

MATATIELE LOCAL MUNICIPALITY



PERFORMANCE REPORT: Quarter 2

PERIOD FROM 01 OCT 2010 TO 30 DEC 2010

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ANNEXURES – SERVICE DELIVERY AND BUDGET IMPLIMENTATION PLAN

ANNEXURE A – OFFICE OF THE MUNICIPAL MANAGER

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1. INTRODUCTION

According to the Local Government Municipal Finance Management Act, Act 56 of 2003, Section 52 (c) thereof, the Mayor must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget.

The Matatiele Local Municipality has thus compiled its Quarter 2 performance report in line with the above mentioned legislation. The purpose of the report is to outline the achievements of the municipality in the period under review. The report further seeks to outline challenges and remedial actions that have been implored as corrective measures thereto.

The purpose of reporting of this performance report is as follows:

- To analyse the performance of the municipality for the second quarter
- To track quarter two progress against the targets set in the attached SDBIPs. This will intern to inform decision making and future goal setting
- To identify problems regarding performance of municipal programmes with a view to obtain solutions
- To determine whether the objectives of programme have been met.

2. SYNOPSIS OF ACHIEVEMENTS

The following is a synopsis:

The Municipal Manager's Office had twenty five (25) targets set, attain eleven (11) targets and fourteen (14) of the set targets were not met. The Office deviated from the targets set on the following bases: Lack of Capacity in the Special Programmes Unit, Targets to be rectified in the third (3rd) Quarter from the PMS Unit, Delays from the Sector Departments that was faced by the Communications Unit. There were no clear corrective measures outlined to rectify the deviations.

The Community Services department had Seven (7) targets set; all targets for this quarter were met.

Thirty four targets (34) were set in Corporate Services department; of which twenty four (24) were achieved and ten (10) were not met. There are targets that were reprioritised and will be attended on the third and fourth quarters. In which some of the targets were ongoing processed that are a procedure. In other circumstances the department could not reach consensus with the relevant stakeholders as a results, such targets were partly attained.

Economic Development and Planning department had twenty four (24) targets set and sixteen (16) of those targets were met, five (5) were not attained while three (3) relate to ongoing programmes in the department. The cause of the deviations involved delays caused by sector departments, targets that were affected by the Heavy summer rainfall and non participation by the community. As a result, the department had to extend deadlines so that the community can be given a chance to be involved.

The Technical Services department set out six (6) targets for the quarter under review. Of the set targets, five (5) were achieved and one (1) target was not met. The deviation was caused by the late appointment of a professional service provider that was to help the department attain that target.

The Budget and Finance department had forty eight 48 set targets for the second quarter and managed to achieve all the targets with no deviation from the set objectives.

The attached as ANNEXURES reflect the 2nd Quarter SDBIPs of all the departments, where the planned together with the actual targets for the quarter under review is outlined.

3. MUNICIPAL MANAGER'S DEPARTMENT

2.1. COMMUNICATION IGR & PROTOCOL UNIT

2.1.1. Local Communicators Forum

The local Communicators Forum is now stable and the decision was it is to sit once in two months. The last meeting was held on the 22nd of November 2010.

2.1.2. Talk to Your Councillor Radio Show

The show was initially targeting to take all councillors responsible for Service Delivery to a local radio station to communicate success on service delivery in order to close the information gap between communities and Government in general. Although there were hiccups during the initial phase, the programme is running smoothly now. The show is aired on Alfred Nzo Community Radio every Wednesday from 18h30 to 19h30. Eighteen (18) Wards out of twenty-four (24) Wards have already gone for the TALK TO YOUR COUNCILLOR RADIO SHOW and one (1) is remaining, and the other five (5) Wards did not attend for various reasons.

2.1.3. Services On-wheels Programme/ Mayoral Outreach

It is a programme conducted in partnership with Sector Departments but coordinated by the Municipal Communications Unit. The main purpose of this programme is to bring the Government closer to the people, and assist on the production of Identity Documents, Birth Certificates, and Grants, to close the Information Gap on what other services does the government render to communities. In the second quarter there was a Home affairs ID and Birth Certificates Campaign which was conducted. The feeling of the community is that the campaign did not cover all its intentions, because most people are still without documents that will assist them to get ID documents. It was then suggested that the Home Affairs must be requested to repeat the Campaign and Traditional Leaders requested to assist members of their Communities with proof of residence as it was resolved up on in the Traditional Leaders Summit.

2.1.4. Media Briefing

This programme was agreed on between the Three Mayors of Alfred Nzo District Municipality: the District Municipality will be responsible to coordinating the Programme for the entire District. This does not forbid the Local Municipality to coordinate its own Media Briefing, if necessary. In December 2010 we had a Special Media

Briefing Conducted with the Premier on the Closing ceremony of 16 days of Activism Against Women and Children Abuse. Various Radio Interviews were held with the Mayor in the second quarter.

2.1.5. News Papers Articles and Media Releases

A weekly Service Delivery article is produced on a local news paper, where a progress in implementation of Municipal programmes is outlined. This programme is progressing very well.

2.1.6. Service Delivery Leaflets, Booklet and IDP Priority List

We have managed to gather relevant information for the development and compilation of the Booklet which focuses on services rendered by government from 2006 to date. The information will be printed in a form of a booklet. We have verified the information with all ward councillors and we are now in the process of appointing service provider for the printing.

2.1.7. Communications Strategy

The Matatiele Local Municipality Communication Strategy was adopted by Council on the 14th of October 2010. The strategy is available on the Municipal website.

2.1.8. IGR Forum

The first IGR meeting coordinated by the Matatiele Local Municipality was held on the 17th August 2010. The forum was officially launched; we then agreed that the meeting will sit quarterly. It was also agreed that the members of the IGR Forum will also be members of the Rapid response team.

2.1.9. Traditional Leaders Summit

The Summit was held on the 14th – 17th of November 2010, which was then followed by the signing of the Memorandum of Understanding (MOU) between the Municipality and the Traditional Leaders in Matatiele.

2.1.10. Twinning Programme

The report was tabled to EXCO and Council. The Communication Unit is now in the process of facilitating the signing of the MOU between two Municipalities before the end of the year.

2.1.11. Protocol Training

The training workshop on Protocol for the Municipality was not held as planned. It was then decided that the Municipality will allocate budget for this training and it will be conducted in the third quarter.

2.1.12. Ward Committee Training On Communication

The programme was in partnership with Austrian Development Agency (ADA), the training was completed on November 2010. Awards were given to the best performed wards. Two Municipality wards were recipients in the awards viz. ward 15 (awarded a lap-top) and Ward 05 (awarded a desk top). Of importance, all the assets received would belong to the respective wards not the individuals who participated. As a result, the Municipality is taking the responsibility to programme them and listing them in the asset Register.

2.1.13. The Development of the News Letter

Due to lack of budget, it was decided that the news letter be produced in-house, two editions will be produced in each quarter, to cover for the previous two quarters.

2.1.14. Website Management

We are in the process of appointing a service provider who will re-design the website and train the staff members in updating of the information on it.

2.2. PMS AND IDP UNIT

2.2.1. Integrated development plan

- **To ensure that the 2011 -2012 IDP Review process is in line with the legislative requirements and Quality assurance of outputs on the Process Plan.**

Under this performance objective, this Quarter had to see to the confirmation of community priorities and through the IDP representative forum. This target was achieved.

Further a consultant was appointed in to assist the municipality in the compilation of the Integrated Development Plan review.

- **Ensure Public participation throughout the 2011 -2012 IDP Preparation Process**

The performance target was to advertise the meeting of the IDP representative forum to ensure the awareness and involvement of the community in the IDP. This target was met.

2.2.2. Performance management system

- **To ensure Proper Monitoring & Evaluation in line with the legislation**

For this performance objective, the collation of the Q1 performance reports and submission to council was to be attained. The reports were collated and submitted to council.

- **Ensure that there is Public Participation in the Performance Management System throughout the implementation of the 2010 -2011 IDP**

Also the reports had to be advertised and placed on the municipal website. The target for advertising the Q1 reports for the involvement of the general community and placing the report on the website was not met. This has to be rectified in the third Quarter (Q3).

2.3. SPECIAL PROGRAMMES UNIT

The Special Programmes Unit is made up of the following: Youth Development which seeks to empower youth for the realisation of their full potential; Women empowerment which seeks to develop women and mainstream gender issues; the rights of people living with Disability which seeks to develop and mainstream disability issues; Protection and Promotion of the Rights and the Dignity of the Elderly; Honouring and Protection of the Children's Rights; and HIV/AIDS.

The main role of the Unit is to facilitate and coordinate the functions of all government departments for the benefit of the above mentioned groups also known as Designated Groups. Following is a brief summary of the programmes submitted and implemented or were supposed to be implemented in the first quarter of the 2010/2011 financial year:

2.3.1. Youth Development

Under Youth Development, two projects were supposed to be completed, they are; the establishment of Youth Unit which was carried over from the first quarter and youth development policy. Other youth programmes are ongoing, started in the first quarter but not expected to be completed before the end of the current financial year, such as the collection of data of young people in the municipality as part of an ongoing research. Youth Unit has been established and the youth development policy is 50% complete.

2.3.2. Women Empowerment

Under women empowerment, two projects were supposed to be undertaken; they are the establishment of Women's forums at ward level, the establishment of women's forum at municipal level. None of the above took place because of the lack of capacity in the SPU Office. The target set was not achieved.

2.3.3. People Living with Disability

Two projects were supposed to be completed and they are the establishment of Disability Forums at ward level, and the development of Disability Policy. The Disability policy is 50% complete and forums at ward level have not been established. The deviation is the elections at ward level which should be rectified in the third quarter.

2.3.4. Promotion and Protection of the Rights of the Elderly

Three projects were supposed to be undertaken; they are establishment of Older Person's Forums at ward level, one for and at municipal level and the Christmas Party for the elderly. Nothing was achieved here owing to the lack of capacity in the Unit and the Christmas Party was not approved by the Municipal Manager. The capacity in the office is still a major problem, the employment of Gender Coordinator is necessary.

2.3.5. Children's Rights

Under Children's rights there is a programmes of identification of Child Headed House Holds and it is an ongoing programme and the Christmas Party. The party was not approved by the MM.

2.3.6. HIV/AIDS

Four projects were supposed to be completed and they are; the establishment of Local AIDS Council, Ward AIDS Councils, HIV/AIDS Strategy and HIV/AIDS Campaigns in 12 Wards. LAC has been established; HIV/AIDS Strategy is draft stages and 50% complete, deviation is 5 HIV/AIDS campaigns were conducted instead of 12 and that Ward AIDS Councils have not been established. The deviations will be managed in third quarter since someone has been employment, the SPU Intern responsible for HIV/AIDS, however this does not replace the necessity to have a fully employed HIV/AIDS Coordinator.

2.4. INTERNAL AUDIT UNIT

The objective for the Internal Audit Unit was to execute an Audit Cycle as per audit plan. With a performance target to compile an Internal Audit report, an audit of the Performance Management System was carried out and an internal audit report was submitted to management. The target was reached and there were no deviations whatsoever to the objectives.

Strategic Focus Area:- Internal Audit					
Performance Measure	Quarter 2 Target	Actual Performance	Deviation from the Target	Reason for the Deviation	Corrective Measure
Performance Objective	-	-	-	-	-
1. Execution of audit cycles as per the approved audit plan.	Internal audit report.	An audit of the Performance Management System was carried out and an internal audit report submitted to management.	n/a	n/a	n/a

3. COMMUNITY SERVICES DEPARTMENT

The following is a simplified narrative of the second quarter performance report in which, the performance is going to be outline as per Key Performance Area and the relevant objectives.

3.1. KEY PERFORMANCE AREA: SERVICE DELIVERY

3.1.1. Key Result Area: Housing

The objectives for the 2nd Quarters were to:

1. Identify 2445 and 2796 housing beneficiaries respectively
2. Conduct nine (9) social facilitations
3. Manage eleven (11) and nine (9) projects respectively
4. Resolve twenty nine (29) housing beneficiary queries.

So far as the above performance, has been achieved.

3.1.2. Key Result Area: Safety & Security

The objectives for the 2nd Quarters were to:

1. Procure and acquire park home for licensing office

The above performance objectives, the department has achieved all quarterly targets

3.1.3. Key Result Area: Environment, Conservation, Parks & Pound

The objectives for the 2nd Quarter was to:

1. 75% of the Maintenance of Mountain Lake road and only 25% of the work was achieved.
2. The appointment of the Pound and Community Halls fence construction team to begin work in the 3rd quarter.

4. CORPORATE SERVICES DEPARTMENT

The following is a summary of the Mid-Year Performance Report as outlined in Item 1.3 of the Mid-Year Performance Report Spread Sheet for the mentioned period. The summary will be presented under each Key Performance Area and the relevant Objective.

4.1. KEY PERFORMANCE AREA: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

4.1.1 Key Result Area: Human Resources Management

The objectives for the 2nd Quarters were to:

- a) Provide accredited training to both Councillors and employees, totalling 37 people. Fifty two (52) people were trained.
- b) A target of sixteen (16) was set to employee appropriately qualified personnel in the second quarter, seven (7) vacancies were filled.
- c) Review the Organisational Structure in line with the Integrated Development Plan Objectives. This target was not achieved as consensus was not reached on certain aspects of the Budget and Finance Organogram. The whole Municipal Organogram will be reviewed at the Strategic Plan to be held on 30 January 2011 to 2 February 2011 and processed for approval by Council.
- d) Develop an Attraction and Retention Policy. This target was not reached because of reprioritisation. It is planned to be developed during the 3rd Quarter.
- e) Implement the Work Place Skills Plan, resulting in 553 people undergoing various training interventions for the whole year. The Department of Local Government and Traditional Affairs offered to train all 240 Ward Committee Members. Council approved this offer vide Resolution No. 646/15/12/2010. The remaining annual target was 313. Of this number, the 2nd Quarter targets added to 157. The target was not met. Deferment of training, withdrawal of attendants and reprioritisation affected the achievement of the target. The remaining training will be spread over the 3rd and 4th Quarters.
- f) Implement the Employment Equity Plan. This is an ongoing process. It has resulted to:
 - appointment of 5 female employees at the managerial level and also
 - redistribution of employees across various occupational categories on gender basis.
- g) Ensure Human Resources proper Record keeping and maintenance in accordance with best practices. This is ongoing. During the past two Quarters, new personal files have been opened and old ones updated so as to facilitate easy retrieval of information. Improvements will continue to be effected during the remaining two Quarters.
- h) Workshop employees on 20 Human resources Policies. This target was not achieved due to prioritisation of recruitment and selection of employees on vacant and critical posts. The workshop will be held over the 3rd and 4th Quarters.

- i) Ensure that all Local Labour Forum meetings take place every month as per the Collective Agreement. This target was achieved except for December where members were attending Computer training. The meeting was rescheduled for January 2011.
- j) Develop an Employee Assistance Policy so as to address employee related problems. This target was not reached due to reprioritisation. It will be attended to during the 3rd Quarter.
- k) Conduct induction for all employees on Conditions of Service and related matters. No formal induction was conducted on all employees in a session format, except on individual basis when each employee gets a letter of appointment and orientated by each Head of Department. The change in this objective is that induction will be conducted on a Quarterly basis as from the 3rd Quarter on employees appointed during the preceding Quarter.

4.1.2. Key Result Area: Compliance with Collective Agreements Of The South African Local Government Bargaining Council (EC)

Examples of Collective Agreements are Salary and Wage and Consolidated Conditions of Service. This is ongoing. The target of implementing these agreements was reached.

4.1.3. Key Result Area: Administration

The 2nd Quarter objectives were to:

- a) Provide appropriate information technology for our requirements. A total of 27 faults were logged and attended to.
- b) Ensure proper and efficient usage of Information Technology Facilities. A total of 52 Councillors and employees were trained. The remaining Councillors and employees could not attend the training because of co-inciding commitments. .
- c) Finalise the installation of Electronic Archiving System. Phase 1 (offsite storage and scanning), a scanner, server, Phase 2 (Implementation of a file plan, Electronic Document Management System, setup and installation and training programme), 3 x Computers, cabling, software to convert images to document format, storage (November 2011 to June 2016) of 200 boxes, file covers, steel shelves and Abby Fine Reader have been acquired and some equipment installed. The finalization is set for the third quarter.
- d) Develop and Review Information Technology Policy. The Draft policy is available but has not been work-shopped and approved by Council as training was prioritized. A workshop on the Draft Policy will be held in the third quarter as training was prioritized. We will continue using the policy that is currently approved.
- e) Provide for legal advice and support as per the Municipality's needs. Legal advice has been given when needed and on a continuous basis.

4.2. KEY PERFORMANCE AREA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

4.2.1. Key Result Area: Capacity Building

The objective for 2nd Quarter was to:

- a) Train Ward Committee Members so as to perform their functions efficiently. In terms of council resolution CR646/15/12/2010 all 240 ward committee members are to be trained from DLGTA funding due to Training Budget constraints.

4.2.1. Key Result Area: Council Support

The objectives for the 2nd Quarter was to:

- a) Ensure efficient functioning of Council. The target was met in the second quarter.
- b) Ensure publication of all Council meetings in terms of the Systems Act. The target was met in the second quarter.
- c) Ensure efficient functioning of Standing Committees. The target was met in the second quarter.
- d) Ensure efficient functioning of EXCO. The target was met in the second quarter.
- e) Ensure the effectiveness of Ward Committee members of all 24 wards. The target was met for both quarters. Monthly reports have been submitted.
- f) Promote good customer relations at all times. This is an on-going and all affected employees have been encouraged to observe this requirement.
- g) Ensure the development and or updating of Policies & Bylaws: (A) Rules of Order (B) Delegation Framework (C) Bylaws: (i) Ward Committees (ii) Traffic (iii) Dumping/Littering (iv) Library (v) Dogs.
 - (A) The Standing Rules of Order were developed and approved by Council as per resolution number CR570/30/07/2010,
 - (B) The Delegation Framework and Bylaws Workshop were held on 12 & 13 September 2010.
 - (C) The Delegation Framework and the following Bylaws were approved by Council: Draft By-laws relating to Dogs; Draft Standard Library By-laws; Draft By-laws relating to Public Meetings and Gatherings, Processions and the Like and Draft Dumping and Littering By-laws. CR643/15/12/2010

4.3. KEY PERFORMANCE AREA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

4.3.1. Key Result Area: Training Budget

The objectives for the 1st and 2nd Quarters were to:

- a) Ensure an increased percentage of the Training Budget out of Operational Budget for Training of Councillors and Employees. A total of R157 106.67 was used for training purposes. The remainder will be used during the remaining 3rd and 4th quarters.

4.3.2. Key Result Area: Rebates

The objective for the 2nd Quarters was to:

- a) Ensure receipt of maximum rebate from WSP Implementation.

4.3.3. Key Result Area: Acquisition of Required Goods And Services

The objectives for the 2nd Quarters were to:

- a) Servicing of Air Conditioners. This target was met.
- b) Purchasing of 6 Air Conditioners for Civic Building Offices. This target was met.
- c) Mandatory Grant. An amount of R27 401.75 was deposited at Budget and Finance Department in November 2010. We are still expecting some more from LGSETA.

4.4. KEY PERFORMANCE AREA: LOCAL ECONOMIC DEVELOPMENT

4.4.1. Key Result Area: Personnel Provision and Training

The objectives for the 2nd Quarter was to:

- a) Recruit appropriately qualified personnel. Six (6) employees have been recruited.
- b) Provide training to employees in relation to their core functions. Thirteen (13) employees have been exposed to relevant training.

4.5. KEY PERFORMANCE AREA: BASIC SERVICE DELIVERY

4.5.1. Key Result Area: Personnel Provision and Training

The objectives for the 2nd Quarter was to:

- a) Recruit appropriately qualified personnel. Nine (9) employees have been recruited.
- b) Provide training to employees in relation to their core functions. Thirty-two (32) employees have been exposed to relevant training.

5. ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

5.1. TOWN PLANNING

SDF

The target was the completion of draft SDF

The Current Situational Analysis has been completed and report submitted. 3 PSC and Community meetings have been held. The Report has been presented to the IDP Representative Forum and The Council of Traditional Leaders. The Draft Spatial Strategy is in 80% of its completion. The consolidated SDF & Implementation Plan is being prepared.

The SDF could not be finalized as scheduled because the comments from external Departments were not sent in time. Since these were deemed crucial for the preparation of the first SDF for the Matatiele Local Municipality the deadline had to be extended.

The EDP will approach these departments to obtain the comments by the middle of January when, hopefully, all officials would be back.

Maluti Land Tenure Upgrading

The targets for preparation of the Inception Report and the Situation Analysis Report

These targets were achieved in the First Quarter.

Beacon Relocation has been completed. Three consultative workshops were held at Mauliti. The first draft of LUMS has also been prepared, a PSC and Technical Committee Meeting have been held. The Draft Conditions for Establishment and approval has also been prepared.

Problems encountered were that comments on the Draft LUMS were not received before Provincial Department offices and ANDM offices were closed for the December Holidays. The EDP will approach these departments to obtain the comments by the middle of January when, hopefully, all officials would be back.

The verification of land ownership in Maluti is about 21% complete (about 260 out of the 1241 sites). Due to the slow pace of the verification the deadline will be extended to the end of January 2011. Also a community meeting will be held to discuss the problem and agreement on a solution should be reached. The date for the community meeting will be decided on 10 February when PSC and Technical Committee meetings will be held.

LED Ward Profiles

- Target: The preparation of the template for LED profile and 9 ward profiles.
16 Wards profiles were completed. (No deviation from target).

Township Establishment

- Target: To undertake township establishment for Area J and Area M.
Processing of application is ongoing. There is no deviation from targets.

LEGALISATION OF SIGNAGE

- Target :To make sure that all signage erected within the Maluti, Cedarville and Matatiele town area complies with Municipal By-laws by June 2011

The EDP is liaising with the Technical Services Department to remove the illegal signage. There were no deviations from targets set.

DEVELOPMENT OF LUMS FOR MATATIELE AND CERDAVILLE

- Target: To formulate a functional and usable town planning scheme / LUMS by June 2011 for Matatiele & Cedarville.

The EDP is still waiting to hear from the DLGTA (Bisho) and will continue with the discussions already

SUBDIVISION AND CONSOLIDATION APPLICATIONS

- Target: To ensure that all subdivision and consolidation applications are processed within 60 days
No deviation since all applications received are processed within 45 days.

REZONING AND SPECIAL CONCERN APPLICATIONS

- Target: All special consent applications received should be processed within 30 days after advertisement and submitted to the next Council Meeting

No application was received.

OTHER PLANNING ACTIVITIES UNDERTAKEN

- Target : Revamping of street names 21 concrete refuse bins with street names have been placed in identified locations. 33 bins are still to be delivered by the service provider.

5.2. LED

Objective: To create an environment suitable for SMMEs development

Target: *Appoint service provider for the by-laws and prepare proforma Business licence:*

Reason: the Target has been achieved.

Objective: To establish a regional milling plant and grain storage facility

Target: Appointment of service provider for preparation of feasibility study, completion of the feasibility study and mobilization of stakeholders

Reason: Target has been achieved.

Objective: To promote economic upliftment by improving income levels and creating employment opportunities throughout the municipality.

Target: Create a market for existing cooperative

Reason: The target has been achieved

Objective: To establish a commercial poultry enterprise at Malubelube settlement

Target: Complete business plan and solicit quotations for poultry houses and all required equipment

Reason: This activity has been affected by the delayed allocation of funding from DEDEA, and is three months behind schedule. However all activities are being carried out as planned.

Objective: To establish commercial Piggery enterprise around Matatiele

Target: Strategic Partners or drivers of the project:

Review the Gwebindlala Piggery project – Target has been achieved.

Objective: Facilitate establishment of an agriculture training centre by the Dept of Agriculture and solicit funding for the establishment of markets facilities for all commodities

Target: Finalize negotiations for the establishment of the training centre

Reason: The Target has not been achieved as the delay is done by the Department of Agriculture, FET College and the Department of Rural Development and Land Reform as they are still signing a Service Level Agreement.

Objective: To establish charcoal enterprises for production of charcoal and other wood production from wattle in the heavily infested areas.

Target: Finalize funding application for the project

Reason: Target has been achieved

Objective: To facilitate the carrying out of at least three flea markets and other produce marketing opportunities

Target: First Produce- Flea Market

Reason: Heavy summer rains affected this activity and it will be carried out in the next quarter

Objective: Establishment of LED Forum

Target: A functional LED Forum

Reason: A Follow up to be done with relevant stakeholders

Objective: Establishment of Multi-functional facility (Trade Taxi Rank Facility)

Target: Setting up Steering Committee

Reason: The target has been achieved

To identify areas and source funding for establishment of stone fruit enterprises at least one site along the Drakensburg foothills

Target: Identification of suitable land

Reason: Target has been achieved

TOURISM

Project Steering Committee was established and two meetings have been held up until this period. The terms of reference had to be sent to DEDEA for their ratification and the appointment of service provider shall take place during the third quarter.

6. TECHNICAL SERVICES DEPARTMENT

The Technical Services Department has achieved most of its targets that were outlined on the SDBIP for the quarter on review.

6.1. PMU

- The set targets for the second quarter for Malubaluba Access Road and Diaho Great Place Access Road were reached.
- The appointment of Professional Service Providers for 2011 /2012 Financial Year, contractors in place before the start of the financial year (2011 /2012) in order to be able to monitor our expenditure and reach targets.

6.2. SOLID WASTE UNIT

- Matatiele Local Municipality has won the greenest/cleanest town competition.
- The tender for the skip loader; refuse compactor truck and skips has been awarded. We are awaiting the delivery.
- The landfill site external audit report was conducted.
- Matatiele Landfill site is registered under South African Waste Information Centre and data has been captured
- Ground water monitoring has been conducted at the landfill site.

6.3. OPERATIONS AND MAINTENANCE

Kerbing and channelling

- We managed to recruit a number of employees under EPWP to assist us in reaching the target.

6.4. ELECTRICAL UNIT

Tools and equipment

- The truck has been fitted with a cherry-picker.

CHALLENGES AND REMEDIAL ACTIONS FOR THE 2nd QUARTER

1. PMU

- Rehabilitation of Matatiele Internal Roads

Challenge – The entire change in the scope of works which leads to the project being delayed.

Remedial Action- The project will be implemented in next the financial year; T69-Moqhobi will be put in place hence the consultant has finished the designs.

Challenge – Poor planning and delays with our SCM which led to projects not finished on time and thus impacting on our expenditure patterns.

Remedial Action – we have planned ahead in order to have Designs, IEAs and Contractors in place before the start of the Financial year.

- Moleko and Felleng Access Roads

Challenge – There were delays with the appointment of contractors.

Remedial Action – The appointed contractors are competent and will be in a position to finish the work within the third and fourth quarters.

2. Solid Waste Unit

Landfill site

Challenge – Illegal dumping

Remedial Action – Need to enforce the by-laws.

Challenge – Leachate management which might lead to our site being closed.

Remedial Action – Need to engage the PSP concerned in order to have the drainage in place and connected.

3. ELECTRICAL UNIT

Challenge – Failure to energise 200 houses in Cedarville due to lack of capacity of the existing substation.

Remedial Action – ESKOM has scheduled the upgrading of the existing substation.

Challenge – MIG Allocation is too little to address the backlog that we have in our Municipality.

Remedial Action – Need to identify projects for the outer 3yr cycle in order to increase our Commitment levels, our allocation will be increased.

Challenge – Poor communication between the D.M and the L.M. in terms of services that are of competence to the District, which make it very difficult for the L.M. to account for those services.

Remedial Action – There has been an introduction of Technical forums where these issues are discussed for information sharing and to improve communication.

7. BUDGET AND FINANCE DEPARTMENT

7.1. Introduction

The Service Delivery and Budget Implementation Plan (SDBIP) is a legal requirement in terms of section 53 (1) of the Municipal Finance Management Act 2003, Act No. 56 of 2003.

The SDBIP provides the link between the Mayor, Council and the administration, and facilitates the process for holding management accountable for its performance.

The SDBIP is a management, implementation and monitoring tool that will assist the Mayor, Councillors, municipal manager, senior managers and the community to measure performance against targets.

7.2. Summary on the Budget & Finance department's performances.

7.2.1. Financial Governance and Administration.

All the performance indicators for this quarter were reached as 13 staff members were trained, 3 staff meetings,

loaded 3 antivirus programmes, maintenance of hardware and Valuation Roll Maintenance were done as required,

Staff were issued with new pc's, Abakus Financial System were loaded with all new releases

7.2.2. Supply Chain and Expenditure Management

All the performance indicators for this quarter were reached as creditors recons done monthly, payments were made on time, insurance were renewed, comply with the SCM Regulations since the SCM Manager were employed and all tender adjudication meetings took place and the tender for vehicles were awarded.

7.2.2.1. Revenue & Debt Management

All the performance indicators for this quarter were reached as one Rev & Debt Report went to council, Debt increased with R3.1m, Debt recons are done monthly and the target of R5.1m for rates income were exceeded totalling R6.1m, the target of R750,000 were exceeded for Interest on external investments totalling R933,093, the target of R375,000.00 for interest on outstanding debtors were exceeded with a total of R402,048.00 and the target of R24,000.00 for other income were not reached totalling R15,050 as some plant hire budgeted for did not materialise. The net effect resulted in this unit still being in line with the budget.

7.2.2.2. Budget & Treasury

All monthly and quarterly reporting were done and on time as required by legislation, bank recons are done monthly, one set of bank certificates were received as the target stipulated, one asset verification took place during this quarter as required, the Budget timetable 2011/2012 went to council 31/07 a month earlier as the target is 30/08, 24 public meetings were held with the outreach about the ward based planning only two were required and the Annual Financial Statements were completed and submitted to the Auditor General on the 31 August and the target required. Grants were received as the target required, Equitable Share R53.8m, Finance Management Grant R1.2m and Municipal Systems Improvement Grant R750, 000.00.

Matatiele Local Municipality
2010/2011

Section 71 of the MFMA

MUNICIPAL BUDGET & FINANCE
 Budget and
 Treasury

Second Quarter budget review from 1 October 2010- 31 December 2010

<u>Actual revenue, per revenue source</u>		No of staff trained in finance management					<u>Explanation and Remedial Action</u>
<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Revised Budget</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
4 Interest earned - external investments	0	0	0	0	0	0	
Interest on investments	0		0		0	0	
5 Government grants and subsidies	74 229 512	0	37 114 756	55 812 975	74 229 512	0	
Equitable share s - grant	68 669 409		34 334 705	53 862 975	68 669 409	0	
MSIG (DORA)	750 000		375 000	750 000	750 000	0	
FMG	1 200 000		600 000	1 200 000	1 200 000	0	
Office Accommodation	930 300		465 150		930 300	0	
Valuation Roll GIS	540 000		270 000		540 000	0	
Capacity Building	200 000		100 000		200 000	0	
Vehicles Est Plan	1 000 000		500 000		1 000 000	0	
Organisational Structure	53 763		26 882		53 763	0	

New GIS Est Plan	467 000		233 500		467 000	0
PMS Alfred Nzo	200 000		100 000		200 000	0
PMS	200 000		100 000		200 000	0
Consumer Awareness	19 040		9 520		19 040	0

6	Other income	20 001	0	1	56 591	226 364	-206 363
	Housing R2500			0	31 638	126 552	-126 552
	Tender Documents	20 000		0	22 348	89 392	-69 392
	Telephone Calls	1		1	2 605	10 420	-10 419
						0	0
7	Gains on disposal of property, plant and equipment	0	0	0	2 200	0	0
	Profit on sale of asset			0	2 200	0	0
	Total Revenue	74 249 513	0	37 114 757	55 871 766	74 455 876	-206 363

To be corrected in adjustment budget.
To be corrected in adjustment budget.
To be corrected in adjustment budget.

Annexure
A1

Matatiele Local Municipality
2010/2011

**MUNICIPAL BUDGET &
FINANCE**

Revenue and Debt Management

Section 71 of the MFMA

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual revenue, per revenue source

		6					Explanation and Remedial Action
<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Revised Budget</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
1 Property rates	20 644 660	0	5 161 165	12 093 329	20 458 371	186 289	On Track
Rates	20 644 660		5 161 165	12 093 329	20 458 371	186 289	
Interim Rates Prev Yr						0	
2 Property rates - penalties and collection charges	1 500 000	0	375 000	807 616	1 608 192	-108 192	On Track
Penalty interest r&g	1 500 000		375 000	807 616	1 608 192	-108 192	
General rates collection fee				0	0	0	
4 Interest earned - external investments	3 000 000	0	1 500 000	1 866 186	7 464 744	-4 464 744	Will check towards midyear.
Interest on investments	3 000 000		1 500 000	1 866 186	7 464 744	-4 464 744	
6 Other income	96 000	0	48 000	30 102	120 408	-24 408	

Plant hire	10 000		5 000	193	772	9 228
Rates certificate	5 000		2 500	1 754	7 016	-2 016
Tender Documents	20 000		10 000	9 971	39 884	-19 884
Photo Copies	1 000		500	162	648	352
Sundry services	60 000		30 000	18 022	72 088	-12 088
					0	0
						-4 411
Total Revenue	25 240 660	0	7 084 165	14 797 233	29 651 715	055

To be corrected in adjustment budget.

Less people making use of Sun Serve

Annexure A2

Matatiele Local Municipality
2010/2011

Section 71 of the MFMA

**MUNICIPAL BUDGET &
FINANCE**
SCM and
Expenditure

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual revenue, per revenue source

		6					Explanation and Remedial Action
<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Revised Budget</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
6 Other income	0	0	0	0	0	0	
Plant hire	0		0	0	0	0	
Housing R2500	0		0	0	0	0	
Rates certificate	0		0	0	0	0	
Tender Documents	0		0	0	0	0	
Photo Copies	0		0	0	0	0	
Sundry services	0		0	0	0	0	
Telephone Calls	0		0	0	0	0	
					0	0	
Total Revenue	0	0	0	0	0	0	

Annexure
A3

Matatiele Local Municipality
2010/2011

Section 71 of the MFMA

**MUNICIPAL BUDGET &
FINANCE**

Finance Governance

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual revenue, per revenue source

		6					Explanation and Remedial Action
<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Revised Budget</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
6 Other income	0	0	0	0	0	0	
Plant hire	0		0	0	0	0	
Housing R2500	0		0	0	0	0	
Rates certificate	0		0	0	0	0	
Tender Documents	0		0	0	0	0	
Photo Copies	0		0	0	0	0	
Sundry services	0		0	0	0	0	
Telephone Calls	0		0	0	0	0	
					0	0	
Total Revenue	0	0	0	0	0	0	

Matatiele Local Municipality
2010/2011

**MUNICIPAL BUDGET &
FINANCE**

Section 71 of the MFMA

Budget & Finance Consolidated

**Second Quarter budget review from 1 October 2010- 31
December 2010**

Actual revenue, per revenue source

		6					Explanation and Remedial Action
<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Revised Budget</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
1	Property rates	20 644 660	0	5 161 165	12 093 329	20 458 371	186 289
	Rates	20 644 660		5 161 165	12 093 329	20 458 371	186 289
	Interim Rates Prev Yr						0
2	Property rates - penalties and collection charges	1 500 000	0	375 000	807 616	1 608 192	-108 192
	Penalty interest r&g	1 500 000		375 000	807 616	1 608 192	-108 192
	General rates collection fee				0	0	0
4	Interest earned - external investments	3 000 000	0	1 500 000	1 866 186	7 464 744	-4 464 744

	3 000 000		1 500 000	1 866 186	7 464 744	-4 464 744	Will check towards mid-year.
			37 114				
5 Government grants and subsidies	74 229 512	0	756	55 812 975	74 229 512	0	
Equitable share s - grant	68 669 409		34 334 705	53 862 975	68 669 409	0	
MSIG (DORA)	750 000		375 000	750 000	750 000	0	
FMG	1 200 000		600 000	1 200 000	1 200 000	0	
Office Accommodation	930 300		465 150		930 300	0	
Valuation Roll GIS	540 000		270 000		540 000	0	
Capacity Building	200 000		100 000		200 000	0	
Vehicles Est Plan	1 000 000		500 000		1 000 000	0	
Organisational Structure	53 763		26 882		53 763	0	
New GIS Est Plan	467 000		233 500		467 000	0	
PMS Alfred Nzo	200 000		100 000		200 000	0	
PMS	200 000		100 000		200 000	0	
Consumer Awareness	19 040		9 520		19 040	0	
6 Other income	96 001	0	48 001	86 693	346 772	-250 771	
Plant hire	10 000		5 000	193	772	9 228	
Housing R2500			0	31 638	126 552	-126 552	To be added in adjustment budget.
Rates certificate	5 000		2 500	1 754	7 016	-2 016	
Tender Documents	20 000		10 000	32 319	129 276	-109 276	To be corrected in adjustment

							budget.
Photo Copies	1 000		500	162	648	352	
Sundry services	60 000		30 000	18 022	72 088	-12 088	Less people making use of Sun Serve
Telephone Calls	1		1	2 605	10 420	-10 419	
					0	0	
7 Gains on disposal of property, plant and equipment	0	0	0	2 200	0	0	
Profit on sale of asset			0	2 200	0	0	
Total Revenue	99 470 173	0	44 198 922	70 668 999	104 107 591	-4 637 418	Annexure A

No of staff trained in finance management

MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL)

MUNICIPAL BUDGET & FINANCE

Section 71 of the MFMA

Budget and Treasury

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual expenditure per source

No of staff trained in finance management
6

<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Adjusted Budget 2010/2011</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
Employee related costs	3 473 538	0	1 736 769	814 374	11 545 867	-8 072 329	
SALARIES DESIGNATED	1 059 325		529 663	764 231	8 056 924	-6 997 599	Vacant Posts
BONUS	81 347		40 674	8 198	1 032 792	-951 445	Vacant Posts Managers to review
OVERTIME	13 000		6 500	16 443	65 772	-52 772	Overtime
ALLOWANCES	350		175	0	0	350	Amount budgeted under salaries
HOUSING SUBSIDY	0		0	3 870	15 480	-15 480	Amount budgeted under salaries
BONUS PROVISION	648 582		324 291		648 582	0	Year end transaction
LEAVE PROVISION	166 615		83 308		166 615	0	Year end transaction
LONG SERVICES PROVISION	356 563		178 282		356 563	0	Year end transaction
MED AID CONTRIBUTION	1 122 611		561 306		1 122 611	0	Year end transaction
VEHICLE ALLOWANCE	0		0	20 058	80 232	-80 232	Amount budgeted under salaries
WCA	13 171		6 586			13 171	Payment yearly
EMPLOYEE LEVY	11 974		5 987	74	296	11 678	Review budget Wrong Allocation
UNIFORMS				1 500			JE to be done
Employee related costs - social contribution	385	0	193	49 693	2 698 772	-2 698 387	
PENSION	0		0	36 282	2 645 128	-2 645 128	Vacant Posts
UIF	385		193	4 346	17 384	-16 999	Vacant Posts

MEDICAL AID	0		0	9 065	36 260	-36 260	Amount budgeted under salaries
Repairs and maintenance	27 000	0	13 500	5 132	27 000	0	
BUILDINGS	20 000		10 000	5 132	20 000	0	
FURNITURE & EQUIPMENT	7 000		3 500		7 000	0	
Votes	Budget 2010/2011	Adjusted Budget 2010/2011	Year To Date Budget	Year To Date Actual	Annual Projection	Projected Variance	
Grants and subsidies paid	4 560 103	0	2 280 052	366 302	4 560 103	0	
MSIG (DORA)	750 000		375 000	12 018	750 000	0	Interns appointed.
FMG	1 200 000		600 000	119 615	1 200 000	0	
Office Accommodation	930 300		465 150	198 616	930 300	0	
Valuation Roll GIS	540 000		270 000	36 053	540 000	0	
Capacity Building	200 000		100 000		200 000	0	
Organisational Structure	53 763		26 882		53 763	0	
New GIS Est. Plan	467 000		233 500		467 000	0	
PMS Alfred Nzo	200 000		100 000		200 000	0	
PMS	200 000		100 000		200 000	0	
Consumer Awareness	19 040		9 520		19 040	0	
General expenses	1 323 500	0	661 750	432 908	1 575 684	-252 184	
Advertising	25 000		12 500	12 527	50 108	-25 108	Various monthly
Audit Fees	0		0		0	0	
Bank Charges	0		0	22 951	91 804	-91 804	Wrong Allocation JE to be done
Cartage & Railage	1 000		500		0	1 000	Various monthly
Conference	1 000		500		0	1 000	Various monthly
Consulting Fees	1 100 000		550 000	346 487	1 100 000	0	
Delegates	12 500		6 250	5 993	23 972	-11 472	Budget to be review
Public Participation	130 000		65 000		130 000	0	
Printing & Stationery	40 000		20 000	31 773	127 092	-87 092	Various monthly
Skills Development	8 000		4 000	8 039	32 156	-24 156	Training programme
Stores & Material	6 000		3 000	2 947	11 788	-5 788	Various monthly
Telephone	0		0	2 191	8 764	-8 764	Various monthly

Total Expenditure	9 384 526	0	4 692 263	1 668 409	20 407 426	-11 022 900
Capital Expenditure	2 543 255	0	1 271 628	11 132	2 543 255	0
ADMIN BUILDING	0		0		0	
FURNTURE CRR	100 000		50 000	11 132	100 000	0
STORES DEVELOPMENT	1 443 255		721 628		1 443 255	0
4X4 VAN CRR	850 000		425 000		850 000	0
1/2 TON LDV	150 000		75 000		150 000	0
Total Expenditure	11 927 781	0	5 963 891	1 679 541	22 950 681	-11 022 900

Will go on tender in Oct 2010
 Will go on tender before the end Y
 Went on tender Q2, awaiting adjudication.
 Went on tender Q2, awaiting adjudication.

Matatiele Local Municipality
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MUNICIPAL BUDGET & FINANCE
 Revenue and Debt
 Management

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual expenditure per source

Votes	Budget 2010/2011	Adjusted Budget 2010/2011	Year To Date Budget	Year To Date Actual	Annual Projectio n	Projected Variance	
Employee related costs	1 325 131	0	662 566	731 601	8 926 404	-7 601 273	
SALARIES DESIGNATED	1 135 561		567 781	605 873	7 423 492	-6 287 931	Vacant Posts
BONUS	86 183		43 092	49 628	1 198 512	-1 112 329	Vacant Posts

OVERTIME	65 000		32 500	71 276	285 104	-220 104	Managers to review overtime
ALLOWANCES	550		275	0	0	550	Amount budgeted under salaries
HOUSING SUBSIDY	4 560		2 280	4 660	18 640	-14 080	Amount budgeted under salaries
VEHICLE ALLOWANCE	0		0	0	0	0	Amount budgeted under salaries
WCA	17 431		8 716	0		17 431	Payment yearly
EMPLOYEE LEVY	15 846		7 923	164	656	15 190	Review budget
UNIFORMS				0			
Employee related costs - social contribution	292 796	0	146 398	81 002	2 824 008	-2 531 212	
PENSION	261 914		130 957	63 437	2 753 748	-2 491 834	Vacant Posts
UIF	10 549		5 275	5 868	23 472	-12 923	Vacant Posts
MEDICAL AID	20 333		10 167	11 697	46 788	-26 455	Amount budgeted under salaries
Bad debts	2 000 000				2 000 000	0	Year end
Repairs and maintenance	27 000	0	13 500	944	20 000	7 000	
BUILDINGS	20 000		10 000	944	20 000	0	
FURNITURE & EQUIPMENT	7 000		3 500		0	7 000	
PLANT & EQUIPMENT	0		0		0	0	
General expenses	6 273 500	0	3 136 750	3 589 095	14 451 128	-8 177 628	
Advertising	25 000		12 500	375	1 500	23 500	Various monthly
Cartage & Railage	1 000		500	0	0	1 000	Various monthly
Conference	1 000		500	1 500	6 000	-5 000	Various monthly
Consulting Fees	100 000		50 000	1 313	100 000	0	
Delegates	12 500		6 250	0	0	12 500	Budget to be review
Postage	60 000		30 000	28 501	114 004	-54 004	Various monthly
Printing & Stationery	60 000		30 000	38 474	153 896	-93 896	Various monthly

Skills Development	8 000		4 000	7 064	28 256	-20 256	Training programme
Stores & Material	6 000		3 000	2 235	8 940	-2 940	Various monthly
					14 038	-8 038	
Income Foregone	6 000 000		3 000 000	3 509 633	532	532	Budget to be reviewed
Total Expenditure	9 918 427	0	3 959 214	4 402 642	28 221	-18 303	
					540	113	

Matatiele Local Municipality
2010/2011

MUNICIPAL BUDGET & FINANCE

Section 71 of the MFMA

SCM and Expenditure

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual expenditure per source

Votes	Budget 2010/2011	Adjust ed Budget 2010/2 011	Year To Date Budget	Year To Date Actual	Annual Projection	Projected Variance	
Employee related costs	1 383 648	0	691 824	494 982	7 979 928	-6 596 280	
SALARIES DESIGNATED	1 217 105		608 553	435 134	6 740 536	-5 523 431	Vacant Posts
BONUS	90 979		45 490	41 734	1 166 936	-1 075 957	Vacant Posts
OVERTIME	39 000		19 500	12 905	51 620	-12 620	Managers to review overtime
ALLOWANCES	400		200	0	0	400	Amount budgeted under salaries
HOUSING SUBSIDY	0		0	5 061	20 244	-20 244	Amount budgeted under salaries
VEHICLE ALLOWANCE	0		0	0	0	0	Amount budgeted under salaries
WCA	18 943		9 472	0		18 943	Payment yearly
EMPLOYEE LEVY	17 221		8 611	148	592	16 629	Review budget
UNIFORMS				0			
Employee related costs - social contribution	374 583	0	187 292	99 982	2 899 928	-2 525 345	

PENSION	304 276		152 138	69 763	2 779 052	-2 474 776	Vacant Posts
UIF	11 699		5 850	3 721	14 884	-3 185	Vacant Posts
MEDICAL AID	58 608		29 304	26 498	105 992	-47 384	Amount budgeted under salaries

Depreciation	1 542 193	0	771 097	0	1 542 193	0	
Depreciation	1 542 193		771 097	0	1 542 193	0	Year end

Repairs and maintenance	59 000	0	29 500	2 239	44 844	14 156	
BUILDINGS	40 000		20 000	1 028	40 000	0	
FURNITURE & EQUIPMENT	14 000		7 000		0	14 000	
PLANT & EQUIPMENT	5 000		2 500	1 211	4 844	156	

Interest paid	10 000	0	5 000	0	10 000	0	
External loans interest	10 000		5 000		10 000	0	Loan not materialize

Contracted services	2 097 442		1 048 721	0	4 000 000	-1 902 558	To review budget
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<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Adjust ed Budget 2010/2 011</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
General expenses	595 500	0	297 750	307 058	574 324	21 176	
Advertising	50 000		25 000	4 940	19 760	30 240	Various monthly
Cartage & Railage	2 000		1 000	0	0	2 000	Various monthly
Conference	2 000		1 000	0	0	2 000	Various monthly
Delegates	25 000		12 500	8 088	32 352	-7 352	Budget to be review
Fuel & Oil	24 000		12 000	6 669	26 676	-2 676	Various monthly
Insurance	400 000		200 000	263 477	400 000	0	
Interest on Overdraft	500		250	175	700	-200	
Printing & Stationery	60 000		30 000	14 196	56 784	3 216	Various monthly
Skills Development	16 000		8 000	4 865	19 460	-3 460	Training programme
Stores & Material	12 000		6 000	4 002	16 008	-4 008	Various monthly

Motor Vehicle Registration Fees	1 000		500	0	0	1 000	
Uniforms	3 000		1 500	646	2 584	416	Various monthly
Total Expenditure	6 062 366	0	3 031 183	904 261	17 051 217	-10 988 851	

Matatiele Local Municipality
2010/2011

Section 71 of the MFMA

MUNICIPAL BUDGET & FINANCE

Finance Governance

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual expenditure per source

Votes	Budget 2010/2011	Adjusted Budget 2010/2011	Year To Date Budget	Year To Date Actual	Annual Projection	Projected Variance	
Employee related costs	1 009 927	0	504 964	285 689	7 142 756	-6 132 829	
SALARIES DESIGNATED	973 981		486 991	218 510	5 874 040	-4 900 059	Vacant Posts
BONUS	12 000		6 000	0	1 000 000	-988 000	Vacant Posts
OVERTIME	6 500		3 250	0	0	6 500	Managers to review overtime
ALLOWANCES	36		18	0	0	36	Amount budgeted under salaries
HOUSING SUBSIDY	0		0	9 628	38 512	-38 512	Amount budgeted under salaries
VEHICLE ALLOWANCE	0		0	57			
WCA	9 202		4 601	530	230 120	-230 120	Amount budgeted under salaries
EMPLOYEE LEVY	8 208		4 104	0		9 202	Payment yearly
				21	84	8 124	Review budget
Employee related costs - social contribution	1 440	0	720	67	2 770 732	-2 769 292	

			683				
PENSION	0		54				
UIF	1 440		627	2 718 508	-2 718 508	Vacant Posts	
			624	2 496	-1 056	Vacant Posts	
			12				
MEDICAL AID	0		432	49 728	-49 728	Amount budgeted under salaries	
Repairs and maintenance	27 000	0	13 500	0	20 000	7 000	
BUILDINGS	20 000		10 000	0	20 000	0	
FURNITURE & EQUIPMENT	7 000		3 500	0	0	7 000	
PLANT & EQUIPMENT	0		0	0	0	0	
Contracted services	750 000		375 000	550	6 202 228	-5 452 228	To review budget
			557				
General expenses	3 255 000	0	1 627	2 207	3 600 940	-345 940	
			500	591			
Advertising	25 000		12 500	13	52 032	-27 032	Various monthly
			1 000	008			
Audit Fees	2 000 000		000	1 947	2 000 000	0	
				356			
Bank Charges	170 000		85 000	107	430 136	-260 136	Budget to be review
Cartage & Railage	1 000		500	534	0	1 000	Various monthly
Conference	10 000		5 000	0	0	10 000	Various monthly
Consulting Fees	560 000		280 000	0	560 000	0	
				13			
Delegates	100 000		50 000	193	52 772	47 228	Budget to be review
Legal Costs	50 000		25 000	0	0	50 000	Various monthly
Printing & Stationery	40 000		20 000	1 616	6 464	33 536	Various monthly
Skills Development	8 000		4 000	2 586	10 344	-2 344	Training programme
Stores & Material	6 000		3 000	328	1 312	4 688	Various monthly
				12			
Subscriptions	15 000		7 500	294	49 176	-34 176	Yearly
				40			
Telephone	140 000		70 000	623	162 492	-22 492	Various monthly
Internal Charges	130 000		65 000	69	276 212	-146 212	Budget to be reviewed

			053		
		2 521	3 111		
Total Expenditure	5 043 367	0	684 520	19 736 656	-14 693 289

Matatiele Local Municipality

2010/2011

MUNICIPAL BUDGET & FINANCE

Budget & Finance Consolidated

Section 71 of the MFMA

Second Quarter budget review from 1 October 2010- 31 December 2010

Actual expenditure per source

6

<u>Votes</u>	<u>Budget 2010/2011</u>	<u>Adjusted Budget 2010/2011</u>	<u>Year To Date Budget</u>	<u>Year To Date Actual</u>	<u>Annual Projection</u>	<u>Projected Variance</u>	
		1					
Employee related costs	7 192 244	0	3 596 122	2 326 646	17 594 955	-10 402 711	
SALARIES DESIGNATED	4 385 972		2 192 986	2 023 748	13 094 992	-8 709 020	Vacant Posts
BONUS	270 509		135 255	99 560	1 398 240	-1 127 731	Vacant Posts
OVERTIME	123 500		61 750	100 624	402 496	-278 996	Managers to review overtime
ALLOWANCES	1 336		668	0	0	1 336	Amount budgeted under salaries
HOUSING SUBSIDY	4 560		2 280	23 219	92 876	-88 316	Amount budgeted under salaries
BONUS PROVISION	648 582		324 291	0	648 582	0	Year end transaction
LEAVE PROVISION	166 615		83 308	0	166 615	0	Year end transaction
LONG SERVICES PROVISION	356 563		178 282	0	356 563	0	Year end transaction
MED AID CONTRIBUTION	1 122 611		561 306	0	1 122 611	0	Year end transaction

VEHICLE ALLOWANCE	0		0	77 588	310 352	-310 352	Amount budgeted under salaries
WCA	58 747		29 374	0		58 747	Payment yearly
EMPLOYEE LEVY	53 249		26 625	407	1 628	51 621	Review budget
UNIFORMS				1 500			JE to be passed, wrong allocation
Employee related costs - social contribution	712 031	0	356 016	298 360	3 693 440	-2 981 409	
PENSION	599 640		299 820	224 109	3 396 436	-2 796 796	Vacant Posts
UIF	33 450		16 725	14 559	58 236	-24 786	Vacant Posts
MEDICAL AID	78 941		39 471	59 692	238 768	-159 827	Amount budgeted under salaries
Bad debts	2 000 000			0	2 000 000	0	Year end
Depreciation	1 542 193	0	771 097	0	1 542 193	0	
Depreciation	1 542 193		771 097	0	1 542 193	0	Year end
Repairs and maintenance	140 000	0	70 000	8 315	104 844	35 156	
BUILDINGS	100 000		50 000	7 104	100 000	0	
FURNITURE & EQUIPMENT	35 000		17 500	0	0	35 000	
PLANT & EQUIPMENT	5 000		2 500	1 211	4 844	156	
Interest paid	10 000	0	5 000	0	10 000	0	
External loans interest	10 000		5 000		10 000	0	Loan not materialize
Contracted services	2 847 442		1 423 721	285 931	5 143 724	-2 296 282	To review budget
Votes	Budget 2010/2011	Adjusted Budget 2010/2011	Year To Date Budget	Year To Date Actual	Annual Projection	Projected Variance	
Grants and subsidies paid	4 560 103	0	2 280 052	366 302	4 560 103	0	
MSIG (DORA)	750 000		375 000	12 018	750 000	0	

FMG	1 200 000		600 000	119 615	1 200 000	0
Office Accomadation	930 300		465 150	198 616	930 300	0
Valuation Roll GIS	540 000		270 000	36 053	540 000	0
Capacity Building	200 000		100 000	0	200 000	0
Organisational Structure	53 763		26 882	0	53 763	0
New GIS Est Plan	467 000		233 500	0	467 000	0
PMS alfred Nzo	200 000		100 000	0	200 000	0
PMS	200 000		100 000	0	200 000	0
Consumer Awareness	19 040		9 520	0	19 040	0

				6 536			
General expenses	11 447 500	0	5 723 750	652	20 202 076	-8 754 576	
Advertising	125 000		62 500	30 850	123 400	1 600	Various monthly
				1 947			
Audit Fees	2 000 000		1 000 000	356	2 000 000	0	
Bank Charges	170 000		85 000	130 485	521 940	-351 940	Budget to be review
Cartage & Railage	5 000		2 500	0	0	5 000	Various monthly
Conference	14 000		7 000	1 500	6 000	8 000	Various monthly
Consulting Fees	1 760 000		880 000	347 800	1 760 000	0	
Delegates	150 000		75 000	27 274	109 096	40 904	Budget to be review
Fuel & Oil	24 000		12 000	6 669	26 676	-2 676	Various monthly
Insurance	400 000		200 000	263 477	400 000	0	
Interest on Overdraft	500		250	175	700	-200	
Legal Costs	50 000		25 000	0	0	50 000	Various monthly
Public Participation	130 000		65 000	0	130 000	0	
Postage	60 000		30 000	28 501	114 004	-54 004	Various monthly
Printing & Stationery	200 000		100 000	86 059	344 236	-144 236	Various monthly
Skills Development	40 000		20 000	22 554	90 216	-50 216	Training programme
Stores & Material	30 000		15 000	9 512	38 048	-8 048	Various monthly
Subscriptions	15 000		7 500	12 294	49 176	-34 176	Yearly
Motor Vehicle Registration Fees	1 000		500	0	0	1 000	
				3 509			
Income Foregone	6 000 000		3 000 000	633	14 038 532	-8 038 532	Budget to be reviewed
Telephone	140 000		70 000	42 814	171 256	-31 256	Various monthly
Uniforms	3 000		1 500	646	2 584	416	Various monthly
Internal Charges	130 000		65 000	69 053	276 212	-146 212	Budget to be reviewed
Total Expenditure	30 451 513	0	14 225 757	9 822	54 851 335	0 -24 399 822	

				1 271	206	
				11		
Capital Expenditure	2 543 255	0	628	132	2 543 255	0
ADMIN BUILDING	0		0	0	0	
				11		
FURNTURE CRR	100 000		50 000	132	100 000	0
STORES DEVELOPMENT	1 443 255		721 628	0	1 443 255	0
4X4 VAN CRR	850 000		425 000	0	850 000	0
1/2 TON LDV	150 000		75 000	0	150 000	0
				9		
			15 497	833	57 394	-24 399
Total Expenditure	32 994 768	0	384	338	590	822
				60		
			28 701	835	46 713	19 762
Surplus / (Deficit)	66 475 405	0	538	661	001	404

QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR MUNICIPAL FINANCE

PLAN 1: MUNICIPAL BUDGET & TREASURY
MUNICIPAL BUDGET & FINANCE
Plan Owner : CHIEF FINANCIAL OFFICER
Votes : Finance Governance

Operating Income Budget : R -
Operating Expenditure Budget : R5 043 367.00
Capital Budget : R -

Strategic Focus Area	Key Performance Indicator	Programme	Programme Driver	Subprojects	Unit of Measurement	Project manager	Annual Target 10/11	Annual Budget 10/11	Q1-Sep 10	Actual for Q1	Q2-Dec 10	Actual for Q2	Q3-Mar 11	Actual for Q3	Q4-Jun 11	Actual for Q4
Good Governance	Staff Training and Capacity Building Plan	Staff Training	CFO	No of staff trained in finance management	Training schedule	CFO	No of people formally trained.	40 000			10	13			10	
				No of staff meetings	Minutes		12		3	3	3	3			3	
				To launch a program aimed at accrediting Financial/non-Technical officials/councillors with IMFO	Registration Certificates		30/06/2011								20	
				Launch a program aimed at accrediting Financial officials as CA/CPA's	CA/CPA's Training		30/06/2011								20	

			Computer Training	No. of staff trained		No of people formally trained.				10	20 + 5				
			Undertake a study aimed at identifying and address critical gaps in line with JIPSA and Competency levels of Financial Officers/ SCM	Competency levels		Annually				1	1				
			Issue of staff with PC's	No. of staff issued		20				10	5			10	
			Installation of antivirus software	Update Reports		Monthly		3	3	3	3	3		3	
			Updating of Abakus Financial System	New Release Dates		Half Yearly				1	1			1	
			Updating of PayDay Payroll System	New Release Dates		Annually						1			
			Maintenance of hardware	Asset Verification Report		Quarterly		1	1	1	3	1		1	
			Valuation Roll Maintenance	Amended Valuation Roll		Quarterly		1	1	1	0	1		1	
			Develop and implement an IT Strategy for	Strategy Document		Annually								1	
	IT Implementati on Plan & IT Related Policies	Information Technology	CFO		CFO		3 533 051								

			Department												
Risk Management Plan & Fraud Prevention Plan. Undertake a strategic review of all risks. Develop a comprehensive risk register. Develop a comprehensive risk and performance reporting system.	Risk & Fraud Management	CFO	Table for consideration and approval of draft	Risk Management Plan	CFO	1	970 316							1	
			Risk Management & Fraud Prevention Plan	Fraud Prevention Workshop		1								1	
			Develop a comprehensive office requirement plan informed through needs analysis	Plan		Annually								1	
			Communicate needs through applicable department	Plan		Annually								1	
			Identify economic opportunities and liaise with internal structures	Plan		Annually								1	
			Appointment of Department Safety Liaison Officer	Letter of Appointment		31/09/2010		31/09/2010	03/09/2010						
Delegation Framework Policy	Delegation		Review written delegations in line with delegations policy. Review	Delegation Framework Policy	CFO	Annually	500 000							1	

				powers and functions, roles and responsibilitie s												
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5 043 367

“Sound and Fraud- Free Financial Manageme nt and Services”	Only projects identified in the IDP to appear on Capital Budget.	Multi-year budget (CH 4 of MFMA)	CFO	% Capital Budget Spent	Vehicle Parking Bays	CFO	Quarterly	300 000							100 %	
					Furniture		Quarterly	100 000			100 %	100%				
					Stores Development		Quarterly	1 443 255					50%		50%	
					Vehicles		Quarterly	2 320 000					100 %			

4 163 255

PLAN 1: MUNICIPAL BUDGET & TREASURY

Plan

Owner : CHIEF FINANCIAL OFFICER

Votes : SCM & Expenditure

Operating

Income

Budget : R -

Operating

Expendit

ure

Budget : R 6 062 399.00

Capital

Budget : R 1 000 000.00

Strategic Focus Area	Key Performance Indicator	Programme	Programme Driver	Subprojects	Unit of Measurement	Project manager	Annual Target 10/11	Annual Budget 10/11	Q1-Sep 10	Actual for Q1	Q2-Dec 10	Actual for Q2	Q3-Mar 11	Actual for Q3	Q4-Jun 11	Actual for Q4
"Sound and Fraud-Free Financial Management and Services"	% compliance with the requirements of the MFMA	Expenditure Management	CFO	Creditors paid	30 days	Maureen Groskopff	No of creditors days	3 031 183								
				Salaries and allowances paid on time	Payroll Payment Date		100%		25%	25%	50%	50%	75%		100%	
				Insurance of assets & liabilities	Renewal Document		100%		25%	25%	50%	50%	75%		100%	
				Financial regulations review	Regulations		Annually								30 Jun 11	
				Delegations review	Delegations		Annually								30 Jun 11	

				Procure debt management and credit control operating system	System Implementation		Annually									30 Jun 11	
				Procure Vehicles	Exp Voucher		2 Vehicles	1 000 000			2	Awarded					
“Sound and Fraud-Free Financial Management and Services”	% compliance with the requirements of the MFMA	Supply Chain Management	CFO	Compliance with SCM Regulations	Survey	Frans Sissing	12	3 031 183	3	3	3	3	3		3		
				Supply Chain Management Policy Review	Policy		30/06/2011							30 Jun 11			
				Tender Adjudications	Committee Meeting Minutes		Monthly		3	5	3	3	3		3		
				Implementation of Supply Chain Management Policy	Internal Audit Report		Quarterly		1	1	1	1	1		1		
				Compile delegations	SCM delegations		Annual								1		
				Establish SCM unit under CFO	SCM unit		30/06/2010								30 Jun 11		
				Align with new threshold values	Policy		Annual								1		
				Establish new bid committees	Committees		Annual								1		
				Compile internal procedures and	Procurement Manual		30/06/2011								30 Jun 11		

				Additional assets acquired.	Amount Spent		30/06/2011									30 Jun 11	
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7 062 366

PLAN 1: MUNICIPAL BUDGET & TREASURY

Plan Owner : CHIEF FINANCIAL OFFICER

Votes : Revenue Management

Operating Income Budget : R 25 240

660.00

Operating Expenditure Budget : R

9 918 427.00

Capital R

Budget : -

Strategic Focus Area	Key Performance Indicator	Programme	Programme Driver	Subprojects	Unit of Measurement	Project manager	Annual Target 10/11	Annual Budget 10/11	Q1-Sep 10	Actual for Q1	Q2-Dec 10	Actual for Q2	Q3-Mar 11	Actual for Q3	Q4-Jun 11	Actual for Q4
"Sound and Fraud-Free Financial Management and Services"	Debt coverage (Asset Test Ratio)	Revenue Management	CFO	No of staff trained in finance management	Report to Standing committee	Bernadine Meyer	Bi-monthly	9 918 427	1	1	1	1	1		1	
				To improve key financial viability and liquidity indicators:	Reduce Outstanding Debt		R15m		R3.7m	R1.4m	R3.7m	-R3.7m	R3.7m		R3.7m	
				Tariff adjustments	Date Advertised		Annually								1	
	Outstanding debtors days (Debt Coverage)			Debtors reconciliation	No. of reconciliations		Monthly		3	3	3	3	3		3	

Ratio)	Cost Coverage Ratio		Additional revenue	Rand value of additional revenue secured	Maureen Groskopf	Annually								1	
			Launch on-going data cleansing programme (in-house) Implement full blown credit control in accordance with Council Policy			Monthly		3	3	3	3	3		3	
			Rates Income	Check I&E		Monthly	-20 644 660	R 5 161 165	R 6 046 665	R 5 161 165	R 6 046 665	R 5 161 165		R 5 161 165	
			Interest on External Investments	Check I&E		Monthly	-3 000 000	R 750 000	R 933 093	R 750 000	R 933 093	R 750 000		R 750 000	
			Interest on Outstanding Debtors	Check I&E		Monthly	-1 500 000	R 375 000	R 403 808	R 375 000	R 403 808	R 375 000		R 375 000	
			Other Income	Check I&E		Monthly	-96 000	R 24 000	R 15 051	R 24 000	R 15 051	R 24 000		R 24 000	

-15 322
233

PLAN 1: MUNICIPAL FINANCE & ADMINISTRATION

Plan Owner
: **MANAGER BUDGET & TREASURY**

Votes : **Budget & Treasury**

Operating
Income
Budget : R 99 470 172.00

Operating
Expenditure
Budget : R 30 451 512.00

Capital
Budget : R 2 843 255.00

Strategic Focus Area	Key Performance Indicator	Programme	Programme Driver	Subprojects	Unit of Measurement	Project manager	Annual Target	Annual Budget	Q1-Sep 10	Actual for Q1	Q2-Dec 10	Actual for Q2	Q3-Mar 11	Actual for Q3	Q4-Jun 11	Actual for Q4
"Sound and Fraud-Free Financial Management and Services"	% compliance with the requirements of the MFMA	Municipal Finance Management	CFO	No of staff trained in finance management	No. of monthly reports	Sulene Höll	12	1 346 764	3	3	3	3	3		3	
				Quarterly reporting to council	No. of quarterly reports		4		1	1	1	1	1		1	
				Annual details of bank account (Sec.9b)	Before 30 June each year		30-Jun-11								30-Jun-11	
				Quarterly reporting on withdrawals	No. of quarterly reports		4		1	1	1	1	1		1	

				Mid-year budget (Sec.72)	Before 25 January each year		25-Jan-11					25-Jan-11			
				Bank reconciliations	No. of reconciliations		12		3	3	3	3		3	
				Investments	No. of bank certificates		4		1	1	1	1		1	
				Investment policy (annual review)	Date approved		30-Jun-11							30-Jun-11	
				Review of policies	Date policies reviewed by Council - Credit Control and Debt Collection, Tariff, Procurement, Indigent Management, Budget, Risk Management, Rates, Fixed Assets and Accounting, Banking and Investment		30-Jun-11							30-Jun-11	
		Loans Register		Payment of interest & redemption	Cheque vouchers	Maryna Rawlins	Bi-annually	1 346 764						1	

				Reconciliation with general ledger	Reconciliation		Bi-annually									1	
				Inclusion in financial statements	Appendix A		Annually									1	
"Sound and Fraud-Free Financial Management and Services"	Budget framework is balanced and modelled on actual revenue collected.	Multi-year budget (CH 4 of MFMA)	CFO	Time schedule	Date approved	Sulene Höll	31-Aug-10	1 346 764	31-Aug-10								
				Tabling of annual budget	Date tabled		31-Mar-11						31-Mar-11				
				Approval of annual budget	Date approved		31-May-11								31-May-11		
				Public meetings	No. of meetings		7		2	24	2	1	2		1		
				Undertake tariff setting during budget preparation process			Annually								1		
	Only projects identified in the IDP to appear on Capital Budget.			Align Budget with IDP			Annually								1		

Preparation of section 52, 71 & 72 reports	Budget Control	Monthly reports to Managers i.r.o I & E	No. of budget reports	Monthly	2 693 529	3	3	3	3	3		3	
		Age Creditors Analysis	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Age Debtors Analysis	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Capital Acquisition Actuals	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Statement of Financial Performance (actuals)	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Cash Flow actuals	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Finance Management Grant	12 Monthly Budget Reports	10 working days after end of month		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	
		Restructuring Grant	12 Monthly Budget Reports	10 working days		14-Oct-10	07-Oct-10	14-Jan-11	10-Jan-11	14-Apr-11		14-Jul-11	

[illegible]

				Competency Levels	2 Half yearly Reports	24 working days after end of six months		03-Aug-10	07-Oct-10	03-Feb-11		04-May-11		03-Aug-11	
				MFMA Evaluation by MM S72	1 Yearly Reports	25-Jan						25-Jan			
				Standard Budget return form to analyst	1 Yearly Reports	24-Jan						24-Jan			
				Revised Capital Budget	1 Yearly Reports	24-Jan						24-Jan			
				Revised Operating Budget	1 Yearly Reports	24-Jan						24-Jan			
				Revised Balance Sheet	1 Yearly Reports	24-Jan						24-Jan			
				Capital Acquisition Audit	1 Yearly Reports	Audit Outcomes whenever receive from AG				31-Dec-10	10-Dec-10				
				Operating Audited	1 Yearly Reports	Audit Outcomes whenever receive from AG				31-Dec-10	10-Dec-10				

			Balance Sheet Audited	1 Yearly Reports		Audit Outcome s whenever receive from AG				31-Dec-10	10-Dec-10					
			Adjustment budget	Date revised budget approved		31-Jan-11						31-Jan-11				
			Trial balance preparation	Date completed		31-Jul-10			31-Jul-10	01-Jul-10						
			Reconciliation with general ledger	Date completed		25-Aug-10			25-Aug-10	20-Aug-10						
			Working papers for year-end transactions	Date completed		25-Aug-10			25-Aug-10	20-Aug-10						
			Accounting policies i.r.o statements	Date completed		25-Aug-10			25-Aug-10	20-Aug-10						
			CFO report on statements	Date completed		25-Aug-10			25-Aug-10	20-Aug-10						
	Ensure compliance with prescribed accounting standards(Compliance with AFS preparation framework)and Council policies	Financial Statements			Maryna Rawlins		1 346 764									

				FMG	% Recieved			-1 200 000	25%	100%						
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-66 148
927

7.3. RECOMMENDATIONS

It is recommended that :-

- (i) Council considers the performance report for the first quarter.

7.4. CONCLUSION

The report has outlined the performance of the municipality in the period under review. It has further detailed shortfalls that affected the municipality in the same period and how these will be circumvented in the future.

HONOURABLE MAYOR

A handwritten signature in cursive script, appearing to read 'A. Bello', is written over a horizontal line.

CLLR N SELLO
HONOURABLE MAYOR