

BUDGET TREASURY DEPARTMENTAL SDBIP 2013-14 (EXCO SUBMISSION)

NATIONAL KPA's	IDP OBJECTIVE	DEPARTMENTAL OBJECTIVE	KEY PERFORMANCE AREA	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	BUDGET	1st QUARTER TARGET End Sept 2013	2nd QUARTER TARGET End Dec 2013	3RD QUARTER TARGET End March 2014	4TH QUARTER TARGET End June 2014	WEIGHTINGS	RESPONSIBLE PERSON
Financial Viability & Management	To achieve a clean audit opinion	Ensure adequate financial management.	Obtain Clean Audit for 2012/13	a) Clean audit report by the AG for 2012/13 b) % decrease in AGs findings c) No repeat findings	a) AG Report b) Percentage c) Number	a) Unqualified audit report 2011/2012 b) 25% c) 0	a) Clean audit report by the AG for 2012/13 b) 25% c) 0	Salaries	a) Submission of AFS by 30 August 2013 for IDM. Consolidated AFS by 30 Sept 2013 b) N/A c) N/A	a) Clean 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	Manager: Budget & Compliance
	To maintain a clean audit opinion	Ensure adequate financial management.	Maintain Clean Audit and obtain Clean Administration for 2013/2014	a) Implementing and monitoring SOPs b) Implementing and monitoring AG key controls c) Implementing and monitoring AG dashboard	a) Number of SOPs monitoring reports b) Number of AG Key controls monitoring reports c) Number of AG Dashboard monitoring report	a) 3 b) 3 c) New measure	a) 12 SOPs monitoring reports b) 12 AG key controls monitoring reports c) 12 AG Dashboard monitoring reports	Salaries	a) 3 SOPs monitoring reports b) 3 AG key controls monitoring reports c) 3 AG Dashboard monitoring reports	a) 6 SOPs monitoring reports b) 6 AG key controls monitoring reports c) 6 AG Dashboard monitoring reports	a) 9 SOPs monitoring reports b) 9 AG key controls monitoring reports c) 9 AG Dashboard monitoring reports	a) 12 SOPs monitoring reports b) 12 AG key controls monitoring reports c) 12 AG Dashboard monitoring reports	H	Manager: Budget & Compliance
	To maintain a clean audit report	Ensure adequate financial management.	Maintain Clean Audit and obtain Clean Administration for 2013/2014	a) Preparing monthly AFS that complies with the year end action plan and submitting them to FPC and Audit Committee b) Monitoring year end action plan progress monitoring report c) Monitoring progress on audit queries resolving plan	a) Monthly AFS b) Percentage progress c) Percentage progress	a) New measure b) New measure c) New measure	a) 12 b) 100% c) 100%	Salaries	a) 3 b) 25% c) 25%	a) 6 b) 50% c) 50%	a) 9 b) 75% c) 75%	a) 12 b) 100% c) 100%	M	Manager: Budget & Compliance
	To increase financial viability	Ensure adequate financial management.	Financial Management	Percentage variance of both under and over spending	Percentage	10%	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	Manager: Budget & Compliance
	To increase financial viability	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 - WSOG - PWPG Quarterly Reports - BM - CE - ME - LTC - MFM1	MFMA compliance Dates	Monthly reports by 14th each month and quarterly reports by 21st after end of each quarter	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 & Compliance
	To ensure effective management of budgeting process (realistic & credible)	Credible budget with identifiable revenue sources	Credible budgeting	Compliance with MFMA Budget Regulations and circulars	Compliance reports from KZN Provincial Treasury	a) New measure b) New Measure c) New Measure	a) Full compliance 2013/2014 b) Full compliance 2014/2015	Salaries	a) Full compliance as evidenced by the KZN Provincial Treasury compliance report and checklist on 2013/2014 approved budget b) N/A	a) N/A b) N/A	a) Full compliance as evidenced by the following: 1) KZN Provincial Treasury compliance report and checklist on 2013/2014 Mid-term assessment 2) KZN Provincial Treasury compliance report and checklist on 2013/2014 approved adjustment budget b) N/A	a) Full compliance as evidenced by the following: 1) KZN Provincial Treasury compliance report and checklist on 2014/2015 approved 1st draft budget b) KZN Provincial Treasury compliance report and checklist on 2014/2015 approved final budget	M	Manager: Budget & Compliance
	To increase financial viability	Ensure adequate financial management.	Compile Budget for 2014/2015	Approved fully funded Operating & Capital Budget for 2014/2015 by deadline	MFMA compliance Dates	30 June 2013	30 June 2014	Salaries	Submit 2014/2015 budget programme to the Mayor	N/A	Prepare 2013/2014 mid adjustment budget and mid term assessment	Prepare 2014/2015 draft budget & final & submit for approval	H	Manager: Budget & Compliance

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Financial Viability & Management	To ensure compliance with SCM policy and regulations	To ensure safeguarding of the Municipality's assets	Asset Management	a) Frequency of asset verification on movable assets b) Frequency of updating the asset register	Frequency	a) New measure b) New measure	a) Quarterly b) Monthly	Salaries	a) 1 b) 3	a) 2 b) 6	a) 3 b) 9	a) 4 b) 12	M	Manager Assets & Logistics
	To ensure compliance with SCM policy and regulations	To ensure the proper management of stores	Asset Management	a) Frequency of stock take b) Turnaround time to resolve variances	a) Frequency b) Time	a) New measure b) New measure	a) 12 b) 14 days	Salaries	a) 2 stock takes completed b) 14 days	a) 7 stock take completed b) 14 days	a) 10 stock take completed b) 14 days	a) 12 stock take completed b) 14 days	M	Manager Assets & Logistics
	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) 80% b) 40%	a) 85% b) 45%	Salaries	a) 70% b) 31%	a) 75% b) 35%	a) 80% b) 40%	a) 85% b) 45%	H	Manager Revenue
	To manage the debtor net revenue collected	Revenue Enhancement	Credit control & debt management	% of overdue accounts to be restricted submitted to Technical Services per month	Percentage	80%	85%	Salaries	81%	82%	83%	85%	H	Manager Revenue
	To manage the debtor net revenue collected	Revenue Enhancement	Outstanding debtors	R debtors outstanding as a % of revenue received for services	Percentage	200%	200%	Salaries	1200%	600%	400%	200%	M	Manager Revenue
	To manage the debtor net revenue collected	Revenue Enhancement	Debtors Control	% of debtors over 120 days handed over for collection	Percentage	80%	90%	Salaries	75%	80%	85%	90%	M	Manager Revenue
	To increase financial viability	To update the indigent register	Indigent Register	a) 2012/2013 Indigent register approved by deadline b) 2013/2014 draft review indigent register prepared by deadline	Date	a) New measure b) New measure	a) Sept 2013 b) June 2014		a) 2012/2013 Indigent register approved b) N/A	a) N/A b) N/A	a) N/A b) N/A	a) N/A b) 2013/2014 draft review Indigent register	M	Manager Revenue
	To increase financial viability	Demand Management	Implementation and monitoring progress of Annual Procurement Plan	Percentage implementation of Annual procurement plan by deadline	Percentage	100%	100%	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 bidders to Departments (quotations, adverts etc) (Between R30 000 & R200 000) b) Turnaround time for the SCM processes in recommending preferred bidders to Departments (quotations, adverts etc) (Between R2000 and R29 999)	Number of days	a) 10 days b) 5 days	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
	To ensure compliance with SCM policy and regulations	Acquisition Management	Compliance with the SCM policy	Turnaround time for processing all the bids	Number	63 days	90 days	Salaries	90 days	90 days	90 days	90 days	H	Manager SCM
	To ensure compliance with SCM policy and regulations	Contract Management	Monitoring of performance management of service providers	Monthly reports on performance of service providers submitted to FPC	Number	New measure	12	Salaries	3	6	9	12	H	Manager SCM
	To ensure compliance with SCM policy and regulations	Contract Management	Regular update of the contract register	Number of contract registers completed and updated monthly	Number	New measure	12	Salaries	3 contract register updated	6 contract register updated	9 contract register updated	12 contract register updated	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	Maintain 12:1	Maintain 12:1	Salaries	3:1	6:1	9:1	12:1	M	Manager Expenditure
	To increase financial viability	To ensure the sustainability of the municipal finances	Management of cashflow	Cashflow Management (Ability of council to meet its financial obligations)	Number	60 days	60 days cash on hand (Range between 30 and 90 days with 90 days being ideal)	Salaries	30 days cash on hand (Range between 30 and 60 days with 60 days being ideal)	30 days cash on hand (Range between 30 and 60 days with 60 days being ideal)	45 days cash on hand (Range between 30 and 90 days with 90 days being ideal)	60 days cash on hand (Range between 30 and 90 days with 90 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	Maintain 4:1	4:1	Salaries	1:1	2:1	3:1	4:1	M	Manager Expenditure
	To ensure adequate financial management	Payment of creditors	% of claims with no outstanding issues submitted to Finance paid within 30 days	Percentage	100%	100%	Salaries	100%	100%	100%	100%	H	Manager Expenditure	

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Financial Viability & Management	All IDM Strategic Objectives	To ensure effective Enterprise Risk Management	Compilation of Enterprise Risk Register	Complete Enterprise Risk Management Register approved with SDBIP	Risk Register	New measure	Enterprise Risk Register submitted to council together with 2014/2015 SDBIP	Salaries	Submit Enterprise Risk Register to MANCO Risk Management Committee and Council	Submit the approved risk register to Heads of department	Prepare for 2014/2015 risk assessment workshop and submit draft Enterprise Risk Register to council	Finalise 2014/2015 Enterprise Risk Register and submit MANCO Risk Management Committee and Council	H	Manager: Enterprise Risk Management
	All IDM Strategic Objectives	To ensure effective Enterprise Risk Management	Monitoring performance of effective enterprise risk management	a) Number of risk register updated b) Number of Ethics Committee held	Number	a) New measure b) New measure	a) 4 b) 4	Salaries	a) 1 b) 1	a) 2 b) 2	a) 3 b) 3	a) 3 b) 3	H	Manager: Enterprise Risk Management
	To improve the accountability and transparency through credible information from the IDP to the public	To improve service delivery through implementation of Organisational performance management	Performance Management	Number of coaching sessions of employees' performance conducted quarterly	Number	New indicator	4	Salaries	1	2	3	4	L	CFO
	To achieve a clean audit report	To achieve a clean administration	Operation Clean Administration	Performance Report with accurate & complete POEs submitted by deadline monthly and quarterly	Date	New indicator	10th day of each month	Salaries	10th day of each month	10th day of each month	10th day of each month	10th day of each month	M	CFO