WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 30 November 2016 / 30 November 2016

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

FINANCE MONTHLY REPORT – NOVEMBER 2016

A MAYOR'S REPORT

The credit control measures could not be implemented in certain areas due 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 November 2016.

C EXECUTIVE SUMMARY

The municipality has read 93% 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 16 625 accounts amounting to R 23.2 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.2 million. The indigent cost to the municipality for the month amounts to R 1.2 million.

The accumulated debtor's collection target for the year is 99%, but the actual accumulated year to date debtor's collection is 97%.

The municipality issued orders to the value of R 5.3 million of which R 1.4 million was in terms of deviations.

The municipality currently has R 39 million in its primary bank account and R70.0 million in short term investment.

.

FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2016

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 November 2016.

C OPSOMMING

Die munisipaliteit het 93% van die meters gelees, waarvan 99% die eerste keer korrek gelees is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 625 rekeninge ten bedrae van R 23.2 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.2 miljoen. Die deernis subsidies vir die maand beloop R 1.2 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 99%, maar die werklike jaar tot op datum invordering is 97%.

Bestellings ter waarde van R 5.3 miljoen uitgereik, waarvan R 1.4 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 39 miljoen in die primêre bankrekening en R 70.0 miljoen op korttermyn belegging.

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 kwartaallikse 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 rekeninge, 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 aangegaan 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 beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte 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."

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 Other Policy Requirements

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

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. DISCUSSION

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

- Revenue
- Supply Chain Management
- Financial Administration

3. BESPREKING

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

- Inkomste
- Voorsieningskanaal Bestuur
- 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	Sep-16	Oct-16	Nov-16
Meter readings:			
No. of meter readings by meter readers	12 983	13 014	13 121
No. of readings estimated	1 032	1 026	962
No. of readings by owners	394	414	379
Metering online	70	70	70
Total number of meters	14 479	14 524	14 532
Completion date of meter readings	15/09/2016	17/10/2016	11/11/2016
No. of re-readings performed	319	362	334
No. of changes after re-readings	73	66	92
% of meters read correctly first time	99.44%	99.49%	99.30%
Faulty meters to technical dept.	106	0	335
Zero Consumption to tech,dept	148	0	238
Faulty meters replaced	8	12	15
Water Connections	3	2	2
New Sewerage Connections	1	2	1
Disconnections	15	0	20
% of meters estimated	7.13%	7.06%	6.62%

Rates clearance certificates	Sep-16	Oct-16	Nov-16
Erven subdivided	1	0	0
Application for clearance certificates	64	66	48
Clearance certificates issued	44	58	75
Deeds registrations	32	32	63
Consolidations	0	0	0

Nota. Skattings redes by Meterlesings Note Estimates - Meter readings	Sep-16	Oct-16	Nov-16
Meter locked	16	28	24
Gate locked	465	447	419
Under Ground	56	65	61
Beneath rubble	38	39	27
Under water	38	30	21
Dogs	133	130	140
Meter unreadable	22	25	25
Can't find meter	264	262	239
Vehicles parked on meter			6
Unread			
	1032	**1026**	**962**

Explanation:

Letters were sent to all consumers with no access to meters. Contractor not yet appointed by Technical Department to repair / replace faulty watermeters.

Verduideliking:

Briewe is gestuur na alle verbruikers met meters wat ontoeganklik is. Kontrakteur nog nie aangestel deur Tegniese Departement om watermeters te herstel / vervang nie.

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Sep-16	Oct-16	Nov-16
Debt raising date	20/09/2016	19/10/2016	22/11/2016
Date of account postage	26/09/2016	24/10/2016	24/11/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	03/10/2016	01/11/2016	01/12/2016
Electricity Pre paid Reconciliation	03/10/2016	01/11/2016	06/12/2016

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

3.1.1.2 Aantal informele huishoudings met toegang tot basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Sep-16	Oct-16	Nov-16
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	534	534	537
- Wolseley (Pine Valley)	311	311	312
Total	1 941	1 941	1 945

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Sep-16	Oct-16	Nov-16
Electricity - Conventional	2 931	2 925	2 913
Electricity - Prepaid	9 999	10 004	10 009
Property rates	9 431	9 868	10 803
Refuse removal	12 032	12 033	12 039
Sewerage	12 505	12 506	12 509
Water	12 464	12 464	12 465
Other	11 368	11 570	11 513
Total number of accounts printed	14 186	14 080	13 997
Total number accounts emailed	2 637	2 668	2 628

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

Service Description	Sep-16	Oct-16	Nov-16
Assessment Rates (Monthly)	2 782 111.54	2 690 156.80	2 925 625.46
Assessment Rates (Yearly)			
Electricity	16 327 284.74	16 582 363.35	13 278 998.19
Refuse Removal	2 355 743.88	2 307 621.97	2 425 388.26
Sewerage	2 326 707.09	2 357 801.73	2 326 951.08
Water Levies	2 322 950.79	3 736 911.28	3 260 536.18
Rental	26 632.73	26 163.22	25 460.36
Indigent subsidy	-1 150 144.01	-1 174 754.81	-1 166 023.33
Sundries	80 929.75	78 532.82	132 949.07
Total	25 072 216.51	26 604 796.36	23 209 885.27

Explanation:

Higher estimation % on water & electricity for consumers with no access to properties. Water estimations 831 consumers and electricity 195 consumers.

Verduideliking:

Hoër skattings persentasie op lesings van verbuikers met geen toegang tot eiendomme. Waterskattings 831 verbruikers en elektrisiteit skattings is 195 verbruikers.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Sep-16	Oct-16	Nov-16
Total Pre Paid Meters	9 999	10 004	10 009
Total Free units(Indigents)	100 770	100 800	102 250
Cost of free Units	R87 670	R87 696	R88 958
Units sold	2 467 859	2 424 066	2 368 015
Cost of units sold	R2 919 742	R2 854 398	R2 779 354
Vat Amount	R421 079	R411 936	R401 604
Axillary Amount	R2 019	R1 707	R1 981
Total Amount Pre Paid	R3 430 510	R3 355 738	R3 271 895

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Sep-16	Oct-16	Nov-16
Approved Indigent households:			
No. of households at beginning of the month:	2 574	2 632	2 680
Additions during the month	324	321	242
Cancellations during the month	266	273	263
No. of households at end of the month:	2 632	2 680	2 659
	Sep-16	Oct-16	Nov-16
Cost of Indigent to Council(403131121)	R1 009 641	R1 031 206	R1 023 496

Explanation:

Indigent decreased from 2680 to 2 659 at end November 2016.

Verduideliking:

Deernis het afgeneem vanaf 2680 na 2659 teen einde November 2016.

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 30 November 2016:

3.1.7 Uitstaande Debiteure

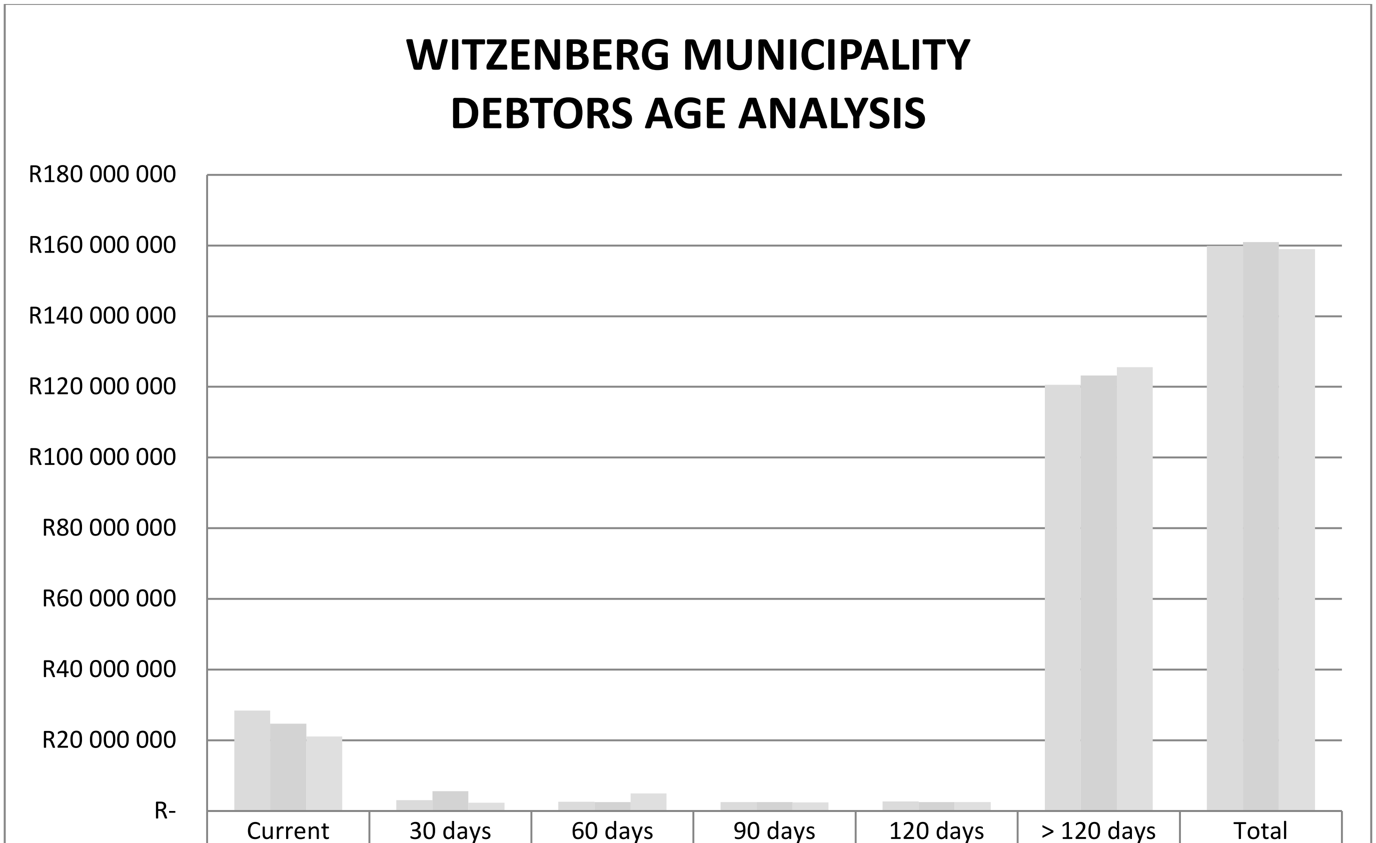
Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 30 November 2016:

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									0	
Water	3 976 887	665 869	786 358	943 113	928 516	1 005 131	5 907 640	3 161 903	47 375 416	29.80%
Electricity	11 381 914	497 794	314 620	259 742	231 937	238 983	1 432 527	3 493 186	17 850 702	11.23%
Property Rates	3 151 621	107 549	2 757 794	99 991	234 250	149 349	752 155	12 983 472	20 236 182	12.73%
Waste Water Management	2 322 727	529 795	496 796	535 584	431 775	432 682	2 349 430	15 125 037	22 223 825	13.98%
Waste Management	2 352 480	494 920	461 203	455 909	511 857	477 196	2 758 594	18 411 789	25 923 948	16.31%
Property Rental Debtors	45 881	18 069	17 618	16 940	16 737	16 539	92 833	840 065	1 064 682	0.67%
Interest on Arrear Debtor Accounts	67 138	39 815	104 417	81 968	112 410	118 110	1 046 441	23 616 914	25 187 212	15.84%
	0	0	0	0	0	0	0	0	0	0.00%
Other	-2185 922	27 563	28 255	23 457	26 650	30 095	202 470	965 147	-882 285	-0.55%
Total By Income Source	21 112 725	2 381 375	4 967 060	2 416 704	2 494 132	2 468 084	14 542 089	108 597 514	158979 682	
Debtors Age Analysis By Customer Group										
Organs of State	640 489	275 926	466 902	66 011	37 277	66 582	383 091	2 295 217	4 231 495	2.66%
Commercial	10 335 792	314 630	1 271 490	277 318	271 542	268 521	1 633 179	9 278 091	23 650 564	14.88%
Households	9 073 383	1 628 234	2 488 594	1 902 864	1 999 722	1 954 556	11 553 634	92 033 729	122634 717	77.14%
Other	1 063 061	162 584	740 075	170 511	185 590	178 425	972 185	4 990 476	8 462 907	5.32%
Total By Customer Group	21 112 725	2 381 375	4 967 060	2 416 704	2 494 132	2 468 084	14 542 089	108597 514	158979 682	100.00%
%	13.28%	1.50%	3.12%	1.52%	1.57%	1.55%	9.15%	68.31%	100.00%	

3.1.8 DEBITEURE OUDERDOMSANALISE 3.1.8 VERGELYKING

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

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



	Current	30 days	60 days	90 days	120 days	> 120 days	Total
Sep-16	R28 455 85	R3 084 747	R2 590 766	R2 521 015	R2 679 802	R120 547 0	R159 879 2
Oct-16	R24 688 88	R5 599 675	R2 499 037	R2 535 206	R2 494 558	R123 181 4	R160 998 7
Nov-16	R21 112 72	R2 381 375	R4 967 060	R2 416 704	R2 494 132	R125 607 6	R158 979 6

<u>Explanation:</u>

The decrease in outstanding amounts is due to debt collected with the clearance certificate process

<u>Verduideliking:</u>

Die daling in skuld is as gevolg van skuld gevorder deur die uitklarings proses.

3.1.9 RECEIPTING

Table below indicates the value of receipts by the different cashiers and 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:

	Sep-16	Oct-16	Nov-16
Collecting agent			
Third party agents:	7 415 042	6 741 120	7 054 032
Syntell	3 286 809	3 316 641.16	R 3 586 256.86
Pay a bill	414 877	430 920.39	R 401 701.44
Easy pay	2 332 144	2 155 629.01	R 2 043 503.18
Pay@	484 281	411 865.33	R 548 467.84
ACB	896 931	R 426 063.82	R 474 102.49
Cashiers:	37 610 511	33 160 151	40 990 901
Transfer(Senior Cashier)	33 123 146	R 28 933 835.66	R 37 644 780.05
RMC 1 - Ceres	1 046 040	R 866 866.02	R 569 784.18
RMC 2 - Ceres	573 415	R 390 207.13	R 704 918.29
RMC 3 - Ceres			
RMC 4 - Ceres	412 277	R 550 516.08	R 757 992.38
RMC 6 - Tulbagh	562 836	R 500 754.37	R 551 039.99
RMC 7 - Wolseley	496 736	R 510 736.16	R 463 948.36
RMC 8 - Hamlet	63 225	R 51 838.50	R 57 179.27
RMC 9 - Op-die-Berg	41 372	R 32 777.00	R 39 475.51
RMC 10 - Thusong Center	1 291 465	R 1 322 619.96	R 201 782.85
Back office receipting	-20 749	426 063.82	R 474 102.49
Total Cash Receipted	**45 004 804**	**40 327 334**	**48 519 035**

Explanation:

Backoffice receipting for Sept high due to yearly rates that was due

Verduideliking:

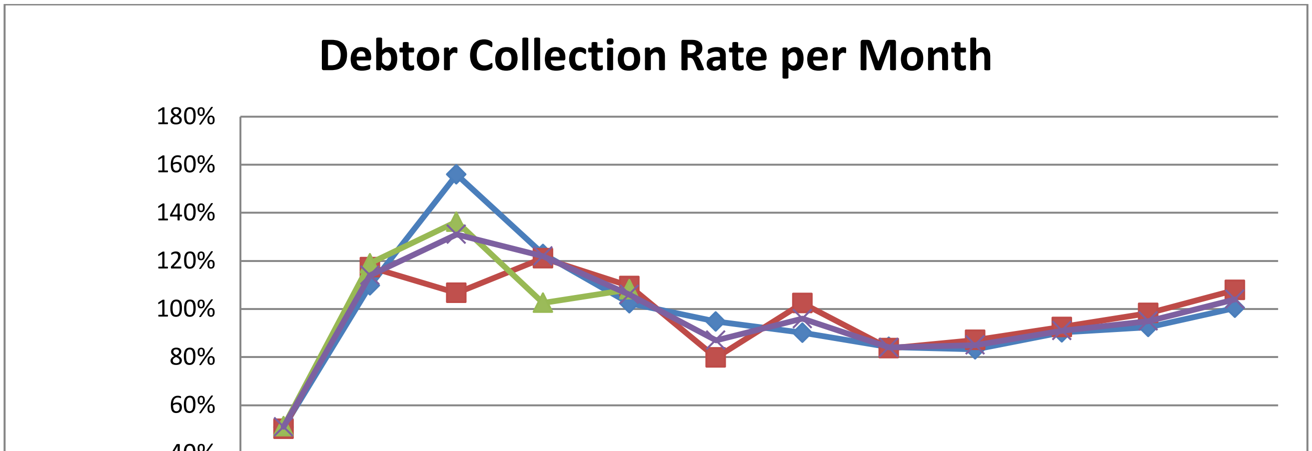
Backoffice receipting hoog agv die jaarlikse belasting wat 30 Sept betaalbaar was.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Sep-16	Oct-16	Nov-16
Average of all Cashiers			
Number of transactions	7 764	7 723	6 965
Number of days operational	198	189	198
Number of receipts cancelled	22	22	19
Amount receipted	R37 610 510.57	R 33 160 150.88	R 40 990 900.88
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	39.21	40.86	35.18
Percentage cancelled receipts	0.28%	0.28%	0.27%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH

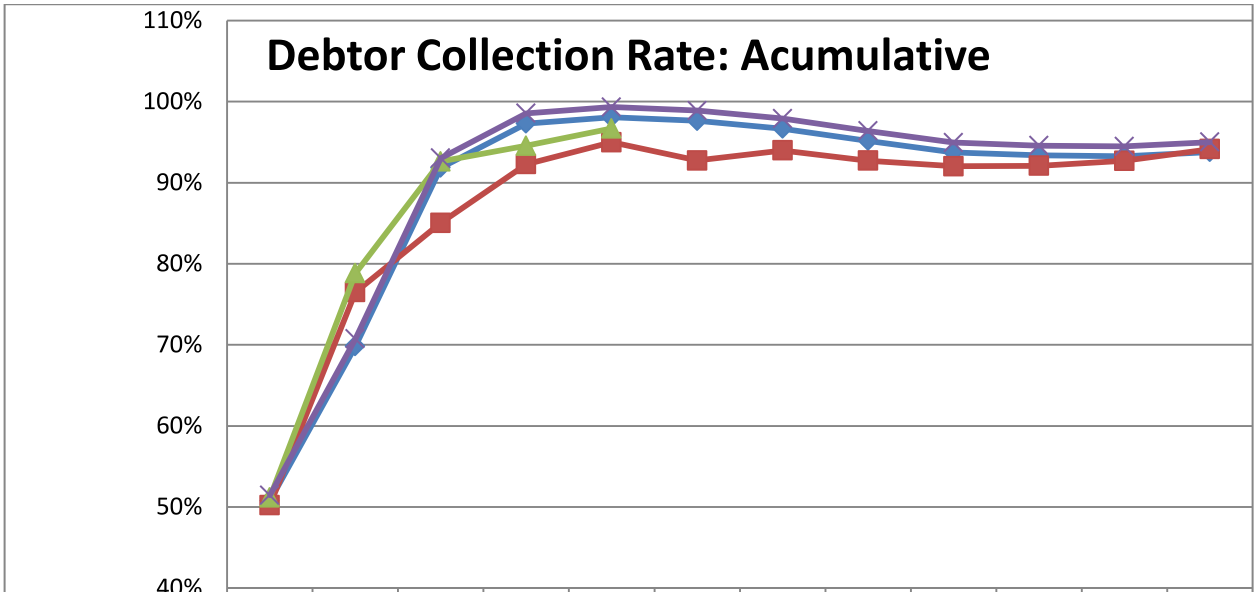


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014/2015	51%	110%	156%	123%	102%	95%	90%	84%	83%	90%	92%	100%
2015/2016	50%	117%	107%	121%	110%	80%	102%	84%	87%	93%	98%	108%
2016/2017	51%	119%	136%	103%	108%							
Target	51%	114%	131%	122%	106%	87%	96%	84%	85%	91%	95%	104%

<u>Explanation:</u>
The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 106% while the actual figure for November 2016 amounts to 108% which in comparison to the previous year 110%.

<u>Verduideliking:</u>
Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 106%, terwyl die syfer vir November 2016 108% beloop in vergelyking met die vorige jaar 110%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014/2015	51%	70%	92%	97%	98%	98%	97%	95%	94%	93%	93%	94%
2015/2016	50%	76%	85%	92%	95%	93%	94%	93%	92%	92%	93%	94%
2016/2017	51%	79%	93%	95%	97%							
Target	51%	71%	93%	99%	99%	99%	98%	96%	95%	95%	94%	95%

<u>Explanation:</u>
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 99% while the actual figure is 97%.

<u>Verduideliking:</u>
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 99%, terwyl die werklike syfer 97% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Sep-16	Oct-16	Nov-16
Councillors:	R	R	R
Deferments	2 878	1296.06	2672.42
Current	26 065	18 822.51	17 709.07
30 days	3 397	13 536.57	10 022.77
60 days	10 432	2 843.70	10 799.33
90 days	2 140	9 964.48	2 013.29
> 90 days	55 922	56 485.02	118 091.00
Total	100 834	102 948	161 308
Employees:	R	R	R
Deferments	121 122	111 429.77	170 643.39
Current	91 594	90 915.08	73 710.61
30 days	13 801	12 591.93	8 318.70
60 days	3 633	3 523.37	1 886.53
90 days	2 099	3 208.06	2 072.95
> 90 days	72 906	75 551.91	47 617.53
Total	305 156	297 220	304 250
Government Departments:	R	R	R
Current	277 030	460 973.87	238038.83
30 days	2 227	263 965.41	226121.07
60 days	86 184	2 034.21	211447.03
90 days	384	80 898.60	1473.45
> 90 days	200 662	265 371.11	549386.84
Total	566 487	1 073 243	1 226 467
Schools & Hostels:	R	R	R
Deferment	-534	-531	-531
Current	311 137	397 080.25	267 973.59
30 days	99 999	73 242.92	85 861.96
60 days	63 956	25 439.26	13 018.78
90 days	8 834	22 316.16	-
> 90 days	440 536	451 123.93	475 513.93
Total	923 926	968 672	841 837
Indigent households	R	R	R
Deferments	4 150 130	4625595.83	4417957.99
Current	401 754	672191.09	495895.67
30 days	412 877	347526.27	550953.14
60 days	311 422	408532.9	304687.97
90 days	298 104	335325.07	353300.36
> 90 days	9 438 295	10 674 732.13	10 066 960.27
Total	15 012 582	17 063 903	16 189 755

3.1.12.1 50 Highest Business and Government Accounts

Attached as Annexure M

3.1.12.1 50 Hoogste besigheid- en regering rekeninge:

Aangeheg as Bylae M

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:	Sep-16	Oct-16	Nov-16
No. of customers on the disconnections lists	2 865	2 214	2 450
No. already block	1 610	1 592	1 590
No. of new disconnections for the month:			
- Prepaid	763	590	796
- Conventional	44	24	61
Number reconnected:			
- Prepaid	656	568	645
- Conventional	40	23	59
Reconnected :due to faulty groupings and			
Indigent and poor households / New approved Indigents	324	321	242
No. of customers still disconnected	1 592	1 590	1 767
% of disconnections executed	84%	100%	100%

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/14/28	Supply of remote metering (3 year contract)	13-Dec-2016
08/2/14/29	Bella vista affordable housing development, Ceres: Bulk water pipeline	13-Dec-2016
08/2/14/30	Construction of 4.5ML N'duli reservoir, Ceres	14-Dec-2016
08/2/14/31	Construction of a new 2ML reservoir at Bella Vista, Ceres	15-Dec-2016
08/2/14/34	Construction of a Driver's license test track facility, Ceres	01-Dec-2016

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/14/15	Cutting and removing of pine trees at pine forest holiday resort (Re-advertisement)	05-Dec-2016
08/2/14/23	Facilitation of municipal annual medical assessments	05-Dec-2016

3.2.1.2 Evaluation stage

The following competitive bids are currently in the evaluation stage:

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
08/2/13/77	Supply, delivery and installation of new palisade fencing and Two double swing palisade gates at Pine forest resort	23-Nov-2016	Awaiting	J Samuel
08/2/13/89	Supply, upgrade and replacement of water networks in the Witzenberg area (3 year tender)	30-Sep-2016	Awaiting	N Jacobs
08/2/13/90	Supply, upgrade and replacement of Sewer networks in the Witzenberg area (3 year tender)	30-Sep-2016	Awaiting	N Jacobs
08/2/13/91	Supply and fitment of new tyres, tubes and provision of tyre repair and other related services (Re-advertisement)	11-Nov-2016	17-Nov-2016 Referred back	B van der Watt
08/2/14/13	Supply and delivery of 2 core ABC cable	01-Nov-2016	30-Nov-2016	B van der Watt
08/2/14/22	Appointment of a service provider for Environmental practice training SAQA ID: 49752	11-Nov-2016	Awaiting	I Swartbooi
08/2/14/33	Supply and delivery of a walk behind double drum vibratory roller	29-Nov-2016	Awaiting	E Lintnaar

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
08/2/14/16	Service provider for Upholstery training NQF level 1	03-Oct-2016	Awaiting	G Lintnaar
08/2/14/17	Service provider for electrical training NQF level 1	03-Oct-2016	Awaiting	G Lintnaar
08/2/14/18	Service provider for carpentry training NQF level 1	03-Oct-2016	Awaiting	G Lintnaar
08/2/14/26	Supply and delivery of refuse bins	07-Oct-2016	Awaiting	J Jacobs
08/2/14/32	Supply ,configure and delivery of one server	25-Nov-2016	Awaiting	R Rhode
08/2/14/35	Provider for sound, lighting and stage for Christmas market event	30-Nov-2016	Awaiting	G Lintnaar

3.2.1.3 Adjudication stage

The following competitive bid is currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	DATE OF BID EVALUATION COMMITTEE	RESPONSIBLE MANAGER
08/2/13/43	Supply and delivery of 1 x new chassis and cab with new sweeper body (Re-advertisement)	27-Sep-2016	19-Oct-2016	24-Nov-2016	J Jacobs
08/2/13/82	Provision of Security Services	15-Aug-2016	28-Sep-2016	24-Nov-2016	C Wessels
08/2/13/83	Supply and delivery of Electrical equipment	11-Oct-2016	26-Oct-2016	24-Nov-2016	B van der Watt
08/2/14/93	Supply and delivery of Electrical cables	04-Oct-2016	12-Oct-2016	24-Nov-2016	B van der Watt
08/2/14/02	Appointment of an auctioneer	04-Oct-2016	21-Oct-2016	24-Nov-2016	MG Frieslaar
08/2/14/06	Supply and delivery of a vacuum sewerage tanker truck	27-Sep-2016	20-Oct-2016	24-Nov-2016	N Jacobs
08/2/13/08	Maintenance of water meters in the Witzenberg area	16-Sep-2016	26-Oct-2016	24-Nov-2016	N Jacobs

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

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

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*

3.2.1.4 Tenders toegeken

Paragraaf 5 (3) van die Raad se Voorsienings Kanaal Beleid state wat, "'n beampte 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 beampte bedoel in subparagraaf 5 (4) 'n skriftelike verslag *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.

No bid was awarded by the Accounting Officer during the month of November 2016.

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

wat besonderhede bevat van elke finale toekenning wat deur so 'n beampte 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 beampte.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende November 2016 nie.

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/92	14-Nov-2016	Du Plessis Auto CC T/A Motolek	Supply, delivery & fitment of vehicle batteries	Only responsive bidder	R 209 535.00 (Incl. VAT)
08/2/14/09	24-Nov-2016	Viking Pony Africa Pumps (PTY) Ltd T/A Tricom Africa	Electrical and mechanical maintenance of water and sewer pump stations and treatment works in Witzenberg for a period of 24 months	Bidder scored the highest points	R 2 353 450.00 (Incl. VAT)

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 November 2016:

3.2.1.5 Paragraaf 8 (4): Kansellasie 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 November 2016:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/15	08-Nov-2016	Cutting and removing of pine trees at pine forest holiday resort	No acceptable bids were received
08/2/14/24	30-Nov-2016	Replacement of gallery flooring Ceres town hall	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 month by that official in terms of that subparagraph.*"

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 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
143199	01-Nov-2016	Jafta Vervoerdienste BK	Councillors Tour 2-3 Nov 2016	Only responsive quotation	R 7 000.00 (Non- VAT)	Chief Financial Officer
143207	01-Nov-2016	Autacs Signs	Supply and Brand marking of Traffic decals on traffic vehicles	Lowest responsive quotation	R 5 064.91 (Incl. VAT)	Chief Financial Officer
143225	02-Nov-2016	Environmental Leaders Academy	Waste Management Awareness for 20 Councillors	Lowest responsive quotation	R 24 750.00 (Incl. VAT)	Chief Financial Officer
143277	03-Nov-2016	Human Communications (Pty) Ltd	Advertisement of Bid 08/2/13/77	Only responsive quotation	R 6 587.38 (Incl. VAT)	Acting Chief Financial Officer
143378	09-Nov-2016	Ceres Spar (Ablaze Trading248)	Supply of daily Newspapers	Only responsive quotation	R 10 984.50 (Incl. VAT)	Chief Financial Officer
143448	11-Nov-2016	Human Communications (Pty) Ltd	Advertisement of Bid 08/2/14/29, 30, 31, 34,28, 33	Only responsive quotation	R 16 102.50 (Incl. VAT)	Chief Financial Officer
143548	17-Nov-2016	Forms Independent	Printing of Section 56 Traffics books	Lowest responsive quotation	R 3 964.35 (Incl. VAT)	Chief Financial Officer
143570	17-Nov-2016	Tjeka Training Matters	Plumbing Training (21-25 November 2016)	Lowest responsive quotation	R 23 826.00 (Incl. VAT)	Chief Financial Officer
143571	17-Nov-2016	Muller & Fortune Catering	Catering for Plumbing Training (21 – 25 November 2016)	Only responsive quotation	R 3 550.00 (Incl. VAT)	Chief Financial Officer
143594	18-Nov-2016	Academy of Construction Skills	Small Plant Operator Training	Lowest responsive quotation	R 22 800.00 (Incl. VAT)	Chief Financial Officer
143717	28-Nov-2016	Tulbagh Bosbou Kwekery	Supply and Delivery of Eugenia Trees	Only responsive quotation	R 22 315.50 (Incl. VAT)	Chief Financial Officer

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
143741	28-Nov-2016	Giovanni's Fisheries	Supply and Delivery of Goodie Bags for opening of Wolseley Sport grounds	Lowest responsive quotation	R 3 819.06 (Incl. VAT)	Chief Financial Officer

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 November 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 November 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/14/03	08-Nov-2016	TRF Sport	Supply and delivery of Protective clothing	Bidder scored the highest points	R 52 132.20 (incl. VAT)	Director: Community Services
08/2/14/14	24-Nov-2016	Roy Steele & Associates	Appointment of a service provider for the drafting of performance contracts	Bidder scored the highest points	R 85 526.22 (Incl. VAT)	Director: Corporate Services
08/2/14/19	22-Nov-2016	Earlnique Decorators	Supply, delivery and installation of new stage curtains, Witzenville hall Tulbagh	Only responsive bidder	R 81 708.99 (Incl. VAT)	Director: Community services
08/2/14/20	22-Nov-2016	S & R Trading	Supply and delivery of one new blower mower with grass bag frame	Only responsive bidder	R 50 353.80 (Incl. VAT)	Director: Community services
08/2/14/21	22-Nov-2016	S & R Trading	Supply and delivery of one new heavy duty 4 blade slasher	Only responsive bidder	R 36 366.00 (Incl. VAT)	Director: Community services

3.2.1.8 Appeals

The following appeals were lodged during November 2016.

3.2.1.8 Appèlle

Geen appèlle is gedurende November 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*

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 subparagrawe (1) (a) en (b) van hierdie beleid en rapporteer dit aan die volgende vergadering van die raad* *note to the annual financial statements.*

The following table contains the approved deviations by the Accounting Officer for the month of November 2016 which totals R 1 415 607.43:

en sluit as 'n nota tot die jaarlikse finansiële state."

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2016 wat beloop op die totaal van R 1 415 607.43:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
01-Nov-16	CPH/ Tallisman	Repair of Bomag Roller	Impractical	143201	3 739.70
01-Nov-16	Workshop Electronics	Annual calibration of equipment at testing station	Single supplier	143214	9 207.20
02-Nov-16	Eden Restaurant	Refreshments for Council on Tour through Witzenberg	Impractical	143230	4 350.00
02-Nov-16	du Plessis Auto	Repair of Starter switch for CT 6608	Impractical	143248	2 850.00
02-Nov-16	PC Berning	Service Grader: CT 2192	Impractical	143250	14 318.40
02-Nov-16	J Bezuidenhout Attorneys	Rendering of legal services: Transfer of rental stock	Impractical	143251	1 349.00
08-Nov-16	IMFO	IMFO conference fees for 3 delegates	Impractical	143337	21 810.00
09-Nov-16	Vox Electric	Emergency repair work at Ceres Sewer PS	Emergency	143363	3 143.18
09-Nov-16	Spectrum Communications	Witzenberg Telemetry PAH Reservoir	Impractical	143364	69 576.48
09-Nov-16	Witzenberg Herald	Publication of IDP and Budget Public Participation Time Schedule	Single supplier	143371	10 920.00
09-Nov-16	ATKV Goudini Spa	Council and Senior Management Strategic Working Session	Impractical	143374	52 605.00
09-Nov-16	Witzenberg Herald	Publish of notice: Mayoral Golf day	Impractical	143377	8 960.00
11-Nov-16	Landis & Gyr	Supply of electricity meters	Single supplier	143449	38 760.00
14-Nov-16	Eddie's sound & lighting	Live sound for IDP meetings	Impractical	143452	13 000.00
11-Nov-16	Transnet	Monthly Rental of testing facility: November 2016	Single supplier	143468	7 708.68
15-Nov-16	Bytes Universal Systems	Annual Universal Maintenance of financial System	Impractical	143482	926 132.69
15-Nov-16	Spilhaus Ceres	Material for emergency work	Emergency	143488	1 770.50
16-Nov-16	Thorp Ceres	Warranty service: 20000km - CT 9677	Impractical	143535	4 836.62

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
17-Nov-16	Witzenberg Herald	Publication of Power Outage Wolseley Area 17 November 2016	Single supplier	143566	2 184.00
28-Nov-16	Afrifell	Transport costs for building material to ODB	Impractical	143719	2 880.32
28-Nov-16	Worcester Nissan	Supply and fit new clutch kit CT 12553	Impractical	143720	9 628.04
28-Nov-16	Frans Davin Inc.	Legal Services: Erf 6262	Impractical	143742	6 703.60
29-Nov-16	Beka Schréder	Supply and deliver of light fittings	Single supplier	143747	161 093.40
30-Nov-16	Pitney Bowes	Providing of posting stamps for franking machine	Impractical	143784	9 600.00
30-Nov-16	Vox Electric	Emergency work: Pump station	Emergency	143785	28 480.62

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
Sept 2016	R417 293.88	R11 884 224.20	3.51%
October 2016	R 708 942.12	R12 531 602.29	5.66%
November 2016	R 1 415 607.43	R5 360 657.73	26.41%

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 Sept 2016	30 Oct 2016	30 Nov 2016
Value of inventory at hand	R4 856 005.71	R4 501 882.18	R4 396 810.43
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.50 times	1.77 times	1.85 times
Turnover rate excluding Chinese meters	1.52 times	1.80 times	1.88 times
Date of latest stores reconciliation	01.12.2016		
Date of last stock count	072.09.2016		
Date of next stock count	07.12.2016		

Expenditure

Uitgawes

3.2.3.1 Salaries section

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

3.2.3.1 Salaris afdeling

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

	Sept 2016	Oct 2016	Nov 2016
Salaries – Cost to company	R11,143,313	*R12,111,085*	R11,543,577
Provisions included with salaries	R2,233,910	*R1,049,864*	R367,694
Number of Employees and Councillors included in run	555	580	599
Number of Ward members receiving allowance	0	0	0
Balancing amount	R247 729.95	R255 639.05	R1 266 521.25

<u>Explanation:</u>
Limit was exceeded with November bonuses. Difference paid via salary account. Journal must be performed.

<u>Verduideliking:</u>
Limiet is oorskry met November bonusse. Verskil is deur salariskontrole rekening betaal. Joernaal moet gedoen word.

3.2.3.2 Creditors Section

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

3.2.3.2 Krediteure afdeling

'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
Sept 2016	10 020 252	19 317	0	0	0	0	0	0	R10 039 569
Oct 2016	1 330 286	130	0	0	0	0	0	0	R1 330 416
Nov 2016	1 032 581	42 607	0	0	0	0	0	0	R1 075 188

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

Name of creditor	Oct 2016 Amount	Nov 2016 Amount	Description	Reason
FRANS DAVIN		6 703	Erwe	DID NOT APPEAR ON STATEMENT
PIENAAR BROS		2 888	BOOTS WATER	DID NOT APPEAR ON STATEMENT
PLUMSTEAD ELECTRICAL			VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO VILLIERSDORP		699	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WALTONS STATIONERY		5 230	STAPLER, EYE LINE PAPER	DID NOT APPEAR ON STATEMENT
LESVOS FISHERIES	130		PARCELS	DID NOT APPEAR ON STATEMENT
AFRIFELL	1 511		CONCRETE STONE	DID NOT APPEAR ON STATEMENT
CERES SPAR	27		SERVIETTES	DID NOT APPEAR ON STATEMENT
GIOVANNIS FISHERIES	179		CHICKEN PLATTER	DID NOT APPEAR ON STATEMENT
GREENLINE ALUMINIUM	74		DOOR HINGE	DID NOT APPEAR ON STATEMENT
JC SERVICES	2 850		HIRING OF TIPPER TRUCKS	DID NOT APPEAR ON STATEMENT
LANDBOU ONDERDELE	475		WIPER	DID NOT APPEAR ON STATEMENT
AUTOZONE	2 812		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO KOOPERASIE	256		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VERMER BLINDS	9 300		MATRASS PROTECTORS	DID NOT APPEAR ON STATEMENT

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

	September 2016	October 2016	November 2016
Total value of creditors paid	R36,875,518	R18,440,476	R20,480,440
Date of creditor reconciliation	03/10/2016	04/10/2016	01/12/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	October 2016 Amounts Outstanding	November 2016 Amounts Outstanding	Description of goods/ services
JC SERVICES		32 874.00	VARIOUS GOODS DELIVERED

TRANSFORM KWT TRUST		33 110.00	TRANFORMER, JOINTS, EARTH LEAKAGES
LANDIS GYR		38 760.00	INDIGO POLYPHASE METERS
KARSTEN HARDWARE		38 936.00	VARIOUS GOODS DELIVERED
MPACT PLASTIC CONTAINERS		45 873.00	WHEELIE BIN 240L
GOUDINI SPA		52 605.00	COUNCIL AND SENIOR MANAGEMENT WORKSHOP
CT LAB		65 273.00	MONTHLY VECTO GRAPH
VILKO/VILLIERSDORP		80 388.00	VARIOUS GOODS DELIVERED
INCLEDON CAPE		92 388.00	VARIOUS GOODS DELIVERED
CHLORCAPE		105 016.00	CHLORINE GAS CYLINDERS
KAAP AGRI	37 900.00		VARIOUS GOODS DELIVERED
AUTOZONE HOLDINGS	41 090.00		VARIOUS GOODS DELIVERED
CONLOG	43 356.00		METRES
WCC CABLES AND ELECTRICAL	47 071.00		VARIOUS GOODS DELIVERED
VILKO/VILLIERSDORP	50 261.00		VARIOUS GOODS DELIVERED
CERES SPAR	63 645.00		VARIOUS GOODS DELIVERED
BEKA	66 872.00		LANTERNS
BYTES UNIVERSAL SYSTEMS	76 197.00		TARIFF IMPLEMENTATION AND TRAINING
CHLORCAPE	78 762.00		CHLORINE GAS CYLINDERS
AWV PROJECT MANAGEMENT	420 660.00		GREEN REFUSE BAGS

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:

Name of creditor	Oct 2016	Nov 2016	Description of goods/services
ASLA CONSTRUCTION		1 218 386.13	IMPLEMENTATION OF BULK SERVICE
BYTES UNIVERSAL SYSTEM		926 132.49	ANNUAL MAINTENANCE OF FINANCIAL SYSTEM
VENUS SECURITY		794 064.93	SECURITY SYSTEM
SANITECH		488 671.28	SUPPLY OF PORTABLE CHEMICAL TOILETS
AWV PROJECT MANAGEMENT		420 660.00	GREEN REFUSE BAGS HOUSEHOLD
GIBB		401 696.58	THE PROVISION OF ENGINEERING SERVICE
POWERREC		397 226.99	ELECTRIFICATION OF BELLA VISTA
ESKOM	12 787 999.98	12 130 161.99	ELEC
MASISEBENZE WATER SYSTEMS	1 349 359.29		SUPPLY INSTALLATION OF COMMISIONING OF HIGH PRESSURE
MARTIN & EAST	1 090 854.00		RESEALING OF EXISTING STREETS IN WITZENBERG AREA
AUDITOR GENERAL	759 287.25	1 056 621.30	EXTERNAL AUDIT FEES
INENZO WATER	628 205.02		CIVIL AND MECHANICAL REFURBISHMENTS
MPACT PLASTIC CONTAINERS	518 244.00		WHEELIE BINS
DELNIET CONSTRUCTION	346 608.84		HIRING OF DIGGER LOADERS
AURECON	280 464.04	419 734.58	PROVISION OF ENGINEERING SERVICE

Name of creditor	Oct 2016	Nov 2016	Description of goods/services
KOEKEDOUW BESPROEINGSRAAD	261 869.40		WATER BELASTING
MULTIPART PETROL	261 489.74		PETROL/DIESEL

3.2.3.3 Petty Cash: / 3.2.3.3 Kleinkas

Tipe Transaksie	Oct 2016		Nov 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 996.10	10.30%	R 2 245.00	22.60%
Refreshments and caterings	R 3 463.50	35.80%	R 3 952.65	39.79%
Rent (Halls etc.);	R 3 404.90	68.10%	R 1 756.00	35.12%
Refunds (Library book fees)	R 0.00	0.00%	R 167.95	1.69%
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 0.00	0.00%	R 0.00	0.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 608.60	6.13%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 1 810.60	18.71%	R 1 203.20	12.11%
GRAND TOTAL	R 9 675.10		R 9 933.40	

Petty cash: Cash at hand reconciliation / Kleinkas: Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Sept 2016	Oct 2016	Nov
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R7 321.05)	(R9 675.10)	(R9 933.40)
Replenishment during month	R2 945.35	R4 017.00	R3 894.80
Cash at hand before month-end replenishment	R624.30	(R658.10)	(R1 038.60)
Replenishment at month end	R4 375.70	R5 658.10	R6 038.60
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 Oct 2016		30 Nov 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R32,929,167	R24,425,830	R39,305,404	R30,544,805

Investments: / Beleggings:

Institution / Instansie	Sept 2016		Oct 2016		Nov 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R0		R15,000,000	17.65%	R0	
Investec Bank Ltd	R0		R25,000,000	29.41%	R25,000,000	35.71%
Nedbank Ltd	R0		R25,000,000	29.41%	R25,000,000	35.71&
Standard Bank of SA Ltd	R0		R20,000,000	23.53%	R20,000,000	28.57%
Total	R0		R85,000,000	100%	R70,000,000	100%

Investment Purpose Doel van Belegging	Sept 2016		Oct 2016		Nov 2016	
	R	% of available funds	R	% of availabl e funds	R	% of available funds
Unutilised government grants	R0		R33,719,845	39,67%	R22,280,976	31.83%
Capital Replacement Reserve (CRR)	R0		R9,653,485	11,36%	R7,952,713	11.36%
Provisions	R0		R41,626,670	48,97%	R39,766,311	56.81%
Total	R0		R85,000,000	100%	R70,000,000	

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:	Sept 2016	Oct 2016	Nov 2016
Balances	R16,913,345	R27,686,979	R23,660,500

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

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

Reconciliations Rekonsiliasies	Sept 2016	Oct 2016	Nov 2016
Primary bank account	04/10/2016	03/11/2016	06/12/2016
Investment reconciliation	04/10/2016	04/11/2016	02/12/2016
Long term Liabilities	04/10/2016	04/11/2016	01/12/2016
Grant Register	12/10/2016	04/11/2016	06/12/2016

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

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

	Oct 2016		Nov 2016	
Description / Beskrywing	Number of items	Amount	Number of items	Amount
Uncleared ACB	185	R14,319,085	133	R21,219,638
Outstanding cheques	16	R16,912	29	R30,464
Transactions not in cash book	1041	R4,257,085	1597	R8,104,761
Receipts not cleared on Bank statement	175	R1,556,568	435	R4,365,094
Outstanding journals	2	R19,007	2	R19,648

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Nov 2016			Nov 2016	Dec 2016
		R			R	R
DBSA	10,75% - 17,45%	R8,858,223	0	0	R8,858,223	R192,913
Nedbank	13.50%	R7,212,091	R508,671	R252,423	R6,703,420	0
Total		R16,070,315	R508,671	R252,423	R15,561,643	R192,913

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	Nov 2016	R0-00	01/12/2016
Traffic : Motor Registration	Nov 2016	R26,478-86	01/12/2016
Traffic : RTMC Fees	Nov 2016	R26,306-25	01/12/2016
Direct Deposit	Nov 2016	R398,852-07	01/12/2016
Traffic : AARTO	Nov 2016	R0-00	01/12/2016
Traffic : Drivers Licence	Nov 2016	R9,887-60	01/12/2016
Traffic : Roadworthy	Nov 2016	R8,559-86	01/12/2016
Faulty Direct Deposits	Nov 2016	R10,443-75	01/12/2016
Traffic : Nu-Traffic	Nov 2016	R151,806-58	01/12/2016
VAT	Nov 2016	R369,135.87	01/12/2016

3.3.4 INSURANCE

<u>Month of Reporting</u>: Nov 2016

Insurance report - ANNEXURE O

3.3.5 VERSEKERING

<u>Maandverslag</u>: Nov 2016

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

<u>Month of Reporting</u>: Nov 2016

Assets Report – ANNEXURE N

3.3.6 BATES

<u>Maandverslag</u>: Nov 2016

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 Nov 2016 / Artikel 66 vir Nov 2016
- Annexure H - Sect 11 for Nov 2016 / Artikel 11 vir Nov 2016
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- ~~Annexure J~~ - No MSIG Received ~~Municipal Systems Improvement Grant~~
- 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 Kritzinger
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTE

WITZENBERG MUNICIPALITY										
INVESTMENT REGISTER										
Institution	Account number	Investment Purpose	Investment Type	Balance as at 01 November 2016	Movements for the month of November: Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	Balance as at 30 November 2016
				R	R	R	R	R	R	R
				85 000 000.00	15 095 293.15	0.00	95 293.15	0.00	0.00	70 000 000.00
Nedbank Ltd	03/7881032766/43	Unutilised receipts	Fixed deposit - 3 months	25 000 000.00						25 000 000.00
ABSA Bank Ltd	2076416592	Unutilised receipts	Fixed deposit - 1 months	15 000 000.00	15 095 293.15		95 293.15			0.00
Standard Bank of SA Ltd	088779831-027	Unutilised receipts	Fixed deposit - 1 months	20 000 000.00						20 000 000.00
Investec Bank Ltd	1100-198879-450	Unutilised receipts	Fixed deposit - 2 months	25 000 000.00						25 000 000.00

A

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
Save File as : Muncde_AC_ccyy_Mnn.XLS (e.g.: GT411_AC_2003_M07)
Change Year End (ccyy) to Financial Year End (e.g.: 2003 for year 2002/2003)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M07)
Change Muncde to your own municipal code (e.g.: GT411)
If (and only if) Creditors per function not available, list top 10 creditors by name

Year End	Month End	Mun	Item	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 -
2017	M05	WC022	0100	Bulk Electricity	0	0	0	0	0	0	0	0	0
			0200	Bulk Water	0	0	0	0	0	0	0	0	0
			0300	PAYE deductions	0	0	0	0	0	0	0	0	0
			0400	VAT (output less input)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	1 032 560	42 610	0	0	0	0	0	21 660	1 096 831
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	1 032 560	42 610	0	0	0	0	0	21 660	1 096 831
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			TP02	Top 2 Creditor	0	0	0	0	0	0	0	0	0
			TP03	Top 3 Creditor	0	0	0	0	0	0	0	0	0
			TP04	Top 4 Creditor	0	0	0	0	0	0	0	0	0
			TP05	Top 5 Creditor	0	0	0	0	0	0	0	0	0
			TP06	Top 6 Creditor	0	0	0	0	0	0	0	0	0
			TP07	Top 7 Creditor	0	0	0	0	0	0	0	0	0
			TP08	Top 8 Creditor	0	0	0	0	0	0	0	0	0
			TP09	Top 9 Creditor	0	0	0	0	0	0	0	0	0
			TP10	Top 10 Creditor	0	0	0	0	0	0	0	0	0
			TOT	Total	0	0	0	0	0	0	0	0	0

B

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
Save File as : Muncde_AD_ccyy_Mnn.XLS (e.g.: GT411_AD_2005_M10)
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Item	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 -	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts I.t.o Council Policy
2017	M05	WC022	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	3 976 887	885 869	788 358	943 113	928 516	1 005 131	5 907 640	33 161 803	47 378 416	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	11 381 914	497 794	314 620	259 742	231 937	238 983	1 432 527	3 493 186	17 850 702	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	3 151 621	107 549	2 757 794	99 991	234 250	149 349	782 185	12 983 472	20 236 182	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	2 322 727	529 795	496 796	535 584	431 778	432 882	2 349 430	15 125 037	22 223 826	0	0
			1600	Receivables from Exchange Transactions - Waste Management	2 352 480	494 920	461 203	455 909	511 857	477 198	2 758 594	18 411 789	25 923 948	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	45 881	18 069	17 618	18 940	18 737	18 539	92 833	840 065	1 084 882	0	0
			1810	Interest on Arrear Debtor Accounts	67 136	39 815	104 417	81 968	112 410	118 110	1 046 441	23 618 914	25 187 212	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
			1900	Other	-2 185 922	27 583	28 256	23 457	28 650	30 095	202 470	985 147	-882 265	0	0
			2000	Total By Income Source	21 112 725	2 381 375	4 967 060	2 418 704	2 494 132	2 468 064	14 542 089	108 597 514	158 979 682	0	0
			2100	Debtors Age Analysis By Customer Group											
			2200	Organs of State	640 489	275 926	466 902	66 011	37 277	66 582	383 091	2 295 217	4 231 495	0	0
			2300	Commercial	10 335 792	314 630	1 271 490	277 318	271 542	268 521	1 633 179	9 278 081	23 650 564	0	0
			2400	Households	9 073 383	1 628 234	2 488 594	1 902 864	1 999 722	1 954 556	11 553 634	92 033 729	122 634 717	0	0
			2500	Other	1 063 061	162 584	740 075	170 511	185 890	178 425	972 185	4 990 476	8 462 907	0	0
			2600	Total By Customer Group	21 112 725	2 381 376	4 967 060	2 418 704	2 494 132	2 468 064	14 542 089	108 597 514	158 979 682	0	0

Notes:

Property Rental Debtors: Including housing and land sale debtors
Total By Income Source = Total by Customer Group
The total debtors amount must balance the total amount reflected for debtors on the BSAC return.
Bad Debts=Bad Debts written off during the month
Impairment - Bad Debts I.t.o Council Policy :
The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
The impairment amount that is entered in this block should be the agregated amount as per the calculation formula in the municipality
If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

C

CFA : CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)
Save File as : Muncde_CFA_ccyy_Mnn.XLS (e.g.: GT411_CFA_2005_M10)
Change Muncde to your own municipal code (e.g.: GT411) and Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Item	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2017	M03	WC022	3000	Cash Receipts by Source												
			3010	Property rates	3 828 271	472 419	14 212 428	5 244 692	3 319 122							
			3020	Property rates - penalties & collection charges	19 218	0	0	0	0							
			3030	Service charges - electricity revenue	15 813 307	3 663 922	15 298 075	13 829 604	14 484 813							
			3040	Service charges - water revenue	2 852 135	216 698	1 922 724	2 347 523	2 321 189							
			3050	Service charges - sanitation revenue	1 596 232	181 073	2 026 099	1 845 015	1 752 727							
			3060	Service charges - refuse revenue	1 715 265	177 722	1 862 877	1 766 340	1 813 026							
			3070	Service charges - other	-477 186	33 497 882	5 524 263	3 500 434	4 354 396							
			3080	Rental of facilities and equipment	437 511	757 615	304 222	1 416 769	848 451							
			3090	Interest earned - external investments	285 189	672 865	677 733	644 257	584 196							
			3100	Interest earned - outstanding debtors	695 217	0	0	0	0							
			3110	Dividends received	0	0	0	0	0							
			3120	Fines	100 942	108 981	190 940	248 885	318 376							
			3130	Licences and permits	55 414	17 640	12 179	4 132	5 961							
			3140	Agency services	258 107	398 439	365 263	282 364	436 591							
			3150	Transfer receipts - operational	24 889 000	334 000	4 181 362	0	3 259 000							
			3160	Other revenue	954 282	4 943 994	2 383 067	2 929 607	2 820 016							
			3170	Cash Receipts by Source	53 022 904	45 443 250	48 961 232	34 059 622	36 317 864	0	0	0	0	0	0	0
			3180	Other Cash Flows/Receipts by Source												
			3190	Transfer receipts - capital	0	6 968 000	189 048	6 851 000	0							
			3200	Contributions recognised - capital & Contributed	0	0	0	0	0							
			3210	Proceeds on disposal of PPE	0	0	0	0	0							
			3220	Short term loans	0	0	0	0	0							
			3230	Borrowing long term/refinancing	0	0	0	0	0							
			3240	Increase (decrease) in consumer deposits	77 744	47 944	52 759	43 397	52 011							
			3250	Decrease (Increase) in non-current debtors	0	0	0	0	0							
			3260	Decrease (increase) other non-current	0	0	0	0	0							
			3270	Decrease (increase) in non-current investments	0	0	0	0	0							
			3280	Total Cash Receipts by Source	53 100 648	52 459 194	49 203 039	40 954 019	36 369 875	0	0	0	0	0	0	0
			4000	Cash Payments by Type												
			4010	Employee related costs	9 716 820	9 922 197	9 950 013	9 982 827	10 308 288							
			4020	Remuneration of councillors	773 615	670 111	712 667	715 245	721 245							
			4030	Collection costs	73 465	62 687	58 000	64 880	58 000							
			4040	Interest paid	0	0	620 487	0	0							
			4050	Bulk purchases - Electricity	0	19 426 402	18 529 246	11 217 544	10 640 493							
			4060	Bulk purchases - Water & Sewer	0	0	0	0	0							
			4070	Other materials	0	0	0	0	0							
			4080	Contracted services	1 093 643	410 299	1 706 287	1 016 364	2 679 202							
			4090	Grants and subsidies paid - other municipalities	10 000	189 387	89 677	185 930	37 668							
			4100	Grants and subsidies paid - other	0	0	0	0	0							
			4110	General expenses	8 880 539	5 949 475	5 209 141	5 955 758	6 258 555							
			4120	Cash Payments by Type	20 548 082	36 630 558	36 875 518	29 138 548	30 701 451	0	0	0	0	0	0	0
			4130	Other Cash Flows/Payments by Type												
			4140	Capital assets	5 721 741	3 132 337	3 598 517	619 669	808 522							
			4150	Repayment of borrowing	0	0	4 171 491	0	0							
			4160	Other Cash Flows/Payments	28 256 432	2 996 100	5 682 854	90 946 864	-2 610 408							
			4170	Total Cash Payments by Type	54 526 255	42 758 995	50 328 380	120 705 081	28 899 565	0	0	0	0	0	0	0
			4180	Net Increase/(Decrease) in Cash Held	-1 425 607	9 700 199	-1 125 341	-79 751 062	7 470 310	0	0	0	0	0	0	0
			4190	Cash/cash equivalents at the month/year begin:	97 039 728	95 614 121	105 314 320	104 188 979	24 437 917	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227
			4200	Cash/cash equivalents at the month/year end:	95 614 121	105 314 320	104 188 979	24 437 917	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227	31 908 227

OSA : STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signing Convention: +1 or -1, Check Totals) -1
Save File as : Muncde_OSA_ccyy_Mnn.XLS (e.g.: GT411_OSA_2005_M10)
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
All functions are listed below
If function is a Municipal Entity change Mun/Ent to Y next to function description column
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Function	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month M05	Actual Month M05	
			9999	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0	99990100
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	3 093 566	99990200
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	124 394	99990300
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	18 579 959	99990400
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	891 405	99990700
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	584 196	99990800
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	737 768	99991000
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0	99991100
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	318 376	99991300
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	7 373	99991400
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	436 591	99991500
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	5 537 812	99991600
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	3 098 962	99991610
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	325 638	99991700
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0	99991800
				TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	0	33 736 040	99991900
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	-179 920	99992000
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	33 556 120	99992100
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS – (must net out with corresp. items under	0	0	99992200
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0	99992300
				TOTAL FOR ALL FUNCTIONS		2500	Internal Recoveries (Activity Based Costing Etc)	0	1 362 599	99992500
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From Municipal Entities)	0	0	99992600
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	1 362 599	99992700
				TOTAL FOR ALL FUNCTIONS		2800	Total Operating Revenue	0	34 918 719	99992800
				TOTAL FOR ALL FUNCTIONS		2900	OPERATING EXPENDITURE	0	0	99992900
				TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Wages & Salaries	-25 950	-8 538 331	99993000
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	-2 284 001	99993100
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	0	99993200
				TOTAL FOR ALL FUNCTIONS		3300	Less Employee Costs Allocated To Other Operating Items	0	0	99993300
				TOTAL FOR ALL FUNCTIONS		3400	Remuneration Of Councillors	0	-721 246	99993400
				TOTAL FOR ALL FUNCTIONS		3500	Debt Impairment	0	109 219	99993500
				TOTAL FOR ALL FUNCTIONS		3600	Collection Costs	-533 120	-68 000	99993600
				TOTAL FOR ALL FUNCTIONS		3700	Depreciation and Asset Impairment	0	-1 692 164	99993700
				TOTAL FOR ALL FUNCTIONS		3900	Interest Expense - External Borrowings	0	-684 833	99993900
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Gamap To Remove)	0	0	99994000
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	0	-10 840 493	99994100
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	0	0	99994110
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-1 855 648	-2 843 003	99994200
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-4 000	-2 000	99994300
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-7 765 339	-5 326 128	99994400
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	0	0	99994500
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/(From) Provisions	0	0	99994550
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-10 184 056	-32 679 978	99994600
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0	99994700
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0	99994800
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	-1 361 919	99995000
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	0	99995010
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-1 361 919	99995100
				TOTAL FOR ALL FUNCTIONS		5200	Total Operating Expenditure	-10 184 056	-34 041 897	99995200
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	0	0	99995300
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-10 184 056	876 822	99995400
				TOTAL FOR ALL FUNCTIONS		5500	Taxation	0	0	99995500
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-10 184 056	876 822	99995600
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0	99995800
				TOTAL FOR ALL FUNCTIONS		6600	Plus Interests in Entities Not Wholly Owned	0	0	99996600
				TOTAL FOR ALL FUNCTIONS		5900	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-10 184 056	876 822	99995900

E

CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
Save File as : Muncde_CAA_ccyy_Mnn.XLS (e.g.: GT411_CAA_2005_M10)
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
All functions are listed below
If function is a Municipal Entity change Mun/Ent to Y next to function description column
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Actual Month M05

Year End	Month End	Mun	Function	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total	
			9999	TOTAL FOR ALL FUNCTIONS		0100	INFRASTRUCTURE	0	0	0	0	0	99990100
				TOTAL FOR ALL FUNCTIONS		0300	Roads, Pavements, Bridges & Storm Water	0	0	35 203	0	35 203	99990300
				TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Reticulation	0	684 012	0	0	684 012	99990400
				TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0	99990500
				TOTAL FOR ALL FUNCTIONS		0600	Electricity Reticulation	0	393 288	0	0	393 288	99990600
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Reticulation	0	268 983	0	0	268 983	99990700
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0	99990800
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	52 395	0	0	52 395	99990900
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0	99991000
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	696 936	0	0	696 936	99991100
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0	99991200
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	2 095 614	35 203	0	2 130 817	99991300
				TOTAL FOR ALL FUNCTIONS		1400	COMMUNITY	0	0	0	0	0	99991400
				TOTAL FOR ALL FUNCTIONS		1500	Establishment of Parks & Gardens	0	0	0	0	0	99991500
				TOTAL FOR ALL FUNCTIONS		1600	Sportsfields	0	0	30 190	0	30 190	99991600
				TOTAL FOR ALL FUNCTIONS		1700	Community Halls	0	0	0	0	0	99991700
				TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	0	0	0	0	99991800
				TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	0	0	0	0	99991900
				TOTAL FOR ALL FUNCTIONS		2000	Clinics	0	0	0	0	0	99992000
				TOTAL FOR ALL FUNCTIONS		2100	Museums & Art Galleries	0	0	0	0	0	99992100
				TOTAL FOR ALL FUNCTIONS		2200	Other	0	0	0	0	0	99992200
				TOTAL FOR ALL FUNCTIONS		2300	Sub-total Community	0	0	30 190	0	30 190	99992300
				TOTAL FOR ALL FUNCTIONS		2310	HERITAGE ASSETS	0	0	0	0	0	99992310
				TOTAL FOR ALL FUNCTIONS		2311	Heritage Assets	0	0	0	0	0	99992311
				TOTAL FOR ALL FUNCTIONS		2312	Sub-total Heritage Assets	0	0	0	0	0	99992312
				TOTAL FOR ALL FUNCTIONS		2320	INVESTMENT PROPERTIES	0	0	0	0	0	99992320
				TOTAL FOR ALL FUNCTIONS		2321	Investment Properties	0	0	0	0	0	99992321
				TOTAL FOR ALL FUNCTIONS		2322	Sub-total Investment Properties	0	0	0	0	0	99992322
				TOTAL FOR ALL FUNCTIONS		2400	OTHER ASSETS	0	0	0	0	0	99992400
				TOTAL FOR ALL FUNCTIONS		2500	Other motor vehicles	0	0	0	0	0	99992500
				TOTAL FOR ALL FUNCTIONS		2600	Plant & equipment	0	0	0	0	0	99992600
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	2 414	0	0	2 414	99992700
				TOTAL FOR ALL FUNCTIONS		2800	Abattoirs	0	0	0	0	0	99992800
				TOTAL FOR ALL FUNCTIONS		2900	Markets	0	0	0	0	0	99992900
				TOTAL FOR ALL FUNCTIONS		3000	Airports	0	0	0	0	0	99993000
				TOTAL FOR ALL FUNCTIONS		3100	Security Measures	0	0	0	0	0	99993100
				TOTAL FOR ALL FUNCTIONS		3110	Civic Land and Buildings	0	46 766	0	0	46 766	99993110
				TOTAL FOR ALL FUNCTIONS		3120	Other Land and Buildings	0	36 540	0	0	36 540	99993120
				TOTAL FOR ALL FUNCTIONS		3200	Other	0	0	0	0	0	99993200
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	85 720	0	0	85 720	99993300
				TOTAL FOR ALL FUNCTIONS		3400	SPECIALISED VEHICLES	0	0	0	0	0	99993400
				TOTAL FOR ALL FUNCTIONS		3500	Refuse	0	0	0	0	0	99993500
				TOTAL FOR ALL FUNCTIONS		3600	Fire	0	0	0	0	0	99993600
				TOTAL FOR ALL FUNCTIONS		3700	Conservancy	0	0	0	0	0	99993700
				TOTAL FOR ALL FUNCTIONS		3800	Ambulances	0	0	0	0	0	99993800
				TOTAL FOR ALL FUNCTIONS		3900	Buses	0	0	0	0	0	99993900
				TOTAL FOR ALL FUNCTIONS		4000	Sub-total Specialised Vehicles	0	0	0	0	0	99994000
				TOTAL FOR ALL FUNCTIONS		4010	AGRICULTURAL ASSETS	0	0	0	0	0	99994010
				TOTAL FOR ALL FUNCTIONS		4011	Agricultural Assets	0	0	0	0	0	99994011
				TOTAL FOR ALL FUNCTIONS		4012	Sub-total Agricultural Assets	0	0	0	0	0	99994012
				TOTAL FOR ALL FUNCTIONS		4020	BIOLOGICAL ASSETS	0	0	0	0	0	99994020
				TOTAL FOR ALL FUNCTIONS		4021	Biological Assets	0	0	0	0	0	99994021
				TOTAL FOR ALL FUNCTIONS		4022	Sub-total Biological Assets	0	0	0	0	0	99994022
				TOTAL FOR ALL FUNCTIONS		4030	INTANGIBLES	0	0	0	0	0	99994030
				TOTAL FOR ALL FUNCTIONS		4031	Intangibles	0	0	0	0	0	99994031
				TOTAL FOR ALL FUNCTIONS		4032	Sub-total Intangibles	0	0	0	0	0	99994032
				TOTAL FOR ALL FUNCTIONS		4100	TOTAL	0	2 181 334	65 393	0	2 246 727	99994100
				TOTAL FOR ALL FUNCTIONS		4200	SOURCE OF FINANCE	0	0	0	0	0	99994200
				TOTAL FOR ALL FUNCTIONS		4300	External Loans	0	0	0	0	0	99994300
				TOTAL FOR ALL FUNCTIONS		4400	Asset Financing Reserve	0	461 898	65 393	0	527 291	99994400
				TOTAL FOR ALL FUNCTIONS		4500	Surplus Cash	0	0	0	0	0	99994500
				TOTAL FOR ALL FUNCTIONS		4600	Public contributions/ donations	0	0	0	0	0	99994600
				TOTAL FOR ALL FUNCTIONS		4700	National Government Transfers and Grants	0	1 022 500	0	0	1 022 500	99994700
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	696 936	0	0	696 936	99994701
				TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	0	0	0	0	99994702
				TOTAL FOR ALL FUNCTIONS		4703	Other Transfers and Grants	0	0	0	0	0	99994703
				TOTAL FOR ALL FUNCTIONS		4800	Leases	0	0	0	0	0	99994800
				TOTAL FOR ALL FUNCTIONS		5000	Other	0	0	0	0	0	99995000
				TOTAL FOR ALL FUNCTIONS		5100	TOTAL FINANCING	0	2 181 334	65 393	0	2 246 727	99995100

F

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - November 2016

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2016/2017	Amended Budget 2016/2017	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	93 274 153	93 274 153	35 604 890	38.17%
66(b)	Contributions to pension funds and medical aid	21 391 315	21 391 315	7 912 334	36.99%
66(c)	Travel, accomodation and subsistence	5 838 706	5 838 706	2 110 722	36.15%
66(d)	Housing benefits and allowances	5 334 334	5 244 334	573 875	10.94%
66(e)	Overtime	7 338 291	7 338 291	3 575 301	48.72%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	10 488 080	10 504 080	6 126 469	58.32%
	Sub - Total (Staff Benefits)	**R 143 664 879**	**R 143 590 879**	**R 55 903 592**	**38.93%**
Councillor Benefits		0			
MAY	Mayor	828 861	828 861	315 975	38.12%
DM	Deputy Mayor	611 755	611 755	233 946	38.24%
SP	Speaker	612 012	612 012	234 045	38.24%
MCM	Mayoral Committee members	2 241 908	2 241 908	868 300	38.73%
CLLR	Other Councillors	4 150 361	4 150 361	1 555 974	37.49%
MED	Medical aid contributions	44 740	44 740	20 153	45.05%
PEN	Pension fund contributions	975 395	975 395	308 990	31.68%
WARD	Ward Committee Alllowance	0	0	0	#DIV/0!
	Sub - Total (Councillors' Benefits)	**9 465 032**	**R 9 465 032.00**	**R 3 537 382.71**	**37.37%**
Total Councillor and Staff Benefits		**R 153 129 911**	**R 153 055 911**	**R 59 440 975**	**38.84%**

9

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending September 2016 (September 2016)
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2016	Income transactions November 2016	Expenditure transactions October 2016	Expenditure transactions November 2016	Income YTD transactions Quarter 1	Expenditure YTD transactions Quarter 1
		R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)					-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)					-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)					-	-
11(1) (e) (i)	Money collected on behalf of organ of state:					-	-
	- VAT	3 269 769	3 141 766	3 863 794	2 579 953	10 699 584	10 350 625
	- Agency fees, for example motor registration, drivers licence, etc.	1 234 036	2 148 357	4 886 639	6 638 363	4 305 602	13 927 034
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state					-	-
11(1) (f)	Refund of money incorrectly paid into bank account	1 252	332 458	500	331 300	35 666	34 582
11(1) (g)	Refund of guarantees, sureties & security deposits	311 293	283 088	110 776	119 333	454 435	327 261
		4 816 350	**5 905 670**	**8 861 708**	**9 668 949**	**15 495 287**	**24 639 502**

MFMA Section	Item Description	Transactions October 2016	Transactions November 2016	YTD Transactions Quarter 1
11(1) (h)	Cash management and investment purposes:			
	- Realised	-	-15 000 000	-15 000 000
	- Made	85 000 000		85 000 000
	- Nett movement	**85 000 000**	**70 000 000**	**70 000 000**

I

Finance Management Grant
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg	Financial Year	2016/17
		Month End	M05 Nov

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	
Received This Month	1 475 000
Total FMG Funds Received	1 475 000
Spent Prior Periods (Since Inception) - See Last Months Form	108 908
Spent This Month	187 728
Total FMG Funds Spent	296 636
Total FMG funds Received and Not Spent	1 178 364
Percentage of Funds Spent	20.11%
Funds Currently Committed but Not Spent	

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)
Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

09-12-2016

K

MIG

Municipal Infrastructure Grant (MIG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

MUN	Municipality	WC022 Witzenberg		Financial Year	2015/16
ME				Month End	M05 Nov

0100	**Financial Accounting for Grant Funds Received and Expended**	
		Rand
0200	Received Prior Periods (Since Inception) - See Last Months Form	7 666 323
0300	Received This Month	0
0400	Total MIG Funds Received	7 666 323
0500	Spent Prior Periods (Since Inception) - See Last Months Form	5 918 162
0600	Spent This Month	808 439
0700	Total MIG Funds Spent	6 726 600
0800	Total MIG funds Received and Not Spent	939 723
0900	Percentage of Funds Spent	87.74%
1000	Funds Currently Committed but Not Spent	0
1100	Scheduled Transfers Withheld	

Conditions:

-Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.

-Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.

-Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.

-Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, H J Kritzinger , The ~~Accounting Officer or~~ Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed

Dated 12/12/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

09-12-2016

09/12/2016

INEG

Integrated National Electrification Programme Grant (INEG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

MUNICIPALITY Municipality	WC022 Witzenberg	Financial Year	2016/17
ME		Month End	M05 Nov

		Rand
0100	Financial Accounting for Grant Funds Received and Expended	
0200	Received Prior Periods (Since Inception) - See Last Months Form	409 092
0300	Received This Month	0
0400	Total INEG Funds Received	409 092
0500	Spent Prior Periods (Since Inception) - See Last Months Form	351 079
0600	Spent This Month	379 324
0700	Total INEG Funds Spent	730 403
0800	Total INEG funds Received and Not Spent	-321 311
0900	Percentage of Funds Spent	178.54%
1000	Funds Currently Committed but Not Spent	0
1100	Scheduled Transfers Withheld	

(Print Name Below)

I, H J Kitzinger , The ~~Accounting Officer or~~ Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed

Dated 12/12/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2009_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

09-12-2016

09/12/2016

M

50 HIGHEST ACCOUNTS - ANNEXURE M

Account number	Future/ Dec-16	Nov-16	Oct-16	Sep-16	Aug-16	Older than Aug-16	Total
91973000018	2014.17	1218.89	1228.34	1222.64	1239.61	56480.9	63404.55
75014850017	0	1522.47	1723.24	1540.52	2073.03	56559.64	63418.9
12245400198	0	63437.13	0	0	0	0	63437.13
20750359000	0	0	0	0	0	63600.67	63600.67
20440002338	0	1390.53	1390.53	1403.86	1417.19	58073.31	63675.42
10000671779	0	0	0	0	0	63913.72	63913.72
75013130017	0	504.95	486.64	1650.59	1465.5	59904.19	64011.87
10000675742	0	0	0	0	0	64182.81	64182.81
89574800007	0	708.71	805.35	743.74	795.63	61206.51	64259.94
18036412009	0	64309.99	0.02	0	0	0	64310.01
75013910015	0	475.13	479.13	536.2	434.31	62393.79	64318.56
10000704745	0	25	0	0	0	64368.98	64393.98
75011300018	0	1064.12	1073.07	930.41	1167.42	60203.39	64438.41
89577700009	846.92	774.24	712.85	938.41	892.43	60329.79	64494.64
60008030009	0	1427.16	1684.59	1172.02	1167.89	59272.23	64723.89
75005490000	48527.05	1432.13	1444.42	1445.25	1446.05	10662.65	64957.55
85526500023	0	601.7	546.64	566.4	609.33	62708.03	65032.1
17372100009	0	65112.38	0	0	0	0	65112.38
90722600000	0	1466.72	1629.42	1354.94	1824.77	58842.84	65118.69
75014020014	0	389.22	384.99	350.31	475.51	63685.72	65285.75
25495600003	0	0	0	0	0	65455.09	65455.09
70202356006	0	594.42	614.46	574.1	639.99	63251.36	65674.33
75006330105	0	286.08	296	277.52	300.94	64521.75	65682.29
77044700005	0	697.88	816.53	777.84	784.27	62654.54	65731.06
75014170016	0	448.87	535.35	554.99	712.45	63550.35	65802.01
86514200981	0	519.93	872.39	614.37	665.36	63617.58	66289.63
84571800003	4550.43	501.6	505.74	509.88	514.02	59739.26	66320.93
77026000000	0	581.88	640.57	529.05	596.28	64096.09	66443.87
75006240028	0	323.35	326.07	280.41	282.73	65245.67	66458.23
77027900020	26620.9	1787.33	1824.52	1615.87	1759.17	32875	66482.79
90721000005	33841.94	1240.04	1256.45	1235.09	1282.01	27749.97	66605.5
85535500014	15159.71	1422.03	1432.5	1417.7	1438.91	46375.49	67246.34
75006200015	0	584.3	709.51	480.43	522.61	64986.74	67283.59
91745300052	2274.48	1013.72	1375.3	946.77	939.03	60764.98	67314.28
86533404751	0	932.18	1052.83	1198.11	749.45	63465.73	67398.3
75005620018	0	493.33	494.61	495.83	511.63	65434.82	67430.22
89583900105	0	39.47	24.77	17.38	40.46	67400.52	67522.6
77022700007	30356.04	1702.45	1843.98	1589.51	3177.97	28853.3	67523.25
10000659731	0	0	0	0	0	67595.85	67595.85
26301800028	0	440.7	513.17	451.01	537.01	65726.56	67668.45
10000659724	0	0	0	0	0	67738.39	67738.39
89598800063	538.2	712.04	680.44	670.97	737.67	64456.5	67795.82
86514205955	6190.75	882.31	889.46	896.61	903.76	58272.12	68035.01
75006320010	0	368.09	438.85	412.19	484.41	66501.1	68204.64
10000659717	0	0	0	0	0	68253.84	68253.84
17101200053	0	29019.4	30650.3	8849.7	0	0	68519.4
86514203458	0	38	38.36	38.72	39.08	68723.86	68878.02
89580800006	0	452.76	471.61	445.23	471.83	67074.48	68915.91
20190383268	0	68933.33	0	0	0	0	68933.33
91744000058	0	917.27	1534	1448.29	1483.21	63865.55	69248.32
10000670606	0	0	0	0	0	69491.57	69491.57
10000659690	0	0	0	0	0	69597.12	69597.12

N

Property Plant & Equipment

The Standard of GRAP 17 on Property, Plant and Equipment prescribe the accounting treatment for property, plant and equipment so that the users of financial statements can discern information about the municipality's investment in its property, plant and equipment and the changes in such investment. The principal issues in accounting for property, plant and equipment are the recognition of the assets, the determination of their carrying amounts and the depreciation charges and impairment losses to be recognised in relation to them

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2014	78 203 971	93 531 579	441 287 111	68 742 648	995 478	30 219 468	712 980 256
Cost	78 203 971	101 768 030	552 355 130	74 148 394	1 867 230	57 846 635	866 189 389
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 236 451)	(111 048 218)	(5 405 746)	(871 751)	(27 075 309)	(152 637 475)
Acquisitions	-	-	1 910 998	132 202	-	120 085	2 163 285
Capital under Construction	-	63 812	8 065 493	50 816	-	-	8 180 122
Transfers from/(to) Non-current Assets Held for Sale - Note							
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note							
Impairments			-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Reversals	-	-	-	-	-	-	
Depreciation	-	(464 898)	(5 162 972)	(724 395)	(164 298)	(1 924 426)	(8 440 990)
Normal Depreciation	-	(464 898)	(5 162 972)	(724 395)	(164 298)	(1 924 426)	(8 440 990)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals							
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at	78 203 971	93 130 493	446 100 630	68 201 271	831 179	28 415 128	714 882 672
Cost	78 203 971	101 831 842	562 331 621	74 331 412	1 867 230	57 966 721	876 532 796
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 701 349)	(116 211 190)	(6 130 141)	(1 036 050)	(28 999 734)	(161 078 465)

N

Intangible Assets

Computer Software	2017 R
Net Carrying amount at 1 July	**2 645 646**
Cost	4 483 998
Accumulated Amortisation	(1 838 352)
Accumulated Impairment	
Additions	-
Amortisation for Year	(72 616)
Impairments	
Disposals	
Net Carrying amount at 30 June	**2 573 030**
Cost	4 483 998
Accumulated Amortisation	(1 910 968)
Accumulated Impairment	-

N

Investment Property

	2017 R
Net Carrying amount at 1 July	**48 517 227**
Cost	50 899 404
Under Construction	-
Accumulated Depreciation	(2 382 177)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	(132 111)
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 June	**48 385 116**
Cost	50 899 404
Accumulated Depreciation	(2 514 288)
Accumulated Impairment	-

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INSURANCE REPORT: November 2016

Monthly Premium	R 120 567
Insurance Receipts	R 48 168
Insurance Expenses	R 11 693
Items placed under insurance	R 0

Claims movement for the month

Total claims open at the beginning of the month	70
New claims for the month	3
Claims closed during the month	3
Total claims open at the end of the month	70

Old Aon claims outstanding

	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station **Date Reported**: 2009/10/28. **Reason**: Letter of rejection of claim issued / claim re-opened- New Summons Received. Meeting held with Attorneys. Awaiting further response. Still sub-judicative. Await a trial date from the plaintiff.	1 210 000.00
Claim: 378- Incident at Dennebos **Date Reported**: 2009/07/28 **Reason**: Letter of rejection of claim issued / claim re-opened bear 29/11/2015: Judgement: The municipality is ordered to pay the costs of this application on an attorney and own client scale (punitive scale). The action is set to commence in February, next year. 24/11/2016: The municipality has been ordered by the High Court to pay an amount of R780 000	1 427 600.00
Claim: 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) **Date Reported**: 2012/01/17 **Reason:** Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Claim is still Sub Judice	356 440.84
Claim: 583-Gunter C Mrs (Fell on pavement after stepping into hole. **Date Reported**: 2012/01/23 **Reason**: Additional Information submitted from third party lawyers. Legal proceedings are in progress. Lion of Africa attorney served a notice of intention to defend on 4 August 2014. Attorney withdrew. Awaiting correspondence from AON regarding the appointment of new attorney Date: 22/10/2015: Internal Legal department are currently in consultation with new attorneys	585 765.80

Current progress on claims

	Total
Additional Information Submitted to Insurance	10
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	10
Order Made out and given through to supplier	6
Request for Quotations Submitted	3
Requested Department to obtain Quotation	4
Insurer Requires Additional Info2	6
Additional Information Requested from relevant department	10
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	2
Quotations submitted for Order	1
Quotations submitted to Insurer, Awaiting Approval	6
Agreement of Loss signed and sent to Insurer	2
Agreement of Loss signed and submitted to Insurer	3
Require Third Party Letter of Claim	2
Agreement of loss received	1
Claim denied	1
Grand Total	**70**

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	2		2
More than 30 days	5		5
60 days or more	13		13
More than 120 Days	36	14	50
Grand Total	56	14	70

Note: AON has been appointed as the Insurance Broker for the period 01 July 2016 – 30 June 2017

WITZENBERG MUNICIPALITY - GRANT REGISTER 2016/2017

Description	Balance 1 July 2016	Grants Received	Operating Expenditure	Capital Expenditure	Balance 31 July2016
	R	R	R	R	R
	-12 726 149	**-46 821 410**	**27 415 439**	**8 471 619**	**-23 660 500**
National Government Grants					
Finance Management Grant	-	-1 475 000	296 637	-	-1 178 363
Municipal Systems Improvement Grant	0	-	-	-	0
Municipal infrastructure Grant	-698 323	-6 968 000	777 714	5 948 886	-939 723
Regional Bulk Infrastructure Grant	-	-	-	-	-
Housing - Kluitjieskraal	-	-	-	-	-
Intergrated National Electricity Program	-409 092	-	313 290	417 113	321 311
Equitable share	-	-24 889 000	24 889 167	-	167
Neighbourhood Development Plan	-321	-	-	-	-321
Rural Development	-471 155	-	-	-	-471 155
Expanded Public Works Progamme	12 375	-935 000	417 089	-	-505 536
Provincial Government Grants					
Library services	-1 416 673	-1 651 000	15 862	-	-3 051 811
Library Grant - MRF	0	-3 665 000	143	-	-3 664 857
Draught Relief	-4 517 242	-	19 006	-	-4 498 236
CDW	-337 816	-150 000	33 225	-	-454 591
Mainroads	-	-	136 800	-	136 800
Housing	-1 478 410	-6 851 000	9 751	864 160	-7 455 498
Multiputpose Centre (Thusong Centre)	-222 000	-	-	-	-222 000
Financial Management Supporting Grant	-1 310 000	-	12 004	-	-1 297 996
Department of Local Government	-	-	336 000	1 241 460	1 577 460
Municipal infrastructure Support Grant	-594 594	-	-	-	-594 594
Other					
Grant Water meters (China)	-84 307	-	-	-	-84 307
Essen Belgium	-1 198 591	-237 410	158 751	-	-1 277 250

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