

KPA 4

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

IDP Goal/Objective	Strategies	Key Performance Outcome	Key Performance Indicator	Project/program(s)	Target	Budget	Turnaround Strategy No:	Time Frame	LM area	Activities	Mid Term SDBIP Review	PMS Remarks	Responsible Official	Vote Number	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
To provide financial management services that enhance viability and compliance with the requirements of MFMA and other relevant legislation	Implementing sound management of budgets to avoid irregular, unauthorized, fruitless and wasteful expenditure	Prudent financial management	Number of monthly reports submitted to Management and Finance Portfolio Committee	Submission of monthly reports	11	Operational		Monthly	FDDM	Collection of data			ALL heads of Units in Finance			X	X	X	X	X	X	X	X	X	X	
										Drafting & submission of reports			MFO													
	Compliance with GRAP standards and other applicable standards in preparation of financial statements and timely adoption and implementation of Service delivery and budget implementation plan (SDBIP)	GRAP compliant Annual Financial statements	% compliance with GRAP	GRAP Implementation	100%	R 350,000	FVM 4.6 and 4.8.1	31-Aug	FDDM	Set Project Steering Committee			CFO	1015011090625	X											
		Alignment of Budget & SDBIP to ensure audit of performance information			100%	R 1.6 m (Audit Fees)	Draft implementation plan				Snr Financial Accountant		X													
							Prepare AFS				Snr Financial Accountant		X	X												
							Submit to Audit Committee				MM / CFO			X												
							Submit to Auditor General				MM / CFO			X												
	All officials involved in the procurement process signs code of conduct for SCM	Corruption free environment	Number of code of conduct signed	Signing of code of conduct	7 m employees involved in SCM	Operational	FVM 4.6.2	30-Sep	FDDM	Signing of Code of Conduct			CFO		X	X	X									
				Maintenance of gift register	All recipients of gifts	Operational		Ongoing	FDDM	Update of Gift Register			CFO		X	X	X	X	X	X	X	X	X	X	X	X
	Review of financial policies and procedures	Improved internal controls	% budget spent	Review of policies and internal controls	100%	R 300,000	FVM 4.6 and 4.6.3	28-Feb	FDDM	Appointment of service provider				Snr SCM Practitioner	1015011090625				X							
										Review process			MFO					X	X	X						
										Submission to FinCom, Audit Committee				MFO								X	X			

To account, safeguard, maintain and repair assets of the municipality	Safeguarding of municipal assets	Reduce the risk of assets missing/stolen/damaged	Number of security guards on duty	Security for Buildings	5 per day	provided/Operational	FVM 4.9.1	Ongoing	FDDM	Advertisement of positions		Director CSS		X										
										Conduction short listing and interviews		Director CSS			X									
										Appointment of security guards		Municipal Manager				X								
	Fully insuring municipal assets	Cover against damage and unexpected loss	% of assets insured	Short term insurance	100%	R 350,000	FVM 4.9.1	31-Jul	FDDM	in Place & policy additions (new assets)		Snr Financial Accountant	1015011121805	X	X	X	X	X	X	X	X	X	X	
										Payment of premium		Snr Financial Accountant	1015011121805	X										
										Report of Losses		Snr Financial Accountant	1015011121805	X	X	X	X	X	X	X	X	X	X	X
	Assets are maintained and repaired to be economically useable	Availability of assets at all times	% budget spent	Repairs and maintenance	100%	R765 250,00	FVM 4.4	Monthly	FDDM	Identification of assets that needs to be repaired, serviced		Director PM&PW	Various Departments	X	X	X	X	X	X	X	X	X	X	
	Accountable investment in municipal assets	Prudent financial management	% monthly cash surplus	Investments of funds	At least 60%	Operational		Monthly	FDDM	Monthly preparation of cash flow and investment of surplus cash		Snr Financial Accountant	N/A	X	X	X	X	X	X	X	X	X	X	
To provide technical and financial assistance to local municipalities	Provision of hands on support to Local Municipalities	Capacity building and clean audit reports	Number of municipal visits	Financial support and compliance	R 16	Operational	FVM4.6	bi-monthly	ALL LM's	interventions through visits, transfer of skills, assistance and hands -on support		Financial Specialist / Compliance Officer		X	X	X	X	X	X	X	X	X	X	
	Funding of financial projects that are aimed towards achieving clean audits by 2014 and towards improving the revenue base		Number of projects with impact	Review of financial policies; Development/Review of internal controls; Operation clean audit	At least 1 project per LM	R 4 m	FVM 4.6	30-Jun	ALL LM's	Agreement with the local municipalities on projects that needs financial intervention from local municipalities.					X	X	X	X	X	X	X	X	X	
				Data Purification		R1m		30-Jun	Metsima holo	Service provider already appointed						X		X						
				GRAP implementation & Financial Statements		R 305 000		31-Aug	Ngwathe	Service provider already appointed					X	X	X							
				GRAP implementation & Financial Statements		R 250 000		31-Aug	Mafube	Service provider already appointed					X	X	X							
				Revenue enhancement		R 300 000		30-Sep	Mafube	Service provider already appointed					X	X	X							

To comply with all the requirements of the grants and loans	Compliance with Grant reporting requirements and conditions (DoRA, MSIG, FMG ES)	Improved accountability	Number of reports	Submission of grant reports	R	12	Operational		Monthly	FDDM	Collection of data and Submission of reports to Portfolio Committee, National & Provincial Treasury			Compliance Officer/Budget Officer/Snr Financial Accountant/Snr Supply Chain Practitioner/ Snr Accountant Expenditure		x	X	X	X	X	X	X	X	X	X	X	X
	Adherence to the repayment conditions of loans		Number of full instalments/repayments	Payment of loan instalments	R	2	R9.2 m		July & December	FDDM	Request payment schedules			Compliance Officer	1005011242405 / 1005011242445					X						X	
											nit payments schedules for payment			Compliance Officer						X					X		
											Payment of loan schedules			Snr Financial Accountant							X					X	