

2011/2012 Departmental SDBIP - Finance Department (Amended)

National KPA	IDP Objective	Departmental Objective	Key Performance Area (KPA)	Baseline indicator	Key Performance Indicators (KPI)	Annual Target	Budget	Performance – as per target				Responsible Person	
								Quarter ending	Quarter ending	Quarter ending	Quarter ending		
								30-Sep-11	31-Dec-11	31-Mar-12	30-Jun-12		
								Projected	Projected	Projected	Projected		
Financial Management & Viability	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Compilation of Financial Statements 2010/2011.	2009/2010 Financial Statements	Completed 2010/2011 financial statement by deadline.	Completed 2010/11 financial statement - 31 August 2011	Salaries	Completed 2010/11 financial statement.	N/A	N/A	N/A	Manager Budget	
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Obtain unqualified audit report for 2010/11	Unqualified audit report for the 2009/10 financial year in respect of AFS.	Unqualified audit report by the AG for 2010/11.	Unqualified audit report by the AG for 2010/11.	Salaries	Attend to Audit queries	Attend to audit queries and respond to AG's audit report	Submit audit report to Council	N/A	Manager Budget & CFO	
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Compile Budget for 2012/2013.	2011/2012 Operating and Capital Budget.	Approved fully funded Operating & Capital Budget for 2012/2013 by deadline	30 June 2012 Secure final report by the AG for 2010/11.	30 June 2012 Secure final adoption of budget '31 May 2012 ( Table for consideration of approval/adoption)	Salaries	Submit budget programme to the Mayor	Continue with Budget Process	Prepare 2011/12 adjustment budget & 2012/13 draft budget	Prepare 2012/13 final budget & submit for approval - end May	Manager Budget
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To ensure the municipality's assets are safeguarded	Asset Management	Not previously measured	Percentage accuracy of a fully GRAP compliant Fixed Asset Register	100%	Salaries	25%	50%	75%	100%	Manager Expenditure	
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Management of cashflow	30 days cash on hand	Cashflow Management ( Ability of council to meet its financial obligations ) (Cost coverage)	60 days cash on hand. (Range between 30 and 60 days with 60 days being ideal)	Salaries	30 days cash on hand.	60 days cash on hand.	60 days cash on hand. (Range between 30 and 60 days with 60 days being ideal)	60 days cash on hand. (Range between 30 and 60 days with 60 days being ideal)	60 days cash on hand. (Range between 30 and 60 days with 60 days being ideal)	Manager Expenditure
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Payment of creditors	30 days	% of claims submitted to Finance paid within 30 days	100%	Salaries	100%	100%	100%	100%	100%	Manager Expenditure
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Debtors control	37	Debt coverage - ((Total operating revenue received) - (operating grants received)/ debt service payments due, including interest and capital)	9	Salaries	N/A	9	9	9	9	Manager Expenditure & CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Revenue Collection	73%	Quarterly collection rate on billings	75%	Salaries	85%	85%	75%	75%	75%	Manager Revenue & CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Outstanding debtors	254.21%	R debtors outstanding as a % of revenue received for services	200%	Salaries	N/A	250%	235%	200%	200%	Manager Revenue & CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Debtors control	New indicator	% of debtors handed over for collection	80%	Salaries	30%	40%	60%	80%	80%	Manager Revenue & CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Revenue collection - Meter reading	3600 estimations (MAY REPORT)	Decrease in number of estimated readings	Decrease to 2500 estimations at year end	Salaries	Service Level Agreement with Technical Services	300 reduction	600 reduction	1100 reduction	1100 reduction	Manager Revenue

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								Projected	Projected	Projected	Projected	
Financial Management & Viability	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Capital Budget	New indicator	% Capital Budget (Internally Funded) spent on Capital Projects	10%	Salaries	5%	10%	10%	10%	Manager Budget/ Expenditure
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Capital Expenditure	New indicator	% quarterly capital expenditure as of planned expenditure ( <i>Actual capex/budgeted capex</i> ) x100	100%	Salaries	95%	95%	100%	100%	Manager Expenditure
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Statutory Monthly & Quarterly Reports	2010/2011 statutory reporting submitted by deadline	Submission of monthly reports and quarterly reports by deadline <b>Monthly Reports</b> - CFA - RME - AC - AD - OSA - CAA - FMG - MIG - MSIG - RTSG - BSAC  <b>Quarterly Reports</b> - BM - CE - ME - LTC - MFM1	monthly reports by 14th each month and quarterly reports by 21st after end of each quarter	Salaries	Reports submitted by deadline	Reports submitted by deadline	Reports submitted by deadline	Reports submitted by deadline	Manager Budget
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Operational expenditure	New indicator	% quarterly operational expenditure as of planned expenditure ( <i>Actual opex /budgeted opex</i> ) x100	100%	Salaries	100%	100%	100%	100%	Manager Expenditure
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure adequate financial management.	Revenue Collection - Credit Control	Previously not measured	% of overdue accounts to be restricted submitted to Technical Services per month	80%	Salaries	50%	60%	70%	80%	Manager Revenue
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	Ensure that consumers are informed of programmes within revenue section and also to take the services offered by revenue section to the people	Customer Care - Public awareness/outreach	7	No of revenue outreach held per quarter	16 Revenue outreach	Salaries	4	8	12	16	Manager Revenue

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								Projected	Projected	Projected	Projected	
Financial Management & Viability	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To ensure adequate financial management.	Procurement time in line with the SCM Policy	8 days	a) Turnaround time for the SCM processes in recommending preferred supply to Departments (quotations, adverts etc) (Between R30 000 & R200 000)  b) Turnaround time for the SCM processes in recommending preferred supply to Departments (quotations, adverts etc) (Between R2000 and R29 999)	a) 10 days turnaround time b) 5 days turnaround time	Salaries	10 days	10 days	a) 10 days turnaround time b) 5 days turnaround time	a) 10 days turnaround time b) 5 days turnaround time	Manager SCM
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To ensure adequate financial management.	Compliance with the SCM Policy	a) 121,5 days b) New indicator	a) Turnaround time for processing all the bids b) Turnaround time in processing bids for banking services	a) 63 days b) 90 days	Salaries	N/A	63 days	a) 63 days b) 90 days	a) 63 days b) 90 days	Manager SCM
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To update the indigent register	Indigent Register	Indigent Register	Updating of the indigent Register by deadline	Jun-12	Salaries	N/A	N/A	N/A	Updated register	Manager Revenue
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To monitor the performance of the service providers with each department	Monitor service provider performance	New indicator	Turnaround time of signing the SLA after the appointment of the service provider	30 days	Salaries	30 days	30 days	30 days	30 days	CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To monitor the performance of the service providers with each department	Monitor service provider performance	New indicator	Reports from service providers received in line with signed SLA.	monthly	Salaries	Monthly	Monthly	Monthly	Monthly	CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To manage Departments budget	Financial Management	New indicator	% Budget spent	100%	Salaries	25%	50%	75%	100%	CFO
	To ensure long-term financial viability and sustainability of iLembe District Municipality.	To manage Departments budget	Financial Management	New indicator	% Reduction of telephone expenditure	10% reduction	Salaries	2%	4%	7%	10%	CFO
Institutional Transformation & Development	To promote an institution that is representative, participative and empowered to improve the institutional capabilities for service delivery.	To ensure the alignment between the department through SOPs	Standard Operating Procedures	New Indicator	Progress in developing SOPs for both external and internal communication by deadline	June 2012	Salaries	N/A	N/A	Draft SOPs	Approved SOPS	CFO
	To promote an institution that is representative, participative and empowered to improve the institutional capabilities for service delivery.	To manage the staff component of the Municipality	Performance Management	New indicator	No of coaching sessions of employees' performance conducted timeously	4	Salaries	1	2	3	4	CFO