WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 January 2017 / 31 Januarie 2017

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

FINANCE MONTHLY REPORT – JANUARY 2017

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 January 2017.

C EXECUTIVE SUMMARY

The municipality has read 87% 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 16 635 accounts amounting to R 27.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.3 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 95%, but the actual accumulated year to date debtor's collection is 97%.

The municipality issued orders to the value of R 12.2 million of which R 0.7 million was in terms of deviations.

The municipality currently has R 119 million in its primary bank account.
.

FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

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 Januarie 2017.

C OPSOMMING

Die munisipaliteit het 87% 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 16 635 rekeninge ten bedrae van R 27.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.3 miljoen. Die deernis subsidies vir die maand beloop R 1.2 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 95%, maar die werklike jaar tot op datum invordering is 97%.

Bestellings ter waarde van R 12.2 miljoen uitgereik, waarvan R 0.7 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 119 miljoen in die primêre bankrekening.

D REPORT

1. PURPOSE

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

2. LEGAL FRAMEWORK

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

2.1 WITHDRAWALS FROM BANK ACCOUNTS

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

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

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

2.2 Expenditure on staff benefits

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

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on

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 formaat en vir tydperke as wat voorgeskryf mag word, aan die

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."

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 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.

(4) The statement to the provincial treasury must be in the

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 formaat van 'n getekende dokument en in elektroniese

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.

(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	Nov-16	Dec-16	Jan-17
Meter readings:			
No. of meter readings by meter readers	13 121	11 648	12 245
No. of readings estimated	962	2 438	1 842
No. of readings by owners	379	380	388
Metering online	70	70	70
Total number of meters	14 532	14 536	14 545
Completion date of meter readings	11/11/2016	14/12/2016	19/01/2017
No. of re-readings performed	334	228	194
No. of changes after re-readings	92	40	41
% of meters read correctly first time	99.30%	99.66%	99.67%
Faulty meters to technical dept.	335	0	0
Zero Consumption to tech, dept.	238	0	0
Faulty meters replaced	15	3	27
New water Connections	2	3	0
New Sewerage Connections	1	2	0
% of meters estimated	6.62%	16.77%	12.66%

Nota. Skattings redes by Meterlesings Note Estimates - Meter readings	Nov-16	Dec-16	Jan-17
Meter locked	24	20	33
Gate locked	419	404	444
Under Ground	61	54	81
Beneath rubble	27	25	21
Under water	21	22	37
Dogs	140	102	104
Meter unreadable	25	16	35
Can't find meter	239	237	253
Vehicles parked on meter	6	6	8
Unread	0	1552	826
	962	**2438**	**1842**

Explanation:

Higher estimation % on water & electricity for consumers with no access to properties and public holidays,

Verduideliking:

Hoër skattings persentasie op lesings van verbuikers met geen toegang tot eiendomme asook publieke vakansiedae.

Rates clearance certificates	Nov-16	Dec-16	Jan-17
Plots subdivided	0	0	0
Application for clearance certificates	48	28	22
Clearance certificates issued	75	19	39
Deeds registrations	63	60	12
Consolidations	0	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Nov-16	Dec-16	Jan-17
Debt raising date	22/11/2016	19/12/2016	20/01/2017
Date of account postage	24/11/2016	22/12/2016	24/01/2017
Debtor reconciliation (Debtors/Votes/Age analysis)	01/12/2016	04/01/2017	01/02/2017
Electricity Pre paid Reconciliation	06/12/2016	04/01/2017	01/02/2017

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	Nov-16	Dec-16	Jan-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	537	537	537
- Wolseley (Pine Valley)	312	312	312
Total	1 945	1 945	1 945

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Nov-16	Dec-16	Jan-17
Electricity - Conventional	2 913	2 902	2 895
Electricity - Prepaid	10 009	10 016	10 021
Property rates	10 803	11 003	10 825
Refuse removal	12 039	12 039	12 043
Sewerage	12 509	12 510	12 516
Water	12 465	12 470	12 473
Other	11 513	11 597	11 470
Total number of accounts printed	13 997	13 876	14 005
Total number accounts emailed	2 628	2 315	2 630

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

Service Description	Nov-16	Dec-16	Jan-17
Assesment Rates (Monthly)	2 925 625.46	2 921 828.89	2 904 426.64
Assesment Rates (Yearly)			
Electricity	13 278 998.19	14 014 992.85	14 623 744.43
Refuse Removal	2 425 388.26	2 308 974.77	2 309 953.40
Sewerage	2 326 951.08	2 397 189.59	2 338 053.60
Water Levies	3 260 536.18	3 970 578.43	4 198 184.87
Rental	25 460.36	25 428.36	254 283.36
Indigent subsidy	-1 166 023.33	-1 174 841.12	-1 163 224.89
Sundries	132 949.07	122 652.77	125 182.30
Total	23 209 885.27	24 586 804.54	27 917 053.49

Explanation:

Higher estimation % on water & electricity for consumers with no access to properties due to festive season.

Verduideliking:

Hoër skattings persentasie op lesings van verbuikers met geen toegang tot eiendomme agv fees seisoen.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Nov-16	Dec-16	Jan-17
Total Pre Paid Meters	10 009	10 016	10 021
Total Free units(Indigents)	102 250	105 400	107 400
Cost of free Units	R88 958	R91 698	R93 438
Units sold	2 368 015	2 556 631	2 423 416
Cost of units sold	R2 779 354	R3 045 306	R2 866 972
Vat Amount	R401 604	R439 216	R414 496
Axillary Amount	R1 981	R2 391	R2 076
Total Amount Pre Paid	R3 271 895	R3 578 611	R3 376 982

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Nov-16	Dec-16	Jan-17
Approved Indigent households:			
No. of households at beginning of the month:	2 680	2 659	2 677
Additions during the month	242	218	133
Cancellations during the month	263	200	157
No. of households at end of the month:	2 659	2 677	2 653
	Nov-16	Dec-16	Jan-17
Cost of Indigent to Council (403131121)	R1 023 496	R1 031 248	R1 021 045.73

Explanation:

Indigent decreased from 2677 to 2653 at end January 2017.

Verduideliking:

Deernis het afgeneem vanaf 2677 na 2653 teen einde Januarie 2017.

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 January 2017:

3.1.7 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 31 Januarie 2017:

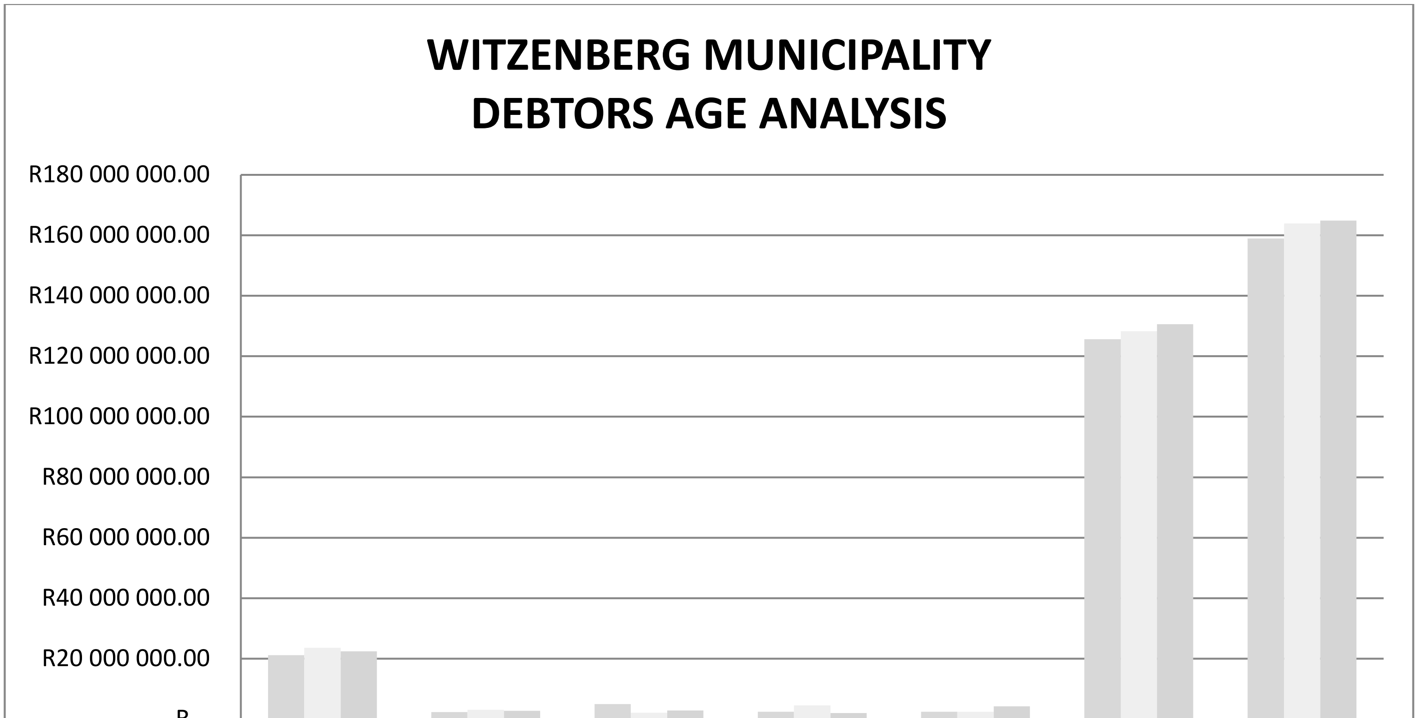
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	
Debtors Age Analysis By Income Source										
Water	4 820 472	834 138	1 009 985	624 291	762 141	924 065	6 053 448	34 495 085	49 523 625	29.40%
Electricity	12 221 959	506 719	441 210	294 540	257 884	248 202	1 443 951	3 853 562	19 268 027	11.44%
Property Rates	2 810 108	228 442	296 003	73 013	2 166 827	80 220	874 754	13 025 580	19 554 947	11.61%
Waste Water Management	2 281 625	507 416	444 753	450 948	446 483	447 452	2 788 002	19 203 752	26 570 431	15.77%
Waste Management	46 214	17 928	17 963	17 814	17 253	16 641	94 014	867 263	1 095 090	0.65%
Property Rental Debtors	61 953	44 617	71 926	66 711	169 185	117 286	1 106 788	25 031 252	26 669 718	15.83%
Interest on Arrear Debtor Accounts	61 953	44 617	71 926	66 711	169 185	117 286	1 106 788	25 031 252	26 669 718	15.83%
Other	-2 222 008	30 190	26 330	26 281	29 584	22 252	162 411	1 015 248	-909 712	-0.54%
Total By Income Source	20 082 276	2 214 067	2 380 096	1 620 309	4 018 542	1 973 404	13 630 156	122 522 994	168 441 844	-0.54%
%	11.92%	1.31%	1.41%	0.96%	2.39%	1.17%	8.09%	72.74%	0.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 005 478	314 312	309 590	89 998	448 039	59 470	339 008	2 434 737	5 000 632	3.03%
Commercial	10 035 860	321 550	254 789	212 807	921 533	277 601	1 696 633	9 771 176	23 491 949	14.25%
Households	10 115 788	1 891 067	2 068 546	1 570 830	2 339 284	1 871 815	11 897 246	95 760 397	127 514 973	77.36%
Other	1 228 614	201 052	195 899	157 008	564 079	165 734	1 013 114	5 307 002	8 832 502	5.36%
Total By Customer Group	R22 385 740	R2 727 981	R2 828 824	R2 030 643	R4 272 935	R2 374 620	R14 946 001	R113 273 312	R164 840 056	100.00%

3.1.8 DEBITEURE OUDERDOMSANALISE

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

3.1.8 VERGELYKING

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



	Current	30 days	60 days	90 days	120 days	> 120 days	Total
Nov-16	R21 112 724	R2 381 374.	R4 967 060.	R2 416 704.	R2 494 131.	R125 607 68	R158 979 68
Dec-16	R23 562 967	R3 031 355.	R2 114 465.	R4 509 489.	R2 400 132.	R128 262 59	R163 881 00
Jan-17	R22 385 740	R2 727 981.	R2 828 824.	R2 030 643.	R4 272 935.	R130 593 93	R164 840 05

Explanation:

The increase in outstanding amounts is due to limited credit control processes in areas where ESKOM supplies electricity.

Verduideliking:

Die styging in skuld is as gevolg van beperkte krediet beheer maatreëls in gebiede waar ESKOM die elektrisiteit voorsien.

3.1.9 RECEIPTING

The table below indicates the cash flow:

3.1.9 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die kontantvloei aan:

CASH FLOW FROM OPERATING ACTIVITIES	**November**	**December**	**January**
Receipts			
Taxation	54,491	689,279	546,488
Sales of goods and services	23,041,531	18,000,693	23,882,867
Residential - Pre Paid meters	3,144,212	2,530,546	2,997,306
Connection fees	36,318	19,111	12,796
Trade Licences	776	663	1,873
Vehicle Licensing & Testing	102,845	47,604	49,950
Motor Vehicle Licensing	333,746	194,600	178,687
Transgressions Roadworthy Certificates	5,185	3,154	3,398
Rental of Facilities	831,060	539,932	583,976
Traffic Fines	318,376	166,565	212,529
Building Plan Fees	75,079	48,072	44,110
Bulk Service Levy	6,931	2,770	6,931
Other Income	180,925	377,846	134,070
Government Grants - Capital	-	11,869,000	-
Government Grants	3,259,000	-	4,516,152
Equitable share	-	19,502,000	-
Interest	584,196	291,419	1,620,555
Payments			
Employee costs	(17,100,373)	(9,276,476)	(10,571,176)
Suppliers	(21,242,993)	(20,560,850)	(17,643,776)
Grant Expenditure	(867,880)	(963,822)	(838,755)
Finance charges	-	(83,913)	-
Transfers and Grants	(2,000)	(41,588)	(175,400)
Cash generated by operations	**-7,238,576**	**23,356,605**	**5,562,579**
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	(1,424,358)	(5,302,486)	(173,680)
Purchase of Property, Plant and Equipment funded by Grants	(1,159,099)	(475,948)	(2,039,938)
Purchase of Intangible Assets	-	-	-
Proceeds on Disposal of Fixed Assets	-	-	-
Net Cash from Investing Activities	**(2,583,457)**	**(5,778,434)**	**(2,213,618)**
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid	-	(109,001)	-
New loans raised	-	-	-
Building Deposits	30,694	3,761	22,630
Consumer Deposits	52,011	26,044	27,848
Community Hall Deposits	(4,547)	(22,726)	(5,260)
Key Deposits	30,276	(19,709)	(39,646)
Unsolved Direct Deposits	335,105	(554,917)	19,093
Investments made/realised	15,000,000	20,000,000	50,000,000
Net Cash from Financing Activities	**15,443,539**	**19,323,452**	**50,024,665**
Other Cash Flow Transactions	496,788	(515,987)	(691,136)
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALE	**6,118,295**	**36,385,636**	**52,682,491**
Cash the beginning of the month	24,434,302	30,552,597	66,938,233
Cash the end of the month	30,552,597	66,938,233	119,620,724

Explanation:

The increase in cash is due to investments that have matured.

Verduideliking:

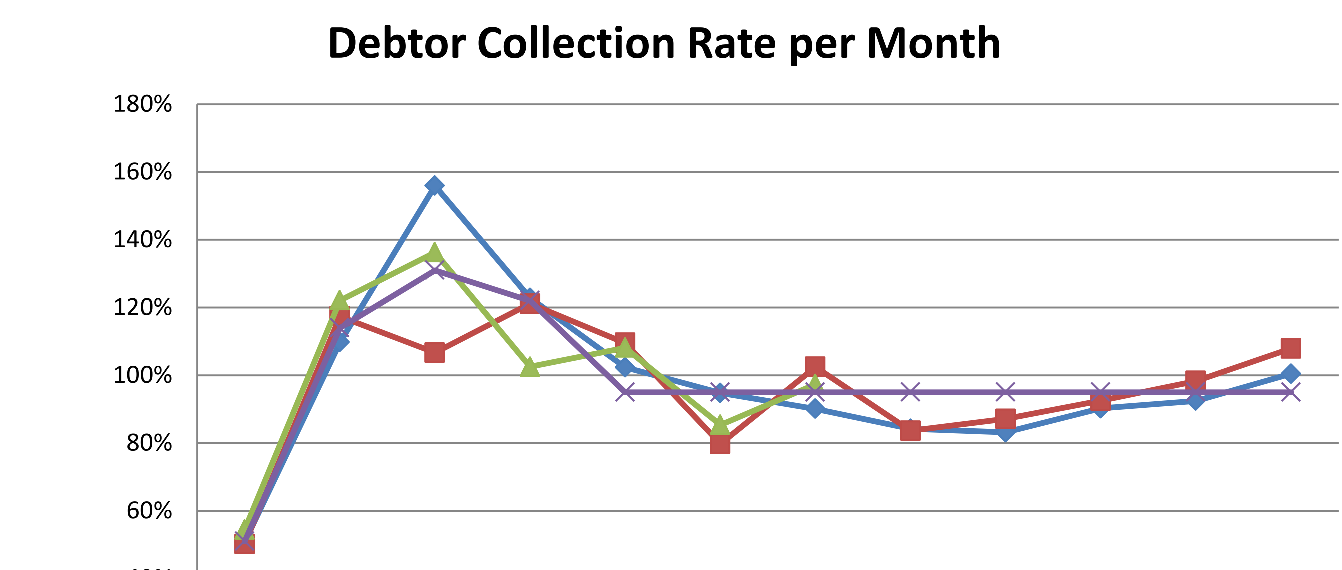
Die styging in kontant is as gevolg van belegging wat verval het.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Nov-16	Dec-16	Jan-17
Average of all Cashiers			
Number of transactions	6 965	5 708	7 078
Number of days operational	198	135	180
Number of receipts cancelled	19	8	21
Amount receipted	R 40 990 900.88	R 67 824 028.00	R 48 394 337.00
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	35.18	42.28	39.32
Percentage cancelled receipts	0.27%	0.14%	0.30%
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	54%	122%	136%	103%	108%	85%	97%					
Target	51%	114%	131%	122%	95%	95%	95%	95%	95%	95%	95%	95%

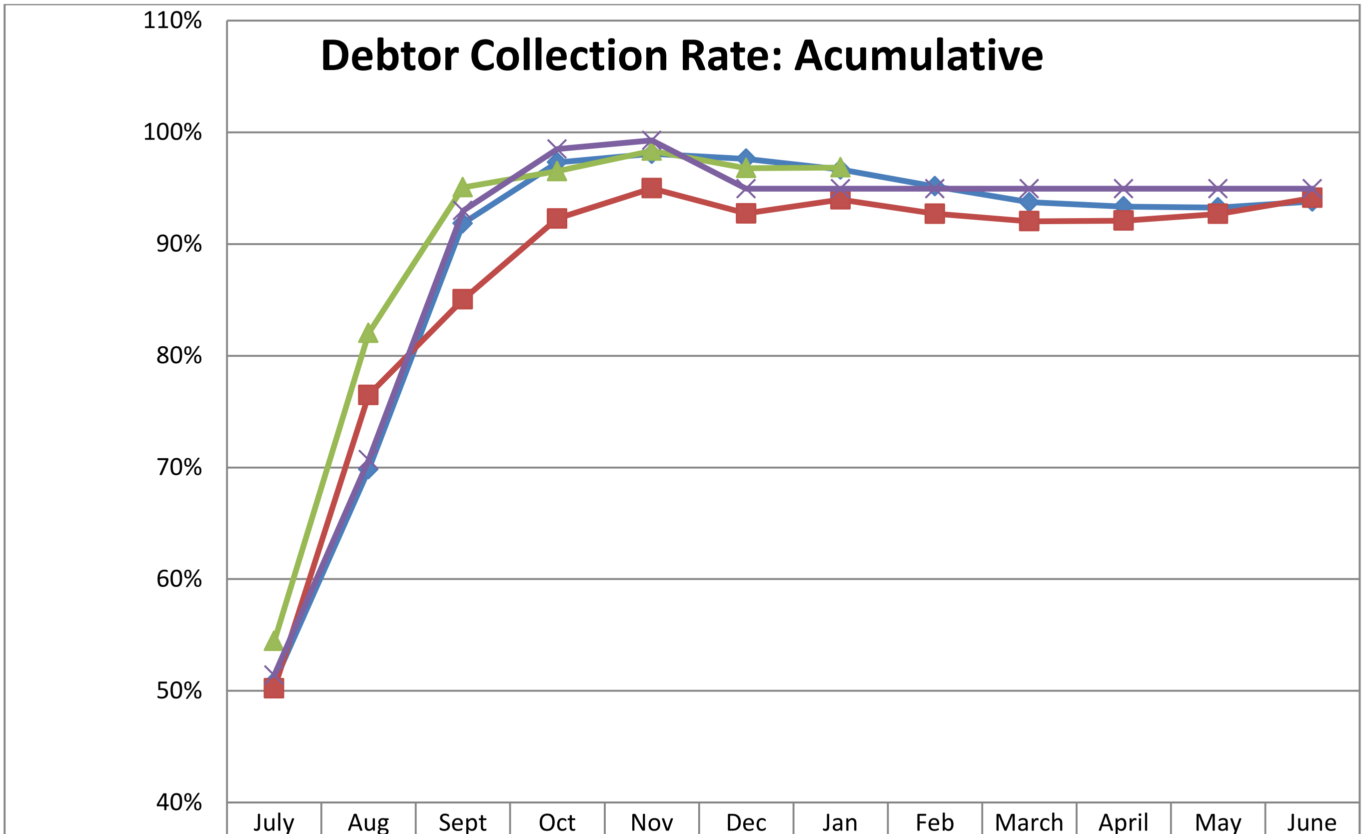
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 95% while the actual figure for January 2017 amounts to 97% which in comparison to the previous year 102%.

Verduideliking:

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 95%, terwyl die syfer vir Januarie 2017 - 97% beloop in vergelyking met die vorige jaar 102%.

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	54%	82%	95%	97%	98%	97%	97%					
Target	51%	71%	93%	99%	99%	95%	95%	95%	95%	95%	95%	95%

Explanation:
The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 95% while the actual figure is 97%.

Verduideliking:
Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 95%, terwyl die werklike syfer 97% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Nov-16	Dec-16	Jan-17
Councillors:	R	R	R
Deferments	2 672.42	2 655.59	75 115.57
Current	17 709.07	17 619.68	17 111.95
30 days	10 022.77	9 464.24	5 637.47
60 days	10 799.33	6 454.85	3 491.03
90 days	2 013.29	10 889.25	2 956.83
> 90 days	118 091.00	118 563.38	117 425.20
Total	161 307.88	165 646.99	221 738.05
Employees:	Nov-16	Dec-16	Jan-17
Deferments	170 643.39	141 220.74	137 081.7
Current	73 710.61	88 824.85	83 602.74
30 days	8 318.70	10 721.67	15 179.78
60 days	1 886.53	2 785.42	3 860.44
90 days	2 072.95	1 881.93	2 802.88
> 90 days	47 617.53	50 038.57	54 624.19
Total	R 304 249.71	R 295 473.18	R 297 151.73
Government Departments:	Nov-16	Dec-16	Jan-17
Current	238 038.83	234 612.55	437 600.76
30 days	226 121.07	218 488.84	197 548.12
60 days	211 447.03	198 641.50	190 407.00
90 days	1 473.45	26 017.41	200 285.34
> 90 days	549 386.84	382 603.52	433 702.34
Total	R 1 226 467.22	R 1 060 363.82	R 1 459 543.56
Schools & Hostels:	Nov-16	Dec-16	Jan-17
Deferment	-531.00	-531.00	-531
Current	267 973.59	326 801.77	233 189.84
30 days	85 861.96	121 074.49	107 678.52
60 days	13 018.78	72 486.70	68 355.41
90 days	-	13 127.85	58 913.57
> 90 days	475 513.93	479 120.61	495 840.45
Total	R 841 837.26	R 1 012 080.42	R 963 446.79
Indigent households	Nov-16	Dec-16	Jan-17
Deferments	4 417 957.99	4 520 393.47	4441527.72
Current	495 895.67	597 220.70	671404.28
30 days	550 953.14	423 842.05	449949.88
60 days	304 687.97	553 041.95	379966.01
90 days	353 300.36	314 338.18	541980.94
> 90 days	10 066 960.27	11 177 283.09	11169007.18
Total	R 16 189 755.40	R 17 586 119.44	R 17 653 836.01

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:	Nov-16	Dec-16	Jan-17
No. of customers on the disconnections lists	2 450	2 300	1 820
No. already block	1 590	1 767	379
No. of new disconnections for the month:			
- Prepaid	796	531	1 382
- Conventional	61	0	56
Number reconnected:			
- Prepaid	645	431	601
- Conventional	59	0	40
Reconnected :due to faulty groupings and			
Indigent and poor households	242	218	133
No. of customers still disconnected	1 767	379	1 616
% of disconnections executed	100%	16%	100%

Explanation:

Normal credit control measures were implemented during January 2017.

Verduideliking:

Normale kredietbeheer maatreëls is vanaf Januarie 2017 geïmplementeer.

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/14/40	The maintenance of the Witzenberg Municipality's ICT environment	17-Feb-2017

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
08/2/14/37	Supply, delivery and installation of aluminium windows at Witzenville hall, Tulbagh	07-Feb-2017
08/2/14/41	Training of municipal officials on handle and use of fire arms	10-Feb-2017
08/2/14/42	Supply and delivery of two new heavy duty 4 blade Slashers	01-Feb-2017
08/2/14/43	Supply, delivery and registration of two (2) carry all sewer rod trailers	09-Feb-2017
08/2/14/44	Replacement of gallery flooring Ceres town hall	10-Feb-2017

3.2.1.2 Evaluation stage-----

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

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 / Cancelled	J Samuel
08/2/13/89	Supply, upgrade and replacement of water networks in the Witzenberg area (3 year tender)	30-Sep-2016	10-Jan-2017 Referred back	N Jacobs
08/2/13/90	Supply, upgrade and replacement of Sewer networks in the Witzenberg area (3 year tender)	30-Sep-2016	22-Dec-2016 Referred back	N Jacobs
08/2/14/22	Appointment of a service provider for Environmental practice training SAQA ID: 49752	11-Nov-2016	6-Dec-2016 Referred back	I Swartbooi
08/2/14/25	Supply Delivery And Installation Of Wooden Laminated Flooring	21-Dec-16	09-Jan-2017	J Samuel
08/2/14/28	Supply of remote metering (3 year contract)	13-Dec-2016	20-Jan-2017	P Van Den Heever
08/2/14/29	Bella vista affordable housing development, Ceres: Bulk water pipeline	13-Dec-2016	18-Jan-2017 Referred back	N Jacobs
08/2/14/30	Construction of 4.5ML N'duli reservoir, Ceres	14-Dec-2016	30-Jan-2017	N Jacobs

08/2/14/31	Construction of a new 2ML reservoir at Bella Vista, Ceres	15-Dec-2016	24-Jan-2017	N Jacobs
08/2/14/33	Supply and delivery of a walk behind double drum vibratory roller	29-Nov-2016	Awaiting	E Lintnaar
08/2/14/34	Construction of a Driver's license test track facility, Ceres	01-Dec-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
08/2/14/15	Cutting and removing of pine trees at pine forest holiday resort (Re-advertisement)	05-Dec-2016	31-Jan-2017 Referred back	J Samuel
08/2/14/38	Repair of fibre glass at N'duli swimming pool	27-Jan-2017	31-Jan-2017	J Samuel
08/2/14/23	Facilitation of municipal annual medical assessments	05-Dec-2016	31-Jan-2017	I Swartbooi
08/2/14/32	Supply ,configure and delivery of one server	25-Nov-2016	Awaiting	R Rhode

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
08/2/13/82	Provision of Security Services	15-Aug-2016	28-Sep-2016	24-Nov-2016	C Wessels

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 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."

3.2.1.4 Tenders toegeken

Paragraaf 5 (3) van die Raad se Voorsieningskanaal 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 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."

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

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

The followingbid was awarded by the Accounting Officer during the month of January 2017:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Januarie 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
T 2016/052	19-Jan-2017	Invuyani Safety Sparks and Ellis (Pty) Ltd FG Uniforms Marce Projects Steven Ridge	Supply and Delivery of Uniform and Personal Protective Equipment for the period from date of contract signing until 30 June 2019	Bidders scored the highest points	Based on tendered rates

The following competitive bids were awarded by the Bid Adjudication Committee during the month of January 2017:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Januarie 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/91	16-Jan-2017	CT Tyre King	Supply and fitment of new tyres, tubes and provision of tyre repair and other related services (Re-advert)	Only responsive bidder	R 971 893.00 (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
(c) no acceptable tenders are received.

The following formal written price quotation or competitive bid was cancelled during the month of January 2017::

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 Januarie 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/13	16-Jan-2017	Supply and delivery of 2 core ABC cable	Due to changed circumstances, there is no longer a need for the goods requested
08/2/14/16	25-Jan-2017	Service provider for Upholstery training NQF level 1	Funds are no longer available to cover the envisaged expenditure
08/2/14/17	25-Jan-2017	Service provider for electrical training NQF level 1	
08/2/14/18	25-Jan-2017	Service provider for carpentry training NQF level 1	
08/2/14/24	15-Jan-2017	Replacement Of Gallery Flooring Ceres Town Hall (Re-Advertisement)	No bids 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
143854	02-Dec-2016	Muller & Fortune Catering	Catering for Carpeting Training 05-09 December 2016	Lowest responsive quotation	R 3 200.00 (Non-VAT)	Chief Financial Officer
143888	06-Dec-2016	Human Communications (Pty) Ltd	Advertisement of Bid 08/2/14/25: Supply and Delivery of Laminated Flooring	Only responsive quotation	R 7 319.33 (Incl. VAT)	Acting Chief Financial Officer
144269	04-Jan-2017	The Village Guesthouse	Venue and Catering of the Annual Top Achievers Awards – 10-01-17	Lowest responsive quotation	R 9 900.00 (Incl. VAT)	Acting Municipal Manager
144279	05-Jan-2017	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for January 2017	Only responsive quotation	R 7 592.50 (Incl. VAT)	Chief Financial Officer
144310	10-Jan-2017	Ceres Spar (Ablaze Trading 248)	Catering for 2-day Small Town Regeneration Workshop 12-13 January 2017	Only responsive quotation	R 4 321.82 (Incl. VAT)	Chief Financial Officer
144330	11-Jan-2017	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for February 2017	Only responsive quotation	R 7 814.50 (Incl. VAT)	Chief Financial Officer
144596	25-Jan-2017	Eden Restaurant	Refreshments for Council meeting on 25-01-2017	Only responsive quotation	R 5 100.00 (Incl. VAT)	Chief Financial Officer
144629	27-Jan-2017	Human Communications (Pty) Ltd	Advert: Manager Socio Economic Development (Com 4)	Only responsive quotation	R 7 724.39 (Incl. VAT)	Chief Financial Officer
144630	27-Jan-2017	Sun Blinds Ceres	Supply and Install Blinds in Finance Offices	Only responsive quotation	R 9 470.00 (Incl. VAT)	Chief Financial Officer
144696	31-Jan-2017	Corjaco Construction CC	Supply and Install double wood door in PA Hamlet Town Hall	Lowest responsive quotation	R 12 690.00 (Non-VAT)	Chief Financial Officer
144697	31-Jan-2017	AJ van der Merwe Construction	Repair Zinc Cupboard in Bella Vista Community Hall	Lowest responsive quotation	R 4 200.00 (Non-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.

No 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 January 2017.

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.

Geen 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 Januarie 2017.

3.2.1.8 Appeals

No appeals were lodged during January 2017.

3.2.1.8 Appèlle

Geen appèlle is gedurende Januarie 2017 ontvang nie.

3.2.1.9 Deviations

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

The following table contains the approved deviations by the Accounting Officer for the month of January 2017 which totals R 686 859.89:

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 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 Januarie 2017 wat beloop op die totaal van R 686 859.89:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
05-Dec-16	Witzenberg Besproeiing	Material for emergency work: Wolseley water supply	Emergency	143858	2 126.00
10-Jan-17	Thorp Ceres	Additional costs incurred - CT 19304	Impractical	144307	11 015.51
12-Jan-17	Peninsula Water Treatment	Emergency Repairs to Chlorine Gas Injector	Emergency	144343	14 717.40
12-Jan-17	Kaleo Guest Farm (Pty) Ltd	Refreshments	Impractical	144352	1 810.00
13-Jan-17	Giovanni's Fisheries	Food and Beverages for Emergency workers	Impractical	144377	379.00
13-Jan-17	Human Communications	Publication: Notice of Special Council Meeting	Impractical	144378	3 319.81
13-Jan-17	South African Post Office	Distribution of newsletters in Witzenberg	Single supplier	144400	3 360.30
13-Jan-17	Witzenberg Herald	Publication of Back to School Feature	Single supplier	144401	12 792.00
19-Jan-17	Witzenberg Herald	Publication: Notice of Council Meeting	Single supplier	144476	3 280.00
20-Jan-17	WCC Communications SA	Extension of the Telephone network	Impractical	144531	4 154.87
20-Jan-17	Pitney Bowes Batsumi Enterprise (Pty) Ltd	Posting credits for Franking Machine	Impractical	144535	9 600.00
23-Jan-17	Bytes Technology Group	SAMRAS Training: Technical Administrator Training	Impractical	144542	21 600.00
23-Jan-17	Bytes Technology Group	mSCOA Implementation Support	Impractical	144550	440 000.00
24-Jan-17	Taranisco Advisory CC	Registration: Forum on Political Support for Municipal Sport Development Clr Adams & Clr Godden	Single supplier	200500	5 900.00
30-Jan-17	Bytes Technology Group	Kronos Clean-Up and Integration	Single supplier	144655	6 600.00

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
31-Jan-17	Transtech	Hiring of Refuse Compactor Vehicle	Emergency	144689	146 205.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
November 2016	R 1 415 607.43	R5 360 657.73	26.41%
December 2016	R 314 868.81	R10 669 853.94	2.95%
January 2017	R 686 859.89	R12 248 677.65	5.61%

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 Nov 2016	31 Dec 2016	31 Jan 2017
Value of inventory at hand	R4 396 810.43	R4 527 603.15	R4 113 139.17
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.85 times	1.81 times	1.94 times
Turnover rate excluding Chinese meters	1.88 times	1.84 times	1.97 times
Date of latest stores reconciliation	02.02.2017		
Date of last stock count	07.12.2016		
Date of next stock count	17.03.2017		

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:

	Nov 2016	Dec 2016	Jan 2017
Salaries – Cost to company	R11,543,577	R9, 276,476	R10,571,176
Provisions included with salaries	R367,694	(R574, 656.50)	R1,267,651.97
Number of Employees and Councillors included in run	599	596	592
Number of Ward members receiving allowance	0.00	0.00	0.00
Balancing amount	R1 266 521.25	R270 381.59	R251 148.20

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

Verduideliking:
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
Nov 2016	1 032 581	42 607	0	0	0	0	0	0	R1 075 188
Dec 2016	618 513	170 125	0	0	0	0	0	0	R788 638
Jan 2017	2 220 652	0	0	0	0	0	0	0	R2 220 652

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

Name of creditor	Dec 2016 Amount	Jan 2017 Amount	Description	Reason
AFRIFELL	1 257		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AON SOUTH AFRICA	81 621		INSURANCE	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE	6 541		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	569		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
HENCHEM	1 668		ACTIPRON SUPER	DID NOT APPEAR ON STATEMENT
KARSTEN HARDWARE	1 379		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LE-NASH INTERNATIONAL	5 675		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PARKERSON THOMAS TECHNOLOGIES	21 835		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PHARO I A	1 500		CLEANING	DID NOT APPEAR ON STATEMENT

Name of creditor	Dec 2016 Amount	Jan 2017 Amount	Description	Reason
TULBAGH BANDE	342		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TRIPLE ONE PRINTERS	780		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TULBAGH BOSBOU KWEKERY	1 953		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL	11 616		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
UNIVERSAL TRADING	7 593		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VAN DER MERWE HOUTSAERY	23 826		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WITZENBERG BESPROEING	1 371		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

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

	November 2016	December 2016	January 2017
Total value of creditors paid	R20,480,440	R27, 428, 607	R20,644,463
Date of creditor reconciliation	01/12/2016	04/01/2017	02/02/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	December 2016 Amounts Outstanding	January 2017 Amounts Outstanding	Description of goods/ services
KARSTEN HARDWARE		R18 585.00	VARIOUS GOODS DELIVERED
WALTONS STATIONERY		R18 606.00	VARIOUS GOODS DELIVERED
DOOLING IT SOLUTIONS		R20 872.00	A4 COPY PAPER WHITE
SAFETECH		R26 220.00	FIRST AID
WCC CABLES AND ELECTRICAL		R27 930.00	JOINT BOXES
VAN DER MERWE HOUTSAERY		R29 723.00	VARIOUS GOODS DELIVERED
VILKO/VILLIERSDORP KOOPERASIE		R42 820.00	VARIOUS GOODS DELIVERED
CERES BUILD IT		R51 011.00	VARIOUS GOODS DELIVERED
CHLORCAPE		R105 016.00	CHLORINE GAS CYLINDERS
ASLA CONSTRUCTION		R1 714 131.00	APPOINTMENT OF CONTRACTER AND SITE ESTABLISHMENT
CERES SPAR	18 882.00		VARIOUS GOODS DELIVERED
GIOVANNIS FISHERIES	20 213.00		VARIOUS GOODS DELIVERED
TJEKA TRAINING MATTERS	23 826.00		5 DAY ACCREDITED COURSE
KARSTEN HARDWARE	27 953.00		VARIOUS GOODS DELIVERED
PLUMSTEAD ELECTRICAL	28 202.00		VARIOUS GOODS DELIVERED
WCC CABLES ELECTRICAL SUPPLIERS	42 401.00		VARIOUS GOODS DELIVERED
T.R.F SPORT	52 132.00		VARIOUS GOODS DELIVERED
SPECTRUM COMMUNICATIONS	69 576.00		WITZENBERG TELEMENTARY

			RESERVOIR
VILKO.VILLIERSDORP KOOPERASIE	78 875.00		VAIOURS GOODS DELIVERED
BDK TECHNOLOGIES	131 585.00		VAIOURS GOODS DELIVERED

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	Dec 2016	Jan 2017	Description of goods/services
ESKOM	12 792 631.72	12 669 343.78	ELEC
WORLEYPARSON RSA		931 111.96	PROVISION OF ENGINEERING SERVICES
POWERREC		887 507.13	BELLA VISTA NETWORK
MULTIPART PETROL		282 582.80	PETROL/DIESEL
UNIVERSAL KNOWLEDGE SOFTWARE		199 528.04	LIBRARY SCIENCE LEARNERSHIP
MENIKO RECORDS		185 521.76	TRIM RENEWAL LICENCE
DELNIET CONSTRUCTION		162 760.45	VARIOUS GOODS DELIVERED
JC SERVICES		153 580.80	VARIOUS GOODS DELIVERED
FIRE RAIDER	2 500 477.99		FIRE TRUCK
JVR CONSTRUCTION	607 359.17		UPGRADING OF ROADS AND STORMWATER
MASISEBENZE WATER SYSTEMS	468 800.21		SUPPLY AND INSTALLATION
SSI A DHV COMPANY/ROYAL HASKONING	453 557.59		NEW SANITATION BULK AND LINK SERVICES FOR VREDEBES
I C E GROUP	365 874.97		CONSULTING ENGINEERING SERVICES
JEFFARES GREEN	288 687.10		PROVISION OF ENGINEERING SERVICES
ASLA CONSTRUCTION	1 524 531.66		IMPLEMENTATION OF BULK SERVICE
VENUS SECURITY	471 888.15	595 768.16	SECURITY SYSTEM
AWV PROJECT MANAGEMENT	311 940.00		GREEN REFUSE BAGS HOUSEHOLD

3.2.3.3 Petty Cash: 3.2.3.3 Kleinkas

Tipe Transaksie	Dec 2016		Jan 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 950.75	9.54%	R 1 000.00	16.24%
Refreshments and caterings	R 5 044.60	50.60%	R 2 233.70	36.26%
Rent (Halls etc.);	R 526.00	21.49%	R 0.00	0.00%
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 48.00	0.48%	R 0.00	0.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 323.80	3.25%	R 335.70	5.45%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 3 075.70	30.85%	R 2 590.10	42.05%
GRAND TOTAL	R 9 968.85		R 6 159.50	

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

DESCRIPTION / BESKRYWING	Nov 2016	Dec 2016	Jan 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R9 933.40)	(R9 968.85)	(R6 159.50)
Replenishment during month	R3 894.80	R7 621.55	R3 256.90
Cash at hand before month-end replenishment	(R1 038.60)	R2 652.70	R2 097.40
Replenishment at month end	R6 038.60	R2 347.30	R2 902.60
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3.1 Cash and Investments

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

3.3 FINANSIëLE ADMINISTRASIE

3.3.1 Kontant en Beleggings

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 Dec 2016		31 Jan 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R103,442,843	R91,930,441	R126,614,794	R119,611,752

Investments: / Beleggings:

Institution / Instansie	Nov 2016		Dec 2016		Jan 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R0		R0		R0	
Investec Bank Ltd	R25,000,000	35.71%	R0		R0	
Nedbank Ltd	R25,000,000	35.71&	R25,000,000	100%	R0	
Standard Bank of SA Ltd	R20,000,000	28.57%	R0		R0	
Total	R70,000,000	100%	R25,000,000	100%	R0	

Investment Purpose Doel van Belegging	Nov 2016		Dec 2016		Jan 2017	
	R	% of available funds	R	% of availabl e funds	R	% of available funds
Unutilised government grants	R22,280,976	31.83%	R25,000,000	100%	R0	
Capital Replacement Reserve (CRR)	R7,952,713	11.36%			R0	
Provisions	R39,766,311	56.81%			R0	
Total	R70,000,000	100%	R25,000,000	100%	R0	

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:	Nov 2016	Dec 2016	Jan 2017
Balances	R23,660,500	R 47 264 711	Nil

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

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

Reconciliations Rekonsiliasies	Nov 2016	Dec 2016	Jan 2017
Primary bank account	06/12/2016	05/01/2017	03/02/2017
Investment reconciliation	02/12/2016	09/01/2017	01/02/2017
Long term Liabilities	01/12/2016	04/01/2017	01/02/2017
Grant Register	06/12/2016	04/01/2017	01/02/2017

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

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

	Dec 2016		Jan 2017	
Description / Beskrywing	Number of items	Amount	Number of items	Amount
Uncleared ACB	141	R7,899,648	121	R8,693,855
Outstanding cheques	20	R18,526	22	R20,084
Transactions not in cash book	2446	R35,742,609	1878	R2,545,735
Receipts not cleared on Bank statement	287	R7,131,222	172	R4,257,261
Outstanding journals	4	R17,160	2	R626

3.3.2 Liabilities / 3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Jan 2017			Jan 2017	Feb 2017
		R			R	R
DBSA	10,75% - 17,45%	R8,749,222	R0	R0	R8,749,222	R0.00
Nedbank	13.50%	R6,703,420	R0	R0	R6,703,420	R0.00
	Total	R15,452,642	R0	R0	R15,452,642	R0.00

3.3.3 Financial system reconciliations

The table below shows the status of the system reconciliations:

3.3.3 Finansiële stelsel Rekonsiliasies

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	Jan 2017	R0	01/02/2017
Traffic : Motor Registration	Jan 2017	R1,135,939	03/02/2017
Traffic : RTMC Fees	Jan 2017	R51,912	03/02/2017
Direct Deposit	Jan 2017	R398,852	01/02/2017
Traffic : AARTO	Jan 2017	R0	03/02/2017
Traffic : Drivers Licence	Jan 2017	R2,903	03/02/2017
Traffic : Roadworthy	Jan 2017	R8,754	03/02/2017
Faulty Direct Deposits	Jan 2017	R5,840	01/02/2017
Traffic : Nu-Traffic	Jan 2017	R151,806	01/02/2017
VAT	Jan 2017	R702 000.64	02/02/2017

3.3.4 INSURANCE

Month of Reporting: Jan 2017

Insurance report - ANNEXURE O

3.3.5 VERSEKERING

Maandverslag: Jan 2017

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

Month of Reporting: Jan 2017

Assets Report – ANNEXURE N

3.3.6 BATES

Maandverslag: Jan 2017

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 Jan 2017 / Artikel 66 vir Jan 2017
- Annexure H - Sect 11 for Jan 2017 / Artikel 11 vir Jan 2017
- 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 January 2017	Movements for the month of January: Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	Balance as at 31 January 2017
				R	R	R	R	R	R	R
				25 000 000.00	25 508 630.14	0.00	508 630.14	0.00	0.00	0.00
Nedbank Ltd	03/7881032766/43	Unutilised receipts	Fixed deposit - 3 months	25 000 000.00	25 508 630.14		508 630.14			0.00
ABSA Bank Ltd	2076416592	Unutilised receipts	Fixed deposit - 1 months	0.00						0.00
Standard Bank of SA Ltd	088779831-027	Unutilised receipts	Fixed deposit - 1 months	0.00						0.00
Investec Bank Ltd	1100-198879-450	Unutilised receipts	Fixed deposit - 2 months	0.00						0.00

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	M07	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	1 192 932	1 161 376	1 843 812	1 159 702	1 154 095	1 145 186	6 622 104	88 365 157	102 644 384
			0400	VAT (output less input)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	1 792 894	1 793 081	1 760 279	1 775 826	1 765 916	1 694 083	9 881 672	152 795 857	173 259 608
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	2 220 621	0	0	0	0	0	0	0	2 220 621
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	2 079 782	1 929 418	1 980 799	1 958 158	1 796 221	1 841 434	10 852 422	211 221 287	233 659 521
			1000	Total	7 286 229	4 883 876	5 584 890	4 893 686	4 716 232	4 680 703	27 356 198	452 382 302	511 784 115
			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	M07	WC022	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	4 820 472	834 138	1 009 985	624 291	782 141	924 085	6 063 448	34 495 068	49 823 825	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	12 221 959	506 719	441 210	294 540	257 884	248 202	1 443 951	3 853 582	19 268 029	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	2 810 108	228 442	298 003	73 013	2 188 827	80 220	874 754	13 025 880	19 554 946	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	2 365 418	568 630	520 654	477 048	483 578	518 503	2 422 832	15 781 470	23 127 828	0	0
			1600	Receivables from Exchange Transactions - Waste Management	2 281 625	507 418	444 753	450 946	448 463	447 452	2 788 002	19 203 752	26 570 432	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	48 214	17 928	17 983	17 814	17 253	18 641	94 014	867 363	1 095 191	0	0
			1810	Interest on Arrear Debtor Accounts	61 953	44 617	71 926	66 711	169 185	117 286	1 106 786	25 031 262	26 699 718	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
			1900	Other	-2 222 008	30 180	26 330	28 281	29 884	22 252	182 411	1 015 248	-809 712	0	0
			2000	Total By Income Source	22 385 736	2 727 980	2 828 824	2 080 844	4 332 935	2 374 621	14 948 001	113 273 313	164 900 058	0	0
			2100	Debtors Age Analysis By Customer Group											
			2200	Organs of State	1 005 478	314 312	309 590	89 998	448 089	59 470	339 008	2 434 737	5 000 632	0	0
			2300	Commercial	10 035 880	321 550	254 789	212 807	921 583	277 601	1 698 633	9 771 176	23 491 949	0	0
			2400	Households	10 115 766	1 891 057	2 088 548	1 570 830	2 399 284	1 871 815	11 867 246	95 760 307	127 574 973	0	0
			2500	Other	1 228 614	201 052	195 899	157 008	584 079	165 734	1 013 114	5 307 002	8 632 502	0	0
			2600	Total By Customer Group	22 385 736	2 727 980	2 828 824	2 080 844	4 332 935	2 374 621	14 948 001	113 273 313	164 900 058	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

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	M07	WC022	3000	Cash Receipts by Source												
			3010	Property rates	3 828 271	472 419	14 212 428	5 244 692	3 319 122	3 306 705	3 500 834					
			3020	Property rates - penalties & collection charges	19 218	0	0	0	0	0	0					
			3030	Service charges - electricity revenue	15 813 307	3 663 922	15 298 075	13 829 604	14 484 813	10 975 028	13 499 313					
			3040	Service charges - water revenue	2 852 135	216 698	1 922 724	2 347 523	2 321 189	1 998 923	2 865 093					
			3050	Service charges - sanitation revenue	1 596 232	181 073	2 028 099	1 845 015	1 752 727	1 541 868	1 858 053					
			3060	Service charges - refuse revenue	1 715 265	177 722	1 862 877	1 766 340	1 813 026	1 615 308	1 889 795					
			3070	Service charges - other	-477 186	33 497 882	5 524 263	3 500 434	2 991 797	636 564	3 368 953					
			3080	Rental of facilities and equipment	437 511	757 615	304 222	1 416 769	848 451	574 275	613 723					
			3090	Interest earned - external investments	285 169	672 865	677 733	644 257	584 196	291 419	1 620 555					
			3100	Interest earned - outstanding debtors	695 217	0	0	0	0	0	0					
			3110	Dividends received	0	0	0	0	0	0	0					
			3120	Fines	100 942	108 981	190 940	248 885	318 376	166 565	212 529					
			3130	Licences and permits	55 414	17 640	12 179	4 132	5 961	3 817	5 271					
			3140	Agency services	258 107	398 439	365 263	282 364	436 591	242 204	228 637					
			3150	Transfer receipts - operational	24 889 000	334 000	4 181 362	0	3 259 000	19 502 000	972 983					
			3160	Other revenue	954 282	4 943 994	2 383 067	2 929 607	2 830 600	1 501 963	4 798 537					
			3170	Cash Receipts by Source	53 022 904	45 443 250	48 961 232	34 059 622	34 965 849	42 358 639	35 454 276	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	11 869 000	0					
			3200	Contributions recognised - capital & Contributed	0	0	0	0	0	0	0					
			3210	Proceeds on disposal of PPE	0	0	0	0	0	0	0					
			3220	Short term loans	0	0	0	0	0	0	0					
			3230	Borrowing long term/refinancing	0	0	0	0	0	0	0					
			3240	Increase (decrease) in consumer deposits	77 744	47 944	52 759	43 397	52 011	26 044	27 848					
			3250	Decrease (Increase) in non-current debtors	0	0	0	0	0	0	0					
			3260	Decrease (increase) other non-current	0	0	0	0	0	0	0					
			3270	Decrease (increase) in non-current investments	0	0	0	0	0	0	0					
			3280	Total Cash Receipts by Source	53 100 648	52 459 194	49 203 039	40 954 019	35 017 860	54 251 683	35 482 124	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	10 306 288	10 113 309	10 302 900					
			4020	Remuneration of councillors	773 615	670 111	712 667	715 245	721 245	715 245	717 572					
			4030	Collection costs	73 465	62 687	58 000	64 880	58 000	60 359	116 000					
			4040	Interest paid	0	0	620 487	0	0	83 913	0					
			4050	Bulk purchases - Electricity	0	19 426 402	18 529 246	11 217 544	10 640 493	11 018 451	10 723 758					
			4060	Bulk purchases - Water & Sewer	0	0	0	0	0	0	0					
			4070	Other materials	0	0	0	0	0	0	0					
			4080	Contracted services	1 093 643	410 299	1 706 287	1 016 364	2 679 202	960 094	1 123 158					
			4090	Grants and subsidies paid - other municipalities	10 000	189 387	89 677	185 930	37 668	118 896	175 400					
			4100	Grants and subsidies paid - other	0	0	0	0	0	0	0					
			4110	General expenses	8 880 539	5 949 475	5 209 141	5 955 758	6 258 555	6 402 638	4 664 435					
			4120	Cash Payments by Type	20 548 082	36 630 558	36 875 518	29 138 548	30 701 451	29 472 905	27 823 223	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	704 860	953 223					
			4150	Repayment of borrowing	0	0	4 171 491	0	0	109 001	0					
			4160	Other Cash Flows/Payments	28 256 432	2 996 100	5 682 854	90 946 864	-2 610 408	-12 420 720	-45 976 135					
			4170	Total Cash Payments by Type	54 526 255	42 758 995	50 328 380	120 705 081	28 899 565	17 866 046	-17 199 689	0	0	0	0	0
			4180	Net Increase/(Decrease) in Cash Held	-1 425 607	9 700 199	-1 125 341	-79 751 062	6 118 295	36 385 637	52 681 813	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	30 556 212	66 941 848	119 623 661	119 623 661	119 623 661	119 623 661	119 623 661
			4200	Cash/cash equivalents at the month/year end:	95 614 121	105 314 320	104 188 979	24 437 917	30 556 212	66 941 848	119 623 661	119 623 661	119 623 661	119 623 661	119 623 661	119 623 661

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 M07	Actual Month M07
			9999	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	3 046 707
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	150 682
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	22 024 605
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	646 813
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	1 820 555
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	733 087
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	212 529
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	5 271
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	228 637
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	5 612 420
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	1 789 419
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	47	286 493
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0
				TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	47	36 357 219
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	-1 228 771
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	47	35 128 448
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS -- (must net out with corresp. Items under	0	0
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0
				TOTAL FOR ALL FUNCTIONS		2500	Internal Recoveries (Activity Based Costing Etc)	0	1 612 897
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From Municipal Entities)	0	0
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	1 612 897
				TOTAL FOR ALL FUNCTIONS		2800	Total Operating Revenue	47	36 741 345
				TOTAL FOR ALL FUNCTIONS		2900	OPERATING EXPENDITURE	0	0
				TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Wages & Salaries	0	-9 394 355
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	-2 281 802
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	0
				TOTAL FOR ALL FUNCTIONS		3300	Less Employee Costs Allocated To Other Operating Items	0	26 369
				TOTAL FOR ALL FUNCTIONS		3400	Remuneration Of Councillors	0	-717 572
				TOTAL FOR ALL FUNCTIONS		3500	Debt Impairment	0	-1 787 556
				TOTAL FOR ALL FUNCTIONS		3600	Collection Costs	-366 000	-116 000
				TOTAL FOR ALL FUNCTIONS		3700	Depreciation and Asset Impairment	0	-1 757 121
				TOTAL FOR ALL FUNCTIONS		3900	Interest Expense - External Borrowings	0	-941 124
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Gamap To Remove)	0	0
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	0	-10 723 758
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	0	0
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-1 939 946	-1 392 015
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-3 000	-175 400
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-7 607 799	-4 183 775
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	0	0
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/(From) Provisions	0	0
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-9 916 745	-33 444 108
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	-1 613 564
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	0
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-1 613 564
				TOTAL FOR ALL FUNCTIONS		5200	Total Operating Expenditure	-9 916 745	-35 057 672
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	0	0
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-9 916 698	1 683 673
				TOTAL FOR ALL FUNCTIONS		5500	Taxation	0	0
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-9 916 698	1 683 673
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0
				TOTAL FOR ALL FUNCTIONS		6600	Plus Interests In Entities Not Wholly Owned	0	0
				TOTAL FOR ALL FUNCTIONS		5900	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-9 916 698	1 683 673
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0
				TOTAL FOR ALL FUNCTIONS		5700	Dividends Paid (Municipal Entities Only)	0	0
				TOTAL FOR ALL FUNCTIONS		6260	Self-Insurance Reserve	0	0
				TOTAL FOR ALL FUNCTIONS		6270	Revaluation Reserve	0	0
				TOTAL FOR ALL FUNCTIONS		6280	Other	0	0
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-9 916 698	1 683 673

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 M07

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	0	0	0	99990300
				TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Reticulation	0	1 010 902	0	0	1 010 902	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	778 515	0	0	778 515	99990600
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Reticulation	0	0	0	0	0	99990700
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0	99990800
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	0	0	0	0	99990900
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0	99991000
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	0	0	0	0	99991100
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0	99991200
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	1 789 417	0	0	1 789 417	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	7 778	0	7 778	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	7 778	0	7 778	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	25 500	0	0	25 500	99992600
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	52 581	0	0	52 581	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	83 013	0	0	83 013	99993110
				TOTAL FOR ALL FUNCTIONS		3120	Other Land and Buildings	0	0	0	0	0	99993120
				TOTAL FOR ALL FUNCTIONS		3200	Other	0	0	0	0	0	99993200
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	161 094	0	0	161 094	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	1 950 511	7 778	0	1 958 289	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	161 094	7 778	0	168 872	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	1 789 417	0	0	1 789 417	99994700
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	0	0	0	0	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	1 950 511	7 778	0	1 958 289	99995100

F

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - January 2017

(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	92 034 153	50 240 408	54.59%
66(b)	Contributions to pension funds and medical aid	21 391 315	21 241 315	11 167 234	52.57%
66(c)	Travel, accomodation and subsistence	5 838 706	5 838 706	2 945 559	50.45%
66(d)	Housing benefits and allowances	5 334 334	5 144 334	801 274	15.58%
66(e)	Overtime	7 338 291	7 338 291	5 089 950	69.36%
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	7 311 619	69.61%
	Sub - Total (Staff Benefits)	**R 143 664 879**	**R 142 100 879**	**R 77 556 043**	**54.58%**
Councillor Benefits		0			
MAY	Mayor	828 861	828 861	446 299	53.84%
DM	Deputy Mayor	611 755	611 755	330 134	53.97%
SP	Speaker	612 012	612 012	330 273	53.97%
MCM	Mayoral Committee members	2 241 908	2 241 908	1 218 891	54.37%
CLLR	Other Councillors	4 150 361	4 150 361	2 166 800	52.21%
MED	Medical aid contributions	44 740	44 740	29 604	66.17%
PEN	Pension fund contributions	975 395	975 395	448 199	45.95%
WARD	Ward Committee Allowance	720 000	720 000	55 500	7.71%
	Sub - Total (Councillors' Benefits)	**10 185 032**	**R 10 185 032.00**	**R 5 025 700.17**	**49.34%**
Total Councillor and Staff Benefits		**R 153 849 911**	**R 152 285 911**	**R 82 581 743**	**54.23%**

40

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 November 2016	Income transactions December 2016	Income transactions January 2017	Expenditure transactions November 2016	Expenditure transactions December 2016	Expenditure transactions January 2017	Total YTD Income	Total YTD Expenditure
		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	3 141 766	3 115 793	2 451 394	2 579 953	2 754 614	2 971 916	22 678 306	22 520 902
	- Agency fees, for example motor registration, drivers licence, etc.	2 148 357	2 250 366	1 092 036	6 638 363	4 847 943	5 072 579	11 030 397	35 372 558
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	332 458	-264	4 923	331 300	1 322	7 940	374 035	375 644
11(1) (g)	Refund of guarantees, sureties & security deposits	283 088	125 818	143 575	119 333	146 151	149 772	1 318 209	853 292
		5 905 670	5 491 713	3 691 927	9 668 949	7 750 030	8 202 207	35 400 947	59 122 396

MFMA Section	Item Description	Transactions November 2016	Transactions December 2016	Transactions January 2017
11(1) (h)	Cash management and investment purposes:			
	- Realised	-15 000 000	-20 000 000	-50 000 000
	- Made			
	- Nett movement	70 000 000	50 000 000	-

I

FMG

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

MUNME	Municipality	WC022 Witzenberg

Financial Year	2016/17
Month End	M07 Jan

Code	Financial Accounting for Grant Funds Received and Expended	Rand
0100	Financial Accounting for Grant Funds Received and Expended	
0200	Received Prior Periods (Since Inception) - See Last Months Form	1 475 000
0300	Received This Month	0
0400	Total FMG Funds Received	1 475 000
0500	Spent Prior Periods (Since Inception) - See Last Months Form	451 870
0600	Spent This Month	18 666
0700	Total FMG Funds Spent	470 537
0800	Total FMG funds Received and Not Spent	1 004 463
0900	Percentage of Funds Spent	31.90%
1000	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

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

MUNME	Municipality	WC022 Witzenberg		Financial Year	2016/17
				Month End	M07 Jan

0100	Financial Accounting for Grant Funds Received and Expended	Rand
0200	Received Prior Periods (Since Inception) - See Last Months Form	14 535 323
0300	Received This Month	0
0400	Total MIG Funds Received	14 535 323
0500	Spent Prior Periods (Since Inception) - See Last Months Form	7 957 397
0600	Spent This Month	235 334
0700	Total MIG Funds Spent	8 192 731
0800	Total MIG funds Received and Not Spent	6 342 592
0900	Percentage of Funds Spent	56.36%
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 10/2/2017

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

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

MUNME	Municipality	WC022 Witzenberg	Financial Year	2016/17
			Month End	M07 Jan

0100	**Financial Accounting for Grant Funds Received and Expended**	Rand
0200	Received Prior Periods (Since Inception) - See Last Months Form	5 507 548
0300	Received This Month	0
0400	Total INEG Funds Received	5 507 548
0500	Spent Prior Periods (Since Inception) - See Last Months Form	730 403
0600	Spent This Month	887 507
0700	Total INEG Funds Spent	1 617 910
0800	Total INEG funds Received and Not Spent	3 889 638
0900	Percentage of Funds Spent	29.38%
1000	Funds Currently Committed but Not Spent	0
1100	Scheduled Transfers Withheld	

Conditions:
•Municipalities must contractually undertake to:
- Account for the allocated funds on a monthly basis by the 10th of every month
- Pass all benefits to end-customers
- Not utilize the fund for any purpose other than electrification
- Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
- Ring-fence electricity function
- Reflect all assets created under the integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
- Safety operate and maintain the infrastructure
- Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
- Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
- Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

M.

Account number	Name	Future/ Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Older than Oct-16	Total
17610600023		0	81130.16	138424.56	134534.44	128266.44	4635952.08	5118307.68
17364108002		0	1317645.89	0.15	0	0	0	1317646.04
20750396040		0	12832.93	12832.93	12955.91	26157.78	1057550.85	1122330.4
17497300009		0	934551.43	0	0	0	0	934551.43
17790000028		0	878406.81	0	0	0	0	878406.81
89760700012		0	0	0	0	0	785146.72	785146.72
10000672976		0	0	0	0	0	743765.74	743765.74
20750187251		0	135948.77	133359.39	157332.81	166862.43	24133.33	617636.73
75005720008	A&J	0	151.3	54.84	32.55	32.82	462723.81	462995.32
22101200037		0	1435.52	1703.21	934.33	1295.93	444974.43	450343.42
10000413144	BR	0	0	0	0	0	388223.04	388223.04
10000678594		0	0	0	0	0	371693.74	371693.74
10000645367		0	0	0	0	0	332820.99	332820.99
75008270007	H	0	54.51	243.62	43.64	73.48	324018.46	324433.71
24262800055		0	7006.52	7065.42	7124.32	7183.22	272068.49	300447.97
20190383039	WH&HW	0	28306.51	20358.75	13398.49	9632.85	207013.11	278709.71
75012160011	P	0	7839.45	4031.3	6461.99	10483.9	234105.32	262921.96
10000634525	AJ&MF	0	0	0	0	0	262751.35	262751.35
75012290015	M	0	557.14	1824.9	11433.7	14183.84	229597.89	257597.47
90731800002	J	0	2473.23	1952.71	1741.56	1977.63	247718.66	255863.79
89568200006	ET	0	572.05	606.94	467.96	517.7	247619.68	249784.33
86514204655	AN	2563.61	879.42	2006.83	853.67	2253.93	232120.32	240677.78
13285200054		0	235513.43	0.02	0	0	0	235513.45
75013190028	A&SM	0	2383.76	2343.66	2067.55	2260.45	224382.34	233437.76
19002200099		0	230111.38	0	0	0	0	230111.38
10000679076		0	0	0	0	0	228365.58	228365.58
10000670974		0	0	0	0	0	227070.52	227070.52
17289900008		0	224929.69	0	0	0	0	224929.69
89584900012	EN	0	11.4	107.47	62.87	101.6	221544.2	221827.54
17364960011		0	215547.27	0.03	0	0	0	215547.3
13769600208		0	214411.28	0.02	0	0	0	214411.3
89585000005	L	0	646.61	576.87	536.2	533	198323.02	200615.7
60000700021		0	95175.74	63085.03	39217.6	0	0	197478.37
75012090028	K	0	2629.8	2636.88	2287.4	2581.47	183271.87	193407.42
10000697010		0	0	0	0	0	190082.05	190082.05
77032900002		0	1281.87	1781.33	1129.07	1574.09	181785.89	187552.25
13258100084	WH&HW	0	16263.59	16254.08	17085.25	17762.42	112918.34	180283.68
19766800023	AJ&MF	0	1943.83	1830.85	1837.41	1861.39	169246.57	176720.05
18364960001		0	171347.99	0	0	0	0	171347.99
18007500005		0	170918.28	0	0	0	0	170918.28
70201165022	S	0	188.58	137.54	16362.29	154131.98	0	170820.39
20850298012		0	18503.75	18503.75	18681.08	18858.41	95133.28	169680.27
75009390050	J	0	20806.21	807.24	4938.79	8440.86	134676.81	169669.91
89586800011	N&AN	33.04	2544.56	1126.63	2060.84	1932.6	160049.02	167746.69
80515700066	SN	4057.49	811.25	978.19	1009.11	1070.96	151279.12	159206.12
75012100017	NS	0	8887.2	8521.69	4035.33	5411.42	131998.1	158853.74

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	Buildings	Infrastructure	Community	Lease Assets	Other	Total
	R	R	R	R	R	R	R
Carrying value at 1 July 2016	**78 203 971**	**93 542 654**	**441 188 655**	**68 742 648**	**995 479**	**30 219 468**	**712 892 875**
Cost	78 203 971	101 779 105	552 256 674	74 148 394	1 867 230	57 846 635	866 102 009
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	-	-	3 211 743	198 572	-	2 494 434	5 904 749
Capital under Construction	-	106 400	11 370 591	164 086	-	5 137	11 646 214
Transfers from/(to) Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note							
Impairments			-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Reversals	-	-	-	-	-	-	
Depreciation	-	(653 288)	(7 255 161)	(1 017 941)	(230 878)	(2 719 212)	(11 876 480)
Normal Depreciation	-	(653 288)	(7 255 161)	(1 017 941)	(230 878)	(2 719 212)	(11 876 480)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals							
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at Dec 2016	78 203 971	92 995 766	448 515 828	68 087 365	764 601	29 999 828	718 567 358
Cost	78 203 971	101 885 505	566 839 008	74 511 052	1 867 230	60 346 207	883 652 972
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 889 739)	(118 303 379)	(6 423 687)	(1 102 629)	(29 794 521)	(164 513 955)

N

Intangible Assets

	2017
	R
Computer Software	
Carrying value at 1 July 2016	
Net Carrying amount at 1 July	2 645 646
Cost	4 483 998
Accumulated Amortisation	(1 838 352)
Accumulated Impairment	
Additions	-
Amortisation for Year	(99 615)
Impairments	
Disposals	
Net Carrying amount at 30 June	2 546 032
Cost	4 483 998
Accumulated Amortisation	(1 937 967)
Accumulated Impairment	-

Investment Property

	2017
	R
Net Carı Carrying value at 1 July 2016	48 506 151
Cost	50 888 329
Under Construction	-
Accumulated Depreciation	(2 382 177)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	(185 646)
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 June	48 320 506
Cost	50 888 329
Accumulated Depreciation	(2 567 823)
Accumulated Impairment	-

N

Heritage Assets

	2017 R
Net Car Carrying value at 1 July 2016	**550 000**
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 30 June	**550 000**
Cost	550 000
Accumulated Impairment	-

Capitalised Restoration Cost

	2017 R
Net Car Carrying value at 1 July 2016	**26 818 121**
Cost	50 973 071
Under Construction	-
Accumulated Depreciation	(24 154 950)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 June	**26 818 121**
Cost	50 973 071
Accumulated Depreciation	(24 154 950)
Accumulated Impairment	-

INSURANCE REPORT: January 2017

Monthly Premium	R 120 567
Insurance Receipts	R -
Insurance Expenses	R 2 563
Items placed under insurance	R -

Claims movement for the month

Total claims open at the beginning of the month	76
New claims for the month	1
Claims closed during the month	3
Total claims open at the end of the month	74

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

Action Taken	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	3
Request for Quotations Submitted	3
Claim Closed	2
Requested Department to obtain Quotation	6
Insurer Requires Additional Info2	6
Additional Information Requested from relevant department	10
Invoice received and submitted for payment/or refund to Insurers	3
Assessor appointed	2
Quotations submitted to Insurer, Awaiting Approval	5
Agreement of Loss signed and sent to Insurer	2
Agreement of Loss signed and submitted to Insurer	4
Require Third Party Letter of Claim	2
Agreement of loss received	1
Claim within excess: Memo submitted to Manager for approval	3
Grand Total	74

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	3	-	3
More than 30 days	4	-	4
60 days or more	7	-	7
More than 120 Days	46	14	60
Grand Total	60	14	74

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 June 2017
	R	R	R	R	R
National Government Grants	**-12 824 605**	**-82 708 562**	**38 695 491**	**12 545 901**	**-44 291 774**
Finance Management Grant	-	-1 475 000	470 537	-	-1 004 463
Municipal Systems Improvement Grant	0	-	-	-	0
Municipal infrastructure Grant	-698 323	-13 837 000	927 239	7 265 492	-6 342 592
Regional Bulk Infrastructure Grant	-	-	-	931 112	931 112
Housing - Kluitjieskraal	-	-	-	-	-
Intergrated National Electricity Program	-507 548	-5 000 000	313 290	1 304 620	-3 889 638
Equitable share	-	-44 391 000	34 844 833	-	-9 546 167
Neighbourhood Development Plan	-321	-	-	-	-321
Rural Development	-471 155	-	-	-	-471 155
Expanded Public Works Progamme	12 375	-935 000	970 994	-	48 369
Provincial Government Grants					
Library services	-1 416 673	-2 477 000	15 862	-	-3 877 811
Library Grant - MRF	0	-3 665 000	143	-	-3 664 857
Draught Relief	-4 517 242	-153 000	40 426	153 000	-4 476 816
CDW	-337 816	-150 000	37 973	-	-449 843
Mainroads	-	-	136 800	-	136 800
Housing	-1 478 410	-10 394 168	119 800	1 650 218	-10 102 561
Multiputpose Centre (Thusong Centre)	-222 000	-	-	-	-222 000
Financial Management Supporting Grant	-1 310 000	-	12 004	-	-1 297 996
Department of Local Government	-	153 000	336 000	1 241 460	1 730 460
Municipal infrastructure Support Grant	-594 594	-	-	-	-594 594
Other					
Grant Water meters (China)	-84 307	-	-	-	-84 307
Essen Belgium	-1 198 591	-384 393	469 590	-	-1 113 394