

FINANCE SDBIP 2016/2017

National KPA	Outcome 9	KZN PGDS KPA	IDP Objective	Strategies	IDP/SDBIP REF No.	Projects	Performance Indicator Ref No.	Unit Measure / Indicator	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
										Jul - Sep	Oct - Dec	Jan – Mar	Apr – Jun	Budget for the Year
										Target	Target	Target	Target	

GOVERNANCE & REPORTING

Municipal Transformation and Institutional Development	Improved Administrative and Human Resources Management Practices	Governance and Policy	To ensure excellence in governance and leadership	Increasing accountability and efficiency in the municipality; Improving reporting and oversight; ensuring compliance with legislation	FVFM-01/16/17	Departmental Leave schedule	1	Number of quarterly leave schedules for all staff members drafted and submitted to Corporate Services	4-of quarterly leave schedules for all staff members drafted and submitted by 30 June 2017	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	1-quarterly leave schedule for all staff members drafted and submitted	Operational
					FVFM-01/16/17	Staff Performance Agreements and Performance Work Plans	2	Number of quarterly reports on staff performance agreements and performance work plans submitted	4-quarterly reports on staff performance agreements and performance work plans submitted by 30 June 2017	1-report on staff performance reports submitted	1-report on staff performance reports submitted	1-report on staff performance submitted	1-report on staff performance report submitted	Operational
					FVFM-01/16/17	Performance Assessments and Reviews	3	Number of Quarterly Performance Reports Drafted and Submitted	4- Quarterly Performance Reports Submitted MM by 30 June 2017	1-Quarterly Performance Reports submitted	1-Quarterly Performance Report submitted	1-Quarterly Performance Report submitted	1-Quarterly Performance submitted	Operational
					FVFM-01/16/17	S72 MID-Year Report	4	Mid-Year(Sec 72) report submitted	1 Mid-Year Report submitted by 20 January 2017	N/A	N/A	1 Mid-Year Report submitted by 25 January 2017	N/A	Operational
					FVFM-01/16/17	Annual Report	5	Compliance with Circular 63	Adoption of Oversight report on annual report tabled to Council by 31 January 2017	Submission of Draft annual report to AG by 31 August 2016		Tabling of final annual report to Council March 2016.	N/A	Operational
					FVFM-01/16/17	Council Meetings	6	No. of Council Meeting attended	4 Council Meetings attended by 30 June 2017	1 Council Meeting attended	1 Council Meeting attended	1 Council Meeting attended	1 Council Meeting attended	N/A
					FVFM-01/16/17	EXCO Meetings	7	No. of EXCO Meetings attended submitted	12 EXCO Meetings attended by 30 June 2017	3 Exco Meetings attended	3 Exco Meetings attended	3-EXCO Meetings attended	3-EXCO Meetings attended	N/A
					FVFM-01/16/17	MANCO Meetings	8	No. of MANCO Meetings attended	12 MANCO Meetings attended by 30 June 2017	3 Manco Meetings attended	3 Manco Meetings attended	3 Manco Meetings attended	3 Manco Meetings attended	N/A
					FVFM-01/16/17	Departmental staff meetings	9	No. of departmental staff meetings and no. of reports submitted	4 departmental staff meetings held by 30 June 2017	1 Departmental meetings held	1 Departmental meetings held	1 Departmental meetings held	1 Departmental meetings held	N/A
					FVFM-01/16/17	Portfolio Committee Meetings	10	No. of Portfolio Committee Meetings	12 Portfolio Committee Meeting by 30 June 2017	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	3 Portfolio Committee Meetings held	N/A
					FVFM-01/16/17	Section 71 Reports	11	No of Section 71 report submitted to the Mayor and Treasury Monthly Reports	12 monthly Section 71 Report submitted to Mayor and Treasury by 30 June 2017	3 Section 71 Monthly Reports	3 Section 71 Monthly Reports	3 Section 71 Monthly Reports	3 Section 71 Monthly Reports	N/A
					FVFM-01/16/17	Monthly Performance Reports	12	No. of Monthly Performance Reports submitted to MM	12 Monthly Performance Reports by June 2017	3 Monthly Performance Reports	Prepare 3 Monthly Performance Reports	Prepare 3 Monthly Performance Reports	Prepare 3 Monthly Performance Reports	N/A
					FVFM-01/16/17	Financial Statements/Financial Reporting	13	Sets of AFS Submitted to Internal and external Auditors	2 sets of AFS submitted to Internal Auditors February 2017, External Auditors and Council by 31 August 2016	Submission of Financial statements to AG by 31 August 2016	N/A	Prepare and Submit AFS to IA	N/A	N/A
									Municipal Standard Chart of Account	14	Implementation of MSCOA	Compliance with MSCOA by 1 July 2017	Awareness on MSCOA and Alignment of IDP/SDBIP to mSCOA segments	Change Management
					FVFM-02-16/17	Review Financial Policies	15	No. of Finance Policies developed and Reviewed	Council Resolution on adopted policies reviewed and developed by 30 June 2017	N/A	Identify financial policies that need to be developed and reviewed and submit them to Manco and Portfolio Committee for input	Conduct Training Workshop to staff and councillors on developed and reviewed policies	Adoption of financial policies by 30 June 2017	N/A

Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capability	Governance and Policy	To ensure effective and efficient municipal financial management	Improvement of Cashflow Liquidity & Promotion of sound financial management	FVFM-02-16/17	Calculation of all Ratios	16	No of Calculated Ratios	4 Reports of Calculated Ratios by 30 June 2017	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	1 Report of Calculated Ratios	N/A
					FVFM-02-16/17	Maintain and Updating of Fixed Asset Register	20	GRAP compliant Municipal Asset Register	100% GRAP compliant Fixed Assets Register by 30 June 2017	Maintain and update Fixed Assets Register	Maintain and update Fixed assets Register	Maintain and update Fixed Assets Register	Maintain and update Fixed assets Register	R 700 000.00
					FVFM-02-16/17	Budget Adjustment	21	Budget Adjustment Report and Council Resolution Adopting Adjustment Budget	Approval of Adjustment Budget by Council on 28 February 2017	N/A	N/A	Drafting of Budget Adjustment Report for Approval of Adjustment Budget	N/A	N/A
					FVFM-02-16/17	Annual Budget for 2017/2018	22	Council Approved Annual Budget	2017-201 Annual budget approved by Council by 30 May 2017	Adoption of budget process plan by 31 August 2016	Budget Meeting (Internal and external) on departmental needs	Approval of Draft Budget for 2016-17	Council Resolution Approving Annual Budget for 2017-2018 by May 2017	N/A
					FVFM-02-16/17	Grants Reconciliations	24	No. of Monthly Grant Reconciliations/register reviewed	12 Monthly Grant Reconciliations/Registers reviewed by 30 June 2017	Prepare 3 Monthly Grants Reconciliations/Register	Prepare 3 Monthly Grants Reconciliations/Register	Prepare 3 Monthly Grants Reconciliations/Register	Prepare 3 Monthly Grants Reconciliations/Register	N/A
					FVFM-02-16/17	Vat Reconciliation	25	No. of Monthly reports on VAT Reconciliations	12 Monthly Vat Returns submitted to SARS	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	Review 3 VAT returns submitted to SARS	N/A
					FVFM-02-16/17	Bank and Investment Reconciliations	26	No. of Monthly Bank Reconciliation and Investment Registers reviewed	24 Monthly Bank Reconciliations and Investment Registers by 30 June 2017	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	Prepare 6 Monthly Bank Reconciliations and Investment Register	N/A
					FVFM-02-16/17	Salaries Reconciliations	27	No. of Monthly Reports of Salary Reconciliations	12 Monthly Salaries reconciliation by 30 June 2017	Prepare 3 Reports on Salary Reconciliations	Prepare 3 Salary Reconciliations	Prepare 3 Salary Reconciliations	Prepare 3 Salary Reconciliations	N/A
					FVFM-02-16/17	Creditor Reconciliations	28	Monthly Creditors paid within in 30 days	12 creditors reconciliation by 30 June 2017	Prepare 3 Monthly creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	Prepare 3 Monthly on creditors reconciliations	N/A
					FVFM-02-16/17	MFMA Compliance	29	Monthly Compliance Reports	12 monthly compliance report by 30 June 2017	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	Prepare 3 Monthly Compliance Reports	N/A
	ability				FVFM-03-16/17	Debtor Reconciliation	30	Number of debtors reconciliations prepared.	12 debtors reconciliations reviewed by 30 June 2017	Prepare 3 Debtors reconciliations	Prepare 3 Debtors reconciliations	Prepare 3 Reports on Debtors	Prepare 3 Reports on Debtors	N/A
					FVFM-03-16/17	Revenue Enhancement Strategy	31	Council adopted Revenue Enhancement Strategy	Council approved Revenue Enhancement Strategy by 30 June 2017	Develop a revenue enhancement strategy	Present the strategy to MANCO for input	Workshop the strategy to Council	Adoption of Revenue Enhancement Strategy	N/A

Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capa	Governance and Policy	To ensure effective and efficient municipal financial management	Improvement of Cash flow Liquidity & Promotion of sound financial management	FVFM-03-16/17	Supplementary Valuation Roll	32	Council Approved SV	Council approved Supplementary Valuation Roll by 30 June 2017	N/A	N/A	Develop a Supplementary Valuation Roll	Approval of Supplementary Valuation Roll by Council	390 000.00
					FVFM-03-16/17	Municipal Billing	33	Number of Billing Reports generated	12 Monthly Billing Reports by 30 June 2017	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	Prepare 3 Monthly Billing Reports	N/A
Financial Viability and Financial Management	To improve Municipal Finance and Administrative Capability	Governance and Policy	To ensure an effective advisory role to management and council	Improvement of Cashflow Liquidity & Promotion of sound financial management	FVFM-05-16/17	SCM Report	40	Number of Monthly SCM reports submitted to Council	4 SCM Report submitted to council by 30 June 2017	1 SCM Report submitted to council	1 SCM Report submitted to Council	1 SCM Report submitted to council	1 SCM Report submitted to Council	N/A
					FVFM-05-16/17	Implementation of Procurement plan	41	No of Departmental of SCM Procurement Plan received	Implementation of 2016/17 SCM Procurement Plan by 30 June 2017	Implementation of Procurement Plan by September 2016	Implementation of Procurement Plan by December 2016	Implementation of Procurement Plan by March 2016	Implementation of Procurement Plan by June 2016	N/A
					FVFM-05-16/17		42	Council Resolution/MANCO approval of Procurement Plan	Council/MANCO approved Procurement Plan	N/A	N/A	N/A	Source and consolidated departmental inputs for Procurement plan for approval by Council/MANCO	N/A
					FVFM-05-16/17		43	Number of KZ275 Suppliers registered on Centralised Suppliers Database (CSD)	KZ275 suppliers on CSD database by 30 June 2017	Local Suppliers assisted to register on CSD	Local Suppliers assisted to register on CSD	Local Suppliers assisted to register on CSD	Local Suppliers assisted to register on CSD	N/A

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HOD SIGNATURE

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VERIFIED BY PMS MANAGER

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APPROVED BY MUNICIPAL MANAGER

Source of Funding	Ward	POE
Own Revenue	N/A	Leave Schedule and leave register
Own Revenue	N/A	4-reports on staff performance reports, agreements and performance work plans
Own Revenue	N/A	Quarterly reports
Own Revenue	N/A	Mid-year report & Council resolution
Own Revenue	N/A	Council resolution and Annual Report
N/A	N/A	Council resolution and Annual Report
N/A	N/A	Minutes, Attendance Register
N/A	N/A	Minutes, Attendance Register
N/A	N/A	Minutes and Attendance Register
In-House	N/A	Minutes and Attendance Register
In-House	N/A	Proof of submission to Mayor and Treasury of Section 71 Reports
In-House	N/A	Proof of submission to MM
Operational	N/A	Proof of submission of Annual financial Statement; AFS; Internal & External Auditors
Operational	N/A	Proof of submission of Annual financial Statement; AFS; Internal & External Auditors
N/A	N/A	Council Resolution

N/A	N/A	Quarterly reports for calculation of Ratios
Operational	N/A	Auditor findings on Municipal Asset Register
N/A	All Wards	Council resolution adopting adjustment budget
In-House	All Wards	Council Resolution
In-House	N/A	Grants Reconciliations/Registers Reviewed
In-House	N/A	VAT Returns submitted to SARS
In-House	N/A	Bank Reconciliations and Investment Registers Reviewed
In-House	N/A	Salaries Reconciliations Reviewed
In-House	N/A	Creditors Reconciliations Reviewed
In-House	N/A	Monthly Compliance Reports
In-House	N/A	Debtors Reconciliations Reviewed
In-House	N/A	Revenue enhancement strategy

In-House	N/A	Council Resolution;
In-House	N/A	Billing Reports
In-House	N/A	Council resolution son SCM reports
In-House	N/A	Report on the implementation of Procurement Plan
In-House	N/A	Approved Procurement plan for 2017/2018
In-House	N/A	List of Suppliers registered

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