

## DEPARTMENT OF FINANCIAL SERVICES

## PERFORMANCE PLAN FOR 2020/2021 FINANCIAL YEAR - FINAL

	NATIONAL RPA	STRATEGIC OBJECTIVE	PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BUDGET	SOURCE OF FUNDING	ANNUAL TARGET	QUARTER ENDING 30 SEPT		QUARTER ENDING 31 DEC	QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
1							TARGET	ACTUAL	TARGET	TARGET	ACTUAL	TARGET	ACTUAL	
BUDGETING AND REPORTING														
1.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit final 2021/2022 budget to Council for approval by 31 May 2021 in terms of section 24 (1) of the MFMA and Provincial and National Treasury by 14 June 2021 as per budget regulation section 35 (6) of Government Gazette No 32141.	Date of submission of Budget time schedules/Budget process plan to Council	R 0	R 0	31-Aug-20	31-Aug-20		-		-		
				Date of submission of Draft Budget to Council	R 0	R 0	31-Mar-21	-	-	-	31-Mar-21			
				Date of approval of Final Budget by Council	R 0	R 0	31-May-21	-	-	-	-		31-May-21	
				Date of submission budget to National Treasury and Provincial Treasury	R 0	R 0	14-Jun-21	-	-	-	-		14-Jun-21	
1.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit the Mid-Year Financial Review of the 2020/2021 budget to the mayor by 25 January 2021 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 Mayor	R 0		25-Jan-21	-	-	-	25-Jan-21		-	
				Date of submission of S72 report to National and Provincial treasury.	R 0		08-Feb-21	-	-	-	08-Feb-21		-	
1.3	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY		Prepare and submit the adjustments budget, if required, to Council by 28 February 2021 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		28-Feb-21	-	-	-	28-Feb-21		-	
				Date of submission of adjustments budget to NT and PT	R 0		14-Mar-21	-	-	-	14-Mar-21		-	
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 after	R 0		12	3		3		3	3	
				Number of S71 reports submitted to MANCO & Portfolio Committee.	R 0		12	3		3		3	3	
To comply with Treasury legislations and regulations														

To comply with Treasury legislations and regulations



1.5	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit the complete set of Annual Financial Statements for 2019/2020 financial year to the Auditor General by 31 August 2020 in terms of section 126 (2) of the MFMA.	Date of submission of AFS to AG	R 0		31-Aug-20	31-Aug-20			-	-	-	-	-	-
1.6	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit the Financial Auditor General Report of 2019/2020 financial year to Council by 31 January 2021 in terms of section 121 (1) of the MFMA.	Date of submission to Council	R 0		31-Jan-21	-			-	31-Jan-20		-	-	-
1.7	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit quarterly reports details of all loans as part of the quarterly financial report to National & Provincial Treasuries on a quarterly bases	Number of reports to NT & PT	R 0		4	1			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 National & Provincial Treasuries	Number of reports to NT & PT	R 0		4	1			1	1		1		
2															
2.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Review debtors control policy	Revised debtors control policy	R 0	R 0	Submit the revised policy by 2021-03-30					Approval of the revised debtors control policy by Council by 30 March 2021.	-		-	
2.4	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare quarterly reports on the Financial Viability of Mbonjweni LM and the achievement of 65% debtors collection target. 4 reports by 30 June 2021	Number of reports Prepared.	R 0		65% debtor collection and 4 reports prepared by 30 June 2021.	65% Collection				65% Collection	65% Collection		65% Collection	
2.5	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit monthly Grant reports to the relevant Provincial Departments 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 2021.	Number of grant reports submitted	R 0		12	3				3	3		3	
3		To be financial viable by increasing revenue and reducing debt													
3.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Submit the annual review report on the Supply Chain Management policy to Financial Services Portfolio Committee and Council by 31 May 2021 for 2021/2022 financial year	Date of approval of the Supply Chain Policy review	R 0		Submit the final reviewed SCMP council by 2021-05-31	-		-		-		Submit the final reviewed SCMP council by 2021-05-31		
3.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit annual report by 31 August 2020 on the implementation of the Supply Chain Management policy for the 2019/2020 financial year to Council.	Date of submission of Annual 19/20 SCM report to Council.	R 0		31-Aug-20	31-Aug-20								
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 Number of total stock counts	R 0 N/A		31-Aug-20 4	31-Aug-20 1				1	1		1	

To ensure that transparency is attained

SUPPLY CHAIN MANAGEMENT

REVENUE ENHANCEMENT



		Coordinate submission of Procurement plans by departments by 31 July 2020	Departmental Procurement Plans	N/A	1					30-06-2021	
<b>EXPENDITURE CONTROL</b>											
4											
4.1			Salary & third parties payments made within 7 days after month end	R 0	12	3			3	3	
	FINANCIAL MANAGEMENT AND VIABILITY	To ensure that expenditure is highly monitored according to legislations	Ensure the payment of creditors and salaries monthly.								
			Creditors payments are made within 30 days of receipt of an invoice	R 0	12	3			3	3	
<b>ASSET MANAGEMENT</b>											
5											
5.1	FINANCIAL MANAGEMENT AND VIABILITY	Ensure the review of the Asset policy for 2021/2022 financial year by 31 May 2021	Date of approval of Asset Policy by Council	R 0	31-May-21	-			-	-	31-May-21
5.2	FINANCIAL MANAGEMENT AND VIABILITY	Comply quarterly reports on Asset Management. 4 reports by 30 June 2021.	Number of reports	R 0	4	1			1	1	1
5.3	FINANCIAL MANAGEMENT AND VIABILITY	Comply quarterly Insurance Reports.	Number of reports	R 0	4	1			1	1	1
<b>DEPARTMENTAL MANAGEMENT</b>											
6											
6.1	Institutional Development and Municipal Transformation	Ensure the monthly staff meetings with Finance Department and keep record of minutes of meetings. 12 department meetings by 30 June 2021.	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
<b>BACK TO BASICS</b>											
7											
7.1	COMMUNITY AND SOCIAL SERVICES	Ensure the submission of 4 quarterly reports by 30 June 2021.	Number of B2B reports completed	R 0	4 Reports by 30 June 2020	1 B2B report completed.			1 B2B report completed.	1 B2B report completed.	1 B2B report completed.

Signed by His Worship The Mayor Cllr S.B.K. Byler

*[Signature]*

UMKANDU KA MASIPALA WASENOMANENI  
MUNICIPALITY / MUNISIPALITEIT

C.O.-06-2020

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