

## MALUTI- A- PHOFUNG MUNICIPALITY

### SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2016/2017 FINANCIAL YEAR

#### BUDGET AND TREASURY OFFICE



#### VISION OF THE MUNICIPALITY

By 2020 Maluti- a- Phofung will be technologically advanced and have unlocked the indigenous entrepreneurial spirit of all of her people within an equitable, sustainable, healthy, crime-free and moral society. Based in the most beautiful part of the world, where unemployment and poverty will be unheard of and the rest of the world will discover our unique African cultural heritage.”

#### MISSION OF THE MUNICIPALITY

- Encouraging self-reliance
- Ensuring co-ordination and collaboration of various stakeholders in the delivering of development in an integrated and sustainable manner
- Promoting a healthy and vibrant community with high moral standards
- Unlocking the development potential of the area, particularly tourism and indigenous knowledge and mobilising investment because of our uniqueness.
- Ensuring that everyone will be active in the economy and utilise technology to our advantage.
- Utilizing our highly skilled workforce and ensuring that literacy and numeracy levels are above average.
- Enabling all communities to have access to basic services and land.
- Ensuring a safe, healthy and secure environment,
- Caring for our disabled and aged to be independent
- Promoting gender equity and developing our youth as our future asset and
- Being accountable government to its entire people.

DEPARTMENT

**BUDGET AND TREASURY OFFICE**

**DEPARTMENTAL OBJECTIVES STATED IN THE IDP**

The objective of the budget and treasury office is to manage the financial affairs of the Municipality in a transparent, effective, economic and efficient manner.

**CORE FUNCTIONS**

The core functions of budget and treasury office are as follows:

<b>Supply Chain &amp; Expenditure Department</b>	<b>Budget &amp; Revenue Management</b>	<b>Assets Management</b>	<b>Financial management</b>
<input type="checkbox"/> Remuneration	<input type="checkbox"/> Budget compilation, control and expenditure monitoring	<input type="checkbox"/> Assets management	<input type="checkbox"/> Loans and investment
<input type="checkbox"/> Supply chain management	<input type="checkbox"/> Credit control, management and enquiries	<input type="checkbox"/> Insurance and risk	<input type="checkbox"/> Financial recording
<input type="checkbox"/> Creditors management	<input type="checkbox"/> Billing & Data capturing		<input type="checkbox"/> Compilation of annual financial statements
<input type="checkbox"/> Stock management	<input type="checkbox"/> Cash Management		

**SERVICE DELIVERY INFORMATION – OPERATIONAL BUDGET FOR 2016/2017**

Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
<b>To enhance revenue collection</b>	Increase number of pay-points by 30 June 2017	4	Quarterly	1			1		Approval	OPERATIONAL
	Increase number of vending stations	50	Quarterly	35	5	15	25	35	Application, approval and contract	OPERATIONAL
	Increased no. of water meters installed at 14 urban wards	23479	Quarterly	121	21	51	81	121	Registered Meter numbers	OPERATIONAL
	Increased no. of water meters installed at 21 rural wards	7008	Quarterly	50			15	50	Registered Meter numbers	OPERATIONAL
	Increased Collection rate on rates and taxes and other service charges (Bills against Receipts)	62%	Monthly	70%	70%	70%	70%	70%	Section 71 reports	OPERATIONAL
No. of Revenue enhancement campaigns conducted (community road shows)	0	Mid-yearly	2	1	2			Registers and minutes	OPERATIONAL	
No. of wards to be introduced to flat	0	Quarterly	21				21	Council	OPERATIONAL	

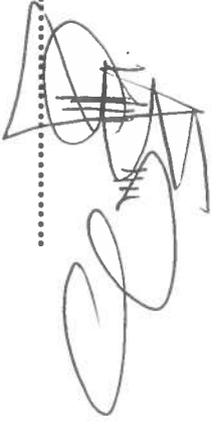
Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
	rate (on rates and taxes and other service charges)								resolution Consultation minutes Attendance register	
	Increased no. of electricity prepaid meters installed	126 000	Quarterly	4 704		704	2704	4 704	Registered Meter numbers- (Installation statistics reports)	OPERATIONAL
	Increased no. of electricity conventional meters installed	2087	Quarterly	13		13			Registered Meter numbers	OPERATIONAL
	No. of supplementary valuation roll conducted	1	Mid-year	2		1		2	Supplementary Valuation Roll	OPERATIONAL
	No. of Electricity disconnections notices	1500	Monthly	1500	375	750	1125	1500	Signed Cut Offs	OPERATIONAL
	No. of service providers to be appointed for alignment of service charges on rates	0	Yearly	1				1	Appointment letter of service	OPERATIONAL

Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
	and taxes to market related property values									
	No of verified & qualifying registered indigents (30% of the registered indigents)	38454 registered indigents	February - April	25108		7533			Verification forms from the Indigent team workers	OPERATIONAL
<b>To ensure compliance to budgetary processes</b>	No. of Budget Process Plan Submitted at least 10 days before the start of the financial year	1	31 August 2016	1	1				Council Resolution	OPERATIONAL
	No. of Draft Budget Book to be submitted 90 days before the start of the financial year	1	31 March 2016	1			1		Council Resolution	OPERATIONAL BUDGET :R 1,555,464,778 CAPITAL BUDGET :
	No. of Final Budget book to be submitted to council for approval 30 days before the start of the financial	1	Yearly	1				1	Council Resolution	R257,920,000

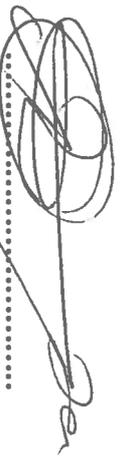
Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
			Yearly							
	No. of consultative meetings with stakeholders (Traditional leaders, Business people, community, etc.)	10	Yearly					10	Registers and minutes	OPERATIONAL
To ensure the safeguarding and proper recording of assets	No. of regular update of assets register (assets acquired for the quarter)	1	Monthly	12	3	6	9	12	Asset Register updates report	OPERATIONAL
	No. of update on loans and investments (new loans, new investments and interest accumulated)	12	Monthly	12	3	6	9	12	Loans and investment registers	OPERATIONAL
	No. of insurance claims actually received, properly recorded and submitted timeously	25	Monthly	30	5	10	20	30	Insurance Claims report	OPERATIONAL
	No. of workshops conducted on FAR policies and procedures with staff	0	Quarterly	4	1	2	3	4	Proof of attendance	OPERATIONAL
To ensure compliance to statutory reporting	No. of AFS to be submitted to Auditor General by 31 August 2016	1	Yearly	1	1				Proof of emails and courier documents	OPERATIONAL

Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
<b>deadlines</b>	Number of VAT Returns submitted to SARS	12	Monthly	12	3	6	9	12	Reports from e-filing	OPERATIONAL
	No. of section 71 reports submitted to Mayor and National Treasury	12	Monthly	12	3	6	9	12	Proof of submission to treasury	OPERATIONAL
	No. of quarterly reports (section 52d, 66 and 11(4)a) submitted Council and National Treasury	4	Quarterly	4	1	2	3	4	Council Resolution and proof of submission	OPERATIONAL
<b>To improve budgetary processes and controls</b>	No. of workshops conducted on budgetary processes with user departments and councillors	0	Quarterly	4	1	2	3	4	Minutes of meetings	OPERATIONAL
	No. of monthly reports on preparation of monthly creditors reconciliations to the Accounting officer	0	Monthly	12	3	6	9	12	Creditors reconciliation reports	OPERATIONAL
	No. of quarterly reports on compliance with Supply Chain Management Policy to Council	0	Quarterly	4	1	2	3	4	Reports and council minutes	OPERATIONAL
	No. of workshops to be conducted on	0	Quarterly	4	1	2	3	4	Attendance register and	OPERATIONAL

Objective	KPI	Baseline	Reporting baseline Indicator	Annual Target	Key Performance Targets				EVIDENCE	BUDGET
					Q1	Q2	Q3	Q4		
	SCM processes and policies with Service providers & officials								minutes	
	No. of updates on supplier database	0	Yearly	1		1			List of suppliers from the system	OPERATIONAL
	No. of consolidations of the Procurement Plans in accordance with National Treasury guidelines (Circular 62 of August 2012)	0	Mid yearly	2		1			Procurement Plans	OPERATIONAL

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**COMPILED**  
**A.M MOFOKENG**  
**(CHIEF FINANCIAL OFFICER)**

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**RECOMMENDED**  
**ADV. M.R TSUPA**  
**MUNICIPAL MANAGER**

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**APPROVED**  
**CLR VW TSHABALALA**  
**EXECUTIVE MAYOR**