

DEPARTMENT OF FINANCIAL SERVICES

PERFORMANCE PLAN FOR 2020/2021 FINANCIAL YEAR - ADJUSTMENTS BUDGET

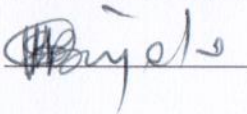
	NATIONAL KPA	STRATEGIC OBJECTIVE	PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BUDGET	SOURCE OF FUNDING	ANNUAL TARGET	QUARTER ENDING 30 SEPT		QUARTER ENDING 31 DEC	QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
								TARGET	ACTUAL	TARGET	TARGET	ACTUAL	TARGET	ACTUAL
1	BUDGETING AND REPORTING													
1.1	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	To comply with Treasury legislations and regulations	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 (a) 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 Tresury	R 0	R 0	14-Jun-21	-	-	-	-	-	14-Jun-21	-
1.2	FINANCIAL MANAGEMENT AND FIANNCIAL 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 trasury.	R 0		08-Feb-21	-	-	-	08-Feb-21	-	-	-
1.3	FINANCIAL MANAGEMENT AND FIANNCIAL 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 FIANNCIAL 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 month end	R 0		12 S71 reports to Mayor & NT & PT	3		3	3		3	
				Number of S71 reports submitted to MANCO & Portfolio Committee.	R 0		12 S71 reports to Manco & Portfolio Committee	3		3	3		3	

1.5	FINANCIAL MANAGEMENT AND FIANNCIAL 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 FIANNCIAL 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 FIANNCIAL 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 loans reports	1		1	1		1	
1.8	FINANCIAL MANAGEMENT AND FIANNCIAL 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 investment register reports	1		1	1		1	
2	REVENUE ENHANCEMENT													
2.1	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	To be financial viable by increasing revenue and reducing debt	Review debtors control policy	Revised debtors control policy	R 0	R 0	Submit the revised Debtors policy by 2021-03-30				Approval of the revised debtors control policy by Council by 30 March 2021.	-	-	-
2.2	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY		Prepare quarterly reports on the Financial Viability of Mthonjaneni 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 Debtors collection reports prepared by 30 June 2021.	65% Collection		65% Collection	65% Collection		65% Collection	
2.3	FINANCIAL MANAGEMENT AND FIANNCIAL 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 grant reports	3		3	3		3	
3	SUPPLY CHAIN MANAGEMENT													
3.1	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	transparency is attained	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 FIANNCIAL 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						

3.3	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	To ensure that	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	R 0		31-Aug-20	31-Aug-20		4			
				Number of total stock counts	N/A		4 stock counts reports	1		1		1	
3.4				Coordinate submission of Procurement plans to PT by departments by 30 June 2020	Departmental Procurement Plans	N/A		1 procurement plan report	30/06/2020				
4	EXPENDITURE CONTROL												
4.1	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	To ensure that expenditure is highly monitored according to legislations	Ensure the payment of creditors and salaries monthly .	Salary & third parties payments made within 7 days after month end	R 0		12 salaries & third party payment reports	3		3	3		3
				Creditors payments are made within 30 days of receipt of an invoice	R 0		12 creditors payment reports	3		3	3		3
5	ASSET MANAGEMENT												
5.1	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY	To improve the management of municipal assets	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 FIANNCIAL VIABILITY		Compile quarterly reports on Asset Management. 4 reports by 30 June 2021.	Number of reports	R 0		4 asset management reports	1		1	1		1
5.3	FINANCIAL MANAGEMENT AND FIANNCIAL VIABILITY		Compile quarterly Insurance Reports.	Number of reports.	R 0		4 insurance reports	1		1	1		1
6	DEPARTMENTAL MANAGEMENT												
6.1	Institutional Development and Municipal Transformation	To ensure departmental management	Ensure the quarterly staff meetings with Finance Department and keep record of minutes of meetings. 4 department meetings by 30 June 2021.	Number of Quarterly meetings	R 0		4 Finance general staff Meetings	1		1	1		1
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 Finance Management Meetings	3		3	3		3
6.3	Institutional Development and Municipal Transformation		Report monthly on the progress on the implementation of Covid-19 safety measures and recovery plan at Finance Department	Number of monthly reports	R 0		12 Covid 19 Reports	3		3	3		3

7	BACK TO BASICS												
	COMMUNITY AND SOCIAL SERVICES		Ensure the submission of 4 quarterly B2B reports by 30 June 2021.	Number of B2B reports compiled	R 0		4 B2B Reports by 30 June 2021	1 B2B report compiled.		1 B2B report compiled.	1 B2B report compiled.		1 B2B report compiled.
7.1													
8	INFORMATION TECHNOLOGY												
8.1	Institutional Development and Municipal Transformation	To ensure sitting of IT Steering Committee Meetings and effective IT Policy awareness	Ensure the Effective sitting of 4 IT Steering committee meetings by 30 June 2021.	Number of IT Steering com Meetings	R0.00	N/A	4 IT Steering Com Meetings	1		1	1		1
8.2			Ensure that IT Policy awareness of newly appointed staff by 30 June 2021.	Number of IT Policy Awareness Workshops			4 IT Policy Workshops		2			2	
8.3			Ensure that IT helpdesk attends to IT related queries	No. of IT queries attended to a month			1 200	300		300	300		300
8.4			Ensure the testing of Disaster Recovery Plan by 30 June 2021	Disaster recovery testing report			1 Disaster recovery testing					1	
8.5			Ensure that in all 5 municipal sites , IT infrastructure are operational & monitored(Finance, Technical, Stores, Main Council Chamber & Protection Services)	Attendance register for sites visits			48 sites visits	12 Visits per site		12 Visits per site	12 Visits per site		12 Visits per site
9	DEPARTMENTAL MANAGEMENT												
	Institutional Development and Municipal Transformation	To Ensure effective Intergovernmental Relations	Ensure attendance by Finance Department of the quarterly meetings of Governance, State Capacity, and Institutional Development (GSCID) cluster meetings.	Number of Quarterly meetings	R 0		4 GSCID Cluster Meetings	1		1	1		1
9.1													

Signed by His Worship the Mayor Cllr S.B.K Biyela



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Sign: 