

2012-2013 FINANCIAL ACCOUNTING UNIT SDBIP

ALIGNMENT TO IDP	CORPORATE SCORECARD INDICATOR								TARGETS vs ACTUALS	GENERAL COMMENTS
Directorate Objective (KPA 5)	LINK TO LEAD DIRECTION	OBJECTIVE	INDICATOR TO INCLUDE UNIT OF MEASURE	BASELINE 12/13 TARGET IN BRACKETS	ANNUAL TARGET BY JUNE 2013	Operating Budget	Capital Budget	FREQUENCY	30 June 2013 TARGET	
Financial Management	Finance	Management of key financial and governance areas such as asset and risk management	Renewal and placement of outside insurance cover	(100% by June 2013)	(100% by June 2013)	R 25m	n/a	Annual		All insurance claims are being addressed within the total insurance cover.
Financial Management	Finance	Management of key financial and governance areas such as asset and risk management	Ensure that Insurance claims are done in time	Ensure that new assets are updated on the portfolio	As at end of each quarter			Quarterly	n/a	Total claims were submitted for insurance and 24% was settled, 9% repudiated and 67% is pending
Financial Management	Finance and other department affected by audit	Management of key financial and governance	All audit queries attended to timeously during the audit in response to the Auditor General	100%	100% audit queries attended to			Ongoing	80%	All audit queries were attended to during the audit relating to AFS and Financial Accounting Unit
Financial Management	Finance	Management of key financial and governance	Timeous completion of annual financial statements for 2012/2013 financial year	100% by completion by 31st August 2013	100% by 31st August 2013			Annual	0%	2012/2013 AFS submitted on the 31st of August 2013.
Financial Management	Finance	Management of key financial and governance	VAT return submitted by 25th of each month	12 VAT returns annual by 25th of each month	13 VAT returns annual by 25th of each month			Monthly	3 VAT returns by 25th of each month	Vat returns for the Quarter under review were submitted on time to SARS
Financial Management	Finance	Management of key financial and governance	% Reduction in number of unreconciled accounts	98%	Reduction in number of unreconciled accounts			Monthly	98% of all accounts reconciled by 25th of each month for preceding month	Unreconciled accounts are being reconciled on an ongoing basis

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Financial Management	Finance	Management of key financial and governance	Readiness and fully balanced financial information as per Asset Register for disclosure in the financial statements of the Council	100%	100% by 31st August 2013			Annual	100% by 31 August 2013	Year end closure of balanced asset register
Financial Management	Finance	Management of key financial and governance	Ratio of cost coverage maintained	3.10:1	3,,20:1			Annual	.	Perform calculations. Total cash and investments (short-term) to monthly operating expenditure. Cash and cash equivalents refer to the short-term investments and cash available as at the period ending. Operating expenditure : includes all the expenditure that will be debited to the income financial statement formats. It excludes capital expenditure. The mid-year calculations for expenditure are based on the actuals up to the current period plus the budget for the remaining period.

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Financial Management	Finance	Ensure that loans and investments are recorded and	Regular updating of loans and investments on the financial system	100%	100%			Quarterly	100%	Loan and Investment Register are being updated on the monthly basis
Financial Management	Finance	Management of key financial and governance	Net Debtors to Annual income Ratio of outstanding service debtors to revenue actually received for service	23% (19.70%)	22.50%			Annual	n/a	Perform calculations. Net current debtors : Is the balance of debtors that are classified as current for financial statement purposes, but excluding the short-term portion of long-term debtors. The provision for bad debts is the amount set aside as a provision in the accounting records to take into account the possible non-payment by debtor.
Financial Management	Finance	Management of key financial and governance	Facilitate Annual Credit rating review	Review completed and rating issued	Review completed and rating issued			Annual	n/a	A report which reflects credit worthiness of an institution to repay lon and short term liabilities
Financial Management	Finance	Management of key financial and governance	Percentage of operating budget spent for unit	98%	98%	R 98m		Quarterly	30%	The unit has spent 28% of its budget