

DEPARTMENT OF FINANCIAL SERVICES

PERFORMANCE PLAN FOR 2021/2022 FINANCIAL YEAR - FINAL BUDGET

		STRATEGIC OBJECTIVE	KEY PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	BUDGET	SOURCE OF FUNDING	ANNUAL TARGET	BUDGETING AND REPORTING						QUARTER ENDING 30 SEPT		QUARTER ENDING 31 DEC		QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
				TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL				
1	NATIONAL KPA																				
1.1	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit final 2022/2023 budget to Council for approval by 31 May 2022 in terms of section 24 (1) of the MFMA and Provincial and National Treasury by 14 June 2022 as per budget regulation section 35 (a) of Government Gazette No 32141.	Submission of Budget time schedule/Budget process plan to Council by 31 August 2021	R 0	R 0	Submission of final 2022/2023 budget process plan by 31 August 2021	31-Aug-21	-	-	-	-	-	-	-	-	-	-	-	-	-	
			Submission of Draft Budget 2022/2023 to Council by 31 March 2022	R 0	R 0	Draft budget 2022/2023 to be submitted and approved by Council by 31 March 2022	-	-	-	-	-	-	-	-	-	31-Mar-22	-	-	-	-	
			Submission of Final Budget 2022/2023 to Council on the 31 May 2022	R 0	R 0	Final budget 2022/2023 to be submitted and approved by Council by 31 May 2022	-	-	-	-	-	-	-	-	-	-	31-May-22	-	-	-	
			Submission of Draft Budget 2022/2023 to National Treasury and Provincial Treasury by 14 April 2022			Submission of Draft Budget 2022/2023 to National Treasury and Provincial Treasury by 14 April 2022											14-Apr-22				
			Submission of Final Budget 2022/2023 to National Treasury and Provincial Treasury by 14 June 2022	R 0	R 0	Submission of Final Budget 2022/2023 to National Treasury and Provincial Treasury by 14 June 2022	-	-	-	-	-	-	-	-	-	-	14-Jun-22	-	-	-	
1.2	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit the Mid-Year Financial Review of the 2021/2022 budget to the Mayor by 25 January 2022 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.	Submission of S72 report to Mayor by 25 January 2022	R 0		Submission of S72 report to Mayor by 25 January 2022	-	-	-	-	-	-	-	-	-	25-Jan-22	-	-	-	-	
			Submission of S72 report to National and Provincial Treasury by 08 February 2022.	R 0		Submission of S72 report to National and Provincial Treasury by 08 February 2022.	-	-	-	-	-	-	-	-	-	08-Feb-22	-	-	-	-	
			Submission of adjustments budget to Council by 28 February 2022	R 0		Submission of adjustments budget to Council by 28 February 2022	-	-	-	-	-	-	-	-	-	28-Feb-22	-	-	-	-	
1.3	FINANCIAL MANAGEMENT AND FINANCIAL VIABILITY	Prepare and submit the adjustments budget, if required, to Council by 28 February 2022 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	Submission of adjustments budget to Council by 14 March 2022	R 0		Submission of adjustments budget to National and Provincial Treasury by 14 March 2022	-	-	-	-	-	-	-	-	-	14-Mar-22	-	-	-	-	

comply with Treasury legislations and regulations

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7 BACK TO BASICS & INTEGRATED DEVELOPMENT PLAN									
7.1	COMMUNITY AND SOCIAL SERVICES		Ensure the submission of 4 quarterly B2B reports by 30 June 2022.	Number of B2B reports compiled	R 0		4 B2B Reports by 30 June 2022	1 B2B Report compiled per quarter	1 B2B Report compiled per quarter
7.2			Ensure the submission of the 2020/2021 Annual Report Inputs by 31 July 2021	Submission of 2020/2021 Annual Report Inputs to PMS Unit by 31 July 2021	R 0		Submission of 2020/2021 Inputs to PMS Unit by 31 July 2021		
7.3			Ensure the submission of the 2022/23 draft IDP Inputs by 30 November 2021	Draft IDP inputs submitted to IDP Unit by 30 November 2021	R 0		Draft IDP inputs submitted to IDP Unit by 30 November 2021		
7.4			Ensure the submission of the 2022/23 Final IDP Inputs by 30 April 2022	Final IDP inputs submitted to IDP Unit by 30 April 2022	R 0		Final IDP inputs submitted to IDP Unit by 30 April 2022		
8	INFORMATION TECHNOLOGY								
8.1	Institutional Development and Municipal Transformation		Ensure the Effective sitting of 4 IT Steering committee meetings by 30 June 2022.	Number of IT Steering com Meetings			4 IT Steering Com Meetings	1	1
8.2			Ensure that IT Policy awareness of newly appointed staff by 30 June 2022.	Number of IT Policy Awareness Workshops			2 IT Policy Awareness Workshops	1	1
8.3			Ensure that IT helpdesk attends to IT related queries by 30 June 22	No of IT queries attended to a month	R 0.00		600 IT queries attended per annum	150 IT queries attended to	150 IT queries attended to
8.4			Ensure the testing of Disaster Recovery Plan by 30 June 2022	Disaster recovery plan testing report			1 Disaster recovery testing		150 IT queries attended to
8.5			Ensure that in all 5 municipal sites IT infrastructures are operational & monitored Finance, Technical, Stores, Main Council Chamber & Protection Services by 30 June 2022	Attendance register for sites visits			98 sites visits	24 Visits per site	24 Visits per site
9	Institutional Development and Municipal Transformation		DEPARTMENTAL MANAGEMENT						
9.1		To Ensure effective Inter-governmental Relations	Ensure attendance by Finance Department of the quarterly inter-governmental relations (IGR) meetings by 30 June 2022	4 Quarterly meetings attended by 30 June 2022	R 0		4 IGR Meetings attended	1	1
9.2			Ensure attendance of the Department of the quarterly meetings on District Development Model (DDM) by 30 June 2022	4 Quarterly meetings attended by 30 June 2022			4 District Development Model Meetings attended	1 Meeting per quarter	1 Meeting per quarter

Umkhondlu Ka Masipala Wase
MTHONJANENI
Municipality / Munisipaliteit
21 Reiruloid Street P.O. Box 11, Melmoth
2021-06-29
Tel: 035 450 2082 / Fax: 035 450 2053
APPROVED
Sign:.....