

DEPARTMENT OF FINANCIAL SERVICES

PERFORMANCE PLAN FOR 2019/2020 FINANCIAL YEAR

1	NATIONAL KPA	STRATEGIC OBJECTIVE	PERFORMANCE INDICATOR	UNIT OF MEASURE/NT	BUDGET	SOURCE OF FUNDING	ANNUAL TARGET	QUARTER ENDING 30 SEPT		QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
								TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
BUDGETING AND REPORTING													
1.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	To comply with Treasury legislations and regulations	Prepare and submit final 2020/2021 Budget to Council for approval by 31 May 2020 in terms of section 24 (1) of the MFMA. Provincial and National Treasury by 14 June 2020 as per budget regulation section 35 (a) of Government Gazette No 32141	Date of submission of Budget time schedules/Budget process plan to Council	R 0	R 0	31-Aug-19	31-Aug-19	-	-	-	-	
				Date of submission of Draft Budget to Council	R 0	R 0	31-Mar-20	-	-	-	-	-	
				Date of approval of Final Budget by Council	R 0	R 0	31-May-20	-	-	-	-	31-May-20	
				Date of submission budget to National Treasury and Provincial Treasury	R 0	R 0	14-Jun-20	-	-	-	-	14-Jun-20	
				Date of submission of S72 report to Mayor	R 0	R 0	25-Jan-20	-	-	-	-	-	
1.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit the Mid-Year Financial Review of the 2019/2020 budget to the mayor by 25 January 2020 in terms of section 72 (1) of the MFMA and Provincial and National Treasury within 10 working days after the submission to the Mayor as per budget regulation section 24 (3) of Government Gazette No 32141.	Date of submission of S72 report to National and Provincial Treasury	R 0	R 0	08-Feb-20	-	-	08-Feb-20	-	-	
1.3	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit the adjustments budget, if required, to Council by 28 February 2020 as per section 24 (3) of the MFMA and Provincial and National Treasury within 10 working days after the submission to the Mayor as per budget regulation section 24 (3) of Government Gazette No 32141	Date of submission of adjustments budget to Council	R 0	R 0	28-Feb-20	-	-	28-Feb-20	-	-	
1.4	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit monthly financial reports to the Mayor, Provincial and National Treasury in terms of section 71 (1) of the MFMA within 10 working days after month end and to the MANCO & Portfolio committee monthly.	Number of S71 reports submitted to the Mayor within 10 days	R 0	R 0	12	3	3	3	3	3	
1.5	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Submit the complete set of Annual Financial Statements for 2019/2019 financial year to the Auditor General by 31 August 2019 in terms of section 126 (2) of the MFMA.	Date of submission of Annual Financial Statements AFS to AG	R 0	R 0	31-Aug-19	31-Aug-19	-	-	-	-	

To comply with Treasury legislations and regulations

1.6	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit the Financial Auditor General Report of 2018/2019 financial year to Council by 31 January 2020 in terms of section 121 (1) of the MFMA.	Date of submission to Council	R 0		31-Jan-20	-		-	31-Jan-20	-			
1.7	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit quarterly reports details of all loans as part of the quarterly financial reports to MANCO on a quarterly basis	Number of reports to MANCO	R 0		4	1		1		1%			
1.8	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit quarterly reports of the investment register with details of investment, period, interest rate and term as part of the quarterly financial report to MANCO	Number of reports to MANCO	R 0		4	1		1%		1%			
2	REVENUE ENHANCEMENT													
2.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Develop and implement the Revenue Enhancement Strategy (RES) to enhance revenue collection and guide in the development of revenue policies by 31 December 2019.	Revenue Enhancement Strategy Document	R 250 000	Internal generated funds	Submit the final RES by 2019-12-31				Approval of the Revenue Enhancement strategy by Council by 31 December 2019.	-	-		
2.4	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit quarterly report to MANCO on the Financial Viability of Mhlonjeni LM and the achievement of 65% debtors collection target. 4 reports by 30 June 2020	Number of reports submitted.	R 0		65% debtor collection and 4 reports submitted to MANCO by 30 June 2020.	65% Collection			65% Collection	65% Collection			
2.5	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit monthly Grant reports to the relevant Provincial Department on all DORA grants received within 10 working days after month end in terms of section 71 (5) of the MFMA. 12 reports by 30 June 2020.	Number of grant reports submitted	R 0		12	3			3	3			
3	SUPPLY CHAIN MANAGEMENT													
3.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit the annual review report on the Supply Chain Management policy to the Financial Services Provider Committee by 31 May 2020 for 2020/2021 financial year	Date of approval of the Supply Chain Policy review	R 0		31	-		-		-	Submit the final reviewed SCMP report by 2020-05-31		
3.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit annual report by 31 August 2019 on the implementation of the Supply Chain Management policy for the 2018/2019 financial year to Council.	Date of submission of Annual 18/19 SCM report to Council.	R 0		31-Aug-19	31-Aug-19							
3.4	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Control and monitor stores by conducting quarterly total stock counts and report on the results / variances annually within 2 months after the financial year end.	Stock count Variance report			31-Aug-19	31-Aug-19							
			Number of total stock counts	N/A		4	1			1	1			
		Coordinate submission of Procurement plans by departments by 31 May 2020	Departmental Procurement Plans	N/A		2					31-03-2020	30-05-2020		
4	EXPENDITURE CONTROL													
4.1	FINANCIAL MANAGEMENT	Ensure the payment of creditors and Salary & third parties payments made within 7 days after month end	Salary & third parties payments made within 7 days after month end	R 0		12	3			3	3			

	AND FINANCIAL VIABILITY	To ensure that expenditure is highly monitored according to legislations	salaries monthly	Creditors payments are made within 30 days of receipt of an invoice	R 0	12	3	3	3	3		
5	ASSET MANAGEMENT											
5.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	To improve the management of municipal assets	Ensure the review of the Asset policy for 2020/2021 financial year by 31 May 2020	Date of approval of Asset Policy by Council	R 0	31-May-20	-	-	-	-	31-May-20	
5.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Compile quarterly reports on Asset Management. 4 reports by 30 June 2020.	Number of reports	R 0	4	1	1	1	1	1	
5.3	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Compile quarterly Insurance Reports.	Number of reports.	R 0	4	1	1	1	1	1	
6	DEPARTMENTAL MANAGEMENT											
6.1	Institutional Development and Municipal Transformation	To ensure departmental	Ensure the monthly staff meetings with Finance Department and keep record of minutes of meetings. 12 department meetings by 30 June 2020.	Number of monthly meetings	R 0	12 Meetings	3	3	3	3		
6.2	Institutional Development and Municipal Transformation		Ensure the monthly management meetings with Finance Department and keep record of minutes of meetings.	Number of monthly meetings	R 0	12 Meetings	3	3	3	3	3	
7	BACK TO BASICS											
7.1	COMMUNITY AND SOCIAL SERVICES	Ensure the submission of 4 quarterly reports by 30 June 2020.	Number of B2B reports compiled	R 0	4 Reports by 30 June 2020	1 B2B report compiled	1 B2B report compiled	1 B2B report compiled	1 B2B report compiled	1 B2B report compiled	1 B2B report compiled	

Signed and approved by the Mayor: Cllr S.B.K. Biyela

Date:

(Signature)

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APPROVED
Cinn: *(Signature)*