

**TECHNICAL SDBIP 2011/12: REPORTING TEMPLATE**  
**Output One: Implement a Differentiated Approach to Municipal Financing, Planning and Support**  
**Sub-output: Simplified IDP/Budget for Smaller**

Strategy	Indicator	Baseline	Annual Target	Budget	2011/12 FIRST QAUARTER PROJECTIONS								Explanation for variances
					1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>RD</sup> Quarter		4 <sup>TH</sup> quarter		
					Projec tions	Actual	Projec tions	Actual	Projec tions	Actual	Projec tions	Actual	
T	Number of Cluster based community Budget consultations	04	12		0	0							Third quarter target
	Number of Consultation meetings with business and NGO's	0	2		0	0							Third quarter target
	Number of Consultation meetings with Government institutions	0	2		0	0							Third quarter target
	Tabled 2012/13 Draft Budget	1	1		0	0							Third quarter target
	Approved 2012/13 Final Budget	1	1		0	0							Fourth quarter target
Property Rates Implementation	Number of wards where property rates is implemented	4	29		4	4							Budget and Treasury Portfolio committee to engage other councillors on the implementation.
	Number of households data collection forms completed	17 287	5000		1250	0							No data has been collected for the past three months, the portfolio committee still to engage other councillors on the roll-out of this project
	Valuation roll developed	1	1										Fourth quarter target
Promotion of	Number of	2	4		1	0							No awareness campaign has been held but

Payment of Municipal Services	awareness campaigns conducted on payment of services												the schedule of meetings has been adopted by the portfolio committee.
	Number of accurate municipal services accounts released	173,424	701796		43 356	24 219							We do not have accounts for some of the farm owners. Investigations are done by DPLG and Dept. of Labour on the ownership and responsibility regarding payment of rates. We also do not have addresses for people who own empty stands
	Number of municipal services accounts released to correct consumers	173,424	701796		43 356	24 219							There are still consumer accounts which are still Being return to the municipality due to incorrect Addresses and there is still a challenge of having addresses for farm owners. Some of the farms are owned by government by investigations are made by DPLG and Dept. of Land Affairs on the responsible department. They are not printed.
	Number of municipal accounts released on time	15 <sup>th</sup> of each month	15 <sup>th</sup> of each month		2579 4	2421 9							Statements for July 2011 were released late due to delayed system closure and the implementation of new sewerage billing system.
	Reduced turnaround time in responding to consumer complaints	10 days	2 days										We have not as yet developed the proper register for accounts related queries. We respond queries as and when they are raised
	Updated consumer database	1	1										The process is ongoing to enable the municipality To update the details of consumers and also to avoid returned bills.
Completeness of billing	Number of properties billed on property rates	14 452	17812		100	0							Some of the farms on the valuation roll are no longer billed since they are part of the villages and we have no yet started to bill the villages. Third quarter target
	Billing on refuse removal	7156	9942		9942	8351							Empty stands are not billed refuse removal
	Billing on water	8850	8906		8906	8623							Some properties are not billed water because meters are not installed, e.g. F-Extension
	Billing on sanitation	8340	8906		8906	7164							Sanitation is billed according to water consumption There was a system error which resulted in other properties not being billed.

Collection of 60% of outstanding Debt	Percentage rate of outstanding debt collected from government sector	22%	100%		100%	67%							There are bills which are still being contested for Government institutions.
	Percentage rate of outstanding debt collected from business	22%	50%		25%	18%							<b>Business are contesting some bills and for not being considered for write-off</b>
	Percentage rate of outstanding debt collected from residents	22%	60%		30%	15%							<b>Bills are still being contested even after the finalization of the debt write –off. Residents expect complete debt write-off.</b>
	Percentage rate of outstanding debt collected from farms	22%	100%		25%	0.6%							<b>Bills are not reaching all the farms due to unavailability and unreliability of addresses. The appointed Service Provider for valuation roll will be engaged with regard to same.</b>
	Number of accounts handed over to debt collector		As per occurrence	-									<b>Only businesses, churches and Farms were handed over. It was envisaged to hand-over accounts for residents after debt write-off</b>
Implementation of the write-off policy	Amount of irrecoverable debt written-off.		As per occurrence	-	0	0							No cases has been submitted to the debt write-off Committee.
<b>Improved Turnaround time of procurement processes</b>	<b>No. of days spent to process purchase request s to a value of up to R30 000</b>	<b>10 Days</b>	<b>7 Days</b>		<b>114</b>	<b>110</b>	<b>As per occurrence</b>		<b>As per occurrence</b>		<b>As per occurrence</b>		<b>4 request were delayed due to user department has delayed to submitted Purchase requisition</b>
	No. of days to process purchase request s to a	21 Days	14 Days		12	3		As per occurrence		As per occurrence			9 request were processed after 14 days due to submission of deviation form for signing

	value of R30 001 – R99 999												
	No. of days to process purchase request s to a value of R100 000 – to unlimited	60 Days	60 Days		34	19							19 bids were awarded within 60 days and 15 bids are still under Adjudication
	Number of local businesses who are awarded bids (BBBEE Empowerment )	0	all bids		19	<b>5</b>							out of 19 bids that are already awarded only five (5) bids were awarded to companies within Lepelle-Nkumpi Municipality
	Number of women businesses who are awarded bids (BBBEE Empowerment )	0	50%		19	<b>10</b>							10 bids were awarded to companies that has woman ownership
	Number of youths businesses who are awarded bids (BBBEE Empowerment )	0	As per occurrence		19	<b>7</b>							7 bids were awarded to companies that has youth ownership
	Number of disabled persons businesses who are awarded bids (BBBEE Empowerment )	0	As per occurrence		19	<b>1</b>							One bid has been awarded to company that has Disability ownership.

	Number of Black businesses who are awarded bids (BBBEE Empowerment )	0	As per occurrence		19	19							All bids awarded were awarded to BEE companies
Implementation of SCM policy	Number of bids awarded				34	19							
	Number of Bid Specification Committee meetings held		60		34	3							out of 3 specification meeting held we managed to advertise 34 bids during this quarter
	Number of Evaluation Committee meetings held		60		34	5							5 meetings were held and managed to evaluate 32 bids out of 34 bids that were advertised and two bids are still on the advert
	Number of Bid Adjudication Committee meetings held		60		4	4							The BAC had four meetings only and they managed to award 4 bids
	Supplier Database approved	0	1		0								SCM is still in the process of capturing supplier database
	SCM Policy awareness workshops conducted	0	7		0								Due to preparation of the Annual Financial statement SCM could not have time to conduct workshops on policies
SCM Policy review	Reviewed SCM Policy	1	1		1	1							The SCM policy has been reviewed
Implementation of assets management policy	Monthly assets management reconciliations	12	12		3	3							Assets reconciliation for the first three months was conducted
	Quarterly update of Assets register that is GRAP	2	4		1	1							The service provider has been appointed to unbundle all the infrastructure assets and incorporate them in to assets register that is GRAP compliant.

	17 compliant												
	Number of assets verification processes conducted	2	4		1	0							Assets verification was not performed as the focus was on the finalization of the unbundling of assets.
	Number of assets disposed		As per need	-	0	0							No assets were disposed during this quarter.
	Review of assets management policy	1	1		1	1							The policy has been reviewed.
	Assets management policy and inventory policy workshops conducted	0	7		1	1							Due to preparation of the Annual Financial statement SCM could not have time to conduct workshops on policies
	Implementation of GRAP 17 on unbundling of assets				1	1							The service provider is on site and they have submitted preliminary report
Inventory management	Monthly update of inventory register	12	12		3	3							No variance
	Development of Inventory Procedure manual	0	1		1	1							The procedure manual is at the draft stage and still to be reviewed by the head of department.
	Number of inventory verification processes conducted	2	4		0	0							Stock count was not performed as the focus was on The finalization of the unbundling of assets.
	Number of obsolete inventory disposed	0	As per need		1	0							Stock count was not performed as the focus was on The finalization of the unbundling of assets.

<b>Output Six: Administrative and Financial Capability</b>													
<b>Sub-output: To Improve Audit Outcomes of the Municipality</b>													
Obtain a clean audit report	Submission of AFS to Auditor-General	1	1	0	1	0							The municipality had to request extension as the 2009/10 AFS were not finalised and also the unbundling of assets was not finalised for the 2010/11 financial year.
Timeous and accurate financial reports(mid year) to the Municipal Manager , Mayor , Council Provincial and National Treasury	No: of reports mid-year submitted. (Sec 72 Reports)	0		0	0	0							Third quarter target
Timeous and accurate bank reconciliations performed on a monthly basis.		48	48		4	4							All bank accounts were reconciled for the first quarter
Timeous and accurate financial reports(monthly) to the Municipal Manager , Mayor , Council Provincial and National Treasury	No: of reports submitted. (Sec 71 Reports)	12	12		3	2							Only one(July) was submitted timeously August report was not submitted on time due to the Industrial action (strike) which was taking place. September report will be submitted in October 2011
Compilation of the VAT reconciliations	Timeous submission of VAT reconciliations	12	12		3	1							August and September 2011 returns to be submitted In October 2011.
<b>Creditors Management</b>	Number of creditors paid within 30 days	86%	100%		100%	88.37 %							Out of the 430 invoices received only 50 Was paid after 30 days.There are invoices which are Sent by post and they reach the municipality after the due date. Eskom and Telkom.
	Development of expenditure procedure manuals	0	0	0	1	1							Target achieved.
	Compilation of	12	12		3	3							Reconciliations are performed though they do not

[illegible]