

**SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FUNCTIONAL AREAS**

SECTOR: FINANCE SERVICES
PERIOD: 1 JULY 2009 – 30 JUNE 2010

KEY PERFORMANCE AREA	FUNDING (VOTE)	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON
<p>1. Maintenance and control of Council's Asset Register MFMA – Section 63 Council's Asset Management Policy approved</p>	<p>Financial Services</p>	<p>Maintain and control an updated computerized Council's Asset Register by executing the following functions:</p> <ul style="list-style-type: none"> • Annually provide all departments with an accurate and up-to-date asset register to accept responsibility for departmental assets • Updated and signed inventory lists are visible in all offices • Co-ordinate and arrange public auctions for identified redundant items approved by the Mayoral Committee and submit outcome to Council • Report stolen and lost items as well as accidents in terms of operational procedures to Council's insurers and co-ordinate meetings of Accident Committee • Redundant assets are safeguarded and properly protected according to updated redundant register • Co-ordinate compilation of maintenance plans for infrastructure asset with a value of R100 000 	<p>Annually before 31 Jul '09</p> <p>31/08/09</p> <p>31/10/09 30/04/10</p> <p>Monthly</p> <p>Bi-annually</p> <p>Annually</p>	

2. Financial Services
Operational Funding

Financial Services

1. Attend to queries received within 7 working days and maintain query register Monthly

WORKS ORDERS	
Balance b/f	
Total referred to Engineering	
Total received back from Engineering	
Balance as at:	
QUERIES RECEIVED	
Balance b/f	
Finalized within 30 days	
Queries outstanding	

2. Finalization of financial statements as per legislation 31/08/09
3. Monitor and ensure payment of creditors within 30 days Monthly
4. Ensure correct billing and distribute monthly accounts (30 772) as per agreed policy Monthly
5. Payment of salaries, benefits and responsibilities as per approved Council Resolution and legislation Monthly
6. Clearance Certificates issued as follows: Monthly
- 6.1 Provision of figures within 2 working days after receipt of request;
- 6.2 Certificate within 2 working days after receipt of payment
6. Implement Indigent Policy by maintaining turn around time to complete applications Monthly
- 30 July 2009:**
Total approved year-to-date:
7. Arrange monthly Indigent Screening Committee Meeting

--	--	--	--	--

Monthly Meeting		
Balance with Social Serv		
New applications received		
Received from Social		
Balance at Social Serv		
Submitted for approval		
Approved		
Not approved		
Cancelled		
Referred back		
Total approved: YTD		

<p>3. Monthly budget statements Operational Funding</p>	<p>Financial Services</p>	<p>Compile and submit the following financial reports in terms of the MFMA:</p> <ul style="list-style-type: none"> • Monthly financial report to the Executive Mayor, National Treasury and other authorities before the 10th of each month • Quarterly financial report as per legislation to Council • Mid-year performance assessment report to Council as per legislation 	<p>Monthly Quarterly Mid-year</p>	
<p>4. Supply Chain Management MFMA – Chapter 11</p>	<p>Financial Services</p>	<p>Monitor and co-ordinate adherence to policy and legislation by:</p> <ul style="list-style-type: none"> • Update and review current Supply Chain Policy in line with new legislation and obtain approval by Council • Update and distribute accredited Vendor Data Base • Distribute agendas for Bid Adjudication Committee as per approved policy 	<p>Annually Monthly Weekly</p>	
<p>5. Budget Management MFMA – Chapter 4</p>	<p>Financial Services</p>	<ol style="list-style-type: none"> 1. Compile and submit budget as per approved legislation 2. Control and report on income and expenditure on budget as per approved legislation 3. Co-ordinate monthly Budget Steering Committee meetings 	<p>Monthly Monthly Monthly</p>	

<p>6. Debt Collection (National KPI)</p> <table border="1" data-bbox="186 210 365 451"> <tr><td>1 July 2007</td></tr> <tr><td>R34 096 150</td></tr> <tr><td>1 July 2008</td></tr> <tr><td>R45 121 118</td></tr> <tr><td>1 July 2009</td></tr> <tr><td></td></tr> </table>	1 July 2007	R34 096 150	1 July 2008	R45 121 118	1 July 2009		Financial Services	<ol style="list-style-type: none"> 1. Debt outstanding: 1 July 2009 - 2. Debt outstanding less current 3. Debt outstanding as per month 4. Over / Under (-) Target 5. Timeframes for handover 6. Monitor aging of debtors on Venus in terms of monthly handover 7. Monitor aging of government debt 8. Monitor aging of debt in informal settlements: <ul style="list-style-type: none"> • Sicelo • Lakeside • Mamello • Bantu Bonke 9. Sent report of councillors in arrears to Speaker 	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p>																																							
1 July 2007																																																
R34 096 150																																																
1 July 2008																																																
R45 121 118																																																
1 July 2009																																																
<p>6.1 Financial Viability – Debt Coverage (National KPI) Where</p> <table border="1" data-bbox="186 798 365 1113"> <tr><td>A</td></tr> <tr><td>Represents debt Coverage</td></tr> <tr><td>B</td></tr> <tr><td>Total operating Revenue received</td></tr> <tr><td>C</td></tr> <tr><td>Operating grants – equitable share</td></tr> <tr><td>D</td></tr> <tr><td>Debt service payments due within the financial year</td></tr> </table>	A	Represents debt Coverage	B	Total operating Revenue received	C	Operating grants – equitable share	D	Debt service payments due within the financial year	Financial Services	<ol style="list-style-type: none"> 1. Debt Coverage: <table border="1" data-bbox="665 735 974 1102"> <thead> <tr><th colspan="2">b/f</th></tr> </thead> <tbody> <tr><td>Jul '09</td><td></td></tr> <tr><td>Aug '09</td><td></td></tr> <tr><td>Sept '09</td><td></td></tr> <tr><td>Oct '09</td><td></td></tr> <tr><td>Nov '09</td><td></td></tr> <tr><td>Dec '09</td><td></td></tr> <tr><td>Jan '10</td><td></td></tr> <tr><td>Febr '10</td><td></td></tr> <tr><td>Mar '10</td><td></td></tr> <tr><td>Apr '10</td><td></td></tr> <tr><td>May '10</td><td></td></tr> <tr><td>Jun '10</td><td></td></tr> </tbody> </table>	b/f		Jul '09		Aug '09		Sept '09		Oct '09		Nov '09		Dec '09		Jan '10		Febr '10		Mar '10		Apr '10		May '10		Jun '10		Monthly	<table border="1" data-bbox="1177 714 1469 934"> <tr><td colspan="2">A = $\frac{B-C}{D}$</td></tr> <tr><td>"a" =</td><td></td></tr> <tr><td>"b" =</td><td></td></tr> <tr><td>"c" =</td><td></td></tr> <tr><td>"d" =</td><td></td></tr> </table>	A = $\frac{B-C}{D}$		"a" =		"b" =		"c" =		"d" =	
A																																																
Represents debt Coverage																																																
B																																																
Total operating Revenue received																																																
C																																																
Operating grants – equitable share																																																
D																																																
Debt service payments due within the financial year																																																
b/f																																																
Jul '09																																																
Aug '09																																																
Sept '09																																																
Oct '09																																																
Nov '09																																																
Dec '09																																																
Jan '10																																																
Febr '10																																																
Mar '10																																																
Apr '10																																																
May '10																																																
Jun '10																																																
A = $\frac{B-C}{D}$																																																
"a" =																																																
"b" =																																																
"c" =																																																
"d" =																																																

**6.2
Outstanding debtors to revenue**

Where

A
Represents out- standing service debtors to Revenue
B
Total outstanding Service debtors
C
Annual revenue Actually received for services

Financial Services

2. Outstanding service debtors to revenue:

b/f	
Jul '09	
Aug '09	
Sept '09	
Oct '09	
Nov '09	
Dec '09	
Jan '10	
Febr '10	
Mar '10	
Apr '10	
May '10	
Jun '10	

Monthly

$A = \frac{C}{B}$	
"a" =	
"b" =	
"c" =	

**6.3
Cost coverage**

Where

A
Represents cost Coverage
B
All available cash at a particular time
C
Investments
D
Monthly fixed opera- ting expenditure

Financial Services

3. Cost Coverage:

b/f	
Jul '09	
Aug '09	
Sept '09	
Oct '09	
Nov '09	
Dec '09	
Jan '10	
Febr '10	
Mar '10	
Apr '10	
May '10	
Jun '10	

Monthly

$A = \frac{B + C}{D}$	
"a" =	
"b" =	
"c" =	
"d" =	

7. External Services Providers MFMA – Section 116	Financial Services	Monitor performance of external service providers as appointed by Bid Adjudication Committee: <ul style="list-style-type: none"> • Performance Assessment Meetings conducted • PMS completed and signed • PMS submitted to Legal & PMS Section 	Monthly/ Quarterly	
---	--------------------	---	-----------------------	--

Agreed and accepted:

MRS. W.G. VAN NIEKERK
EXECUTIVE DIRECTOR: FINANCE SERVICES

MR. A.S.A. DE KLERK
MUNICIPAL MANAGER

CLLR. P.D. HUTCHESON
MMC: SUPPORT SERVICES

DATE

DATE

DATE