



**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							
						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	Submission of approved 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**

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 of 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**

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	12	3		3		3		3	
FIN 26	2	Creditor Payments	That all creditors are paid within 30 days of receiving statements	Qtr	100%	70%		80%		90%		100%	
FIN 27	2	Control of budgeted expenditure	% of actual expenditure vs budgeted expenditure	Qtr	12	3		3		3		3	
TAS 03	1	Cash Flow Management	No of reports submitted on compliance to monthly cash flow projections	Qtr	12	3		3		3		3	

**KPA Municipal Financial Viability and Management :- Supply Chain Management**

FIN 28	1	Inventory	Half-yearly stock take (100% stock take)	Qtr	2			1				1	
FIN 29	1	Write-off of Redundant assets / inventory	Write-off damaged/old and other unused stocks	Ann	2			1				1	
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	12	3		3		3		3	
FIN 31	1	Quartely Asset count	Half-yearly Asset count reconciled and reported to council	Qtr	2			1				1	
FIN 32	2	Supply Chain Management Policy	Ensure that the Municipal Supply Chain Management Policy is adhered to	Qtr	100%	100%		100%		100%		100%	
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	Tenders awarded within 2 months and quotations within 1 week	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 quotations	
FIN 34	2	Asset Register	Asset Register Balanced and reconciled to Financial Statements	Qtr	1	1		1		1		1	
FIN 35	2	Insurance of all Municipal Assets	% of Municipal Assets adequately insured	Qtr	100%	100%		100%		100%		100%	
FIN 36	2	SCM reports on tenders awarded and deviations	Quarterly reporting of tenders awarded and deviations approved to council, Provincial & National Treasury	Qtr	4	1		1		1		1	
FIN 37	2	Supplier Database	Updating of Municipal Supplier database	Qtr	4	1		1		1		1	
TAS 04	1	Asset Management	Asset register compliant with GRAP 17	Qtr	4	1		1		1		1	

**KPA Municipal Financial Viability and Management :- Budget & Teasury Office**

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**

FIN 42	1	Effective community participation on all relevant Municipal activities	No of effective community participation meetings attended during the budget compilation process	Ann	1							1	
FIN 43	1		No of effective community participation meeting attended during the indigent process	QTR	1			1					
FIN 44	1		No of effective, quarterly community particiaption 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 iimplemented	% 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	

FIN 50	0.5		No of innovative ideas 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**

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**

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					
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