

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

**SECTOR: FINANCE SERVICES**  
**PERIOD: 1 JULY 2010 – 30 JUNE 2011**

KEY PERFORMANCE AREA	FUNDING (VOTE)	KEY PERFORMANCE INDICATOR	TARGET DATE	PERFORMANCE STATUS ON
<p><b>1. Maintenance and control of Council's Asset Register</b> MFMA – Section 63 Council's Asset Management Policy approved</p>	<p>Financial Services</p>	<p>1. Maintain and control an updated computerized Council's Asset Register by executing the following functions:</p> <p>1.1 Provide all departments with an accurate and up-to-date asset register to accept responsibility for departmental assets</p> <p>1.2 Ensure signed inventory lists are visible in all offices</p> <p>1.3 Co-ordinate and arrange public auctions for identified redundant items approved by the Mayoral Committee and submit outcome to Council</p> <p>1.4 Report stolen and lost items as well as accidents in terms of operational procedures to Council's insurers;</p> <p>1.5 Monitor performance of appointed insurers by submitting performance reports:</p> <p>1.5.1 AON Risk Services (8/2/3/7)</p> <p>2. Co-ordinate meetings of the Accident Committee</p> <p>3. Safeguard and properly protect redundant assets according to updated redundant register</p> <p>4. Co-ordinate compilation of maintenance plans for infrastructure asset with a value of R100 000</p>	<p>Annually before 31 Jul 2010</p> <p>31 Aug 2010</p> <p>31 Oct 2010 30 Apr 2011</p> <p>Monthly</p> <p>Quarterly</p> <p>Monthly</p> <p>Monthly</p> <p>Annually</p>	



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		6.1 Provision of figures within 2 working days after receipt of request; 6.2 Certificate within 2 working days after receipt of payment  7. Implement Indigent Policy by maintaining turn around time to complete applications  <b>30 July 201009:</b> Total approved year-to-date:  8. Arrange monthly Indigent Screening Committee Meeting	Monthly       Monthly	<table border="1"> <thead> <tr> <th colspan="2">Monthly Meeting</th> </tr> </thead> <tbody> <tr> <td>Balance with Social Serv</td> <td></td> </tr> <tr> <td>New applications received</td> <td></td> </tr> <tr> <td>Received from Social</td> <td></td> </tr> <tr> <td>Balance at Social Serv</td> <td></td> </tr> <tr> <td>Submitted for approval</td> <td></td> </tr> <tr> <td>Approved</td> <td></td> </tr> <tr> <td>Not approved</td> <td></td> </tr> <tr> <td>Cancelled</td> <td></td> </tr> <tr> <td>Referred back</td> <td></td> </tr> <tr> <td>Total approved: YTD</td> <td></td> </tr> </tbody> </table>	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	
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<b>3. Monthly budget statements</b>  Operational Funding	Financial Services	1. Compile and submit the following financial reports in terms of the MFMA:  1.1 Monthly financial report to the Executive Mayor, National Treasury and other authorities before the 10th of each month (MFMA, Section 71)  1.2 Quarterly financial report as per legislation to Council (MFMA, Section 52(d))  1.3 Mid-year performance assessment report to Council as per legislation (MFMA, Section 72) and submit to:  1.3.1 Executive Mayor of the municipality 1.3.2 National Treasury 1.3.3 Relevant Provincial Treasury	Monthly       Quarterly       Mid-year																							

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<b>4. Supply Chain Management</b> <b>MFMA – Chapter 11</b>	Financial Services	1. Monitor and co-ordinate adherence to policy and legislation as per the requirements of the MFMA, Section 116, by: <ul style="list-style-type: none"> <li>1.1 Update and review current Supply Chain Policy in line with new legislation and obtain approval by Council;</li> <li>1.2 Update and distribute accredited Vendor Data Base</li> </ul> 2. Distribute agendas and minutes as per approved policy for: <ul style="list-style-type: none"> <li>2.1 Bid Adjudication Committee</li> <li>2.2 Bid Specification Committee</li> <li>2.3 Bid Evaluation Committee</li> </ul>	Annually  Monthly  Weekly						
<b>5. Budget Management</b> <b>MFMA – Chapter 4</b>	Financial Services	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	Monthly  Monthly  Monthly						
<b>6. Debt Collection</b> (National KPI) <table border="1" style="margin-top: 10px;"> <tr> <td><b>1 July 2007</b></td> </tr> <tr> <td>R34 096 150</td> </tr> <tr> <td><b>1 July 2008</b></td> </tr> <tr> <td>R45 121 118</td> </tr> <tr> <td><b>1 July 2009</b></td> </tr> </table>	<b>1 July 2007</b>	R34 096 150	<b>1 July 2008</b>	R45 121 118	<b>1 July 2009</b>	Financial Services	1. Debt outstanding: 1 July 2010 -  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	Monthly  Monthly  Monthly  Monthly  Monthly  Monthly	
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<b>7. External Services Providers</b> MFMA – Section 116	Financial Services	Monitor performance of external service providers as appointed by Bid Adjudication Committee: <ol style="list-style-type: none"> <li>1. Neil de Klerk (Pty) Ltd – Compile &amp; Maintain the valuation roll and supplementary valuation roll in the MLM area (8/2/3/6)</li> <li>2. Electro Cuts CC – Rendering of disconnection and reconnection services (8/2/3/8) and rendering of meter reading and meter repair services (8/2/3/9)</li> <li>3. ABSA – Cash Management Services (8/2/3/18)</li> <li>4. Forms Media Independent, Pen on Paper, Vaal Office Supplies and Konani Technologies (8/2/3/11)</li> <li>5. Zechron Investments – Supply and delivery of pre-paid electricity vending support (13/5/63)</li> <li>6. Sasol Oil (Pty) Ltd – Supply and delivery of petrol and diesel (8/2/3/17)</li> </ol>	Monthly/ Quarterly	

Agreed and accepted:

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

\_\_\_\_\_  
**MR. A.S.A. DE KLERK**  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**CLLR. P.D. HUTCHESON**  
**MMC: SUPPORT SERVICES**

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