

DEPARTMENT: FINANCE

DIRECTOR : NOSIPHO MBA

NATIONAL KPA's	IDP OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	1st QUARTER TARGET	HALF-YEAR TARGET	3RD QUARTER TARGET	4TH QUARTER TARGET	WEIGHTINGS	RESPONSIBLE PERSON
									End Sept 2012	End Dec 2012	End March 2013	End June 2013		
Financial Viability and Management	To expand revenue base	Revenue Enhancement	Expansion of Revenue base	a) Research on revenue base options completed by deadline b) Ratio of external grants vs internal funding	a) Date b) Ratio	a) New indicator b) New indicator	a) 31 March 2013 b) Maintain 40:60	Salaries	a) TORs and task team est b) Maintain 40:60	a) 1st draft report b) Maintain 40:60	a) Final report b) Maintain 40:60	a) N/A b) Maintain 40:60	H	CFO
	To achieve a clean audit report	Ensure adequate financial management.	Obtain unqualified audit report for 2011/12	a) Unqualified audit report by the AG for 2011/12 b) % decrease in AGs findings c) No repeat findings	a) AG Report b) Percentage c) Number	a) Unqualified audit report 2010/2011 b) c)	a) Unqualified audit report by the AG for 2011/12 b) 25% c) 0	Salaries	a) Submission of AFS by 31 August 2012 for IDM. Consolidated AFS by 30 Sept 2012 b) N/a c) N/a	a) Unqualified audit report b) 25% c) 0	a) N/a b) N/a c) N/a	a) N/a b) N/a c) N/a	H	CFO
	To achieve a clean audit report	Ensure adequate financial management.	Clean Audit for 2012/2013	Obtain clean audit report for 2012/2013	AG Report	2011/2012 Unqualified audit report	Clean audit report for 2012/2013	Salaries	Implementation of SOPS	Monitoring through monthly reports (3 reports)	Monitoring through monthly reports (6 reports)	Monitoring through monthly reports (9 reports)	H	CFO
	To achieve a clean audit report	Ensure adequate financial management.	Year end action plan	Percentage progress in implementing year end action plan	Percentage	New indicator	100%	Salaries	25%	50%	75%	100%	M	CFO
	To ensure long-term financial viability & sustainability of iLembe District Municipality	Ensure adequate financial management.	Financial Management	Percentage variance of both under and over spending	Percentage	30% variance	10%	Salaries	Remain within 10% variance for both under/over expenditure	Remain within 10% variance for both under/over expenditure	Remain within 10% variance for both under/over expenditure	Remain within 10% variance for both under/over expenditure	H	CFO
	To ensure long-term financial viability & sustainability of iLembe District Municipality	To ensure safeguarding of the Municipalitys assets	Asset Management	a) Frequency of asset verification b) Frequency of updating the asset register	Frequency	New indicator	a) Quarterly b) Monthly	Salaries	a) 1 b) 3	a) 2 b) 6	a) 3 b) 9	a) 4 b) 12	M	CFO
	To raise monthly collection rate on billing	Revenue Enhancement	Collection Rate	a) Percentage collection rate b) Percentage increase in the proportion of consumers paying in full vs the number of consumers billed	Percentage	a) ?? b) 31%	a) 80% b) 40%	Salaries	a) 75% b) 31%	a) 76% b) 34%	a) 78% b) 35%	a) 80% b) 40%	H	Manager Revenue
	To improve net revenue collected	Revenue Enhancement	Revenue Collection	Percentage increase in revenue collections year on year from services rendered (Cumulative)	Percentage	New indicator	8%	Salaries	0%	3%	4%	8%	H	Manager Revenue
	To ensure long-term financial viability & sustainability of iLembe District Municipality	Revenue Enhancement	Credit control & debt management	% of overdue accounts to be restricted submitted to Technical Services per month	Percentage	?	100%	Salaries	100%	100%	100%	100%	H	Manager Revenue
	To ensure long-term financial viability & sustainability of iLembe District Municipality	Revenue Enhancement	Outstanding debtors	R debtors outstanding as a % of revenue received for services	Percentage	?	200%	Salaries	1200%	600%	400%	200%	M	Manager Revenue
To ensure long-term financial viability & sustainability of iLembe District Municipality	Revenue Enhancement	Debtors Control	% of debtors handed over for collection	Percentage	?	100%	Salaries	100%	100%	100%	100%	M	Manager Revenue	

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Financial Viability and Management	To ensure long-term financial viability & sustainability of iLembe District Municipality	To update the indigent register	Indigent Register	Frequency of reviewing indigent register by deadline	Date	June 2012 register	March 2013	R50k	N/A	N/A	Indigent register reviewed	N/A	M	Manager Revenue
	To ensure effective management of budgeting process (realistic & credible)	Credible budget with identifiable revenue sources	Credible budgeting	Compliance with MFMA circular 42	Compliance	Non compliance	Full compliance	Salaries	Full compliance	Full compliance	Full compliance	Full compliance	M	Manager Budget
	To ensure long-term financial viability & sustainability of iLembe District Municipality	Ensure adequate financial management.	Statutory Monthly & Quarterly Reports	Submission of monthly reports and quarterly reports by deadline Monthly Reports - CFA - RME - AC - AD - OSA - CAA - FMG - MIG - MSIG - RTSG - BSAC Quarterly Reports - BM - CE - ME - LTC - MFM1	Date	2011/2012 statutory reporting submitted by deadline	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	M	Manager Budget
	To ensure long-term financial viability & sustainability of iLembe District Municipality	Ensure adequate financial management.	Compile Budget for 2013/2014	Approved fully funded Operating & Capital Budget for 2013/2014 by deadline	Date	2012/2013 Capital & Operating Budget by June 2012	30 June 2013	Salaries	Submit budget programme to the Mayor	Continue with Budget process	Prepare 2012/2013 adjustment budget 2013/2014 draft budget	Prepare 2013/2014 final budget & submit for approval	H	Manager Budget
	To ensure compliance with SCM policy and regulations	Demand Management	Implementation of Annual Procurement Plan	Percentage implementation of Annual procurement plan by deadline	Percentage & Date	New indicator	100% by June 2013	Salaries	25%	50%	75%	100%	M	Manager SCM
	To ensure compliance with SCM policy and regulations	Acquisition Management	Procurement time in line with the SCM policy	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)	Number of days	a)?? b) ??	a) 10 days b) 5 days	Salaries	a) 10 days b) 5 days	a) 10 days b) 5 days	a) 10 days b) 5 days	a) 10 days b) 5 days	H	Manager SCM

BUDGET TREASURY DEPARTMENTAL SDBIP 2012-13 (EXCO SUBMISSION)

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Financial Viability and Management	To ensure compliance with SCM policy and regulations	Acquisition Management	Compliance with the SCM policy	a) Turnaround time for processing all the bids b) Turnaround time in processing quotations > R30 000 = 10 days and < R30 000 = 5 days	Number	a) ?? b) ??	a) 63 days b) 5 days min and 10 days max	Salaries	a) 63 days b) 5 days and 10 days max	a) 63 days b) 5 days and 10 days max	a) 63 days b) 5 days and 10 days max	a) 63 days b) 5 days and 10 days max	H	Manager SCM	
	To ensure compliance with SCM policy and regulations	Contract Management	Management of service providers	Monthly reports on external service providers	Number	New indicator	4	Salaries	3	6	9	12	H	Manager SCM	
	To ensure compliance with SCM policy and regulations	Contract Management	Contract registers updated	Update of contract registers quarterly	Frequency	New indicator	Quarterly	Salaries	updated register up to and including 30 September 2012	updated register up to and including 30 December 2012	updated register up to and including 31 March 2013	updated register up to and including 30 June 2013	M	Manager SCM	
	To ensure compliance with SCM policy and regulations	To ensure the proper management of stores	Stores management	a) Frequency of stock take b) Turnaround time to resolve variances	a) Frequency b) Time	a) New indicator b) New indicator	a) 1 stock take per quarter b) 14 days	Salaries	a) 1 stock take completed b) 14 days	a) 2 stock take completed b) 14 days	a) 3 stock take completed b) 14 days	a) 4 stock take completed b) 14 days	M	Manager SCM	
	To increase financial viability	To ensure liquidity of the municipality	Debt coverage	Debt coverage ratio (Total operating revenue received - operating grants received/debt service payment due including interest & capital)	Ratio	12:01	Maintain 12: 1	Salaries	Maintain 12:1	Maintain 12:1	Maintain 12:1	Maintain 12:1	M	Manager Expenditure	
	To ensure long-term financial viability & sustainability of iLembe District Municipality	To ensure the sustainability of the municipal finances	Management of cashflow	Cashflow Management (Ability of council to meet its financial obligations)	Number	50 days	60 days cash on hand (Range between 30 and 60 days with 60 days being ideal)	Salaries	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)	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)	M	Manager Expenditure
	To ensure that the municipality remains solvent-able to cover its costs at any and all times	To ensure the sustainability of the municipal finances	Cost Coverage	Cost Coverage ratio (All available cash + investments/monthly fixed operating expenditure)	Ratio	?	4:1	Salaries	Maintain 4:1	Maintain 4:1	Maintain 4:1	Maintain 4:1	M	Manger Expenditure	
	To ensure long-term financial viability & sustainability of iLembe District Municipality	To ensure adequate financial management	Payment of creditors	% of claims submitted to Finance paid within 30 days	Percentage	85%	100%	Salaries	100%	100%	100%	100%	100%	H	Manager Expenditure
Institutional Transformation and Development	To improve service delivery through implementation of Organisational performance management	To manage the staff component of the Municipality	Performance Management	Number of coaching sessions of employees' performance conducted timeously	Number	2	4	Salaries	1	2	3	4	L	CFO	
Good Governance & Public Participation	To achieve a clean audit report	To achieve a clean administration	Operation Clean Administration	Performance Report with accurate & complete POEs submitted by deadline	Date	New indicator	7th day of each month	Salaries	7th day of each month	7th day of each month	7th day of each month	7th day of each month	M	CFO	
	To achieve a clean audit report	Ensure adequate financial management.	Clean Audit for 2012/2013	No repeat findings in the auditor generals report	Number	New indicator	0	Salaries	0	0	0	0	H	CFO	
	To achieve a clean audit report	Ensure adequate financial management.	Clean Audit for 2012/2013	Percentage reduction in the number of AG findings requiring action plans	Percentage	New indicator	10% reduction	Salaries	N/A	10%	N/A	N/A	H	CFO	

Director's Signature _____

Date : _____