implementation plan are "promptly" made public. (Note that no concomitant revision of performance agreements is evidently envisaged).	Mayor	Presumably the accounting officer must make these revisions for the mayor's approval as part of the process of adjusting the annual budget. The deadline for these revisions must be by or as soon as possible after 31 January, but certainly not later than 31 March. See also 54(1) and (2).
87	100 days before start of financial year (approximately mid March)	Board of directors of entity must consider recommendations, and if necessary submit revised budget to parent municipality.	Board of directors of entity	
16(2)	31 March	Mayor must table (draft) annual budget of municipality at council meeting at least 90 days before start of budget year.	Mayor	Council meeting must be scheduled appropriately.
87	31 March	Mayor of parent municipality must table originally proposed or proposed revised budget (as case may be) of entity when (draft) annual budget of municipality first tabled.	Mayor	P102
22(a) and 22(b)	Immediately after 31 March or earlier date if annual budget tabled before 31 March	Immediately after (draft) annual budget tabled in council, accounting officer must (1) make public budget and documents referred to in Section 17(3), and invite local community to submit representations in connexion with budget, and (2) submit annual budget in both printed and electronic formats to provincial treasury, and in either format to prescribed national and provincial organs of state and to other municipalities affected by the budget.	Accounting officer	
23(2)	Before 31 May	Council must give mayor opportunity (1) to respond to submissions received on (draft) annual budget and attendant documentation and (2) to revise budget, if necessary, and table amendments for consideration by council.	Mayor and council	

24(1) and (2)	31 May	Council must consider approval of annual budget, together with resolutions imposing rates and levies, setting tariffs, approving measurable performance objectives for revenue from each source and for each vote, approving any changes to IDP, and approving any changes to budget-related policies.	Council	Although council has until 30 June to approve budget, best practice will be to approve budget not later than 31 May.
87(4)	31 May	Board of directors of municipal entity must approve budget for coming year, having taken into account recommendations of council of parent municipality, and must make budget public.	Board of directors of municipal entity	
24(3)	(Immediate after approval date)	Accounting officer must submit approved annual budget to national treasury and provincial treasury.	Accounting officer	No time limit is specified for this action, and neither is the format in which the budget is to be submitted specified. Common sense dictates that the submission should be at least in electronic format and that it should be made as soon as possible after the approval date.
25(1) and (2)	Within 7 days of date of council meeting which failed to approve annual budget	If council fails to approve annual budget at meeting scheduled in terms of Section 24, must reconsider budget within 7 days of date of such meeting. If necessary, process must be repeated until budget approved by 30 June.	Council	As province will intervene if budget not approved by 30 June, mayor, councillors and accounting officer must co-operate to ensure obstacles to approval timeously removed.
69(3)(a) and (b)	14 days after approval of annual budget (mid June to mid July)	Accounting officer must submit to mayor draft service delivery and budget implementation plan, and drafts of annual performance agreements for municipal manager and all senior managers.	Accounting officer	
53(1)(c)(ii)	Within 28 days after annual budget approved (late June to late July)	Service delivery and budget implementation plan must be approved by mayor, including projections of revenues and expenses for each month, and service delivery targets and performance indicators for each quarter. (Note that though the mayor approves these targets and KPIs, only the council	Mayor	

53(1)(c)(iii)(aa) & (bb)	Within 28 days after annual budget approved (late June to late July)	may change them and then only following the approval of an adjustments budget. See Section 54(1)(c). Mayor must take all reasonable steps to ensure that annual performance agreements for municipal managers and all senior managers are linked to measurable performance objectives approved with the budget and to the service delivery and budget implementation plan, and are concluded in accordance with Section 57(2) of the Municipal Systems Act.	Mayor	No date is specified for the completion of this requirement, but the logical inference is that the date should not be much later than the date on which the service delivery and budget implementation plan must be approved. See Section 53(3)(b).
16(1)	30 June	Annual budget must be approved by council	Council	-
53(3)(a) and (b)	14 days after approval of service delivery and budget implementation plan (mid July to mid August, depending on date approved)	Projections of revenues and expenses for each month and service delivery targets for each quarter (as set out in approved service delivery and budget implementation plan), and performance agreements of municipal manager and senior manager must be made public, and copies of performance agreements must be submitted to council and MEC for local government.	Mayor	Although this is not specified as a requirement, logic dictates that copies of the service delivery and budget implementation plan should also be submitted to council and the MEC. P104

UGU DISTRICT MUNICIPALITY
“The Municipality”



FREE WATER SERVICES POLICY

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1. DEFINITIONS

“**Accounting Officer**” is the Accounting Officer of the Municipality;

“**Basic water supply**” means the minimum standards of water supply services necessary for the reliable supply of water to households to support life and personal hygiene;

“**Basic sanitation**” means the prescribed minimum standard of services necessary for the safe, hygienic and adequate collection, removal, disposal or purification of human excreta, domestic waste-water and sewage from households, including informal households;

“**Chief Financial Officer**” means the Chief Financial Officer of the Municipality;

“**Council**” means the Council of the Ugu Municipality;

“**Household**” means all the people who permanently reside in the dwelling;

“**Indigent person**” means a person who meets criteria on qualification for indigent support;

“**Municipality**” means Ugu Local Municipality.

2. THE LEGAL CONTEXT

- 2.1 This Policy is informed by the following legislations:
- Municipal Finance Management Act, No 56 of 2003
 - Water Services Act, No 108 of 1997
 - Municipal Systems Act, No. 32 of 2000, section 74.

3. OBJECTIVE OF THE POLICY

- 3.1 The Ugu District Municipality fully supports the National Government's Policy on providing free basic services to the poorer of the community. In that regard it will fully co-operate in implementing the Policy.
- 3.2 However, being committed to the fundamental principle set out in paragraph 4 above, the financial implication must determine the extent to which water can be provided free to certain consumers. In conjunction with the Provincial Support Units established by the Department of Water Affairs and that Department, the Ugu District Municipality will progressively introduce the Policy to its area. Full advantage will be taken of subsidies and grants made available by other spheres of government to enable the Ugu District Municipality to implement a policy of free basic water without violating the fundamental principle. In line with the principles of transparency inherent in paragraph 7.1, the people of the area will be informed and consulted on the implementation of the Policy

as it unfolds. There are two inter-related long term objectives which will guide the Ugu Municipality in regards to the provision of free basic services and these are:

- a) The elimination of poverty in the Ugu District area, and
- b) The equal treatment of all persons in the area

Whilst the historic imbalances between the citizens of South Africa are a fact, resulting in a mass of poor people badly provided with basic services, this should not be seen as normal and everlasting. Initially therefore, different levels of service must be provided at affordable or no cost, but the Policy is accepted that, over time, realistically computed, these distinction should be eliminated and everyone should be treated equally.

4. PURPOSE

- 4.1 The primary purpose of ~~the basic water services~~ this Policy is to assist in promoting sustainable access to basic water supply and sanitation to all households.

5. ADMINISTRATION OF FREE BASIC WATER SERVICES

- 5.1 In recognition of the primary importance of having a clean and adequate water supply, the South African Government in 2000 introduced the Free Basic Water Policy, which allows for households to get 6 000 litres (6kl) of water per month at no cost. Such service is dependent on the Municipality receiving equitable share from National Treasury and as determined by Council from time to time.

5.2 Free basic water

5.2.1 Private Connections:

Commercial, Government, Bulk users and industrial users, and other categories be retained with no Free Basic Water allocation, except for users classified in paragraph 5.2.2 below .All households who fall in the group who qualify for free basic water in terms of ~~Ugu District~~ the Municipality will receive a free water usage of 200 litres per day, based on the quota allocation and number of days in a meter reading period. The customer will forfeit this benefit should the consumption exceed the allocation per quota per month depending on the number of days.

5.2.2 Qualification Criteria:

- a) Indigents households
- b) Rural communities where water is supplied by stand pipes
- c) Informal settlements where water is supplied by stand pipes
- d) People served from springs and borehole water in rural areas
- e) Rain water harvesting schemes

- f) The Authority or the Authorised Provider may convey any water required as a temporary measure by tanker to any place where such temporary supply of water is required, subject to such conditions and period, which shall not exceed three months, as may be prescribed by it.

6. FREE BASIC SANITATION

6.1 Free basic sanitation shall be provided to the following

- a) Indigents households
- b) Rural communities where there is no sanitation infrastructure
- c) Informal settlements

7. EFFECTIVE DATE

The policy shall come to effect upon approval by Council.

8. POLICY ADOPTION

This revised Policy replaces the current Policy; it has been considered and approved by the **COUNCIL OF UGU DISTRICT MUNICIPALITY** as follows:

Resolution No:.....

Approval Date:.....

UGU DISTRICT MUNICIPALITY
("The Municipality")



CREDIT CONTROL AND DEBT COLLECTION POLICY

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A. PREAMBLE:

The Local Government : Municipal Systems Act No. 32 of 2000 ("the Municipal Systems Act") has as one of its objects the need to ensure financially and economically viable municipalities;

The Municipal Systems Act also envisages a new system of Local Government requiring an efficient, effective and transparent local public administration that conforms to constitutional principles;

The Ugu District Municipality has adopted a tariff policy in terms of Section 74(1) of the Municipal Systems Act No. 32 of 2000 which policy reflects the principles enunciated in Section 74(2) and differentiates as it may in terms of Section 74(3) of the Municipal Systems Act;

The Ugu District Municipality has also adopted By-laws as envisaged in Section 75 of the Municipal Systems Act No. 32 of 2000;

This policy is adopted in terms of Section 96(d) of the Municipal Systems Act, is consistent with the Ugu District Municipality's rates and tariff policies and complies with the provisions of the Municipal Systems Act;

1. DEFINITIONS

Except to the extent to which the context may otherwise require:

- a) any word or expression importing any gender or the neuter shall include both genders and the neuter;
- b) words importing the singular shall include the plural and vice versa where the context so requires; the following words shall have the meanings assigned to them herein:-

"Service charges" means all monies that are currently due and payable to Ugu District Municipality in terms of Section 96(a) of the Municipal Systems Act;

"Municipality" means Ugu District Municipality;

"Services" shall mean all services provided by the Ugu District Municipality and without limiting the generality of the a foregoing shall include_

- a) water supply and connection;
- b) sanitation supply and connection;
- c) miscellaneous services as specified in the Municipality's tariffs;
- d) where sanitation, connection and supply does not apply, sanitation haulage, ad hoc vacuum tanker services, conservancy tank clearances; services relating to industrial effluent;
- e) the provision of water borne sanitation;
- f) or any other services that the Municipality may supply all in terms of the Municipality's tariffs.

"consumer" shall mean, without limiting the generality thereof, any natural person or legal entity or generally any member of the public who has made application for services and whose application has been approved.

"owner" shall mean, without limiting the generality thereof,

- a) a person in whom is vested the legal title to the premises;
- b) in a case where the person in whom the legal title to premises is vested is insolvent or dead, or is under any form of legal disability whatsoever, the person in whom the administration and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;
- c) in any case where the authority or authorised provider is unable to determine the identity of such person, a person who is entitled to the benefit of the use such

premises or a building or buildings thereon, including a person who receives the rent or profits of such premises or any part thereof from any tenant or occupier or who would receive such rent or profits if the premises or any part thereof were let, whether for his own account or as agent for any person entitled thereto or having an interest therein;

d) in the case of premises for which a lease agreement of 30 years or longer has been entered into, the lessee there under;

e) in relation to -

(i) a piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 95 of 1986, the developer or the body corporate in respect of the common property,

(ii) or a section as defined in such Act, the person in whose name such section is registered under a sectional title deed and includes the lawfully appointed provider of such person;

2. THE SCOPE OF THIS POLICY:

2.1 This Policy shall apply solely in respect of all levies, fees, surcharges on fees, service charges and any other monetary amounts due to the Municipality and levied in terms of the Municipality's existing tariffs;

2.2 Any interest which has already or shall in the future accrue to the Municipality in respect of the rendering of the services;

2.3 Any collection charges lawfully due to the Municipality.

3. THE OBJECTIVES AND CONTENTS OF THIS POLICY:

3.1 The adoption of this Policy has as its principal objective the fulfilment of the requirements of Section 97(1) of the Municipal Finance Management Act, namely to provide for:-

a) Credit Control Procedures and Mechanisms;

b) Debt Collection Procedures and Mechanisms;

c) Provision for indigent debtors that is consistent with its rates and tariff policies and any national policy on indigents;

d) Realistic targets consistent with:-

i) generally recognised accounting practices and collection ratios; and

ii) the estimates of income set in the budget less an acceptable provision for bad debts;

e) Interest on arrears, where appropriate;

f) Extension of time for payment of accounts;

- g) Termination of services with the restriction of the provision of services when payments are in arrears;
- h) Matters relating to unauthorised consumption of services, theft and damages; and
- i) Any other matters that may be prescribed by Regulation in terms of Section 104 of the Municipal Systems Act.

3.2 To the extent that the differentiation envisaged in Section 97(2) of the Municipal Systems Act is discretionary,

3.3 The Ugu District Municipality has in terms of Section 98 of the Municipal Systems Act No. 32 of 2000 adopted By-laws to give effect to this Credit Control and Debt Collection policy, its implementation and enforcement and for this reason it is not necessary within the framework of this Policy to indicate the procedures of implementation, delegation or, otherwise, administration of this Policy apart from what is mentioned further herein.

4. SUPERVISORY AUTHORITY

In terms of Section 99 of the Municipal Systems Act a municipality's executive committee or executive mayor, must:-

4.1 oversee and monitor:-

- a) the implementation and enforcement of the Municipality's Credit Control and Debt Collection policy and any by-laws enacted in terms of Section 98; and
- b) the performance of the Municipal Manager in the implementing of this policy and any by-laws;

4.2 When necessary, evaluate or review the policy and any by-laws, or the implementation of the policy and any such by-laws, in order to improve efficiency in Credit Control and Debt Collection mechanisms, processes and procedures; and

4.3 At such intervals as may be determined by the Council report to a meeting of the Council, except when the Council itself performs the duties mentioned in paragraphs 2.1 and 2.2.

5. ROLE OF THE MUNICIPAL MANAGER

In terms of Section 100 of the Municipal Systems Act the Municipal Manager or service provider must:-

5.1 Implement and enforce the Municipality's Credit Control and Debt Collection policy and any by-laws enacted in terms of Section 98;

- 5.2 In accordance with the Credit Control and Debt Collection policy and any such by-laws, establish effective administrative mechanisms, processes and procedures to collect money that is due and payable to the Municipality; and
- 5.3 At such intervals as may be determined by the Council report prescribed particulars to a meeting of the Supervisory Authority referred to in Section 99.

6. SERVICE AGREEMENTS:-

- 6.1 The Credit Control procedure shall commence with an application by a potential consumer for the provision of services;
- 6.2 The application aforesaid shall contain at least the following:-
- a) the full name of the Applicant/s;
 - b) the identity number (in the case of a natural person) or registration number; copies of relevant registration certificate together with certified copy of the resolutions that give permission to apply on behalf of the legal person in the case of a corporate entity or any other legal person;
 - c) the postal address and physical address (which in the case of legal persons must include the address of their accounting officer or principal place of business);
 - d) a copy of the Applicant/s 's identity document or in the case of a legal person its proof of registration; copies of relevant registration certificate together with certified copy of the resolutions that give permission to apply on behalf of the legal person;
 - e) in the event that the Applicant/s is/are not the owner/s of the property at which the services will be supplied then the application must contain:-
 - i) the consent of the owner to the supply of services on credit to the Applicant;
 - ii) the owner/s 's full details including a copy of the owner/s 's identity document or proof of registration as envisaged in the preceding paragraphs;
 - iii) The aforesaid consent shall make provision that in the event of the Applicant/s defaulting in the payment of any amounts due that the owner/s will be held responsible therefore;
 - f) the Applicant's contact details including :
 - i) telephone numbers (home, work and cellular phone numbers); and
 - ii) e-mail address (where applicable);
 - g) The amount of the deposit shall be calculated as per policy and payable in advance prior to connection of the service;
- 6.3 Every such application shall constitute an offer to the Municipality to enter into an agreement with the Applicant for the rendering of the services applied for which upon

acceptance shall constitute a binding agreement between the Municipality and the consumer/s;

- 6.4 Illiterate Applicants must be assisted in the completion of the forms and must affix their mark to the form which mark must be certified by a Commissioner of Oaths as the mark of the Applicant;
- 6.5 The name, address and details of the Applicant's employer shall also be stated;
- 6.6 The Applicant shall also consent on the application form to:-
- a) an adverse listing with the credit bureau in the event of a default in payment.

7. THE RENDERING OF ACCOUNTS:

- 7.1 Consumers on the billing system will receive an understandable and accurate bill from the Municipality, which bill will consolidate all service costs for that property.
- 7.2 Accounts will be produced in accordance with the meter reading cycle and due dates will be linked to the statement date.
- 7.3 Accounts will be rendered monthly in cycles of approximately 30 days at the address last recorded with the municipality or its authorised agent.
- 7.4 It is the consumer's responsibility to ensure that postal address and other contact details are correct.
- 7.5 It is the consumer's responsibility to make enquiries and ensure timeous payments in the event of accounts not received.
- 7.6 Settlement or due dates will be as indicated on the statement.
- 7.7 Payments can be made at:-
- a) Ugu District Municipalities offices in Port Shepstone, Oslo Beach, Harding, Park Rynie offices as well as Satellite Offices;
- b) The South African Post Office and their agencies;
- c) ABSA Bank; and
- d) Easy-Pay outlets, example Pick 'n Pay and Checkers;
- e) Selected credit card payments can be made at Port Shepstone, Park Rynie, Harding and Oslo Beach offices.
- f) In addition to the above, Municipality offers debit order facilities and details can be obtained from any of the municipal offices
- 7.8 All Ugu District Municipal Councillors and employees who are deemed to be consumers must not be in arrears for a period longer than 90 days, the Municipality reserves the right to recover any such amounts from monies due to the employee in terms of Clause 10, Schedule 2. of the local Government: Municipal Systems Act.

8. INTERRUPTION OF SERVICE

- 8.1 Consumers who are in arrears with their municipal account and who have not made arrangements with the Council will have their supply of water, and other municipal services, suspended, restricted or terminated.
- 8.2 The restriction of service may happen when the Municipal account is one day overdue.
- 8.3 Council reserves the right to deny or restrict the sale of water to consumers who are in arrears with their municipal charges.
- 8.4 Upon the liquidation of arrears, or the conclusion of acceptable arrangements for term payment, the service will be reconnected as soon as conveniently possible.
- 8.5 The cost of the restriction and the reconnection, will be determined by tariffs approved by Council, and will be payable by the consumer.
- 8.6 Interest can be raised as a charge on all accounts not paid by the due date.

9. DEBT COLLECTION PROCEDURE:

- 9.1 The Municipality or any duly authorised collection agent or service provider for the collection of outstanding debt may, in addition to the normal legal procedures for the collection of arrear accounts, also –
- a) terminate or restrict the supply of services; and
 - b) allocate any payments or pre-payments toward the liquidation of any arrears in terms of section 12 below;
- 9.2 Where an account is not settled in full, any lesser amount tendered and accepted shall not be deemed to be in full and final settlement of such an account.
- 9.3 The Municipality may, when a debtor is in arrears and all other credit control actions have been exhausted, commence legal process against that debtor, which process could involve final demands, restrictions, summonses, judgements, garnishee orders and as a last resort sales in execution of property.
- 9.4 All costs of legal process, including interest, service discontinuation costs are for the account of the debtor.
- 9.5 Uncollectable Arrears
- 9.5.1 The effective implementation of the present policy also implies a realistic review of the Municipality's debtor's book at the conclusion of each financial year. The Municipal Manager shall as soon as possible after 30 June each financial year present to the Council a report indicating the amount of the arrears which it is believed is uncollectable, together with the reasons for this conclusion.
 - 9.5.2 The Council shall then approve the write off of such arrears, if it is satisfied with the reasons provided.

10. INSTALMENT AGREEMENTS (ARREARS ONLY):**DOMESTIC ACCOUNTS**

10.1 The Municipality recognises that in certain instances domestic consumers may experience difficulty with the payment of a lump sum arrear amount and in such instances will accommodate any domestic consumers who require paying their arrears over an extended period;

10.2 In these instances the Municipality shall require:-

- a) an agreement stipulating:
 - i) the extended period;
 - ii) the amount payable by the consumer;
 - iii) any deposits payable.

In such instances all deposits shall be payable either in cash or by bank guarantee.

10.3 It shall be a condition for the conclusion an arrangement that the consumer is bound to pay every current municipal account in full and on time during the period over which such arrangement extends.

10.4 Each request is treated on its individual merits, however, collection staff will be guided by the following minimum guidelines in entering into agreements of this nature:-

- a) First time request:-
 - i) any amount in arrears – a deposit of 10% of the arrear amount is payable immediately with the balance payable over eleven months;
- b) In case of a default, complete disconnection will be effected and free basic water can be collected from the Ugu Market premises. The full amount becomes due and payable immediately before re-instatement of the supply;
- c) In respect of repeat requests by domestic defaulting consumers or domestic consumers with agreements as envisaged in sub-paragraph (a) above or first time tampering consumers:-
 - ii) any amount in arrears – a deposit of 25% of the arrear amount is payable immediately with the balance payable over eleven months;
- d) In case of a default, complete disconnection will be effected and free basic water can be collected from the Ugu Market premises. The full amount becomes due and payable immediately before re-instatement of the supply.

10.5 Reconnection fees and additional deposits must be paid in full before any agreement as aforesaid can be entered into;

- 10.6 In the event of such agreements being negotiated with legal entities, then, the agreement must be duly signed by a duly authorised officer of the same and this must be accompanied by personal sureties of a natural person. All such agreements must be accompanied by a resolution of the entity authorising the signatory to sign as aforesaid;
- 10.7 In instances where agreements as envisaged in this clause are entered into, a consumer may be required to complete a debit order authority for the payment of the arrears in terms of the agreement.

11. DISHONoured CHEQUES

The refusal or failure by a bank to honour any cheque payment or debit order by a consumer shall be regarded as non-payment. In this regard:-

- 11.1 The consumer will be contacted telephonically and requested to make a cash deposit equivalent to that of the dishonoured cheque or debit order into the Municipality's bank account within 24 hours of such request;
- 11.2 Should the Municipality be unable to contact the consumer as aforesaid, the Municipality shall issue a final demand and proceed as envisaged earlier herein;
- 11.3 Should the cheque payment or debit order relate at all to an agreement for extension or reconnection, the supply of the service will immediately be disconnected without any further notice to the consumer and will only be reconnected once the consumer has made payment of the full outstanding balance in cash;
- 11.4 In the event of a consumer not having sufficient funds in cash to settle the amount equivalent to the amount of a dishonoured cheque then the Municipality shall be entitled but not obliged to proceed with the institution of criminal charges of fraud against the consumer;
- 11.5 All dishonoured cheques shall be retained by the Municipality and only returned to the consumer upon request therefore by the consumer and after reversal of the dishonoured payment;
- 11.6 The Municipality shall be entitled to levy an administration fee in order to recover all bank charges and administrative work involved in reversing the entries which fee shall levied irrespective of the reason for dishonour or non-payment;
- 11.7 Details of all dishonoured cheque payments may be forwarded to the credit bureau for processing against the consumer's credit profile.

12. ALLOCATION OF PART-PAYMENTS AND APPROPRIATION OF DEPOSITS

- 12.1 If an accountholder pays only part of any municipal account due, the Accounting Officer shall allocate such payment as follows:
- 12.1.1 Firstly, to any unpaid charges levied by the Municipality in respect of unacceptable cheques, notices, legal expenses and reconnections or reinstatements of services in respect of the account or property concerned;
 - 12.1.2 Secondly, to any unpaid interest raised on the account;
 - 12.1.3 Thirdly, to any unpaid sanitation charges;
 - 12.1.4 Fourthly, to any unpaid water charges.
- 12.2 This sequence of allocation shall be followed notwithstanding any instructions to the contrary given by the accountholder.

13. METER TAMPERING

- 13.1 Water metering and connection equipment remain the property of the Municipality and any person involved in the tampering with, damaging or theft thereof will be liable to criminal prosecution;
- 13.2 Where there is evidence of any illegal reconnection of a supply, or the tampering therewith, the supply will be immediately terminated. Reconnection of the supply after such termination shall only be effected if the relevant penalty tariff charges has been paid and satisfactory arrangements have been made for the settlement of any outstanding arrears;
- 13.3 The detection of any further instances of tampering as envisaged herein will result in termination of the water supply and the removal of any connection equipment. Consumers in such instances will then be required to pay the full costs of a new connection together with a penalty on consumption equivalent to the average usage over the six months preceding the date of tampering together with all outstanding arrear charges before replacement of the equipment and reconnection of the supply will be considered.

14. UNOCCUPIED PREMISES

- 14.1 When a consumer terminates a consumption account and no new consumer is registered the property shall be deemed to be unoccupied;
- 14.2 In such instances, a courtesy letter shall be forwarded for the attention of any actual new occupier (should there be one) and served at the premises where the supply has been rendered, requiring the new occupier within 7 (seven) days of the aforesaid letter to register with the Municipality as a consumer and detailing the registration procedures to be followed;

- 14.3 A failure by a new occupier to respond to the aforesaid letter will result in the termination/disconnection of the service supplied;
- 14.4 In such instances, the property will be linked to the registered owner's name and any basic charges in terms of the tariff shall be levied on a monthly basis and sent by ordinary mail to the most recent recorded address of the registered owner of the property for payment;
- 14.5 In the event of water consumption being recorded at a property that has been deemed unoccupied in terms hereof, every effort shall be made to establish the identity of the person responsible for the aforesaid consumption and such person shall be charged accordingly as if he or she were a consumer;
- 14.6 However, should attempts at establishing the identity of such person fail then the registered owner of the property shall be liable for any water consumed at the property.

15. NEW DEPOSITS

- 15.1 All new consumers are required to pay a minimum deposit in accordance with the applicable Municipality tariff;
- 15.2 The calculation of the minimum deposit is based on a three month's estimate consumption as indicated by the consumer;
- 15.3 In respect of domestic consumers the Municipality applies four scales of tariffs to determine the deposit payable, namely:-
- a) Scale 1: 0 – 200 litres per day;
 - b) Scale 2: 201 – 500 litres per day;
 - c) Scale 3: 501 – 750 litres per day;
 - d) Scale 4: 751 – 1000 litres per day.
- 15.4 The deposit amount is calculated on the following formula: $3 \times (\text{tariff} \times \text{estimated consumption plus basic charge and Value Added Tax})$;

16. ADDITIONAL DEPOSITS

- 16.1 The value of the original deposit paid or any guarantees held in respect of the aforesaid deposit will be reviewed on a regular basis;
- 16.2 Upon such review the Municipality may require a consumer not previously required to pay a deposit for whatever reason, to pay a deposit on request within 10 (ten) days from the date of such request.

17. COMMERCIAL ACCOUNTS

- 17.1 In these instances where commercial accounts fall into arrears, the Municipality shall require:-
- a) Arrears to be paid in full before water supply is re-instated
 - b) No instalment arrangement shall be accepted for any commercial account
 - c) In such instances deposits shall be adjusted and payable either in cash or by bank guarantee
 - d) Reconnection fees and additional deposits must be paid in full before water supply is re-instated
- 17.2 The Municipality shall review consumption patterns whenever meter readings are received;
- 17.3 Should the amount of the deposit or guarantee held be deemed inadequate after such review, the Municipality shall send a letter requesting the payment of an additional deposit;
- 17.4 The value of any such increase in deposit shall be added to the next monthly account.

18. PERSONS AND BUSINESS WHO TENDER TO THE MUNICIPALITY

- 18.1 The Procurement Policy and Tender Conditions of the Municipality will include the following:
- a) When inviting tenders for the provision of services or delivery of goods, potential contractors may submit tenders subject to a condition that consideration and evaluation thereof will necessitate that the tenderer obtain from the municipality a certificate stating that all relevant municipal accounts owing by the tenderer and/or its directors, owners or partners have been paid or that suitable arrangements (which include the right to set off in the event of non-compliance) have been made for payment of any arrears.
 - b) No tender will be allocated to a person/contractor until a suitable arrangement for the repayment of arrears, has been made. No further debt may accrue during contract period.
 - c) A condition allowing the municipality to deduct any moneys owing to the municipality from contract payments.

19. DOMESTIC ACCOUNTS

- 19.1 In the event of the Municipality detecting an irregular and unacceptable payment pattern then the Municipality shall be entitled to review the deposit held in respect of residential consumers;

- 19.2 In the event of such review the relevant consumer shall be sent a request by the Municipality for the payment of an additional deposit;
- 19.3 The value of any such increase of the deposit as aforesaid shall be added to the consumer's next account.

20. FORFEITING DEPOSITS

- 20.1 A deposit shall be forfeited to the Municipality if it has not been claimed within a period of 36 months from the date of termination of a service.

21. CLEARANCE CERTIFICATES

- 21.1 Certificates are issued in terms of Section 118 of Systems Act
- 21.2 In addition to the afore going the Municipality shall require a deposit equivalent to the cost of three month's average consumption on water and sanitation charges (where applicable);In case of a vacant stand,
- 21.3 Upon payment of the amounts referred to in 1 and 2 above, the Municipality shall issue a clearance certificate within 5 (five) working days of the request for such certificate.

22. WATER AND SANITATION RATES

- 22.1 Water and sanitation rates are an availability charge which is levied against properties where there is water reticulation and waterborne sanitation system in place is charged to the registered owner of the property
- 22.2 The water rates year commences on the 1st July of each year and terminates on the 30th June of the following year. Upon the declaration of the rates tariffs, these are advertised as required in terms of existing legislation;
- 22.3 Rate payers currently have the option of paying their rates on an annual basis or by monthly instalments. Monthly rates are payable over a maximum period of 10 months commencing on the 1st September of the rates year and terminating on the 30th June of the rates year;
- 22.4 Water rates accounts are posted by ordinary mail during September of each year and the final date for annual payments is the last working day of November in that year;
- 22.5 Water rates that are not paid by the final date incur a late payment penalty calculated at 1.25% per month on outstanding rates from the 1st December each year. In the event that these rates remain unpaid after the 31st January of the following year, a once-off collection charge equivalent to 10% of the rates outstanding at the time is levied; however, penalties continue to accrue on the outstanding rates due notwithstanding the once-off charge aforesaid;

- 22.6 After the final date for payment of the water rates has expired and in the event of no payment being received by the Municipality a final notice shall be despatched by registered mail to the consumer requiring the payment of the arrear amount and any penalties and interest;
- 22.7 Upon expiry of the period reflected in the final notice the Municipality shall :-
- a) compile a schedule of all arrear rate payers;
 - b) conduct deeds offices searches in respect of ownership of property;
 - c) authorise and institute the necessary tracing action in instances where the consumer's whereabouts are unknown;
 - d) engage legal assistance for the institution of civil legal proceedings against the consumer.
- 23. TEMPORARY MEASURES OF ASSISTANCE:**
- 23.1 The Municipality recognises that there are instances where rate payers face temporary hardships caused by personal circumstances, poor economic conditions, unemployment, temporary disablement or illness and in such instances the Municipality is willing to accommodate arrangements to settle outstanding arrears;
- 23.2 In such instances the following procedures shall apply:-
- a) consumers may approach the Municipality for arrangements to be made for a maximum period extending up to the 30th June of the current financial year, and in exceptional circumstances, up to 1 (one) month before the final date for payment of rates in respect of the next financial year;
 - b) these arrangements envisage the consumer paying in equal instalments all outstanding amounts including any interest and collection charges that may have been levied by the Municipality;
- 23.3 Once such an arrangement has been made the consumer must sign an Acknowledgement of Debt for this purpose and should the consumer renege on this arrangement then the whole outstanding arrear amount, inclusive of penalties and interest shall become immediately due and payable and shall be subject to the normal collections procedures envisaged herein;
- 23.4 In exceptional circumstances and so as to ensure payment of the capital sums of rates due and in order to avoid the accrual of further legal costs and other charges, the Municipality may, by resolution waive the payment of any interest, penalties and/or collection charges for a maximum period of 6 (six) months calculated from the date of signature of the Acknowledgement of Debt.

24. INDIGENT SUBSIDY

24.1 Customers may apply for an indigent subsidy on the conditions as stipulated in the Municipality's Indigent policy.

25. COMPLIANCE AND ENFORCEMENT

- a) Violation of or non-compliance with this Policy will give a just cause of disciplinary steps to be taken.
- b) It will be the responsibility of Accounting Officer to enforce compliance with this Policy.

26. EFFECTIVE DATE

The policy shall come to effect upon approval by Council.

27. POLICY ADOPTION

This policy has been considered and approved by the COUNCIL OF UGU DISTRICT MUNICIPALITY as follows:

Resolution No:.....

Approval Date:.....

UGU DISTRICT MUNICIPALITY

“The Municipality”



INDIGENT SUPPORT POLICY

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1. PREAMBLE

WHEREAS section 74 of the Local Government: Municipal Systems Act, No. 32 of 2000, requires that the Council should, in formulating a Tariff Policy for the municipality, at least take into consideration the extent of subsidisation of tariffs for poor households;

WHEREAS Council therefore needs to approve an Indigent Support Policy;

WHEREAS such policy must provide procedures and guidelines for the subsidisation of basic services and tariff charges to its indigent households; and

WHEREAS the Council has committed itself to render a basic level of services necessary to ensure an acceptable and reasonable quality of life, which takes into account health and environmental considerations;

NOW THEREFORE the Council of the Ugu Municipality has adopted the Indigent Support Policy set out hereunder:

2. DEFINITIONS

For the purpose of this policy, any word or expression to which a meaning has been assigned in the Act, shall bear the same meaning in this policy, and unless the context indicates otherwise –

“**Act**” means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended from time to time;

“**Authorised Officer**” means any official of the Council who has been authorised by the Council to administer, implement and enforce the provisions of this Policy;

“**by-law**” means a by-law adopted by the Council;

“**Municipal manager**” means the Accounting Officer of the Municipality

“**Council**” means the Council of the Ugu Municipality

“**indigent person**” means a person who meets criteria on qualification for indigent support.

“**municipality**” means Ugu District Municipality

“**services**” means the basic services referred to in this Policy

“**household**” means all the people who permanently reside in the dwelling

“**dwelling**” means property registered in the deeds office or allocated to a family by the Traditional Authority, with an Ugu water connection

3. POLICY OBJECTIVE

The objective of this Policy is to ensure the following:

- 3.1 The provision of basic services to the community in a sustainable manner, within the financial means of Council; and
- 3.2 To provide procedures and guidelines for the subsidisation of service charges and rates to its indigent households, using a portion or the whole of the Equitable Share for this purpose.
- 3.3 Council also recognises that many of the residents can simply not afford to pay the required service charges and rates, and Council will endeavour to ensure affordability through:
- 3.4 Setting rates and tariffs which will balance the economic viability of continued service delivery; and
- 3.5 Determine appropriate service levels.

4. CRITERIA FOR QUALIFICATION FOR INDIGENT SUPPORT

- 4.1 The indigent subsidy shall apply to a household per dwelling and not an individual.
- 4.2 The property must be zoned residential.
- 4.3 The total gross monthly income of all members of the household must not exceed two old age grants (excluding disability and child grant).
- 4.4 Indigent support will apply to all households whose total monthly income is less than or equal to the above-mentioned amount, irrespective of the source of income.
- 4.5 Household’s dependant on social welfare grants only may also apply.
- 4.6 Child headed households dependant on foster care social grants qualifies.
- 4.7 The applicant as well as any other member of the household shall not own other fixed property other than the one on which they reside, whether within or outside of the municipal area.
- 4.8 Multi unit residential - bulk users and Non Government Organizations are excluded from this Policy.

5. APPLICATION FOR INDIGENT SUPPORT

- 5.1 The legal owner of a dwelling who is responsible for the payment of the water and sanitation services account must apply for the household to be registered as indigent.
- 5.2 Application forms are available from any of the Water Services Offices within the Ugu District Municipality and can also be posted on request and the following documents should be submitted together with the application form:
- a) Copies of identity documents for household members 18 years and above.
 - b) Copies of birth certificates of household members younger than 18 years.
 - c) Copies of proof of income or written affidavits confirming status of employment or circumstances from each household member 18 years and above
 - d) Proof of ownership or occupancy e.g. Title deed or letter from ward councillor confirming occupancy status
 - e) Where property owner or account holder is deceased, copy of the death certificate and letter from ward councillor confirming that applicant resides in the dwelling.

6. AVENUES FOR SUBMISSION OF APPLICATION FORMS

- 6.1 Submit through Ward Councillor.
- 6.2 Submit personally to any of Ugu District Municipality offices.

7. PROCESSING OF APPLICATION

- 7.1 Each application will be given a number, for reference purposes
- 7.2 Indigent Support Application register and an Indigent Support Application card will be issued to the applicant for control purposes.
- 7.3 The application will be processed within two weeks of receipt by the Municipality in a manner prescribed by the internal processes.
- 7.4 A letter informing the applicant of the status of the application will be sent to the applicant within two weeks of finalizing the application scrutiny process.
- 7.5 For the purposes of transparency, on an annual basis the following key information of the recipient's indigent support shall be displayed on all Councils and notice boards of Local Municipalities:
- a) Names of Households benefiting from the Indigent Support
 - b) Stand number where services are rendered to the recipients
- 7.6 Any resident may query the qualification of a recipient in writing within days from the date of publication of such listings.
- 7.7 A report on Indigent Support shall be done to the Budget and Finance Committee quarterly.

8. DURATION OF THE INDIGENT SUPPORT BENEFIT

- 8.1 Indigent support is only provided for a period of 12 months, from date of approval, where after the applicant must submit Form UIS 3, confirming that its circumstances has not changed since its initial application and that it still qualifies for indigent support in terms of the latest criteria.
- 8.2 The Municipality will send a written notice to the approved household, at least two months prior to expiry of the approval, but the onus still rests on the applicant or another permanent adult occupant on the property to submit Form UIS 3.

9. RESPONSIBILITY OF THE INDIGENT SUPPORT APPLICANT/ BENEFICIARY

- 9.1 Should, at the most, 21 days lapse without receiving any feedback regarding the application, the applicant should enquire as to the status of the application through the call centre.
- 9.2 The onus is on the beneficiary to inform the Municipality of any change in his/her status or personal household circumstances that might affect their Indigent status.
- 9.3 A household must immediately request de-registration if their circumstances have changed to the extent that the household no longer meets the requirements set out in this Policy. Failure to disclose will result in such a person being immediately liable to repay to the Municipality all the debt accumulated from such date of change in indigent status, and immediately removed from the indigent register of the Municipality. Such debt will be recovered in terms of the applicable Credit Control Debt Collection policy.

10. USAGE IN EXCESS OF THE BASIC SERVICE LEVELS

- 10.1 All services used in excess of the basic municipal services level shall be levied at the current scale of tariff and payable on the due date and a device will be installed to control water usage.
- 10.2 If the excess account is not paid for as and when due, the services shall be restricted to the basic level and the normal Credit Control and Debt Collection policy shall be implemented.

11. WITHDRAWAL OF INDIGENT SUPPORT BY THE MUNICIPALITY

- 11.1 The Indigent support shall be withdrawn by the Municipality in the event of the beneficiary misusing the system or providing incorrect information.
- 11.2 In this regard the Municipality shall recover from the recipient the amount of relief furnished by debiting the beneficiary's account.

- 11.3 The Municipality shall apply its credit control policy in accordance with the Credit Control and Debt Collection policy.
- 11.4 The Municipality shall institute a criminal charge of fraud against the beneficiary and may not again be considered for indigency relief for a period extending for two years beyond the financial year in which the misconduct is detected.
- 11.5 The Indigent support will cease should the form UIS 3 not be supplied to the Municipality.

12. EXTENUATING CIRCUMSTANCES

- 12.1 In the event of death of one of the member of the household, and where the flow has been limited, full flow will be reinstated from the day of death to the day of the funeral after which the flow shall be limited again.
- 12.2 In the event of a household member suffers from a sickness requiring excessive usage of water and is under a home based care programme, such a household will be eligible to apply for additional allocation of water, approval of which is subject to the Municipality's conditions.

13. WHAT DOES THE INDIGENT SUPPORT BENEFIT COVER

On approval of the application the Municipality shall provide the following

- 13.1 Basic Municipal Services which include:
- a) Access to a minimum safe water supply i.e. 6kl of water free of charge on a monthly basis or as determined by Council
 - b) Adequate sanitation as determined by Council
 - c) Once off credit equivalent to the outstanding balance on the dwelling at the date of approval.
- 13.2 Where there are leaks after the meter or in the property, they may be attended to in terms of the bylaws S58 (4) (c) and the cost may be recovered from the Indigent Support allocation.
- 13.3 Cost of restriction shall be recovered from the Indigent Support allocation.
- 13.4 Excess usage in the event of death shall be recovered from the Indigent Support allocation.

14. MISCELLANEOUS

- 14.1 Should any circumstances not covered by this policy regarding the administration of the Indigent Support policy arise, and is urgent, it shall be referred to the General Manager, Treasury.

15. COMMUNICATION

- 15.1 From time to time the Municipality will endeavour to communicate its Policy adequately, so that members of the community are apprised of the existence of such a policy or any amendments that may have been done by Council.
- 15.2 Structures, processes and or platforms that shall be used to communicate the benefits of the policy shall include:
- a) The Ward Committee
 - b) The Ward Councillors
 - c) Community meetings
 - d) Budget and IDP road shows
 - e) Special events
 - f) Local media
- 15.3 Any communication issued by the Municipality must be coordinated by the Communications Unit or the Municipal Manager or his delegated authority.

16. SANITATION REBATE

All applications will be considered on the following basis:

- 16.1 The Sanitation Rebate subsidy will apply to a household per dwelling and not to an individual.
- 16.2 Each household shall receive a rebate on the fixed sanitation basic charge as determined by Council.
- 16.3 The legal owner of a dwelling who is responsible for the payment of the water and sanitation services account must apply for the household to be registered as a sanitation rebate beneficiary.
- 16.4 The applicant as well as any other member of the household shall not own other fixed property other than the one on which they reside.
- 16.5 The sanitation rebate shall be withdrawn by the Municipality in the event of the beneficiary misusing the system or providing incorrect information.

17. EFFECTIVE DATE

The policy shall come to effect upon approval by Council.

UGU DISTRICT MUNICIPALITY

“The Municipality”



CASH, BANKING AND INVESTMENT MANAGEMENT POLICY

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1. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act, has the same meaning as in that Act.

“Accounting Officer” means the Municipal Manager of Ugu District Municipality.

“Act” means the Local Government: Municipal Finance Management Act No. 56 of 2003, the Local Government: Municipal Systems Act No. 32 of 2000.

“Accounting Principles” mean stipulated guidelines to be followed.

“Acquisition” means acquiring goods or services through procurement policies.

“Agents” mean professional bodies appointed to execute a specific task on behalf of the Ugu District Municipality.

“Accounts” mean statement of moneys received.

“Assignee” means a person with a delegated authority.

“Bank” means an institution recognised by the Registrar of Banks.

“Bank Account” is the recognised statement of financial holdings on behalf of the municipality.

“Cash” means money, such as bank notes and coin, or cash equivalents.

“Chief Financial Officer” means the Chief Financial Officer of Ugu District Municipality.

“Constitution of the Republic of South Africa, Act No. 108 of 1996” means the Supreme Law of the Republic of South Africa.

“Cash Management” means efficient and effective management of funds.

“Delegate” means an official/person delegated to perform tasks on behalf of another person.

“Delegated Authority” means any person/persons/committee delegated with the authority to act for on behalf of Ugu District Municipality.

“Diversification of Investments” means investing in more, or more than one type of financial instrument.

“Investment Ethics” mean ethical framework within which investments must take place.

“Liquidity” means the ease with which financial instruments can be converted to cash or cash equivalents.

“Municipal Entity” means the developmental arm of the municipality established in terms of the Local Government: Municipal Finance Management Act No. 56 of 2003, in particular.

“Municipality” means the Ugu District Municipality.

“Ownership” means that all investments must be made in the name of the Ugu District Municipality.

“Short term investment” means a financial instrument with a lifespan or maturity of less than or equal to 1 year.

“Long term investment” means financial instrument with a lifespan or maturity of greater than a year.

2. OBJECTIVE OF THE POLICY

- 2.1 In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 13(2): "Each Municipal Council and Governing body shall adopt by resolution cash, banking and investment policy regarding the investment of its cash resources not immediately required.
- 2.2 An Accounting Officer has an obligation to ensure that cash resources are managed as effectively, efficiently and economically as possible. Competitive investment and effective cash management ensures both short term and long-term viability and sustainability of the Municipality. Hence, it is critical for the Municipality to have its own cash, banking and investment management policy located within the local government legislative framework. This Policy should be read and understood against this background.
- 2.3 The primary and the ultimate goal of the investing funds is to earn the safety of returns on investment principal, an amount invested whilst managing liquidity requirements and, providing the highest return on investment at minimum risk, within the parameters of authorised instruments as per the MFMA

3. BANKING ARRANGEMENTS

3.1 Opening of a Bank Account

The Chief Financial Officer will ensure that the Municipality opens and maintains the following minimum bank accounts:

- a) General Bank Account – normal municipal receipts and payments
- b) External Financing Fund – to record loan receipts and accumulations towards the repayment of such loans
- c) Capital Replacement reserve – this reserve must be cash backed at all times and therefore requires a separate bank account
- d) Unutilised Capital Receipts – this is to account for unutilised conditional grant monies and developer contributions, requires a separate bank account and must be cash backed.
- e) Consumer deposits – this is to account for consumer deposits received and must be cash backed and requires a separate bank account.
- f) A specific account will be identified as a primary bank account and all the allocations from national, provincial and other spheres of government will be deposited into this account

3.2 Management of a Bank Account

Only the Accounting Officer or his/her delegate is authorised to withdraw money from the Municipality's bank account and the delegated powers shall be in accordance with limits which will be specified by the Accounting Officer

The responsibility for the management of all the Municipal bank accounts will be allocated by the Chief Financial Officers to the officials of the Treasury department in accordance with their job descriptions. The Chief Financial Officer or his/her delegate will review reconciliations of all the Municipal bank accounts on a monthly basis.

4. CASH MANAGEMENT

4.1 All monies received by the Municipality must be deposited into the Municipal primary bank account promptly.

The Chief Financial Officer will establish an internal control procedure for the operation and maintenance of the following process with regards to cash management:

- a) Receipting, and banking of and reconciliations of daily cash and cheques
- b) Returned cheque register
- c) Unallocated receipts/deposit registers

4.2 The Chief Financial Officer, inter-alia, has to ensure financial viability and sustainability of the Municipality. In order to achieve this in a sustainable manner, the Chief Financial Officer must ensure that internal financial systems and controls are in place that will enable the Municipality to detect the mismanagement of funds.

4.3 Cash Collection:

4.3.1 All monies due to the Municipality must be collected as soon as possible, either on or immediately after due date, and banked on a daily basis. Cash left in the safe can pose a security risk, could necessitate additional insurance coverage and does not earn any interest. Special deposits should be arranged for larger amounts to ensure that these are banked on the next working day they are received.

4.3.2 All monies collected by the Council must be banked in the primary bank account of the Municipality.

4.3.3 The respective responsibilities of the Chief Financial Officer and other Heads of Departments in this regard are defined in a procedures manual approved by the Municipal Manager and the Chief Financial Officer.

4.3.4 It is important that all monies owing to the Council are correctly reflected in the debtors system. The following control measures are necessary:

- a) A well managed debtors and banking control system will ensure that funds owed to the Council are received and banked; and
- b) It is also important to review debt collection performance by comparing the debtors outstanding in relation to total revenue and then comparing this to previous financial years, in order to determine whether the debt collection process is deteriorating or improving.

4.3.5 The unremitant support of and commitment to the Municipality's credit control Policy, both by the Council and the Municipality's officials, is an integral part of proper cash collections, and by approving the present Policy the Council pledges itself to such support and commitment.

4.4 Petty Cash

- a) The Municipality keeps petty cash floats at two of its offices, that is Treasury office and Park Rynie office. Each petty cash float will be limited to R2 000 for the Treasury office.
- b) Each transaction of petty cash shall not exceed R2 000.-
- c) The officials who are responsible for petty cash management will be independent of all other cash functions like cashiering
- d) An imprest system of petty cash will be used.

5. CASH FLOW ESTIMATES

- 5.1 Before money can be invested, the Accounting Officer or his/her delegate must determine whether there will be surplus funds after meeting the necessary obligations.
- 5.2 To be able to make investments for any fixed terms; it is essential that cash flow estimates are prepared.
- 5.3 The Auditor-General requires the financial institution, where the investment is made, to issue a certificate for each investment made. This certificate must state that no commission has, nor will, be paid to any agent or third party, or to any person nominated by the agent or third party.

6. INVESTMENT ETHICS

- 6.1 The Accounting Officer and his/her delegate are responsible for the investment of funds and must ensure that there is no interference in these processes.

- 6.2 Under no circumstances may the Accounting Officer and his/her delegate ~~he/she~~ accept bribes into making an investment.
- 6.3 No member of staff may accept any gift unless that gift can be deemed so small that it would not have an influence on his/her relationship with the said institution.
- 6.4 The gift must be declared to the Municipality.
- 6.5 The Accounting Officer and his/her delegate must act according to their discretion and must report any serious cases of payment in kind or gifts, to the Municipal Council. Excessive gifts and hospitality should be avoided at all costs.

7. INVESTMENT PRINCIPLES

7.1 Risk management

The preservation of principal is the foremost objective of the investment program. To attain this objective, diversification is required to ensure that the Accounting Officer or his/her nominee prudently manages risk exposure. Risk profiles should be minimised by only placing investments with institutions and instruments approved by the Public Investment Commission or the Republic of South Africa: National Minister of Finance.

7.2 Prudence

~~Investments shall be made with care, skill, prudence and diligence. The approach must be~~ that which a prudent person acting in a like capacity and familiar with investment matters would use in the investment of funds of like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Municipality. Investment officials are required to:

- a) Adhere to written procedures and policy guidelines.
- b) Exercise due diligence.
- c) Prepare all reports timeously.
- d) Exercise strict compliance with all legislation.

7.3 Ownership

All investments must be made in the name of the Ugu District Municipality.

7.4 Risk and Return

Although the objective of the Accounting Officer and/ Chief Financial Officer in making investments on behalf of the Municipality shall always be to obtain the best interest rate on offer, this consideration must be tempered by the degree of risk involved in regard to both the financial institution and the investment instrument concerned. No investment shall be made with an institution where the degree of risk is perceived to be higher than the average

risk associated with investment institutions. Deposits shall be made only with registered deposit-taking institutions (see Gazette 27431 1 April 2005).

8. INVESTMENT PROCEDURE

8.1 After determining whether there is cash available for investment and fixing the maximum term of investment, the Municipal Manager must consider the way in which the investment is to be made.

8.2 Short-term Investment

- a) The term of investment shall not be more than 12 months.
- b) Quotations must be obtained from a minimum of three financial institutions, for the term of which the funds will be invested.
- c) Should one of the institutions offer a better rate for a term, other than the term originally quoted for, the other institutions which were approached, must also be asked to quote a rate for the other term.
- d) Quotations can be obtained telephonically, as rates generally change on a regular basis and time is a determining factor when investments are made
- e) No attempts must be made to make institutions compete with each other.

8.3 Long-term investment

- a) Written quotations must be obtained for investments made for periods longer than twelve months.
- b) The prior approval of the Council must be obtained for all investments made for periods longer than twelve months after considering the cash requirement for the next three years.

8.4 Investment maturity

- a) Upon maturity of the investment the Municipality shall do one of the following:
 - i. Shall withdraw the whole amount invested.
 - ii. Shall re-invest 100% interest plus the original amount that had been invested, in terms of the investment procedure, unless if Council wishes to utilise the original money or the interest.
 - iii. Shall withdraw the interest and re-invest the original capital amount.

8.5 Early withdrawal of invested funds

- a) When investing the funds with the banking institutions the Chief Financial Officer shall ensure that such funds are not withdrawn earlier than the maturity date agreed upon,

by so doing the Municipality will not incur fruitless and wasteful expenditures in form of penalties resulting from early withdrawal of investments.

- b) The Chief Financial Officer shall only withdraw funds if :
 - i) the banking institution concerned has agreed to exempt any penalties due to early withdrawal of investment or;
 - ii) the Accounting Officer may grant approval to withdraw the invested funds after he/she has satisfied himself/herself that the urgency was unforeseeable at the time when funds were invested and that the need for funds far outweighs the penalties being paid for such early withdrawal.

8.6 Call deposits and fixed deposits:

- a) Before making any call or fixed deposits, the Chief Financial Officer, shall obtain quotations from at least three registered financial institutions.
- b) Given the volatility of the money market, the Chief Financial Officer, shall, whenever necessary, request quotations telephonically, and shall record in an appropriate register the name of the institution, the name of the person contacted, and the relevant terms and rates offered by such institution, as well as any other information which may be relevant (for example, whether the interest is payable monthly or only on maturity, and so forth).
- c) Once the best investment terms have been identified, written confirmation of the telephonic quotation must be immediately obtained (by facsimile, e-mail or any other expedient means).
- d) Any monies paid over to the investing institution in terms of the agreed investment (other than monies paid over in terms of part 8 below) shall be paid over only to such institution itself and not to any agent or third party. Once the investment has been made, the Chief Financial Officer shall ensure that the Municipality receives a properly documented receipt or certificate for such investment, issued by the institution concerned in the name of the Municipality.

9. DELEGATION OF AUTHORITY

- 9.1 The delegation to authorise investments must distinguish between short term & long-term investments. The authority to make long-term investments as provision of security, is vested with the Municipal Council in terms of Section 48 of the MFMA and with reference to section 11(1) (h) of the MFMA dealing with cash management, the responsibility to make short investments lies with the Accounting Officer or Chief Financial Officer or any other senior financial officer authorised by either the Accounting Officer or the Chief Financial Officer/ relevant assignee.

- 9.2 The Local Government Municipal Systems Act of 2000, Section 3, (60) (2) states that the Municipal Council may only delegate to an Accounting Officer, Executive Committee, Mayor or Chief Financial Officer decisions to make investments on behalf of the municipality within a policy framework determined by the Minister of Finance.
- 9.3 The Chief Financial Officer is responsible for the investment of municipality's funds that are made under section 13 of the Municipal Finance Management Act.

10. INVESTMENT ISSUE PERTAINING TO MUNICIPAL COUNCIL APPROVAL

- 10.1 In the event that an investment that needs to be made, quotations are required from at least three registered financial institutions. In the case of telephonic quotations, the following information is required:
- a) The name of the Institution,
 - b) The name of the person, who gave the quotation,
 - c) The relevant terms and rates and
 - d) Other facts such as if interest is payable on a monthly basis or on a compound basis upon maturation.

- 10.2 All investment documents must be signed by two authorised cheque signatories.

- 10.3 The Chief Financial Officer must ensure that a bank, insurance company or other financial institution, which at the end of a financial year holds, or at any time during a financial year held, an investment for the Municipality must:
- a) Within 30 days after the end of that financial year, notify the Auditor-General, in writing, of that investment, including the opening and closing balances of that investment in that financial year and
 - b) Promptly disclose information regarding the investment when so requested by the National Treasury or the Auditor-General.
 - c) Promptly disclose information of any possible or actual change in the investment portfolio, which could or will have a material adverse effect.

11. MUNICIPAL ENTITIES

The board of Directors of all municipal entities must adopt this cash management and investment policy. Further, the same municipal entities must submit reports, as detailed in the reporting and monitoring procedures, in the same manner as Ugu District Municipality, to the Mayor.

12. POLICY REVIEW

This Policy must be reviewed annually and be tabled to the Municipal Council for approval.

13. INTERNAL CONTROL PROCEDURES

13.1 An investment register should be kept of all investments made. The following facts must be indicated:

- a) Name of institution;
- b) Capital invested;
- c) Date invested;
- d) Interest rate; and
- e) Maturity date and
- f) Interests earned on investments.

13.2 The investment register and accounting records must be reconciled on a monthly basis.

13.3 The investment register must be examined on a fortnightly basis by the senior official under the direction of the Chief Financial Officer/ assignee as instructed, to identify investments falling due within the next two weeks. An investment plan must then be established for the next calendar month bearing in mind the cash-flow requirements.

13.4 Interest, correctly calculated, must be received timeously, together with any distributable capital. The Chief Financial Officer or his/her assignee must check that the interest is calculated correctly, in terms of sound universally accepted financial management practices.

13.5 Investment documents and certificates must be safeguarded in a fire resistant safe, with dual custody. The following documents must be safeguarded:

- a) Fixed deposit letter or investment certificate;
- b) Receipt for capital invested;
- c) Copy of electronic transfer or cheque requisition;
- d) Schedule of comparative investment figures;
- e) Commission certificate indicating no commission was paid on the investment; and
- f) Interest rate quoted.

13.6 All investment must be denominated in South African Rand (ZAR)

13.7 The Chief Financial Officer or his/her assignee is responsible for ensuring that the invested funds have been invested with registered financial institutions approved by the Republic of

South Africa: National Minister of Finance, Public Investors Commission or with a bank rating of AA and endeavour to minimise risk exposure.

14. REPORTING AND MONITORING PROCEDURES

- 14.1 The Accounting Officer must within 10 days of the end of each month submit to the Mayor or Finance, Budget Control & Monitoring Committee a report describing in detail the investment and cash flow position of the Municipality as at the end of the month.
- 14.2 The report must contain a statement, prepared in compliance with generally recognised accounting principles/generally accepted municipal accounting principles, that states the:
- a) beginning market value for the period
 - b) additions and changes to the market value during the period
 - c) ending market value for the period
 - d) fully accrued interest/yield for the reporting period
 - e) the credit risk rating for the institutions whose securities are held by the Municipality as at beginning and end of the reporting period
 - f) investments disposed of due to adverse changes in credit ratings
 - g) diversification of investments
 - h) any investments locked into a time period with an institution that has a rating that is not acceptable according to Fitch, Naspers or CA-ratings.

15. PERMITTED INVESTMENTS

- 15.1 The Republic of South Africa: National Minister of Finance may identify by regulation in terms of Section 168 of the Municipal Finance Management Act instruments or investments other than those referred to below in which Municipality may invest:
- a) Deposits with banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990);
 - b) Securities issued by the National Government;
 - c) Investments with the Public Investment Commissioners as contemplated by the Public Investment Commissions Act, 1984 (Act No. 5 of 1984);
 - d) Listed corporate bonds with an investment grade rating from a nationally or internationally recognized credit rating agency;
 - e) Deposits with the corporation for Public Deposits as contemplated by the Corporation for Public Deposits Act, 1984 (Act 46 of 1984);
 - f) Banker's acceptance certificates or negotiable certificates of deposits of banks registered in terms of the Banks Act, 1990 (Act 94 of 1990);
 - g) Municipal Bonds issued by a Municipality
 - h) Guaranteed endowment policies with the intention of establishing a sinking fund; and

- i) Repurchase agreements with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990)

16. EXISTING INVESTMENTS

Current investments that were not permitted investments at the time of purchase do not have to be liquidated.

17. INVESTMENT DIVERSIFICATION

The Chief Financial Officer must ensure that available money is not invested with one institution. Investment will be restricted to institutions with a minimum credit rating of [AA]. The maximum term for any investment, may be 2 years, other than ceded investments.

18. PERFORMANCE EVALUATION

- 18.1 The performance of the investment portfolio must be evaluated quarterly. The time weighted yield attributable to the investment portfolio must be calculated each quarter and compared with the prevailing returns available on securities issued by the National Government.
- 18.2 A report discussing the performance of the investment portfolio must be submitted to the Chief Financial Officer within 10 days of the end of each quarter.

19. USE OF INDEPENDENT INVESTMENT MANAGERS

Should the need arise to use an investment manager at any time; one will be appointed using Supply Chain Management principles and practices.

20. UNALLOCATED RECEIPTS

All unclaimed and unidentified deposits older than three (3) years shall be publicised in a local newspaper on an annual basis and if unclaimed within the specified time frame, such monies will be transferred to sundry income.

21. PAYMENT OF CREDITORS

- 21.1 Due to the high bank charges with regard to cheque payments, it is essential to limit the payment of creditors to one payment per creditor per month. Should the facility be available, payments should be done by electronic transfer (subject to strict controls).
- 21.2 When considering the time to pay a creditor, proper consideration must be given to the conditions of credit terms of payment offered.

- a) In cases where a cash discount is given for early settlement, the discount, if the relevant time scale is taken into account, must in most cases be more than any investment benefit that could be received from temporarily investing the funds.
- b) If discounts are offered for early settlement they must be properly considered and utilised.

21.3 Besides this, the normal conditions of credit terms of payment offered by suppliers, must also be considered and utilized to the full by paying on the due date and not earlier, provided that no worthwhile discount is available or offered.

22. BANK AND CASH IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT Act NO.56 of 2003, Chapter 3, Part 1.

- 22.1 All names of bank accounts must be changed to the name of the newly created municipality,
- 22.2 New bank accounts must be opened if required,
- 22.3 All cheques received from the disestablished municipalities must be banked,
- 22.4 All bank accounts currently held and transferred to the municipality must be accounted for in the new accounting system,
- 22.5 The official responsible must ensure that the name change on the accounts has been effected,
- 22.6 All bank and cash must be made in terms of the Cash Management Policy,
- 22.7 Every municipality must open and maintain at least one bank account in the name of the municipality and
- 22.8 All money received by a municipality must be paid into its bank account in the name of the municipality as per the abovementioned legislative framework.

23. MANAGEMENT OF STOCK

Cash management must be improved by seeing that adequate stock control is exerted over all goods kept in stock.

24. SHORT- AND LONG-TERM DEBT

A municipality may only incur debt in terms of the Municipal Finance Management Act No. 56 of 2003. The municipality may incur two types of debt, namely short-term and long-term debt.

24.1. SHORT-TERM DEBT

24.1.1 A municipality may incur short-term debt only when necessary to bridge:

- a) Shortfalls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year or

- b) Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long-term debt commitments.

24.1.2 A municipality:

- a) Must pay off short-term debt within a financial year and
- b) May not renew or refinance its short-term debt.

24.2. **LONG-TERM DEBT**

A municipality may incur long-term debt for purposes of financing its long-term strategic objectives, as outlined in the Constitution of the Republic of South Africa, Act No. 108 of 1996, and Chapter 7 on Local Government.

- a) To provide democratic and accountable government for local communities,
- b) To ensure the provision of services to communities in a sustainable manner,
- c) To promote social and economic development,
- d) To promote a safe and healthy environment and
- e) To encourage the involvement of communities and community organizations in the matters of local government.

25. **COMPLIANCE AND ENFORCEMENT**

- a) Violation of or non-compliance with this Policy may give a just cause of disciplinary steps to be taken.
- b) It will be the responsibility of Accounting Officer to enforce compliance with this Policy.

26. **EFFECTIVE DATE**

This Policy shall come to effect upon approval by Council of Ugu District Municipality.

27. **POLICY ADOPTION**

This Policy has been considered and approved by the **COUNCIL OF UGU DISTRICT MUNICIPALITY** as follows:

Resolution No:.....

Approval Date:.....

UGU DISTRICT MUNICIPALITY

“The Municipality”



FUNDING AND RESERVES POLICY

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1. DEFINITIONS

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act, has the same meaning as in that Act.

“Accounting Officer” means the Municipal Manager of Ugu District Municipality

“Chief Financial Officer” means the Chief Financial Officer of Ugu District Municipality

“Council” means the Council of Ugu District Municipality

“MFMA” means the Municipal Financial Management Act, 2003 (Act No 56 of 2003)

“Municipality” means Ugu District Municipality

“GRAP” means Generally Recognised Accounting Practices standards.

2. OBJECTIVES OF THE POLICY

The objectives of this Policy are to:

- a. Ensure that the Medium Term Revenue/Expenditure Framework (Annual Budget) of the Municipality is appropriately funded.
- b. Ensure that cash resources and reserves are maintained at the required levels to avoid unfunded liabilities.
- c. To achieve financial stability in order to provide sustainable levels of service delivery to the community.

3. SCOPE AND INTENDED AUDIENCE

- 3.1 The Funding and Reserves policy aims to ensure that the Municipality has sufficient funding in order to achieve its objectives through the implementation of its operating and capital budgets.
- 3.2 This Policy aims to set guidelines towards ensuring financial viability over both the short- and long-term which includes reserves requirements.

4. REGULATORY FRAMEWORK

The legislative framework governing funding of the Annual Budget is:

- a. Local Government Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
and,

- b. Local Government: Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

5. FUNDING OF THE ANNUAL BUDGET

5.1 An annual budget may only be funded from:

- a. Cash backed accumulated funds from previous years' surpluses and reserves not committed for any other purpose;
- b. Realistically anticipated revenues to be collected;
- c. Borrowed funds only for capital expenditure, and
- d. Grants and subsidies.

5.2 Realistic anticipated revenue projections must take into account:

- a. Projected revenue for the current year based on the previous year's billing information.
- b. Actual revenue collected in previous financial years.

6. OPERATING BUDGET

6.1 The operating budget provides funding to departments for their medium term expenditure as planned. The Municipality categorises services rendered to the community according to its revenue generating capabilities in line with the tariffs policy

- a) Trading services – services that generate surpluses that can be used for cross subsidisation to fund other services.
- b) Economic services – services that break even with no surpluses.
- c) Rates and general services – services that are funded by surpluses generated by trading services, and/or other revenues generated such as, interest received, grants and subsidies etc.

6.2 The operating budget is funded from the following main sources of revenue:

- a) Surpluses generated from service charges.
- b) Government grants and subsidies.
- c) Other revenue, interest received etc.
- d) Cash backed accumulated surpluses from previous years not committed for any other purposes.

6.3 The following guiding principles apply when compiling the operating budget:

- a) The annual budget must be balanced and funded.

- b) Growth parameters must be realistic taking into account the current economic conditions.
- c) Tariff adjustments must be realistic, taking into consideration the general inflation, affordability, bulk increases and the demand according to the approved Integrated Development Plan (IDP).
- d) Revenue from government grants and subsidies must be in line with allocations gazetted in the Division of Revenue Act and provincial gazettes.
- e) Revenue from public contributions, donations or any other grants may only be included in the budget if there is acceptable documentation that guarantees the funds such as:
 - (i) Signed service level agreement;
 - (ii) Contract or written confirmation; or
 - (iii) Any other legally binding document.
- f) Projected revenue from service charges must be realistic based on current and past trends with expected growth considering the current economic conditions. The following factors must be considered for each service when applicable:
 - i. Metered services namely water:
 - aa) The consumption trends for the previous financial years;
 - bb) Envisaged water restrictions when applicable; and
 - cc) Actual revenue collected in previous financial years.
 - ii. Sewerage services:
 - aa) The actual number stands/consumer points receiving the service and the consumption trends per category; and
 - bb) Actual revenue collected in previous financial years.
- g) Rebates, exemptions or reductions for service charges are budgeted either as revenue foregone or as expenditure most often (grant) as per directive in MFMA Budget Circular 51 depending on the conditions thereof.
- h) Other projected income is charged in terms of the approved sundry tariffs and fines considering the past trends and expected growth for each category.

- i) Provision for revenue that will not be collected is made against the expenditure item bad debt and based on actual collection levels for the previous financial year and the projected annual non-payment rate.
- j) Interest received from actual long-term and or short-term investments are based on the amount reasonably expected to be earned on cash amounts available during the year according to the expected interest rate trends. The actual amount allocated for interest on investments is contributed to the Capital Replacement Reserve.
- k) Transfers from the accumulated surplus to fund operating expenditure will only be allowed for specific once-off projects and with no recurring operating expenditure resulting there from.
- l) Transfers from the accumulated surplus to offset the increased depreciation charges as a result of the implementation of GRAP 17 will be phased out over a number of years.
- m) A detailed salary budget is compiled on an annual basis. All funded positions are budgeted for in total and new and/or funded vacant positions are budgeted for six months only of the total package considering the recruitment process. As a guiding principle the salary budget should not exceed the parameter (percentage) of the aggregate operating budget component of the annual or adjustments budget, the parameters as may be contained in the budget circular issued by National Treasury from time to time.
- n) (Depreciation charges are fully budgeted for according to the asset register and to limit the impact of the implementation of GRAP 17 a transfer from the accumulated surplus is made) However the annual cash flow requirement for the repayment of borrowings must fully be taken into consideration with the setting of tariffs.
- o) To ensure the health of municipal assets, sufficient provision must be made for the maintenance of existing and infrastructure assets based on affordable levels, resulting that maintenance budgets are normally lower than the recommended levels. Therefore the mere reduction of maintenance budgets to balance annual budgets must carefully be considered. As a guiding principle repair and maintenance should constitute between 5 and 8% of the carrying value of the property, plant and equipment and should annually be increased incrementally until the required targets are achieved.
- p) Individual expenditure line items are to be revised each year when compiling the budget to ensure proper control over expenditure. Increases for these line items must be linked

to the average inflation rate and macro-economic indicators unless a signed agreement or contract stipulates otherwise.

7. CAPITAL BUDGET

7.1 The capital budget provides funding for the Municipality's capital programme based on the needs and objectives as identified by the community through the Integrated Development Plan and provides for the eradication of infrastructural backlogs, renewal and upgrading of existing infrastructure, new developments and enlargement of bulk infrastructure.

7.2 Capital expenditure may only be incurred on a capital project if:

- a. The funding for the project has been appropriated in the capital budget.
- b. The total cost for the project has been approved by Council.
- c. The future budgetary implications and projected cost covering all financial years until the project is operational has been considered.
- d. The implications of the capital budget on municipal tax and tariff increases been considered.
- e. The sources of funding are available and have not been committed for other purposes.

7.3 Provisions on the capital budget will be limited to availability of sources of funding and affordability. The main sources of funding for capital expenditure are:

- (a) Accumulated cash backed internal reserves;
- (b) Borrowings;
- (c) Government grants and subsidies; and
- (d) Public donations and contributions.

7.4 The following guiding principles apply when considering sources of funding for the capital budget:

(a) Government grants and subsidies:

- i. Only gazette allocations or transfers as reflected in the Division of Revenue Act or allocations as per provincial gazettes may be used to fund projects;
- ii. The conditions of the specific grant must be taken into consideration when allocated to a specific project; and
- iii. Government grants and subsidies allocated to specific capital projects are provided for on the relevant department's operating budget to the extent the conditions will be met during the financial year.

- (b) In the case of public contributions, donations and/or other grants, such capital projects may only be included in the annual budget if the funding is guaranteed by means of:
- i. Signed service level agreement;
 - ii. Contract or written confirmation; and/or
 - iii. Any other legally binding document.
- (c) Public donations, contributions and other grants are provided for on the relevant department's operating budget to the extent the conditions will be met during the financial year.
- (d) The borrowing requirements, to be used as a basis to determine the affordability of external loans over the Medium Term Income and Expenditure Framework. The ratios to be considered to take up additional borrowings:
- i. Long-term credit rating of BBB;
 - ii. Interest cost to total expenditure to not exceed 8%;
 - iii. Long-term debt to revenue (excluding grants) not to exceed 50%;
 - iv. Collection rate of above 95%;
 - v. Percentages of capital charges to operating expenditure less than 18%.
- (e) Allocations to capital projects from cash backed internal reserves will be based on the available funding for each ring-fenced reserve according to the conditions of each reserve as follows:
- i. Infrastructure projects to service new developments and the revenue is received through the sale of stands/land/site must be allocated to the capital reserve for services;
 - ii. Capital projects of a smaller nature such as office equipment, furniture, plant and equipment etc. must be allocated to the capital reserve from revenue which is funding from the revenue budget for that specific year. A general principle is that these types of capital expenditure should not exceed more than 1% of total operating expenditure;
 - iii. Capital projects to replace and/or upgrade existing assets may be allocated to the capital replacement reserve;
 - iv. Capital projects to upgrade bulk services will be allocated to the capital bulk contributions reserve for each service.

7.5 All capital projects have an effect on future operating budget therefore the following cost factors should be considered before approval:

- a) Additional personnel cost to staff new facilities once operational;
- b) Additional contracted services, that is, security, cleaning etc.
- c) Additional general expenditure, that is, services cost, stationery, telephones, material etc.
- d) Additional other capital requirements to the operate facility, that is, vehicles, plant and equipment, furniture and office equipment etc.
- e) Additional costs to maintain the assets;
- f) Additional interest and redemption in the case of borrowings;
- g) Additional depreciation charges;
- h) Additional revenue generation. The impact of expenditure items must be offset by additional revenue generated to determine the real impact on tariffs.

8. CASH FLOW MANAGEMENT

- 8.1 The availability of cash is the most important requirement for financial sustainability and must be closely monitored by the Chief Financial Officer. In doing so the Chief Financial Officer must ensure a minimum cash on hand to cover 90 days operational expenditure.
- 8.2 Surplus cash not immediately required for operational purposes must be invested in terms of the Municipality's Cash Banking and Investment Policy to maximise the return on cash.

9. MANAGEMENT OF DEBTORS

- 9.1 Debt is managed in terms of the Municipal credit control and debt collection policy.
- 9.2 The provision for bad debts is budgeted as an expense and is based on the projected annual non-payment rate for each service.

10. DONATIONS, GRANTS AND SUBSIDIES.

- 10.1 Revenue from donations or any other grants may only be included in the budget if there is acceptable documentation that guarantees the funds such as:
 - a) Signed service level agreement;
 - b) Contract or written confirmation; or
 - c) Any other legally binding document.
- 10.2 The conditions of the specific grant must be taken into consideration when allocated to a specific project. Government grants and subsidies allocated to specific capital projects are provided for on the relevant department's operating budget to the extent that the conditions will be met during the financial year.

11. THE CAPITAL REPLACEMENT RESERVE

11.1 All reserves must be "*ring fenced*" and "*cash backed*" as internal reserves within the accumulated surplus, except for provisions as allowed by GRAP.

11.2 Once the Municipality has reached its maximum gearing ability, no further borrowings can be taken up. The Municipality must invest in a capital replacement reserve. This reserve provides internal funding for the Municipality's capital replacement and renewal programme. Contributions to the capital replacement reserve through the operating budget will be:

- a) Interest received on investments;
- b) Proceeds from sale of assets.

12. THE CAPITAL CONTRIBUTIONS

These supplement capital expenditure for the necessary expansions and upgrading of bulk infrastructure. Revenue generated from capital contributions is allocated to this reserve for each applicable service. The unspent contributions must be cash backed to ensure availability of cash when the infrastructure upgrades are required.

13. PROVISIONS

A provision is recognised when the Municipality has a present obligation as a result of a past event and it is probable, more likely than not, that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are revised annually and those estimates to be settled within the next twelve (12) months are treated as current liabilities.

The Municipality has the following provisions:

(a) *Leave provision*

Liabilities for annual leave are recognised as they accrue to employees. An annual provision is made from the operating budget to the leave provision. Due to the fact that not all leave balances are redeemed for cash, only 75% of the leave provision is cash backed.

(b) *Long services awards*

Municipal employees are awarded leave days according to years in service at year end. Due to the fact that not all long service leave balances are redeemed for cash, only 75% of the long service leave provision is cash backed.

(c) *Post employment medical care benefits*

The Municipality provides post-retirement medical care benefits by subsidising the medical aid contributions to retired employees and their legitimate spouses. The entitlement to post-retirement medical benefits is based on employees remaining in service up to retirement age and the completion of a minimum service period. The expected cost of these benefits is accrued over a period of employment.

14. OTHER ITEMS TO BE CASH BACKED

14.1 Unspent conditional grant funding

Revenue received from conditional grants is recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. Amounts in relation to the unspent grant funding are therefore retained in cash and are not available to fund any other items on the operating or capital budget other than that for which it was intended for.

14.2 Consumer Deposits

Consumer deposits are partial security for a future payment. Deposits are considered a liability as the deposit is utilised once the agreement is terminated. The funds are owed to consumers and can therefore not be utilised to fund the operating or capital budget. Consumer deposits should be retained in cash and be ring-fenced.

15. POLICY REVIEW

This Policy will be reviewed annually to ensure that it complies with changes in applicable legislation and accounting standards.

16. COMPLIANCE AND ENFORCEMENT

- a. Violation of or non-compliance with this Policy may give a just cause of disciplinary steps to be taken.
- b. It will be the responsibility of Accounting Officer to enforce compliance with this Policy.

17. EFFECTIVE DATE

This Policy shall come to effect upon approval by Council of Ugu District Municipality.

UGU DISTRICT MUNICIPALITY
("the Municipality")



BORROWING POLICY

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1. Definitions

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

"Disclosure statements" means a statement issued or to be issued by:

- a municipality which intends to incur debt by issuing municipal debt instruments; and
- a person who intends to incur debt by issuing securities backed by municipal debt.

"Financing agreement" means any loan agreement, lease, instalment, purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time.

"Lender" means a person who provides debt finance to the Municipality.

"Long term debt" means debt repayable by the Municipality over a period exceeding one (1) year.

"Municipal debt" means:

- (a) A monetary liability or obligation on a municipality by:
 - a financing agreement, note, debenture, bond or overdraft; and
 - the issuance of municipal debt instruments.
- (b) A contingent liability such as that created by guaranteeing a monetary liability or obligation of another.

"Municipality" means Ugu District Municipality

"Security" means any mechanism intended to secure the interest of a lender or investor and includes any of the mechanisms mentioned.

"Short term debt" means debt that is repayable over a period not exceeding one (1) year.

2. Purpose

The purpose of this Policy is to establish a borrowing framework for the Municipality and to set out the objectives, policies, statutory requirements and guidelines for the borrowing of funds, in order to:

- 2.1. Manage interest rate and credit risk exposure;
- 2.2. Maintain debt within specified limits and ensure adequate provision for the repayment of debt;
- 2.3. Ensure compliance with all Legislation and Council policy governing borrowing of funds.

3. Legislative Framework

All borrowings made by the Municipality shall be subject to the requirements of the Local Government: Municipal Finance Act, 2003 ("the MFMA") and the Municipal Regulations on Debt Disclosure ("the Disclosure Regulations") made there under and published under GN R 492 in Government Gazette 29966 of 15 June 2007.

4. Types of Debt

4.1. This Policy applies to the debt incurred by the Municipality through the issue of municipal debt instruments or in any other way.

4.2. Without derogating from the generality of the preceding subparagraph, this policy will apply:

- 4.2.1. To any debt, whether short -term or long term;
- 4.2.2. To any debt incurred pursuant to any financing agreement, which includes any of the following agreements under which the Municipality undertakes to repay a long-term debt over a period of time:
 - 4.2.2.1. Loan agreements;
 - 4.2.2.2. Leases;
 - 4.2.2.3. Instalment purchase contracts;
 - 4.2.2.4. Hire purchase arrangements;
- 4.2.3. To any debt created by the issuance of municipal debt instruments, including:
 - 4.2.3.1. Any note;
 - 4.2.3.2. Bond; or
 - 4.2.3.3. Debenture; and

- 4.2.4. To any contingent liability such as that created by guaranteeing a monetary liability or obligation of another.

5. Principles Guiding Borrowing Practices

The following principle shall guide the borrowing practices of the Municipality, namely:

- 5.1. Risk Management: The need to manage interest rate risk, credit risk exposure and to maintain debt within specified limits is the foremost objective of the borrowing policy. To attain this objective, diversification is required to ensure that the Chief Financial Officer prudently manages interest rate and credit risk exposure;
- 5.2. Cost of Borrowings : The borrowings should be structured to obtain the lowest possible interest rate, on the most advantageous terms and conditions, taking cognisance of borrowing risk constraints, infrastructure needs and the borrowing limits determined by Legislation;
- 5.3. Prudence: Borrowings shall be made with care, skill, prudence and diligence. To this end, officials of the Municipality are required to:
- 5.3.1. adhere to this policy, and other procedures and guidelines;
 - 5.3.2. exercise due diligence;
 - 5.3.3. prepare all reports in a timely fashion;
 - 5.3.4. ensure strict compliance with all Legislation and Council policy.
- ## **6. Factors to be taken into account when borrowing**
- 6.1. The Municipality shall take into account the following factors when deciding whether to incur debt:
- 6.1.1. the type and extent of benefits to be obtained from the borrowing;
 - 6.1.2. the length of time the benefits will be received;
 - 6.1.3. beneficiaries of the acquisition or development financed by the debt;
 - 6.1.4. the impact of interest and redemption payments on both current and forecast income;
 - 6.1.5. the current and future capacity of the Municipality's revenue base to pay for borrowings;

- 6.1.6. other current and projected sources of funds;
 - 6.1.7. likely movements in interest rates for variable rate borrowings;
 - 6.1.8. competing demands for funds;
 - 6.1.9. timing of money market interest rate movements and the long term rates on the interest rate curve.
- 6.2. The Municipality will, in general, seek to minimise its dependence on borrowings in order to minimise future revenue committed to debt servicing and redemption charges.

7. Sources of Borrowings

- 7.1. Subject to any particular determination of the Council of the Municipality, the Municipality may enter into financing agreements with:
- 7.1.1. Registered South African Banks;
 - 7.1.2. The Development Bank of Southern Africa;
 - 7.1.3. Vendors of goods acquired under instalment purchase contracts or hire purchase arrangements;
 - 7.1.4. Any other institution approved by the Council from time to time.

- 7.2. Unless the Council of the Municipality specifically determines otherwise, the Municipality shall not incur any debt by the issuance of any municipal debt instruments.

8. Short-term Debt

- 8.1. The Municipality may incur short –term debt only in accordance with and in the circumstances contemplated in Section 45 of the MFMA.
- 8.2. In particular, the provisions of section 45 (1) of the MFMA must be noted, these requiring that the Municipality may incur short –term debt only when necessary to bridge:
- 8.2.1. Shortfalls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year;
or
 - 8.2.2. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long-term debt commitments.

8.3. Furthermore, as required by section 45 (4) of the MFMA, the Municipality must pay off short term debt within the financial year.

9. Overdraft Facility

9.1. Overdraft facilities are regulated by Section 45(3) of the MFMA.

10. Long Term Debt

10.1. The Municipality may incur long-term debt only in accordance with and in the circumstances contemplated in Section 46 of the MFMA.

10.2. Long-term debt may be incurred only for the purposes contemplated in Section 46(1) of the MFMA, namely:

10.2.1. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government, as set out in Section 152 of the Constitution; or

10.2.2. Re-financing existing long term debt, subject to section 46(5).

11. Council approval

Sections 45(2) and 46(2) require that short-term debt and long-term debt respectively may be incurred only if:

11.1. A resolution of the Council, signed by the Mayor, has approved the debt agreement;

11.2. The Accounting Officer has signed the agreement or other document which creates or acknowledges the debt.

12. Refinancing

12.1. Short-term debt may not be renewed or refinanced where that would have the effect of extending the short-term debt into a new financial year.

12.2. The Municipality may borrow in order to refinance long-term debt subject to the conditions contained in Section 46(5) of the MFMA.

13. Early repayment of loans

- 13.1. No loans will be repaid before due date unless there is a financial benefit to the Municipality.
- 13.2. The Municipality shall therefore assess the nature and extent of any benefits of early repayment before it makes any such early repayment.
- 13.3. Cognisance must be taken of any early repayment penalty clauses in the initial loan agreement, as part of the assessment.

14. Debt Repayment Period

- 14.1. As far as is practical, cognisance must be taken of the useful lives of the underlying assets to be financed by the debt for purposes of determining the duration of the debt.
- 14.2. Should it be established that it is cost effective to borrow the funds for a duration shorter than that of the life of the asset, the Municipality should endeavour to negotiate terms for the loan agreement on a shorter duration.

15. Provision for Redemption of Loans

- 15.1. The Municipality may set up sinking funds to facilitate loan repayments, especially when the repayment is to be met by a bullet payment on the maturity date of the loan.
- 15.2. Such sinking funds may be invested directly with the Lender's Bank.
- 15.3. The maturity date and accumulated value of such investment must coincide with the maturity date and amount of the intended loan that is to be repaid.

16. Non-Repayment or Non-Servicing of Loan

- 16.1. The Municipality must honour all its loan obligations.
- 16.2. Failure to effect prompt payment may jeopardise the Municipality's credit rating and adversely affect the ability of the Municipality to raise loans in the future loans at favourable interest rates.

16.3. In addition to ensuring the timely payment of the loans, the Municipality must adhere to the covenants stipulated in the loan agreements, including, in particular, the following where applicable:

16.3.1. furnishing audited annual financial statements;

16.3.2. maintaining long-term credit rating;

16.3.3. reporting of material changes in financial position of the Municipality.

17. Borrowing for Investment Prohibited

The Municipality shall not under any circumstances borrow funds for the purposes of investing them.

18. Security

18.1. Section 48 of the MFMA provides that the Municipality may provide security for any of its debt obligations in any of the forms referred to in Section 48(2).

18.2. Such security shall be given only pursuant to a resolution of the Council, which resolution must comply with the provisions of Section 48(3), (4) and (5) of the MFMA.

19. Disclosure

19.1. Section 49 of the MFMA requires that any person involved in the borrowing of money by a municipality must, when interfacing with a prospective lender or when preparing documentation for consideration by a prospective investor Any Official involved in the securing of loans by the Municipality must, when interacting disclose all relevant information in that persons possession or within that person's knowledge that may be material to the decision of that lender or investor, and take reasonable care to ensure the accuracy of any information disclosed.

19.2. In addition the Disclosure Regulations establish detailed requirements for the disclosure of information to prospective lenders and investors. Regulations 2, 3, 4, 5, 15, 16 and 17 are of particular importance to the Municipality, given the nature of the borrowings which it intends to make.

20. Guarantees

The Municipality may issue guarantees only in accordance with the provisions of Section 50 of the MFMA.

21. Internal Control

The Accounting Officer shall ensure that mechanisms, procedures and systems are put in place to ensure that:

- 21.1. Duties are separated in order to prevent fraud, collusion and other misconduct;
- 21.2. loan agreements and contracts are kept in proper safe custody;
- 21.3. there is a clear delegation of duties relating to the borrowing process;
- 21.4. senior officials check and verify all transactions;
- 21.5. transactions and repayments are properly documented;
- 21.6. a Code of ethics and standards is established and adhered to;
- 21.7. procedures relating to the borrowing process are established.

22. National Treasury Reporting and Monitoring Requirements

The Municipality shall promptly submit all returns and reports relating to borrowings as required by National Treasury, including reports on the Municipality's external interest paid each month, and the quarterly itemization of all of its external borrowings.

23. Other Reporting and Monitoring Requirements

- 23.1. The Municipality shall on a monthly basis perform the following control and reporting functions relevant to borrowings:
 - 23.1.1. Reconciliation of bank accounts;
 - 23.1.2. Payment requisition verification and authorization;
 - 23.1.3. Completion of South African Reserve Bank returns;
 - 23.1.4. Maintain schedule of payment dates and amounts;
 - 23.1.5. Complete National Treasury Cash Flow returns;
 - 23.1.6. Submission of particulars of borrowings as required by Section 71 of MFMA;
 - 23.1.7. Perform analysis of ratios;
 - 23.1.8. Scrutinise loan agreements to ensure compliance with loan covenants.

23.2. The Municipality shall on a quarterly basis perform the following control and reporting functions relevant to borrowings:

23.2.1. Submit National Treasury Borrowings return

23.2.2. Prepare debt schedules for reporting to the Executive Committee.

24. Related Policies

This Policy must be read in conjunction with the following other policies of the Municipality:

24.1. Budget Process Policy;

24.2. Cash Management and Investment Policy;

24.3. Virement Policy.

25. Municipal Manager to Implement Policy

The Municipal Manager, as Accounting Officer of the Municipality, shall be responsible for implementing this Policy, provided that he or she may delegate in writing any of his or her powers under this Policy to any other official of the Municipality.

26. Effective Date

The Policy shall come to effect upon approval by Council.

27. Policy Adoption

This revised Policy replaces the current Policy; it has been considered and approved by the **COUNCIL OF UGU DISTRICT MUNICIPALITY** as follows:

Resolution No:.....

Approval Date:.....

Appendix A

DISCLOSURE REGULATIONS