

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 30 June 2016 / 30 Junie 2016

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – JUNE 2016

FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

A MAYOR'S REPORT

The credit control measures could not be implemented in certain areas do to the lives of contractors and municipal staff's being threaten.

B RESOLUTIONS

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for June 2016.

C EXECUTIVE SUMMARY

The municipality has read 92% of its consumption meters of which 99% was read correctly the first time. The monthly billing was also done as scheduled and during this process 16 810 accounts amounting to R 28.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.4 million. The indigent cost to the municipality for the month amounts to R 1.3 million.

The accumulated debtor's collection target for the year is 96%, but the actual accumulated year to date debtor's collection is 94%.

The municipality issued orders to the value of R 11.3 million of which R 1.0 million was in terms of deviations.

The municipality currently has R 97.0 million in its primary bank account.

A BURGEMEESTERS VERSLAG

Die kredietbeheer maatreëls kon in sekere areas nie toegepas word nie, aangesien die lewens van diensverskaffers en munisipale personeel bedreig is.

B BESLUIT

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2016.

C OPSOMMING

Die munisipaliteit het 92% van die meters geles, waarvan 99% die eerste keer korrek geles is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 810 rekeninge ten bedrae van R 28.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.4 miljoen. Die deernis subsidies vir die maand beloop R 1.3 miljoen.

Die opgehoopde debiteure verhaling se teiken vir die jaar is 96%, maar die werklike jaar tot op datum invordering is 94%.

Bestellings ter waarde van R 11.3 miljoen uitgereik, waarvan R 1.0 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 97.0 miljoen in die primêre bankrekening.

D REPORT

1. PURPOSE

The purpose of this report is to prepare a **section 71 report** and other reporting requirements for consideration and discussion.

2. LEGAL FRAMEWORK

The following is the reporting requirements in terms of the MFMA:

2.1 WITHDRAWALS FROM BANK ACCOUNTS

In terms of section 11 (4) (a), the Accounting Officer must prepare a quarterly report regarding expenditure that has been authorised in terms of section 11(1) (b) to (j). Section 11(1) read as follow:

“11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality’s bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed.”*

2.2 Expenditure on staff benefits

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

“66. The accounting officer of a municipality must, in a format

D REPORT

1. DOEL

Die doel van hierdie verslag is om 'n **artikel 71-verslag** en ander verslagdoening vereistes vir oorweging en bespreking voor te lê vir bespreking.

2. WETLIKE RAAMWERK

Die volgende is die rapportering vereistes in terme van die MFMA:

2.1 ONTTREKKINGS UIT BANKREKENINGE

In terme van artikel 11 (4) (a), moet die rekenpligtige beampte 'n kwartaallike verslag ten opsigte van uitgawes wat in terme van artikel 11 (1) (b) tot (j) gemagtig is om voor te berei. Artikel 11 (1) lees soos volg:

“11. (1) Slegs die rekenpligtige beampte of die hoof finansiële beampte van 'n munisipaliteit, of enige ander senior finansiële beampte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beampte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekening, en kan dit doen net-

- (a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;*
- (b) in terme van artikel 26 (4) gemagtig uitgawes te bestry;*
- (c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te bestry;*
- (d) in die geval van 'n bankrekening geopen ingevolge artikel 12, betalings te maak van die rekening in ooreenstemming met subartikel (4) van daardie artikel;*
- (e) oor te betaal aan 'n persoon of orgaan van die staat geld wat deur die munisipaliteit op namens daardie persoon of orgaan van die staat ontvang, insluitende-*
 - (i) geld wat ingesamel is deur die munisipaliteit namens daardie persoon of orgaan van die staat deur 'n ooreenkoms;*
 - (ii) 'n versekering of ander betalings wat deur die munisipaliteit vir daardie persoon of orgaan van die staat ontvang;*
- (f) om geld wat verkeerdelik in 'n bankrekening betaal is terug te betaal;*
- (g) om waarborge, borge en sekuriteite terug te betaal;*
- (h) vir kontant bestuur en belegging in ooreenstemming met artikel 13;*
- (i) verhoogde uitgawes te dek in terme van artikel 31;*
- (j) vir enige ander doeleindes soos voorgeskryf mag word.”*

2.2 Besteding aan personeel voordele

In terme van Artikel 66 van die MFMA die Rekenpligtige Beampte moet 'n verslag oor al die uitgawes aangaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

“66. Die rekenpligtige beampte van 'n munisipaliteit moet, in 'n

and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;
- (b) contributions for pensions and medical aid;
- (c) travel, motor car, accommodation, subsistence and other allowances;
- (d) housing benefits and allowances;
- (e) overtime payments;
- (f) loans and advances; and
- (g) any other type of benefit or allowance related to staff."

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section.

This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on—
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of—
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

formaat en vir tydperke as wat voorgeskryf mag word, aan die Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik—

- (a) salarisse en lone;
- (b) bydraes vir pensioene en mediese fonds;
- (c) reis, motor-, verblyf-, verblyf-en ander toelaes;
- (d) behuising voordele en toelaes;
- (e) oortydbetalings;
- (f) lenings en voorskotte, en
- (g) enige ander soort van voordeel of vergoeding aan personeel. "

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beamppte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;
- (b) werklike lenings;
- (c) die werklike uitgawes per stem;
- (d) die werklike kapitaalbesteding, per stem;
- (e) die bedrag van enige toekennings ontvang;
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
 - (i) sy deel van die plaaslike regering billike deel;
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
 - (g) wanneer dit nodig is, 'n verduideliking van—
 - (i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit—

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 3 key performance areas of Finance, namely:

- o Revenue
- o Supply Chain Management
- o Financial Administration

formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 3 sleutel prestasie-areas van Finansies, naamlik:

- o Inkomste
- o Voorsieningskanaal Bestuur
- o Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

The important comparative statistics in relation to accounts is shown in the table below:

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder:

Activities	Apr-16	May-16	Jun-16
Meter readings:			
No. of meter readings by meter readers	12 728	12 727	12 802
No. of readings estimated	1 164	1 195	1 134
No. of readings by owners	398	371	378
Metering online	70	70	70
Total number of meters	14 360	14 363	14 384
Completion date of meter readings	15/04/2016	16/05/2016	17/06/2016
No. of re-readings performed	430	477	429
No. of changes after re-readings	85	128	116
% of meters read correctly first time	99.33%	98.99%	99.09%
Faulty meters to technical dept.	124	122	0
Zero Consumption to tech,dept	105	214	0
Faulty meters replaced	55	50	27
Water Connections	3	2	3
New Sewerage Connections	5	1	1
Disconnections	7	17	23
% of meters estimated	8.11%	8.32%	7.88%
Rates clearance certificates	Apr-16	May-16	Jun-16
Erfs subdivided	4	0	1
Application for clearance certificates	45	39	88
Clearance certificates issued	69	453	110
Deeds registrations	54	5	7
Consolidations	40	0	0

Nota.Skatting redes by Meterlesings	Apr-16	May-16	Jun-16
Note Estimates - Meter readings			
Meter locked	53	33	45
Gate locked	471	500	530
Under Ground	72	96	70
Beneath rubble	27	35	17
Under water	43	35	31
Dogs	171	180	162
Meter unreadable	45	36	29
Can't find meter/Vehicles parked on meter	266	276	268
Unread	16	4	1
	1164	1195	1153

Explanation:

In proses to issue letters to re-occurring offenders

Verduideliking:

Aandag word tans geskenk deur skrywes uit te stuur na gewoonte oortreders

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Apr-16	May-16	Jun-16
Debt raising date	20/04/2016	20/05/2016	21/06/2016
Date of account postage	25&26/04/2016	25&26/05/2016	24&27/06/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	03/05/2016	01/06/2016	06/07/2016
Electricity Pre paid Reconciliation	03/05/2016	01/06/2016	01/07/2016

3.1.1.2 Number of informal households with access to basic services without accounts

3.1.1.2 Aantal informele huishoudings met toegang to basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Apr-16	May-16	Jun-16
- N'duli (Polo cross)	1 096	1 096	1 096
- PA Hamlet (Phase 3 & 4)	0	0	0
- PA Hamlet (Phase 5)	0	0	0
- Tulbagh (Chris Hani)	534	534	534
- Wolseley (Pine Valley)	311	311	311
Total	1 941	1 941	1 941

Explanation:

Latest figures from housing department end June 2016.

Verduideliking:

Nuutste syfers vanaf Behuising einde Junie 2016.

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Apr-16	May-16	Jun-16
Electricity - Conventional	2 928	2 937	2 929
Electricity - Prepaid	9 943	9 951	9 972
Property rates	14 057	14 060	14 058
Refuse removal	11 932	12 010	12 024
Sewerage	12 397	12 479	12 490
Water	12 349	12 425	12 444
Other	11 873	11 866	11 886
Total number of accounts printed	14 970	14 869	14 769
Total number accounts emailed	1 932	1 971	2 041

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	Apr-16	May-16	Jun-16
	R	R	R
Assesment Rates (Monthly)	2 628 746.22	2 596 582.27	2 681 148.58
Assesment Rates (Yearly)			725 129.78
Electricity	21 196 793.45	18 814 581.34	17 400 754.17
Refuse Removal	2 623 173.17	2 529 969.37	2 580 177.74
Sewerage	2 222 691.76	3 163 708.60	2 229 394.66
Water Levies	4 996 486.25	4 913 492.57	4 362 940.25
Rental	27 170.81	27 097.38	27 097.38
Housing	12 684.17	12 684.17	12 684.17
Loans	554.34	554.34	554.34
Indigent subsidy	-1 271 070.43	-1 270 611.17	-1 272 797.86
Sundries	110 480.96	97 919.25	85 400.40
Total	32 547 710.70	30 885 978.12	28 832 483.61

Explanation:

The R725 129.75 is for the interim rates levied

Verduideliking:

Die R725 129.75 is as gevolg van die heffing van tussenskatting.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Apr-16	May-16	Jun-16
Total Pre Paid Meters	9 944	9 951	9 972
Total Free units(Indigents)	109 420	109 320	107 320
Cost of free Units	R 90 818.60	R 90 735.60	R 89 075.60
Units sold	2 395 838.7	2 442 547.2	2 648 055.8
Cost of units sold	R 2 615 490.05	R 2 682 809.89	R 2 951 614.10
Vat Amount	R 378 916.25	R 388 334.19	R 425 734.58
Axillary Amount	R 1 981.60	R 2 064.50	R 2 085.00
Total Amount Pre Paid	R 3 087 206.50	R 3 163 944.18	R 3 468 509.28

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Apr-16	May-16	Jun-16
	R	R	R
Deferments	3 474 688.19	3 471 890.07	3 651 464.24
Current	533 901.57	523 075.01	434 388.47
30 days	431 686.07	418 558.67	402 338.75
60 days	323 585.41	402 405.25	405 348.11
90 days	342 116.63	307 926.91	347 950.67
> 90 days	9 434 236.07	9 452 048.75	8 842 378.62
Total	R 14 540 213.94	R 14 575 904.66	R 14 083 868.86

Mechanisms	Apr-16	May-16	Jun-16
Approved Indigent households:			o/s
No. of households at beginning of the month:	2 642	2 657	2 658
Additions during the month	170	181	241
Cancellations during the month	155	180	226
No. of households at end of the month:	2 657	2 658	2673
	Apr-16	May-16	Jun-16
Cost of Indigent to Council(403131121)	R 1 115 363.17	R 1 113 731.40	R1 117 652.35

Explanation:

Indigent increased from 2 658 to 2 673 at end June 2016.

Verduideliking:

Deernis het toegeneem vanaf 2 658 na 2 673 einde Junie 2016.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	Apr-16	May-16	Jun-16
Erfs subdivided	4	0	1
Application for clearance certificates	45	39	88
Clearance certificates issued	69	453	110
Deeds registrations	54	5	7
Consolidations	40	0	0

Explanation:

The clearance issued in June 2016 is due to Municipal Properties clearance certificated that was issued

Verduideliking:

Die uitklarings uitgereik in Junie 2016 is Munisipale eiendoms uitklaring sertifikate uitgereik ten opsigte van eiendomme verkoop.

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 May 2016:

3.1.7 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 31 Mei 2016:

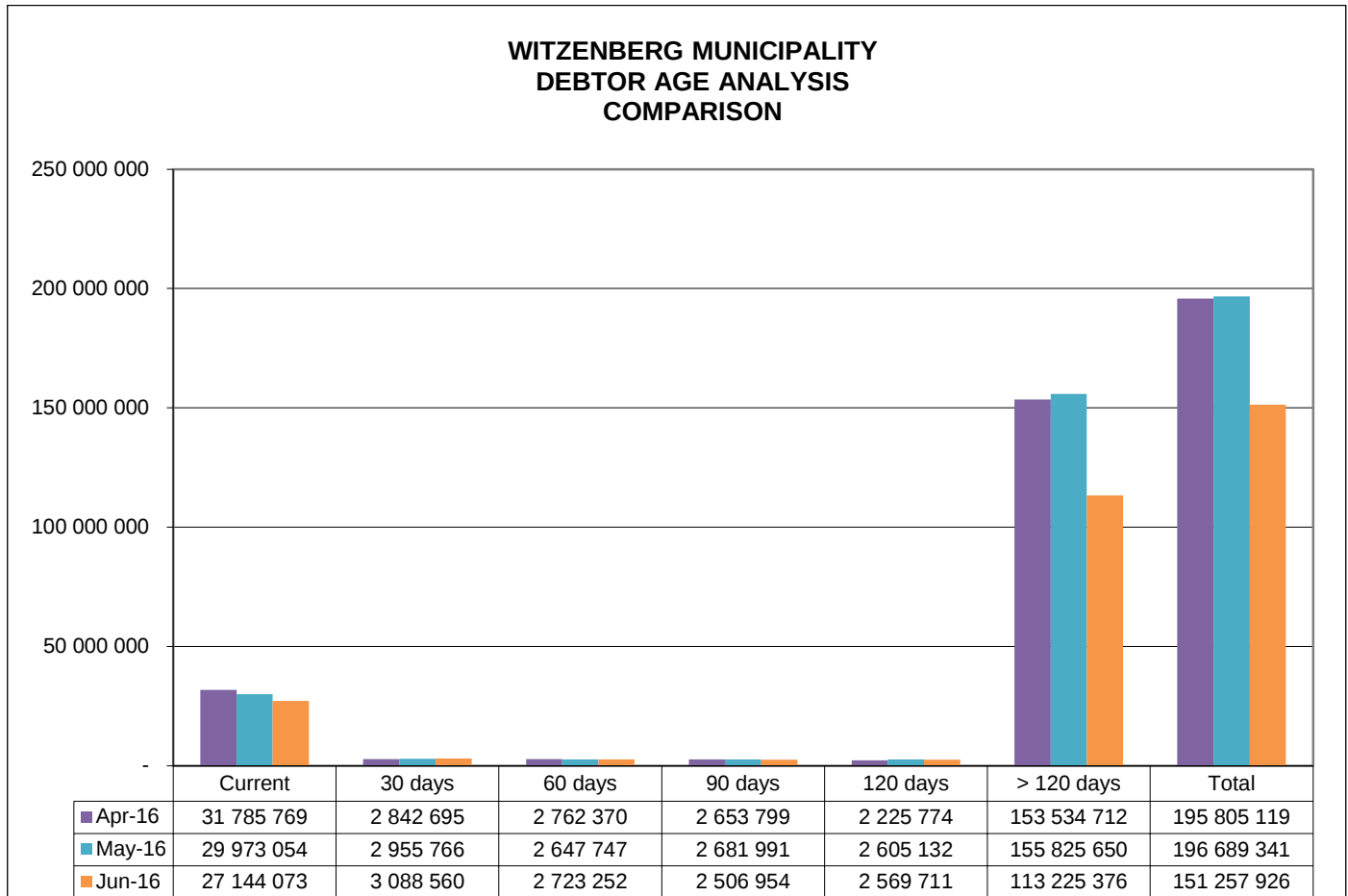
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	5 187 275	1 418 465	1 226 638	1 019 431	1 091 902	1 057 033	4 801 291	29 689 715	45 491 750	30%
Electricity	16 088 135	274 333	269 471	250 128	291 819	238 864	1 200 760	2 695 077	21 308 587	14%
Property Rates	3 384 922	242 006	190 561	162 819	135 915	133 554	2 349 367	11 938 523	18 537 666	12%
Waste Water Management	2 256 883	459 169	417 994	453 975	430 700	415 279	2 164 364	13 578 912	20 177 277	13%
Waste Management	2 579 906	568 894	505 704	486 933	476 563	504 648	2 609 920	16 551 334	24 283 903	16%
Property Rental Debtors	46 342	17 627	17 075	16 738	16 542	16 143	95 991	775 328	1 001 785	1%
Interest on Arrear Debtor Accounts	77 840	73 457	66 167	83 020	103 404	117 179	1 054 893	20 185 892	21 761 852	14%
Other	-2 477 228	34 608	29 644	33 909	22 867	46 313	220 442	784 552	-1 304 893	-1%
Total By Income Source	27 144 073	3 088 560	2 723 252	2 506 954	2 569 712	2 529 014	14 497 029	96 199 333	151 257 926	100%
%	17.95%	2.04%	1.80%	1.66%	1.70%	1.67%	9.58%	63.60%	100.00%	
Organs of State	6 438 110	210 783	30 295	25 088	50 442	46 010	659 665	562 635	8 023 029	5%
Organs of State	714 408	93 086	63 998	47 818	58 417	91 779	914 528	1 866 478	3 850 511	
Commercial	15 781 121	335 765	304 509	313 495	304 531	236 707	2 037 021	7 625 804	26 938 952	18%
Households	9 631 959	2 488 710	2 177 297	1 962 187	2 047 600	2 030 455	10 366 906	82 520 303	113 225 417	75%
Other	1 016 587	170 999	177 448	183 454	159 163	170 073	1 178 574	4 186 748	7 243 046	5%
Total By Customer Group	27 144 075	3 088 560	2 723 252	2 506 954	2 569 711	2 529 014	14 497 029	96 199 333	151 257 926	100%
%	17.95%	2.04%	1.80%	1.66%	1.70%	1.67%	9.58%	63.60%	100.00%	

3.1.8 DEBITEURE OUDERDOMSANALISE

The graph below shows a comparison of the age analysis of this month to the previous month:

3.1.8 VERGELYKING

Die grafiek hieronder vergelyk die ouderdomsanalise van hierdie maand met die vorige maand:



Explanation:

Decrease in outstanding amounts from May 2016 to June 2016 due to write off of prescribed debt.

Verduideliking:

Verlaging in uitstaande skuld van Mei 2016 na Junie 2016 agv afskrif van uitstaande skulde.

3.1.9 RECEIPTING

Table below indicates the value of receipts by the different cashiers or collecting agencies:

3.1.9 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die waarde van kwitansies soos gevorder deur die onderskeie kassiere en invorderings agentskappe:

Collecting agent	Apr-16	May-16	Jun-16
Third party agents:	R 6 562 208.99	R 7 350 166.59	R 7 327 559.09
Syntell	R 2 835 712.90	R 3 228 164.60	R 3 452 852.10
Pay a bill	R 415 489.32	R 407 470.39	R 402 510.02
Easy pay	R 2 375 855.75	R 2 703 225.90	R 2 511 103.92
Pay@	R 376 816.50	R 449 874.17	R 468 277.03
ACB	R 558 334.52	R 561 431.53	R 492 816.02
Cashiers:	R 56 580 369.27	R 51 408 295.69	R 121 191 624.46
Transfer(Senior Cashier)	R 53 147 753.14	R 47 762 599.36	R 117 859 116.37
RMC 1 - Ceres	R 718 471.61	R 690 454.49	R 869 090.15
RMC 2 - Ceres	R 1 265 784.54	R 1 151 389.73	R 1 023 679.24
RMC 3 - Ceres			
RMC 4 - Ceres		R 319 489.33	R 14 383.66
RMC 6 - Tulbagh	R 580 959.42	R 594 271.55	R 549 197.51
RMC 7 - Wolseley	R 615 200.91	R 604 443.16	R 585 788.41
RMC 8 - Hamlet	R 65 531.90	R 62 868.41	R 57 914.93
RMC 9 - Op-die-Berg	R 35 440.40	R 42 892.80	R 35 243.39
RMC 10 - Thusong Center	R 151 227.35	R 179 886.86	R 197 210.80
Back office receipting	R -49 894.68	R -68 888.27	R -155 140.95
Total Cash Receipted	R 63 092 683.58	R 58 689 574.01	R 128 364 042.60

Explanation:

Equitable Share was received during March 2016.

Verduideliking:

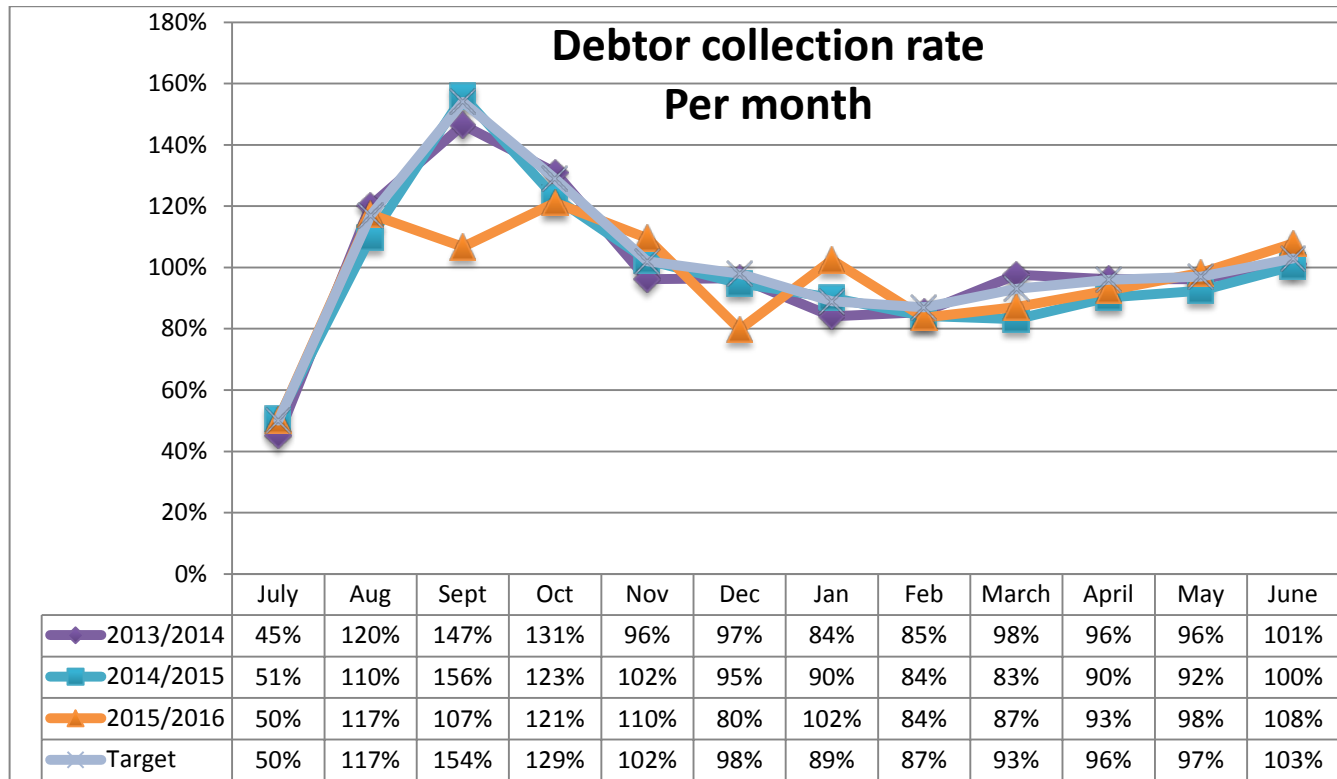
Equitable Share was ontvang gedurende Maart 2016.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Apr-16	May-16	Jun-16
Average of all Cashiers			
Number of transactions	4 612	4 663	4 434
Number of days operational	160	189	189
Number of receipts cancelled	14	15	15
Amount receipted	R 56 580 369.27	R 51 408 295.69	R 121 191 624.46
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	28.83	24.67	23.46
Percentage cancelled receipts	0.30%	0.32%	0.34%
Percentage variances in end of days	0.00%	0.00%	100.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



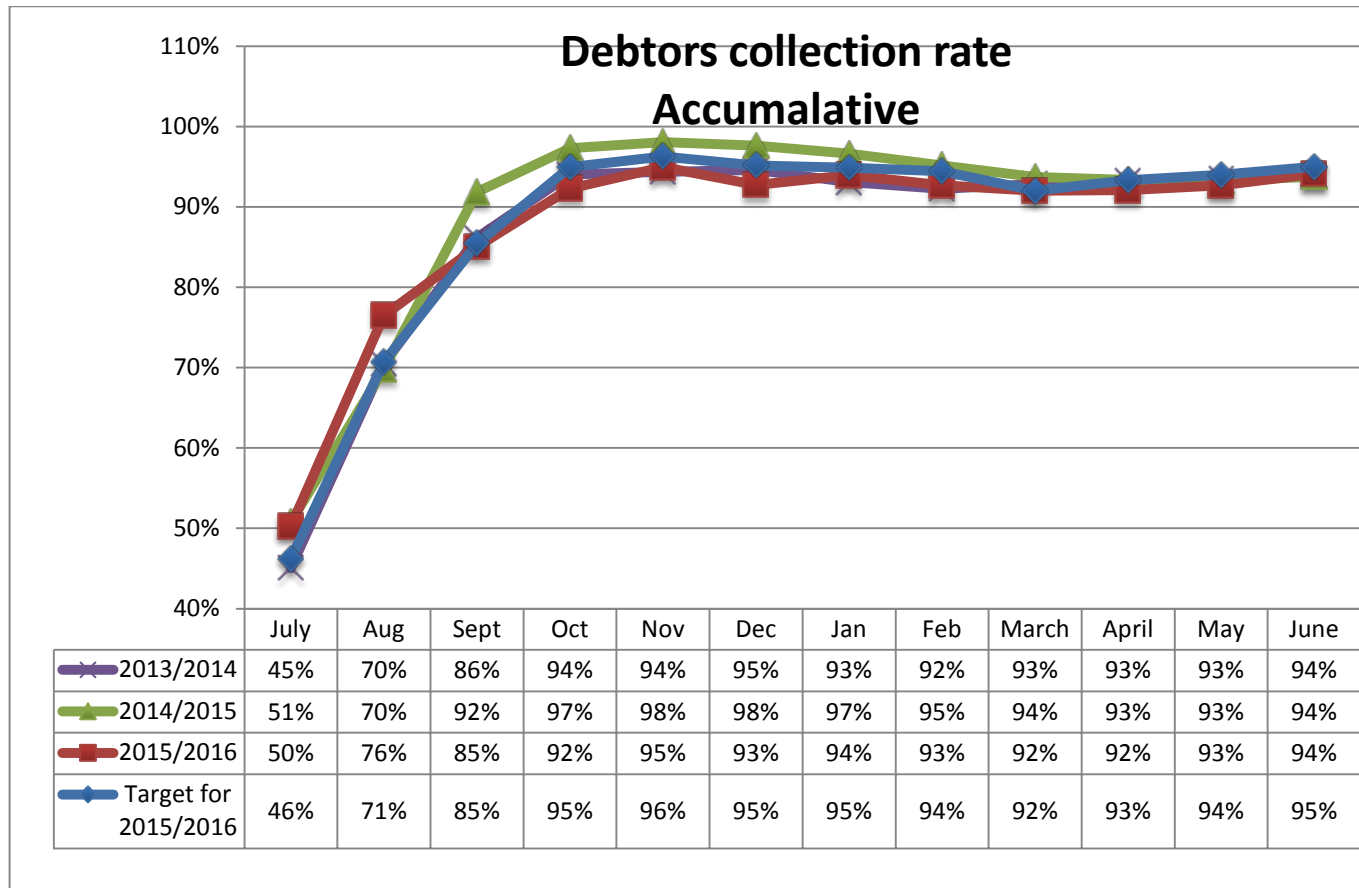
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 103% while the actual figure for June 2016 amounts to 108% which in comparison to the previous year 100%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhalings te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 103%, terwyl die syfer vir Junie 2016 beloop 108% in vergelyking met die vorige jaar 100%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE



Explanation:

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 95% while the actual figure is 94%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 95%, terwyl die werklike syfer 94% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Apr-16	May-16	Jun-16
Councillors:			
Deferments	-6 102.93	-4 772.35	-3 271.74
Current	5 712.40	5 612.41	4 815.42
30 days	2 111.88	1 985.18	9.38
60 days	26.37	-	-
90 days	-	-	-
> 90 days	-	-	-
Total	R 1 747.72	R 2 825.24	R 1 553.06
Employees:			
Deferments	78 970.31	68 916.93	28 822.93
Current	50 859.59	46 837.93	46 722.91
30 days	12 480.59	8 969.85	6 833.56
60 days	2 606.44	2 404.89	1 040.37
90 days	1 565.44	2 560.17	1 157.27
> 90 days	78 722.31	80 381.70	14 293.25
Total	R 225 204.68	R 210 071.47	R 98 870.29
Government Departments:			
Current	261 100.70	408 177.75	301 938.27
30 days	12 715.58	245 427.51	14 736.10
60 days	6 545.47	12 649.4	7 241.11
90 days	6 944.09	6 501.72	6 017.98
> 90 days	583 631.79	608 201.26	605 803.27
Total	R 870 937.63	R 1 280 957.64	R 935 736.73
Schools & Hostels:			
Deferment			
Current	420 032.12	345 378.30	319 512.18
30 days	70 283.24	66 892.20	88 266.38
60 days	17 670.86	27 865.57	49 272.51
90 days	18 023.48	15 982.60	22 488.82
> 90 days	439 136.98	404 590.01	394 145.31
Total	R 965 146.68	R 860 708.68	R 873 685.20

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Apr-16	May-16	Jun-16
No. of customers on the disconnections lists	2 493	2 470	2 644
No. already block	1 546	1 543	1 518
No. of new disconnections for the month:			
- Prepaid	861	843	775
- Conventional	51	54	57
Number reconnected:			
- Prepaid	419	330	261
- Conventional	46	47	49
Reconnected :due to faulty groupings and Indigent and poor households	170	181	
No. of customers still disconnected	1 543	1 518	1 620
% of disconnections executed	99%	99%	89%

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

No competitive bids are currently in the advertisement stage.

No formal written price quotations are currently in the advertisement stage.

3.2.1.2 Evaluation stage

The following competitive bids are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Geen mededingende tenders is tans in die adverterings Fase nie.

Geen formele geskrewe pryskwotasies is tans in die Adverteringsfase nie.

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/43	Supply and delivery of 1 x new chassis and cab with new sweeper body	08-Mar-2016	14-Apr-2016 Referred back (received 6 Jul 2016)	J Jacobs
08/2/13/47	Service provider for Library science Learnership training SAQA ID: 58624 (Re-advertisement)	21-Jun-2016	Awaiting	I Swartbooi
08/2/13/54	Sale of residential erven in Ceres, Bella Vista, Wolseley, Tulbagh and Prince Alfred's Hamlet	08-Apr-2016	17-Jun-2016 (Awaiting outstanding docs)	L Nieuwenhuis
08/2/13/58	Service provider for compilation and maintenance of general valuation roll, supplementary valuation roll and other related valuation services for Witzenberg Municipality	29-Jun-2016	Awaiting	J le Roux
08/2/13/62	Provision of a Debt collecting and credit control support services	22-Jun-2016	Awaiting	J le Roux
08/2/13/72	Roads and Storm water maintenance in Witzenberg area	24-Jun-2016	Awaiting	E Lintnaar
08/2/13/78	Supply and delivery of all-weather cold mix asphalt bags	20-Jun-2016	28-Jun-2016	E Lintnaar
08/2/13/85	Maintenance & upgrading of municipal Geographic Information System	23-Jun-2016	Awaiting	H Taljaard

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/46	Training of municipal officials on a Life guard swimming pool course	24-Mar-2016	Awaiting	I Swartbooi

08/2/13/87	Service Provider For Training Of Municipal Officials On Law Enforcement For Peace Officers (LEPO) Short Course: NQF 5 (12 Credits)	15-Jun-2016	24-Jun-2016	I Swartbooi
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3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

No formal written price quotations are currently in the adjudication stage.

3.2.1.4 Bids awarded

Paragraph 5(3) of Council's Supply Chain Management Policy states that, *"An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including-*

- (a) *the amount of the award;*
- (b) *The name of person to whom the award was made; and*
- (c) *The reason why the award was made to that person."*

Paragraph 5(4) (a) further states that the written report referred to above, must be submitted to the accounting officer.

3.2.1.3 Toekenningsfase:

Geen mededingende tenders is tans in die toekenningsfase nie.

Geen formele geskrewe prys kwotasie is tans in die toekenningsfase.

3.2.1.4 Tenders toegeken

Paragraaf 5 (3) van die Raad se Voorsienings Kanaal Beleid state wat, "n beamppte of Bodtoekenningskomitee aan wat finale toekennings te maak het is sub gedelegeer in ooreenstemming met subparagraaf 5 (2) moet binne 5 dae van die einde van elke maand aan die beamppte bedoel in subparagraaf 5 (4) 'n skriftelike verslag wat besonderhede bevat van elke finale toekenning wat deur so 'n beamppte of komitee gedurende die maand, insluitend-

- (a) *die bedrag van die toekenning;*
- (b) *Die naam van die persoon aan wie die toekenning gemaak is, en*
- (c) *Die rede waarom die toekenning gemaak is aan daardie persoon."*

Paragraaf 5 (4) (a) bepaal verder dat die geskrewe verslag waarna hierbo verwys word, moet voorgelê word aan die rekenpligtige beamppte.

The following competitive bids were awarded by the Bid Adjudication Committee during the month of June 2016:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Junie 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/35	13-Jun-2016	Adenco Construction (PTY) Ltd	Streetlight installation at PAH & ODB (Re-advertisement)	Only responsive bidder	Based on tendered rates with an estimated value of R 813 689.31 (Incl. VAT)
08/2/13/39	13-Jun-2016	Repo Wild 34 (Pty) Ltd T/A Worcester Nissan	Supply and delivery of one new 1 ton 4X4 single cab LDV	Bidder scored the highest points	Based on tendered rates with an estimated value of

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

					R 368 281.00 (Incl. VAT)
08/2/13/55	27-Jun-2016	Waco Africa (Pty) Ltd t/a Sanitech	Supply and servicing of portable chemical toilets and emptying of septic tanks in the Witzenberg area	Bidder scored the highest points	Based on tendered rates with an estimated value of R 317 618.40 (Incl. VAT)
08/2/13/60	13-Jun-2016	AWV Project Management	Supply and delivery of black disposable bags for refuse removal	Only responsive bidder	Based on tendered rates with an estimated value of R 2 318 850.00 (incl. VAT)
08/2/13/64	13-Jun-2016	Chlorcape (Pty) Ltd	Supply and delivery of liquid chlorine gas cylinders (70KG)	Only responsive bidder	Based on tendered rates with an estimated value of R 637 602.00 (incl. VAT)
08/2/13/65	27-Jun-2016	Dooling IT Solutions CC	Supply and delivery of Copy paper	Only responsive bidder	Based on tendered rates with an estimated value of R 299 074.61 (incl. VAT)
08/2/13/76	27-Jun-2016	AON South Africa (Pty) Ltd	Short-term Insurance (one year contract)	Only responsive bidder	Based on tendered rates with an estimated value of R 1 446 800.00 (incl. VAT)
08/2/13/86	27-Jun-2016	Kwikspace Modular Buildings (PTY) Ltd	Supply and delivery of a modular unit for use as a library	Only responsive bidder	Based on tendered rates with an estimated value of R 587 631.24 (incl. VAT)

The following bid was awarded by the Accounting Officer during the month of June 2016:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Junie 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
BV-422	13-Jun-2016	Mpact Plastic Containers (Pty) Ltd	Supply and Delivery of Wheelie Bins for the period ending 30 June 2018	Transversal Procurement: SCM Regulation 32	Based on tendered rates

3.2.1.5 Paragraph 8 (4): Cancellation and re-invitation of tenders

Paragraph 8 (4) of the Preferential Procurement Regulations of 2011 states the following:

An organ of state may, prior to the award of a tender, cancel a tender if-

(a) due to changed circumstances, there is no longer need for the goods or services tendered for; or

(b) funds are no longer available to cover the total envisaged expenditure; or

© no acceptable tenders are received.

The following formal written price quotation or competitive bid was cancelled during the month of June 2016:

3.2.1.5 Paragraaf 8 (4): Kansellasië en her-uitnodiging van tenders

Paragraaf 8 (4) van die Voorkeur Verkrygings Regulasies van 2011 bepaal die volgende:

'n staats instansie mag op voor die toekenning van 'n tender, 'n tender te kanselleer indien-

(a) as gevolg van veranderde omstandighede, daar is nie meer nodig vir die goedere of dienste aangebied;

(b) fondse is nie meer beskikbaar om die totaal in die vooruitsig gestel uitgawes te dek;

(c) geen aanvaarbare tenders ontvang is.

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Junie 2016:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/13/10	13-Jun-2016	Service provider for environmental practices (waste) training (NQF level 4) (Re-advertisement)	Funds are no longer available to cover the envisaged expenditure
08/2/13/45	13-Jun-2016	Training of municipal officials on a High & Low tension fault finding protection & testing course	No acceptable bids were received
08/2/13/56	13-Jun-2016	Supply and delivery of a portable 3 stage Fire pump	Funds are no longer available to cover the envisaged expenditure
08/2/13/57	27-Jun-2016	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	No acceptable bids were received
08/2/13/63	08-Jun-2016	Supply, delivery & installation of laminated wood flooring for chalets at Pine forest holiday resort	No acceptable bids were received
08/2/13/68	14-Jun-2016	Construction and delivery of one pavilion	No bids were received
08/2/13/74	20-Jun-2016	Supply and delivery of weaponry items for traffic and law enforcement officers	No bids were received
08/2/13/79	27-Jun-2016	Supply and implementation of a continuous monitoring system for financial information	No acceptable bids were received
08/2/13/88	10-Jun-2016	Supply and delivery of 1 x petrol driven breaker (Jackhammer)	No bids were received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Formal written price quotations

Paragraph 19(1) I of Council's Supply Chain Management Policy states that: *"if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer"*

Paragraph 19(2) of Council's Supply Chain Management Policy states that: *"A designated official referred to in subparagraph 19(1) I must within three days of the end of each month report to the chief financial officer on any approvals given during that*

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Formele geskrewe kwotasies

Paragraaf 19 (1) (c) van die Raad se Voorsieningskanaal Beleid meld dat: *"As dit nie moontlik is om ten minste drie kwotasies te bekom nie, moet die redes aangeteken en goedgekeur word deur die hoof finansiële beampte of 'n beampte aangewys deur die hoof finansiële beampte"*

Paragraaf 19 (2) van die Raad se Voorsieningskanaal Bestuur Beleid meld dat: *"'n aangewese beampte waarna in subparagraaf 19 (1) verwys (c) moet binne 3 dae van die einde van elke maand verslag aan die hoof finansiële beampte op enige goedkeurings gegee tydens daardie*

month by that official in terms of that subparagraph."

maand deur daardie beampte in terme van daardie subparagraaf."

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
03-May-2016	Eddie's Sound	Supply of sound for the Riel dance Competition on Skurweberg Sports ground.	Only Responsive quotation	R 6 500.00 (Non VAT)	Chief Financial Officer	03-May-2016
03-May-2016	Anel Nortier Photography	Studio Photography of Councillors, Managers, Directors and officers etc	Only Responsive quotation	R 5 500.00 (Non VAT)	Chief Financial Officer	03-May-2016
08-June-2016	Human Communications (Pty) Ltd	Advertisement of Notice: Inspection of Supplementary valuation roll 2016/2017	Lowest responsive quotation	R 7 335.87 (Incl. VAT)	Chief Financial Officer	08-June-2016
10-June-2016	Human Communications (Pty) Ltd	Advertisement of tender: 08/2/13/86	Only Responsive quotation	R 7 366.73 (Incl. VAT)	Acting Chief Financial Officer	10-June-2016
29-June-2016	Human Communications (Pty) Ltd	Advertisement of Notices: Invitation Registration of Prospective Suppliers	Lowest responsive quotation	R 9 576.74 (Incl. VAT)	Accounting Officer	29-June-2016

3.2.1.7 Paragraph 20 (d): Policy Compliance

Paragraph 20(d) of Council's Supply Chain Management Policy states that: *The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows: the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation.*

For the purpose of this report, only the formal written price quotations will be reported on.

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2016:

3.2.1.7 Paragraaf 20 (d): Beleids voldoening

Paragraaf 20 (d) van die Raad se Voorsieningskanaal Beleid bepaal dat: *"Vir die verkryging van goedere of dienste deur middel van geskrewe kwotasies of formele geskrewe kwotasies proses is soos volg: die rekenpligtige beampte of hoof finansiële beampte moet op 'n maandelikse basis in kennis gestel word in skriftelik van alle geskrewe kwotasies en formele geskrewe kwotasies aanvaar deur 'n amptenaar wat in terme van 'n sub-afvaardiging."*

Vir die doel van hierdie verslag, sal slegs die formele geskrewe kwotasies gerapporteer word.

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Junie 2016:

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/13/53	07-Jun-2016	Vermer Blinds & Shutters	Supply, delivery & installation of new Aluminium blinds for chalets and plantation hall at pine forest holiday resort	Bidder scored the highest points	R 75 694.00 (incl. VAT)	Director: Community Services
08/2/13/61	22-Jun-2016	FG Uniforms CC	Supply and Delivery of Traffic Uniforms for Traffic and Law Enforcement Officers: Cluster 1	Bidder scored the highest points	R 61 814.70 (incl. VAT)	Director: Corporate Services
			Cluster 2		R 28 547.40 (Incl. VAT)	
		TR Supply CC T/A TRF Sport	Cluster 3	Only responsive bidder	R 90 960.00 (Incl. VAT)	
			Cluster 4		R 14 242.00 (Incl. VAT)	
			Cluster 5		R 42 455.00 (Incl. VAT)	
08/2/13/75	17-Jun-2016	Valiphi Cleaning Professionals	Cleaning of Public Toilets at Op-Die-Berg	Bidder scored the highest points	R 31 200.00 (incl. VAT)	Director: Technical Services
08/2/13/81	15-Jun-2016	Infoguardian (PTY) Ltd	Supply and delivery of Trend micro enterprise security suite	Bidder scored the highest points	R 73 374.45 (incl. VAT)	Director: Corporate Services
08/2/13/84	08-Jun-2016	Kgolo Business Trust	Service Provider For Training In Public Administration (National Diploma) NQF 7 SAQA Id: 57827	Only responsive bidder	R 200 000.00 (incl. VAT)	Chief Financial Officer

3.2.1.8 Appeals

The following appeals were lodged during June 2016.

3.2.1.8 App  le

Geen app  le is gedurende Junie 2016 ontvang nie.

3.2.1.9 Deviations

Paragraph 44(3) of Council's Supply Chain Management Policy states that: *The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.*

The following table contains the approved deviations by the Accounting Officer for the month of June 2016 which totals R 960 114.82:

3.2.1.9 Afwykings

Paragraaf 44 (3) van die Raad se Voorsieningskanaal Beleid meld dat: *"Die rekenpligtige beampte moet teken die redes vir enige afwykings in terme van subparagrafe (1) (a) en (b) van hierdie beleid en rapporteer dit aan die volgende vergadering van die raad en sluit as 'n nota tot die jaarlikse finansi  le state."*

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2016 wat beloop op die totaal van R 960 114.82:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
17-Dec-15	Witzenberg Herald	Publishing of advert: Mayor's Xmas message	Impractical	137428	12 720.00
09-Mar-16	Witzenberg Herald	Blue Drop Feature Water Restrictions and Tariffs	Single supplier	138742	20 592.00

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
15-Mar-16	Masjienburo	Additional work relating to the installation of air conditioner	Impractical	138863	1 230.05
22-Mar-16	Managed Intergrity Evaluation	Background check on Candidate	Impractical	138945	143.64
06-Apr-16	Witzenberg Herald	Notice: 2016/2017 Draft Budget, IDP and SDBip	Impractical	503311	4 056.00
14-Apr-16	South African Post Office	Distribution of newsletters	Single supplier	139273	3 360.30
14-Apr-16	Sanitech	Sanitation Services January 2016	Impractical	139276	13 292.40
19-Apr-16	GLS Consulting (PTY) Ltd	Water & Sewer Masterplan update	Impractical	139391	123 462.00
22-Apr-16	Transnet	Monthly Rental of Testing Yard, Apr 2016 2016001477/2016	Single supplier	139495	7 138.17
06-May-16	Les Vos	Food and Beverages for Emergency workers	Emergency	139774	296.14
06-May-16	Ceres Plant Hire	Repair Road Marker	Impractical	139772	3 045.50
09-May-16	O'neil & Visser Attorneys	Legal Matter: Bridgman NO / Witzenberg Municipality	Impossible	139787	351 220.00
09-May-16	O'neil & Visser Attorneys	Legal Fees: Various Matters	Impractical	139787	21 831.00
09-May-16	SABC	Business TV License	Single supplier	139795	14 098.12
06-Jun-16	Hyundai Paarl	Supply and delivery of one new H100 vehicle	Impractical	140518	262 000.00
06-Jun-16	South African Post Office	Distribution of newsletters	Single supplier	140531	3 360.30
08-Jun-16	Witzenberg Herald	Publication of Notice: Inspection of Supplementary valuation roll	Impractical	140564	9 126.00
09-Jun-16	Johan Bezuidenhout Attorneys	Legal services: Section 16 application fee	Impractical	140595	1 658.00
10-Jun-16	AAD Truck & Bus	Supply of clutch kit & ball bearing for Compactor CT 2315	Single supplier	140609	8 868.47
10-Jun-16	Endress & Hauser	Commissioning of Tulbagh Water meter	Single supplier	140622	4 448.28
10-Jun-16	Dr HP le Grange	Phyciatrist appointment for 1 Employee	Impractical	140623	2 294.34
15-Jun-16	Visser's Ingenieurswerke	Supply and install Hydraulic pump to Sewer truck CT 16357	Emergency	140705	10 442.40

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
15-Jun-16	Ceres Alarms	Monitoring and Reaction Services	Impractical	140709	16 445.66
15-Jun-16	Transnet	Monthly Rental of Testing Yard, Jun 2016	Single supplier	140713	7 138.17
15-Jun-16	Witzenberg Herald	Publication of Notice: Adoption of scheme regulations	Single supplier	140717	2 808.00
15-Jun-16	Witzenberg Herald	Publication of Notice: Christmas in Winter	Single supplier	140737	8 960.00
23-Jun-16	Forms Media Independent	Supply of Stationary for Legal Notices	Single supplier	140802	11 661.88
27-Jun-16	Giovanni's Fisheries	Food and Beverages for Emergency workers	Emergency	140807	450.00
27-Jun-16	Ignite Advisory services	Supply & install of web-based compliance and SDBIP system	Impractical	140808	12 200.00
28-Jun-16	Pitney Bowes	Refilling of Posting Franking machine	Impractical	140829	9 600.00
29-Jun-16	Witzenberg Herald	Notice to Businesses re implementation of Wheelie Bin System	Single supplier	50493	12 168.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
April 2016	R 1 307 119.40	R39 649 708.55	3.30%
May 2016	R 4 022 950.04	R14 647 335.59	27.47%
June 2016	R 960 114.82	R11 291 444.67	8.50%

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	30 April 2016	31 May 2016	30 June 2016
Value of inventory at hand	R4 996 864.71	R4 628 381.68	R4 584 837.39
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.59 times	1.54 times	1.43 times
Turnover rate excluding Chinese meters	1.56 times	1.57 times	1.46 times
Date of latest stores reconciliation	12.07.2016		
Date of last stock count	29.06.2016		
Date of next stock count	28.09.2016		

Expenditure

Uitgawes

3.2.3.1 Salaries section

3.2.3.1 Salaris afdeling

The high level information with regard to the salary is contained in the table below:

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	April 2016	May 2016	June 2016
Salaries – Cost to company	R10,386,445.66	R10,509,682.28	
Provisions included with salaries	R1,031,030.85	R1,123,337.39	
Number of Employees and Councillors included in run	570	576	557
Number of Ward members receiving out of pocket allowance	120	110	111
Balancing amount	R134,687.44	R367 400.03	R184 226.62

3.2.3.2 Creditors Section

3.2.3.2 Krediteure afdeling

An age analysis of the creditors with comparative figures for the previous months is as shown in the table below:

'n Ouderdomsontleding van die Krediteure met vergelykende syfers vir die vorige maande word in die tabel hieronder aangedui:

Period	< 30 days	< 60 days	< 90 Days	< 1 20 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
April 2016	1 872 539	6 497	0	0	0	0	0	0	R1 879 036
May 2016	3 024 814	21 525	0	0	0	0	0	0	R3 046 339
June 2016	17 083 690	415 127	54 904	0	0	3 522 853	0	0	R21 076 574

The table below indicates the highest creditors outstanding longer than 30 days:

Name of creditor	May 2016 Amount	June 2016 Amount	Description	Reason
INCLEDON CAPE	1 045		WATER COD CAST	DID NOT APPEAR ON STATEMENT
PARKERSON/TECHNOLOGIES	5 272		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KAAP AGRI	3 272		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
POWERTECH	8 596		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CT TYRE KING	3 340		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AUTACS SIGNS		420	GIANT CHEQUE	DID NOT APPEAR ON STATEMENT
A L ABBOTT		57 615	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
BELLCO ELECTRICAL		6 668	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES GRASSNYER KLINIEK		1 341	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

CERES MEUBELS		5 560	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE		2 430	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES BUILD IT		6 703	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR		2 824	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CAPRICHEM		666	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
DELNIET KONSTRUKSIE		114 434	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
INCLEDON CAPE		1 915	WATER COD CAST IRON	DID NOT APPEAR ON STATEMENT
JC SERVICES		27 291	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KARSTEN HARDWARE		7 517	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LESVOS FISHERIES		1 404	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LANDBOU ONDERDELE		1 955	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AUTOZONE/MULTIPART		14 083	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
MANAGED INTERGRITY EVALUATION		7 856	MIE BACKGROUND SCREENING	DID NOT APPEAR ON STATEMENT
MARCE PROJECTS		24 431	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
MARTIN & EAST		3 522 853	RECEALING OF EXCISTING STREETS	DID NOT APPEAR ON STATEMENT
NAMIB & PARTS		2 674	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PARKERSON & THOMAS		399	A4 PLASTIC POCKETS	DID NOT APPEAR ON STATEMENT
KAAP AGRI		715	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
POWERTECH SA		8 596	JOINT BOXES	DID NOT APPEAR ON STATEMENT
SPARKS & ELLIS		11 149	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SANITECH		42 949	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TRIPLE ONE PRINTERS		11 679	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL SERVICES		56 464	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VIKING BEMARKING		5 722	KOHINOR	DID NOT APPEAR ON STATEMENT
VILKO/VILLIERSDORP		1 952	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VENUS SECURITY		10 601	SECURITY SERVICES	DID NOT APPEAR ON STATEMENT
WALTONS STATIONERY		148	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	March 2016	April 2016	May 2016	June 2016
Total value of creditors paid	R 32,729,451	R36,025,237	R33,059,582	
Date of creditor reconciliation	04/04/2016	04/05/2016	07/06/2016	12/07/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	May 2016 Amounts Outstanding	June 2016 Amounts Outstanding	Description of goods/ services
HYUNDAI PAARL		262 000	NEW HYUNDAI
WORCESTER NISSAN		368 281	SUPPLY AND DELIVER OF A NEW 1TON 4X4 SINGLE CAB
VENUS SECURITY		499 897	SECURITY SERVICES
H S M		515 109	VARIOUS GOODS DELIVERED
ABB SOUTH AFRICA		537 071	SUPPLY AND DELIVER OF 11KV SWITCH GEAR
PVR SERVICES AND SUPPLIES		900 858	SUPPLY AND INSTALL FULL HD DASH CAMS
AAD TRUCK & BUS		1 091 825	INDIC.LAMP-26015T6001-CT 8399
POWERREC		2 508 000	ELECTRIFICATION OF BELLA VISTA
MASISEBENZE WATER SYSTEMS		2 622 000	SUPPLY, INSTALLATION AND COMMISSIONING OF HIGH PRESS
MARTIN AND EAST		4 243 076	RESEALING OF EXISTING STREETS
FLO SPECIALISED SOLUTION	88 635		VARIOUS GOODS DELIVERED
JC SERVICES	117 009		VARIOUS GOODS DELIVERED
METSI CHEM IKAPA	131 271		CHLOORGAS CILINDERS
A L ABBOTT	136 800		MONITORING OF DRINKING WATER
ELEMENT CONSULTING ENIGEERS	171 556		ELECTRIFICATION OF BELLA VISTA
DELNIET CONSTRUCTION	194 323		VARIOUS GOODS DELIVERED
DRAGER SOUTH AFRICA	198 920		BA SETS AND CILINDERS
DJ ELEKTRIES	213 333		VARIOUS GOODS DELIVERED
ACADEMY OF CONSTRUCTION SKILLS	327 444		ROAD CONSTRUCTION LEADERSHIP

The table below contains the 10 highest value creditors paid for the month:

Die tabel hieronder bevat die 10 hoogste waarde krediteure uitbetaal vir die maand:

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

Name of creditor	May 2016	June 2016
CERES KOEKEDOUW BESTUURSKOMITEE		2 714 114.44
NAMMIC ENGINEERING		669 539.88
AON SOUTH AFRICA		354 216.09
ACADEMY OF CONSTRUCTION SKILLS		327 444.48
MULTIPART PETROL		325 766.96
VENUS SECURITY	1 310 365.99	3 827 529.95
JB TRUCKS	619 965.00	
DELNIET CONSTRUCTION	554 503.55	
ELEMENT CONSULTING ENGINEERS	408 534.22	
O'NEILL & VISSER ATTORNEYS	373 051.00	
DENNIS LENDOR CIVILS	318 410.26	793 419.99
D J ELEKTRIES	287 972.45	
ASLA KONSTRUKSIE	4 941 712.55	6 853 813.51
UMZALI CIVILS	605 892.27	563 359.07
ESKOM	15 833 507.70	15 347 785.30

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	May 2016		June 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 1 768.00	18.61%	R 1 322.30	27.55%
Refreshments and caterings	R 3 135.15	33.00%	R 2 219.10	46.23%
Rent (Halls etc.);	R 1 711.60		R 250.00	
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 96.00	1.01%	R 160.00	3.33%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 213.90	2.25%	R 230.00	4.79%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 2 576.55	27.12%	R 618.70	12.89%
GRAND TOTAL	R 9 501.20		R 4 800.10	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	April 2016	May 2016	June 2016
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R8 817.20)	(R9 501.20)	(R4 800.10)
Replenishment during month	R6 937.70	R5 648.90	R2 500
Cash at hand before month-end replenishment	R3 120.50	R1 147.70	R2 699.90
Replenishment at month end	R1 879.50	R3 852.30	R2 300.10
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIële ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

The information with regard to the cash and investment is contained in the tables below:

Die inligting met betrekking tot die kontant en beleggings is vervat in die tabelle hieronder:

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	31 May 2016		30 June 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R96,330,160	R91,507,720	R100,287,493	R97,031,302

Investments:

Beleggings:

Institution / Instansie	Apr 2016		May 2016		June 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd					R0	
First Rand Bank						
Investec Bank Ltd	R15,000,000	42,86%	R15,000,000	100%	R0	
Nedbank Ltd	R10,000,000	28,57%			R0	
Standard Bank of SA Ltd	R10,000,000	28,57%			R0	
Total	R35,000,000		R15,000,000		R0	

Investment Purpose Doel van Belegging	Apr 2016		May 2016		June 2016	
	R	% of available funds	R	% of available e funds	R	% of available funds
Unutilised government grants	R35,000,000	100%	R15,000,000	100%	R0	
Capital Replacement Reserve (CRR)					R0	
Provisions					R0	
Total	R35,000,000		R15,000,000		R0	

FINANCE MONTHLY REPORT JUNE 2016 / FINANSIES MAANDELIKSE VERSLAG – JUNIE 2016

The detail movements of the investments are shown in
Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in
Bylae A.

The balance of the unutilised funding account is indicated in
the table below:

Die balans van die onbenutte befondsing rekening word in die
tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	Apr 2016	May 2016	June 2016
Balances	R58,492,452.59	R32,393,300.29	

The table below shows the dates when the reconciliation is
completed:

Die tabel hieronder dui die datums wanneer die rekonsiliasies
voltooi is:

Reconciliations Rekonsiliasies	Apr 2016	May 2016	June 2016
Primary bank account	05/05/2016	03/06/2016	07/07/2016
Investment reconciliation	11/05/2016	01/06/2016	12/07/2016
Long term Liabilities	03/05/2016	01/06/2016	13/07/2016
Grant Register	04/05/2016	08/06/2016	

The table below indicates the outstanding bank reconciliation
number of items and amounts:

Die tabel hieronder dui die uitstaande bankrekonsiliasie
aantal items en bedrae:

Description / Beskrywing	May 2016		June 2016	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	105	R11,440,470	55	R3,401,419
Outstanding cheques	30	R56,124	25	R47,620
Transactions not in cash book	1090	R5,303,085	381	R597,022
Receipts not cleared on Bank statement	290	R1,371,070	42	R789,871
Outstanding journals	0	R0	0	R0

3.3.2 Liabilities

3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance June 16 R	Payment (Redemption)	Interest	Closing Balance June 2016 R	Payments July 2016 R
DBSA	10,75% - 17,45%	R13,138,715	R109,001	R85,559	R13,029,714	0
Nedbank	13.50%	R7,212,091	0	0	R7,212,091	0
Ceres Golf Club	18%	R17,738	R2,964	R1,596	R14,773	0
Total		R20,368,544	R111,965	R87,155	R20,256,578	R0

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	June 2016	R0-00	07/07/2016
Traffic : Motor Registration	June 2016	R296,490-46	13/07/2016
Traffic : RTMC Fees	June 2016	R26,106-25	13/07/2016
Direct Deposit	June 2016	R398,852-07	12/07/2016
Traffic : AARTO	June 2016	R0-00	12/07/2016
Traffic : Drivers Licence	June 2016	R5,627-99	12/07/2016
Traffic : Roadworthy	June 2016	R7,864-76	13/07/2016
Faulty Direct Deposits	June 2016	R7,449-75	13/07/2016
Traffic : Nu-Traffic	June 2016	R151,806-58	12/07/2016
VAT	Junie 2016	R3,738,401.91	12/07/2016

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: June 2016

Maandverslag: Junie 2016

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: June 2016

Maandverslag: Junie 2016

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

Attached find the following management reports with regard to budget monitoring:

Aangeheg vind die volgende verslae met betrekking tot die monitering van begroting:

- **Annexure / Bylae B** - Age Analysis of Creditors / Ouderdomsontleding van Skuldeisers
- **Annexure / Bylae C** - Age Analysis of Debtors / Ouderdomsontleding van Debiteure
- **Annexure / Bylae D** - Cash Flow Statement / Kontantvloeistaat
- **Annexure / Bylae E** - Statement of Financial Performance / Staat van Finansiële Prestasie
- **Annexure / Bylae F** - Actual capital Acquisition and Sources of Finance / Die werklike Kapitaalverkryging program en Bronne van Finansies

Annexure B – F is the Section 71 report of the Municipality.

Bylae B- F is die Artikel 71-verslag van die Munisipaliteit.

Attached find the following legally required reports in terms of the MFMA:

Aangeheg vind die volgende wetlik verplig verslae soos vereis in die MFMA:

- **Annexure G** - Sect 66 for June 2016 / Artikel 66 vir Junie 2016
- **Annexure H** - Sect 11 for June 2016 / Artikel 11 vir Junie 2016
- **Annexure I** - Finance Management Grant / Finansiële Bestuur toelaag
- **Annexure J** - Municipal Systems Improvement Grant / Munisipale Stelsels Verbeterings toekenning
- **Annexure K** - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- **Annexure L** - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- **Annexure P** - Grant register / Leningsregister

Other Annexures:

Annexure A - The detail movements of the investments
Annexure M – 50 Highest Business and Government Accounts
Annexure N – Asset report
Annexure O – Insurance

Ander Annexures:

Bylae A - Die gedetailleerde bewegings van die beleggings
Bylae M – 50 Hoogste besigheid- en regering rekeninge
Bylae N – Bates verslag
Bylae O – Versekering

Yours faithfully

Die uwe

H J Kritzingen
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE