

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) - 2013/2014 FY
DEPARTMENT : FINANCE DEPARTMENT

| NATIONAL KPA | IDP STRATEGIC OBJECTIVE (Derived from the IDP) | DEPARTMENTAL KPA | KEY PERFORMANCE INDICATOR (SMART Objective) | UNIT OF MEASURE | BASELINE 2012/2013 FY (Performance Outcome of previous year) | ANNUAL TARGET 2013/2014 FY | BUDGET AMOUNT ALLOCATED | BUDGET VOTE NUMBER | 1ST QUARTER : JULY to SEPTEMBER | | | | 2ND QUARTER : OCTOBER to DECEMBER | | | | 3RD QUARTER : JANUARY to MARCH | | | | 4TH QUARTER : APRIL to JUNE | | | | RESPONSIBLE UNIT / POSITION |
|---|--|---|--|---|---|--|-------------------------------|--|--|--------------------|--------------------|-------------------|-----------------------------------|--|--------------------|-------------------|--------------------------------|--------------------|--|-----------------------------|-----------------------------|--------------------|----------------------------------|-------------------|-----------------------------|
| | | | | | | | | | PROJECTED PLANS | ACTUAL PERFORMANCE | DEVIATION COMMENTS | CORRECTIVE ACTION | PROJECTED PLANS | ACTUAL PERFORMANCE | DEVIATION COMMENTS | CORRECTIVE ACTION | PROJECTED PLANS | ACTUAL PERFORMANCE | DEVIATION COMMENTS | CORRECTIVE ACTION | PROJECTED PLANS | ACTUAL PERFORMANCE | DEVIATION COMMENTS | CORRECTIVE ACTION | |
| KPA 1 SERVICE DELIVERY | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Be administratively responsible for the budget and treasury office in terms of advising the Accounting Officer on the exercise of powers and duties assigned to the CFO. | Budgeting | Inform other tiers of Government on the performance against the Budget | Number of Reports | 12 Monthly Reports submitted | 12 Monthly Reports | Operational budget of Finance | 4000/201 | 3 Monthly Reports | | | | | 3 Monthly Reports | | | | | 3 Monthly Reports | | | | CFO | | |
| 1.2 | DP : Ref 3.5.4 - 3.5.5 | Financial Reporting | To submit a monthly report on the management of working capital to Council and Provincial Treasury | Number of Reports | 12 Reports per Annum | 12 Monthly Reports | Operational budget of Finance | 4000/201 | 3 Monthly Reports | | | | | 3 Monthly Reports | | | | | 3 Monthly Reports | | | | CFO | | |
| 1.3 | | Cash Management | Ensure compliance to Section(2) of the MFMA in terms of the payment of Creditors | Within 30 days of receipt | 30 days | 30 days | Operational budget of Finance | 4000/201 | 30 days creditors ageing | | | | | 30 days creditors ageing | | | | | 30 days creditors ageing | | | | CFO | | |
| KPA 2 INSTITUTIONAL TRANSFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Provide effective Risk Management within the Council in terms of the approved Municipal Risk Register, External and Internal Audit Queries | Risk Management | Ensure proper attention to all identified risks as recorded in the Risk Management Dashboard of the Council | Nº of meetings attended | 40 Meetings | Aimed at least 45 weekly Meetings where the Risk Management Dashboard are discussed | Operational budget of Finance | 4000/201 | Attended 12 Risk Management Meetings | | | | | Attended 12 Risk Management Meetings | | | | | Attended 12 Risk Management Meetings | | | | CFO | | |
| 2.2 | Attend to the appointment of interns over a multi-year period as required by the DORA ACT. | Appointment of interns over a multi-year period | provision of experiential to students of the local community. | number of interns | 5 | 5 | FMG Grant | 4000/202 | Placement of advertisement | | | | | Appointment of 5 interns | | | | | | | | | CFO | | |
| KPA 3 LOCAL ECONOMIC DEVELOPMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Attend to the demand, disposal, selection of contractor to the provision of goods and services as advised in line with the policy | Quarterly SCM report | Number of quarterly SCM Reports | 4 quarterly reports to council to see contracts and tenders | 4 | 4 reports on SCM | Operational budget of Finance | 4000/151 | 1 Report | | | | | 1 Report | | | | | 1 Report | | | | CFO | | |
| KPA 4 FINANCIAL MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Provide sound and realistic financial management of council funds | Departmental Budget | Plan and submit the Departmental Budget information to the CFO by 31 March in order to prepare the Budget for the next financial year | Submission Date | Submitted the Departmental Budget by 31 March | Submitted the Departmental Budget by 31 March | Operational budget of Finance | 4000/201 | | | | | | Submit the Departmental Budget to CFO by 31 March | | | | | | | | | CFO | | |
| 4.2 | | Revised Departmental Budget | Ensure that the Revised Departmental Budget information is submitted to the CFO by 30 November | Submission Date | Submitted the Revised Budget by 15 December | Submitted the Revised Budget by 30 November | Operational budget of Finance | 4000/201 | | | | | | Submit Revised Budget to CFO by 30 November | | | | | | | | | CFO | | |
| 4.3 | Provide sound and realistic plans for implementation over one financial year | Departmental SDBIP | Plan and submit the Departmental SDBIP to the Office of the MM before 15 April for approval by Council by 31 May | Submission Date | Submitted SDBIP by 15 April | Submitted SDBIP by 15 April | Operational budget of Finance | 4000/201 | | | | | | | | | | | | | | | CFO | | |
| 4.4 | | Revised Departmental SDBIP | Ensure that the Revised Departmental SDBIP information is submitted to the Office of the MM on or before 15 December for approval by Council by 31 May | Submission Date | Submitted the Revised SDBIP by 15 December | Submitted the Revised SDBIP by 15 December | Operational budget of Finance | 4000/201 | | | | | | Submit the Revised SDBIP to the PMS Unit by 15 December | | | | | | | | | CFO | | |
| 4.5 | Substantially increase the income from internal and external sources while simultaneously curbing unnecessary operational expenses to ensure growth in the capital budget | Credit Control and Debt Collection | Ensure that a % of all billed accounts per month are collected | percentage % collected | Out of the 18010 total billed accounts an average of 45% was collected | Out of the 18010 total billed accounts collect an average of 60% | Operational budget of Finance | 4000/101 | An average of 15% of the 18010 billed accounts to be collected | | | | | An average of 15% of the 18010 billed accounts to be collected | | | | | An average of 15% of the 18010 billed accounts to be collected | | | | CFO | | |
| 4.6 | DP : Ref 3.4 | Minimising of Water and Electricity Distribution Losses | Ensure that legal action are taken on all legal connections | Number of legal actions taken | None | 100% prosecution based on the list of legal connections | Operational budget of Finance | 4000/101 | 100% prosecution based on the list of legal connections | | | | | 100% prosecution based on the list of legal connections | | | | | 100% prosecution based on the list of legal connections | | | | CFO | | |
| KPA 5 GOOD GOVERNANCE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Obtain a measurement on the Municipal Performance as a whole as required by Chapter 6 of the Municipal Systems Act (Act 32 of 2000) | Performance Management System | Ensure that Performance Reviews between individuals and line managers are held to obtain the Departmental Performance Outcome | Number of One-on-One Performance Reviews held | 36 Performance Review Discussions during the 2nd & 4th Quarter | 36 Performance Review Discussions during the 2nd & 4th Quarter | Operational budget of Finance | 4000/10, 15,20,301 | | | | | | 36 One-on-One Performance Review Discussions | | | | | | | | | CFO | | |
| 5.2 | DP : Section 5 (Point 5.7) | Performance Reports | Ensure the submission of the following Departmental Performance Reports :- - Performance Feedback Departmental Outcome | Submission Date | 2 x Feedback Reports 2 x Dept Perf. Outcome | 2 Performance Feedback Reports for immediate submission 2 Departmental Performance Outcome Reports to be submitted immediately | Operational budget of Finance | 4000/10, 15,20,301 | | | | | | Submission by 30 December 1 Dept Performance Feedback Report 1 Departmental Scorecard | | | | | | | | | CFO | | |
| 5.3 | Report on the percentage (%) of households earning less than R2400 per month with access to free basic services | National General Indicator | Report on the percentage of households earning less than R2400 per month with access to free basic services | Percentage % | Existing Households in Lesed = 29 668 13.5% of households earning less than R2400 per month with access to free basic services | Existing Households in Lesed = 29 668 An increase of 10.11% towards the existing % of households earning less than R2400 pm with basic services | Operational Budget | 4000 | An increase of 2.53% towards the existing % of households earning less than R2400 pm with basic services | | | | | An increase of 2.53% towards the existing % of households earning less than R2400 pm with basic services | | | | | An increase of 2.53% towards the existing % of households earning less than R2400 pm with basic services | | | | CFO | | |
| 5.4 | Report on the percentage (%) of the municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan | National General Indicator | Report on the percentage of the municipality's capital budget actually spent on capital projects identified for the financial year in discussion in terms of the IDP | Percentage % | 123% of Capital Budget Spent | 100% of Capital Budget to be Spent | Capital Budget | All Capital Budget Votes as per the approved Budget | 25% of Capital Budget to be Spent | | | | | 25% of Capital Budget to be Spent | | | | | 25% of Capital Budget to be Spent | | | | CFO | | |
| 5.5 | Report on the municipality's financial viability as expressed by the ratio for debt coverage, outstanding service debtors to revenue and cost coverage | National General Indicator | Report on the municipality's financial viability expressed by ratio for debt coverage | In Ratios | 40.7 times (2011/2012FY) | 61.3 times of total coverings divided by 4 = 15.33 ratio | Operational Budget | Total Open Revenue Open Grants Dept Serv. Paym due within the FY | 15.33 ratio | | | | | 15.33 ratio | | | | | | 15.33 ratio | | | MANAGER REVENUE & CREDIT CONTROL | | |
| 5.6 | Report on the municipality's financial viability expressed by ratio for outstanding service debtors to revenue | National General Indicator | Report on the municipality's financial viability expressed by ratio for outstanding service debtors to revenue | In Ratios | 25.7 times (2011/2012FY) | 24.7 times of outstanding service debtors to revenue divided by 4 = 6.20 ratio | Operational Budget | Total Debt Ser Debt. Arrears Receiv. for services rendered | 6.20 ratio | | | | | 6.20 ratio | | | | | | 6.20 ratio | | | MANAGER REVENUE & CREDIT CONTROL | | |
| 5.7 | Report on the municipality's financial viability expressed by ratio for outstanding cost coverage | National General Indicator | Report on the municipality's financial viability expressed by ratio for outstanding cost coverage | In Ratios | 0.2 times (2011/2012FY) | 0.5 times of Cost Coverage divided by 4 = 0.13 ratio | Operational Budget | Available Cash + Investments Monthly fixed CPEX Expenditure | 0.13 ratio | | | | | 0.13 ratio | | | | | | 0.13 ratio | | | MANAGER REVENUE & CREDIT CONTROL | | |
| 5.8 | Have the Municipal Budget that is linked to IDP approved and submitted to Treasury | Next 3 year budget | Ensure the approval of the next 3 year budget by not later than 31 May of the FY | By Date | 2013/2014 Budget was adopted by 31 May 13 | 2014/15 FY Budget to be adopted by 31 May | Operational budget of Finance | 4000/10, 15,20,301 | | | | | | To be adopted by 31 May 2014 | | | | | | | | | SFO | | |
| 5.9 | Obtain a Clean Audit Report by 2014 | Clean Audit for 2014 | Reduce the number of Audit Queries raised by Internal Audit AG | Number of Audit Queries | 77 Audit Queries received | Clean Audit by 2014 | Operational budget of Finance | 4000/35/1 | Zero Internal Audit Queries | | | | | Zero Internal Audit Queries | | | | | | Zero Internal Audit Queries | | | CFO | | |
| 5.10 | Keep the Community informed on important council matters | Update of the Municipal Website with financial information | All compliance Reports to be updated on the Municipal Website as required by legislation | Quarterly | as Section 75 of the MFMA | 4 reports on compliance of Sec 75 | Operational budget of Finance | 4000/201 | 1 Report | | | | | 1 Report | | | | | | 1 Report | | | CFO | | |
| 5.11 | Obtain an acknowledgement on the receipt of the Annual Financial Statements by the Auditor General | Submission of Financial Statement to Auditor General by 31 August | Acknowledgement of receipt of AFS by 31 August by AG | Obtain acknowledgement on the receipt of the AFS by the AG | 31-Aug | 31-Aug | Operational budget of Finance | 4000/201 | Submission of Annual Financial Statement for 2012/13 | | | | | | | | | | | | | | CFO | | |

SIGNATURE : EXECUTIVE MANAGER : CHIEF FINANCIAL OFFICER

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DATE : 25-Jun-13