

| QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND OTHER PERFORMANCE INDICATORS 2010 / 2011 | | | | | | | | | | | | | |
|---|---------------|----------------|-----------------|-----|---------------|----------------|--------|-----------|--------|-----------|--------|-----------|--------|
| Reference Number | PMS Indicator | Vote/Indicator | Unit of Measure | | Annual Target | Quarter Ending | | | | | | | |
| | | | Accumulated | Ann | | September | | December | | March | | June | |
| | | | | | | Projected | Actual | Projected | Actual | Projected | Actual | Projected | Actual |
| 2010 / 2011 | | | | | | | | | | | | | |

GFS Classification: Finance & Administration

Department: Chief Financial Officer

KPA 10 Municipal Transformation and Organizational (Capacity) Development:- Plans, Policies and regulations

| Reference Number | PMS Indicator | Vote/Indicator | Unit of Measure | Annual Target | September Projected | September Actual | December Projected | December Actual | March Projected | March Actual | June Projected | June Actual |
|------------------|---------------|---|--|---------------|---------------------|------------------|--------------------|-----------------|-----------------|--------------|----------------|-------------|
| FIN 01 | 1 | Budget Related Policies | Approval by Council of Budgeted Related Policies Ann | 1 | | | | | 1 | | | |
| FIN 02 | 1 | Compliance with Sec 75 | Ensure all documents are placed on municipal website i.t.o Sec 75 of the MFMA Qtr | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 03 | 1 | Service Delivery & Budget Implementation Plan | Draft SDBIP by the mayor by end of March and submission of approved Final SDBIP by end May Ann | 1 | | | | | 1 | | | |
| FIN 04 | 1 | Financial Database Management | Monthly Financial system backups Qtr | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 05 | 1 | Awarding of MFMA compliant procurement contracts | Percentage of tenders awarded that comply with MFMA compliant procurement contract i.t.o. Section 16 Qtr | 100% | 100% | | 100% | | 100% | | 100% | |
| FIN 06 | 2 | Identify and monitor skills training needs of personnel by supervisors within the Directorate | No of employees trained within the Directorate with regards to skills development Qtr | 20% | 5% | | 5% | | 5% | | 5% | |
| FIN 07 | 1 | Effective risk management activities implemented within the Directorate | No of risk management activities implemented within the Directorate Qtr | 4 | 1 | | 1 | | 1 | | 1 | |
| FIN 08 | 1 | Fraud Prevention Policy | Implementation of Fraud and Prevention policy within the Directorate and Quarterly reporting Qtr | 4 | 1 | | 1 | | 1 | | 1 | |
| FIN 9 | 1 | GRAP/ GAMAP compliance | Compliance with GRAP/GAMAP standards Qtr | 4 | 1 | | 1 | | 1 | | 1 | |

KPA 60 Municipal Financial Viability and Management :- Income Section

| Reference Number | PMS Indicator | Vote/Indicator | Unit of Measure | Annual Target | September Projected | September Actual | December Projected | December Actual | March Projected | March Actual | June Projected | June Actual |
|------------------|---------------|----------------------|--|---------------|---------------------|------------------|--------------------|-----------------|-----------------|--------------|----------------|-------------|
| FIN 10 | 2 | Indigents households | Percentage known to the municipality that earn less than R1200 per month and that have access to free basic services Ann | 100% | 100% | | 100% | | 100% | | 100% | |

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|--------|---|--|---|-----|------|------|--|------|--|------|--|------|--|
| FIN 11 | 2 | benefiting from free basic services | Quantity (number of households affected) | Ann | 2000 | 1850 | | 50 | | 50 | | 50 | |
| FIN 12 | 2 | Collection rate on rates and tariffs | Total amount of rates and tariffs collected divided by total amount billed | Acc | 97% | 96% | | 97% | | 97% | | 97% | |
| FIN 13 | 2 | Budgeted grants received | Grant funding received vs Budgeted funding | Qtr | 100% | 100% | | 100% | | 100% | | 100% | |
| FIN 14 | 2 | Income budgeted received | Actual income vs Budgeted income | Qtr | 100% | 100% | | 100% | | 100% | | 100% | |
| FIN 15 | 1 | Monthly monitoring of billing accounts | Councillors arrears greater than 90 days | Qtr | 0 | 0 | | 0 | | 0 | | 0 | |
| FIN 16 | 1 | | Officials arrears greater than 90 days | Qtr | 0 | 0 | | 0 | | 0 | | 0 | |
| FIN 17 | 1 | Estimated Meters | Percentage of meter readings allowed to be estimated annually | Ann | 5% | 5% | | 5% | | 5% | | 5% | |
| FIN 18 | 1 | Meter reading adjustments | Amount of transactions processed as a result of incorrect meter readings | Qtr | 10 | 5 | | 2 | | 2 | | 1 | |
| FIN 19 | 2 | Debt management - Monthly monitoring, reporting and reconciliations | % of outstanding debt reduced | Qtr | 20% | 5% | | 5% | | 5% | | 5% | |
| FIN 20 | 2 | | Outstanding debt as a percentage of Operating Income | Qtr | 20% | 5% | | 10% | | 15% | | 20% | |
| FIN 21 | 2 | | Tabling of outstanding debtors reports to council in accordance with the MFMA | Qtr | 4 | 1 | | 1 | | 1 | | 1 | |
| FIN 22 | 2 | | In terms of Section 65 (2)(j) of the MFMA "that all financial accounts of the municipality are closed at the end of each month and reconciled with its records" | Qtr | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 23 | 2 | Monthly reconciliations (Income, Debtors, Indigents, clearance certificates, investments, etc) | In terms of Section 65 (2)(j) of the MFMA "that all financial accounts of the municipality are closed at the end of each month and reconciled with its records" | Qtr | 12 | 3 | | 3 | | 3 | | 3 | |
| TAS 01 | 1 | Revenue Enhancement | % completion of correction of valuation roll | Qtr | 100 | 25 | | 50 | | 75 | | 100 | |
| TAS 02 | 1 | Debtors Management | No or progress reports submitted on collection of arrears by debt collection agency | Qtr | 4 | 1 | | 1 | | 1 | | 1 | |

KPA Municipal Financial Viability and Management :- Expenditure Section

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|--------|---|---|---|-----|-----|-----|--|-----|--|-----|--|-----|--|
| FIN 24 | 1 | Percentage of operating expenditure spent on personnel remuneration | Total cost of staff salaries and allowances divided by total operating budget | Acc | 35% | 38% | | 37% | | 36% | | 35% | |
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| FIN 25 | 2 | Monthly reconciliations (Salaries, Petty Cash, creditors, Bank reconciliations and all expenditure related) | In terms of Section 65 (2)(j) of the MFMA "that all financial accounts of the municipality are closed at the end of each month and reconciled with its records" | Qtr |
| FIN 26 | 2 | Creditor Payments | That all creditors are paid within 30 days of receiving statements | Qtr |
| FIN 27 | 2 | Control of budgeted expenditure | % of actual expenditure vs budgeted expenditure | Qtr |
| TAS 03 | 1 | Cash Flow Management | No of reports submitted on compliance to monthly cash flow projections | Qtr |

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|------|-----|--|-----|--|-----|--|------|--|
| 12 | 3 | | 3 | | 3 | | 3 | |
| 100% | 70% | | 80% | | 90% | | 100% | |
| 12 | 3 | | 3 | | 3 | | 3 | |
| 12 | 3 | | 3 | | 3 | | 3 | |

KPA Municipal Financial Viability and Management :- Supply Chain Management

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|--------|---|---|---|-----|
| FIN 28 | 1 | Inventory | Half-yearly stock take (100% stock take) | Qtr |
| FIN 29 | 1 | Write-off of Redundant assets / inventory | Write-off damaged/old and other unused stocks | Ann |
| FIN 30 | 1 | Monthly stores reconciliations | In terms of Section 65 (2)(j) of the MFMA "that all financial accounts of the municipality are closed at the end of each month and reconciled with its records" | Qtr |
| FIN 31 | 1 | Quartely Asset count | Half-yearly Asset count reconciled and reported to council | Qtr |
| FIN 32 | 2 | Supply Chain Management Policy | Ensure that the Municipal Supply Chain Management Policy is adhered to | Qtr |
| FIN 33 | 1 | Turn-around time for awarding of tenders and quotations | Decrease the turn-around times for approval of tenders and quotations (From specifications to final award) | Qtr |
| FIN 34 | 2 | Asset Register | Asset Register Balanced and reconciled to Financial Statements | Qtr |
| FIN 35 | 2 | Insurance of all Municipal Assets | % of Municipal Assets adequately insured | Qtr |
| FIN 36 | 2 | SCM reports on tenders awarded and deviations | Quarterly reporting on tenders awarded and deviations approved to council, Provincial & National Treasury | Qtr |
| FIN 37 | 2 | Supplier Database | Updating of Municipal Supplier database | Qtr |
| TAS 04 | 1 | Asset Management | Asset register compliant with GRAP 17 | Qtr |

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|---|--|--|--|--|--|--|---|--|
| 2 | | | 1 | | | | 1 | |
| 2 | | | 1 | | | | 1 | |
| 12 | 3 | | 3 | | 3 | | 3 | |
| 2 | | | 1 | | | | 1 | |
| 100% | 100% | | 100% | | 100% | | 100% | |
| Tenders awarded within 2 months and quotations within 1 | 2 months for tenders and 1 week for quotations | | 2 months for tenders and 1 week for quotations | | 2 months for tenders and 1 week for quotations | | 2 months for tenders and 1 week for quotation | |
| 1 | 1 | | 1 | | 1 | | 1 | |
| 100% | 100% | | 100% | | 100% | | 100% | |
| 4 | 1 | | 1 | | 1 | | 1 | |
| 4 | 1 | | 1 | | 1 | | 1 | |
| 4 | 1 | | 1 | | 1 | | 1 | |

KPA Municipal Financial Viability and Management :- Budget & Treasury Office

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| FIN 38 | 2 | Financial Statements ready for audit by 30 August | Completion of Financial Statements and formal submission to the Auditor General by 30 August | Ann | 1 | 1 | | | | | | | | |
| FIN 39 | 2 | Medium Term Revenue and Expenditure Framework Budget | Completion of Draft budget and fromal approval by council by 31st May in line with the MFMA | Qtr | 2 | | | | | 2 | | | | |
| FIN 40 | 2 | Adjustment budget | Compilation of the Adjustment budget in line with the MFMA | Ann | 1 | | | | | 1 | | | | |
| FIN 41 | 2 | Monthly monitoring reports to the Mayor (Section 71) in terms of the MFMA | Present to Mayor budget monitoring report compliant with MFMA S71 (10 working days after the end of each month) | Qtr | 12 | 3 | | 3 | | 3 | | | 3 | |
| TAS 05 | 2 | Clean Audit | Obtain unqualified audit report for the year under review in line with 2014 Operation Clean Audit objective | Qtr | 1 | | | 1 | | | | | | |

KPA 10 Good Governance and Public Participation

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|--------|-----|---|---|-----|------|-----|--|-----|--|-----|--|--|-----|--|
| FIN 42 | 1 | | No or effective community participation meetings attended during the budget compilation process | Ann | 1 | | | | | | | | 1 | |
| FIN 43 | 1 | Effective community participation on all relevant Municipal activities | No or effective community participation meeting attended during the indigent process | QTR | 1 | | | 1 | | | | | | |
| FIN 44 | 1 | | No of effective, quarterly community participation meetings attended | QTR | 4 | 1 | | 1 | | 1 | | | 1 | |
| FIN 45 | 1 | To ensure that corrective measures are implemented as a result of the Auditor Generals Report | No of corrective measures implemented as a result of the Auditor Generals Report | Ann | 12 | 3 | | 3 | | 3 | | | 3 | |
| FIN 46 | 0.5 | To ensure that all Correspondence received are being handled in a given time frame | % of Correspondence responded to within 14 days | Ann | 100% | 90% | | 90% | | 90% | | | 90% | |
| FIN 47 | 0.5 | To ensure the effective administration of the Department | % of correspondence finalised within 7 working days | Ann | 100% | 90% | | 90% | | 90% | | | 90% | |
| FIN 48 | 1 | To ensure that all Council Resolutions are implemented | % of Council resolutions implemented wihtin 14 working days after Minutes are made available | Ann | 100% | 90% | | 90% | | 90% | | | 90% | |
| FIN 49 | 0.5 | To ensure that proper supervision is undertaken | No of supervisory meetings held with subordenates | Ann | 12 | 3 | | 3 | | 3 | | | 3 | |

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| FIN 50 | 0.5 | | implemented in order to ensure that the community has access to pay their consumer accounts after hours, over weekends and during public holidays | Ann | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 51 | 0.5 | To improve customer care realtions and service delivery per directorates | No of 24 hour vending machines installed at strategic points to ensure that the community has access to buy pre-paid electricity | Ann | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 52 | 1 | | No of complaints / compliments received on the front line relationship | Ann | 12 | 3 | | 3 | | 3 | | 3 | |
| FIN 53 | 0.5 | | To ensure that duties are implemented in accordance with job description activity plan | Develop a job description activity plan | Ann | 1 | 1 | | | | | | |
| FIN 54 | 1 | To manage, monitor and review job description activity plan | No of appraisal sessions held per employee/unit/team in relation with the job description activity plan | Ann | 4 | 1 | | 1 | | 1 | | 1 | |

KPA 5 Infrastructure Development and Service Delivery

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| FIN 55 | 1 | | Secured tender box (R15 000) | Ann | 1 | 1 | | | | | | | |
| FIN 56 | 2 | | Fireproof Safe (R120 000) | Qtr | 1 | | | 1 | | | | | |
| FIN 57 | 2 | | Financial Management System (3 900 000) | Ann | 4 | 1 | | 1 | | 1 | | 1 | |

KPA 5 Local Economic Development

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| FIN 58 | 5 | Monitor the effects of the Municipal LED initiatives | No of temporary job created within the Directorate during the indigent registration process | Qtr | 20 | 2 | | 18 | | | | | |
|--------|---|--|---|-----|----|---|--|----|--|--|--|--|--|