WITZENBERG
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Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n **Gewone Raadsvergadering** van die Munisipaliteit Witzenberg gehou sal word op **Dinsdag, 28 Januarie 2020** om **10:00** in die **Raadsaal, Munisipale Kantore, Voortrekkerstraat, Ceres**.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an **Ordinary Council Meeting** of the Witzenberg Municipality will be held in the **Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres** on **Tuesday, 28 January 2020** at **10:00**.

Raadslede en Amptenare / Councillors and officials		
Councillor TE Abrahams	Alderman K Adams (Deputy Executive Mayor)	Councillor P Daniels
Alderman TT Godden (Speaker)	Councillor P Heradien	Councillor MD Jacobs
Councillor D Kinnear	Councillor BC Klaasen (Executive Mayor)	Councillor GG Laban
Councillor C Lottering	Councillor M Mdala	Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa	Councillor MJ Ndaba	Councillor N Phatsoane
Alderlady JT Phungula	Alderman JW Schuurman	Councillor EM Sidego
Councillor RJ Simpson	Alderman HJ Smit	Councillor D Swart
Councillor HF Visagie	Alderman JJ Visagie	
Municipal Manager	Acting Director: Finance	Director: Technical Services
Director: Corporate Services	Head: Internal Audit	Manager: Projects and Performance
Manager: Administration	IDP Manager	Manager: Legal Services
Acting Principal Administrative Officer	Committee Clerk	

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Ondervoorsitter: IMATU (Mnr. L Ntshanga)	Voorsitter: SAMWU (Mnr. M Scholtz)	
Bella Vista Biblioteek	Emfundweni Biblioteek	Prince Alfred's Hamlet Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg Biblioteek

Per e-pos		
Alderlady MC du Toit E-mail: dutoit.marina@gmail.com	Ceres Business Initiative Mr J Conradie Cell: (083) 270-7713 E-mail: manager@cerescbi.co.za	

ALDERMAN TT GODDEN
SPEAKER

21 January 2020

AGENDA

1. OPENING AND WELCOME

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

2.1 Consideration of application for leave of absence, if any (3/1/2/1)

2.2 Confidentiality and Conflict of Interest Declaration (3/2/1)

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration (11/4/3)

Council's congratulations are conveyed to the following Councillors and spouses on their birthdays:

- Mr M Mdishwa — 1 January
- Councillor B Klaasen — 8 January
- Alderlady J Phungula — 15 January
- Councillor H Visagie — 18 January
- Ms F Adams — 24 January
- Ms C Godden — 25 January

NOTED.

3.2 Matters raised by the Speaker (09/1/1)

3.3 Matters raised by the Executive Mayor (09/1/1)

4. MINUTES

4.1 Approval of minutes
(3/1/2/3)

The following minutes are attached:

(a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
(b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.

Council unanimously resolved on 11 December 2019 that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

RECOMMENDED

that the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be approved and signed by the Speaker.

4.2 Outstanding matters
(3/3/2)

None

NOTED

5. MOTIONS AND NOTICE OF SUGGESTIONS

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: April, May, June and July 2019 (9/1/2/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.

(b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.

(d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

(e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

(f) Item 8.1.1 of the Council meeting, held on 30 October 2019.

(g) Item 8.1.1 of the Council meeting, held on 11 December 2019.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a)	April 2019	**Annexure 8.1.1(a)**
(b)	May 2019	**Annexure 8.1.1(b)**
(c)	June 2019	**Annexure 8.1.1(c)**
(d)	July 2019	**Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

"The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.

- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted."

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

"The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019."

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
  - the period of the tender
  - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

(a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

8.1.2 Section 71 Monthly Budget Statement Reports of Directorate Finance: August and September 2019
(9/1/2/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.

(b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.

(c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2019.

(d) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

(e) Item 8.1.2 of the Council meeting, held on 11 December 2019.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a)	August 2019	**Annexure 8.1.2(a)**
(b)	September 2019	**Annexure 8.1.2(b)**

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 17 October 2019:

"The Acting Director: Financial Services presented the Section 71 Monthly Budget Statement Report for August 2019. The following were highlighted:

- The Committee expressed concern with regard to the high amounts of outstanding monies. The Municipal Manager explained that the matters of outstanding debtors as well as the water management devices in order to prevent further escalation of the outstanding money.

- That the Indigent Policy is currently on R3 500-00, but will possibly be decreased in future. Concern was expressed about jobless people receiving indigent allowances, but they do not inform the municipality when they are employed.

The Committee for Corporate and Financial Services resolved on 17 October 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2019 and same be approved and accepted."

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 25 October 2019:

"The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for August and September 2019. The following matters were highlighted:

- That the municipality is cutting on expenses with regard to overtime.
- That the retirement age for female employees has been increased from 60 to 65 years, which affects expenditure in terms of benefits.
- Capital expenditure in first quarter of the budgeted capital expenditure on 6,89 % .
- The Acting Chief Financial Officer will report back to the Performance, Risk and Audit Committee with an explanation in terms of finance charges.
- The Acting Chief Financial Officer responded to the satisfaction of the Performance, Risk and Audit Committee on an enquiry in respect of the lack of figures for depreciation and asset impairment.
- The Municipal Manager reported satisfactorily with regard to appeals lodged for tenders.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports for August and September 2019 and refers same to Council for consideration and approval."

The Committee for Corporate and Financial Services resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2019 and same be accepted.

The Executive Mayoral Committee resolved on 4 December 2019

(a) that the Executive Mayoral Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019.

(b) that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September and August 2019 be approved and accepted.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

RECOMMENDED

that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

8.1.3 Municipal Public Accounts Committee (MPAC) Charter: July 2019 (02/01/2)

The following items refer:

(a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
(b) Item 8.1.13 of the Council meeting, held on 30 October 2019.
(c) Item 8.1.9 of the Council meeting, held on 11 December 2019.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.3**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

RECOMMENDED

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

8.1.4 PRAC 2nd Bi-Annual Performance Management Report: 2018/2019 (5/14/4)

Item 8.1.10 of the Council meeting, held on 11 December 2019, refers.

The PRAC Second Bi-Annual Performance Management Report to Council for 2018/2019, dated November 2019, is attached as **annexure 8.1.4**.

The following recommendation was tabled to Council:

that the PRAC Second Bi-Annual Performance Management Report for 2018/2019, after consideration, be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

RECOMMENDED

that the PRAC Second Bi-Annual Performance Management Report for 2018/2019, after consideration, be approved and accepted.

8.1.5 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

Item 8.1.12 of the Council meeting, held on 11 December 2019, refers.

Council resolved per item 4.4 of 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The following documents are attached:

(a) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.5(a)**.
(b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.5(b)**.
(c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.5(c)**.
(d) Report of MPAC on the matter: **Annexure 8.1.5(d)**.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

RECOMMENDED

For consideration.

8.1.6 AGSA Audit Report: 2018/2019 (5/14/1/16)

Item 4.1 of the Special Performance, Risk and Audit Committee meeting, held on 29 November 2019, refers.

The AGSA Audit Report for 2018/2019 is attached as **annexure 8.1.6**.

Mr Ashiq Allie (AGSA) presented the AGSA Audit Report for 2018/2019 and highlighted the following matters:

- That Witzenberg Municipality had received a clean financial audit report for 2018/2019.
- That there is an overall regress in clean audits within municipalities.
- That there is a lack of registers at the Provincial Traffic Department for fines. AGSA requested that the municipality continues with discussions with the Department.
- That in terms of Section 32 of the Supply Chain in respect of piggy-back the different spheres of government will finalise the matter after the audit.
- That the municipality received a material finding in terms of irregular expenditure. A circular from Department Treasury was received very late, only in July 2019 after the financial year-end. Therefore the circular could not be in operation retrospectively.
- Concerns were expressed in respect of financial viability of the municipality.
- That there are currently no ongoing investigations and no fruitless and wasteful expenditure.
- No findings with regard to water and sanitation.
- That AGSA has looked into the indigent debtors. The Internal Audit team assisted with this.

- That the Bid Adjudication Committee needs to comply in terms of its structure. AGSA advised the municipality.
- AGSA expressed congratulations towards the municipality with obtaining a clean audit.
- The PRAC Chairperson responded likewise with gratitude towards AGSA. The Chairperson emphasised the requests that the views and concerns of the municipality in terms of the audit be conveyed.

The Performance, Risk and Audit Committee resolved on 29 November 2019 to recommend to Council:

that the Performance, Risk and Audit Committee took notice, after consideration, of the AGSA Audit Report for 2018/2019 and recommends same to Council for consideration.

RECOMMENDED

that the AGSA Audit Report for 2018/2019 be considered by Council.

8.1.7 Draft Witzenberg Annual Report: 2018/2019
(5/14/2 & 9/1/1)

Item 7.1.1 of the Executive Mayoral Committee meeting, to be held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

"Purpose

The purpose of this report is to table the draft annual report for 2018/2019 to Council.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Discussion

The draft annual report for 2018/2019 is attached as **annexure 8.1.7**."

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.

(b) That a public participation process be followed as prescribed by law.

(c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than **13 March 2020.**

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.

(b) That a public participation process be followed as prescribed by law.

*(c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than **13 March 2020.***

8.1.8 Mid-year Budget Statement and Performance Assessment (Section 72 Report) for period 1 July 2019 to 31 December 2019
(9/1/1 & 5/1/5/12)

Item 7.1.2 of the Executive Mayoral Committee meeting, to be held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

"1. Purpose

The purpose of this report is to submit the mid-year budget and performance assessment for the period 1 July 2019 to 31 December 2019 to Council, for information.

2. Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

'(1) The Accounting Officer of a municipality must by 25 January of each year:

(a) Assess the performance of the municipality during the first half of the financial year.

(b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The Mayor must, in terms of Section 54(1)(f) of the Act submit the report to the Council by 31 January of each year.

3. Discussion

The Mid-year report for the 2019/2020 financial year is attached as **annexure 8.1.8**."

The following recommendation is tabled to the Executive Mayoral Committee:

that the Executive Mayoral Committee takes cognisance of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019 and recommends same to Council for information.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019.

8.1.9 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter of 2019/2020 (1 October 2019 until 31 December 2019) (9/1/2/2)

Item 7.1.3 of the Executive Mayoral Committee meeting, to be held on 23 October 2020, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2019/2020 is attached as **annexure 8.1.9**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.

(b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.

(b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Minutes of the meeting of Ceres Koekedouw Management Committee: 13 August 2019 / Notule van die vergadering van Ceres Koekedouw Bestuurskomitee: 13 Augustus 2019 (16/2/1/1/1)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Technical Services, held on 20 November 2019.

(b) Item 7.2.1 of the Executive Mayoral Committee meeting to be held on 23 January 2020.

The minutes of the meeting of Ceres Koekedouw Management Committee, held on 13 August 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Proposed erf 2622 for Schoonvlei SMME Business HUB: Corner of Bank and Forel Streets, Bella Vista, Ceres (7/1/4/1)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019.

(b) Item 7.3.1 of the Executive Mayoral Committee meeting, to be held on 23 January 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 4 November 2019, is attached as **annexure 8.3.1.**

The Committee for Local Economic Development and Tourism resolved on 20 November 2019 to recommend to the Executive Mayor and Council:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

8.3.2 Local Economic Development: Recommended names for Prince Alfred's Hamlet Business HUB units
(7/1/4/1)

The following items refer:

(a) Item 6.4 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.

(b) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 19 November 2019.

(c) Item 7.3.2 of the Executive Mayoral Committee meeting to be held on 23 January 2020.

The Committee resolved on 16 October 2019:

(a) that the Acting Manager: Socio-Economic Development engages with the applicants by modus of a presentation and explains the layout of the business hub.

(b) that the Acting Manager: Socio-Economic Development, after the presentation supra (a), submits the names of the applicants to the Committee for Local Economic Development and Tourism for consideration.

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 November 2019, is attached as **annexure 8.3.2**.

The Committee for Local Economic Development and Tourism resolved on 19 November 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the following type of business be approved and allocated in a single unit:

(i) Hair salon
(ii) Honey pollination
(iii) Production of security doors (welding)
(iv) Photography and;
(v) Fruit and vegetables

(b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.

(c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.

(d) that the lease amount <u>not</u> be market related in order to ensure and assist that the businesses can be successful.

(e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) *that the following type of business be approved and allocated in a single unit:*

- *(i)* *Hair salon*
- *(ii)* *Honey pollination*
- *(iii)* *Production of security doors (welding)*
- *(iv)* *Photography and;*
- *(v)* *Fruit and vegetables*

(b) *that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.*

(c) *that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.*

(d) *that the lease amount <u>not</u> be market related in order to ensure and assist that the businesses can be successful.*

(e) *that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.*

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council meeting program: February until December 2020 (3/1/2/3)

The following items refer:

(a) Item 8.4.3 of the Council meeting, held on 11 December 2019.
(b) Item 7.4.1 of the Executive Mayoral Committee meeting to be held on 23 January 2020.

Council unanimously resolved on 11 December 2019 that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

The following memorandum, dated 20 January 2020, was received from the Manager: Administration:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for February until December 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for February until December 2020 is attached as **annexure 8.4.1**. The program differs from that of 2019 in order to create more flexibility to hold meetings on dates and times suitable for all involved. It is recommended that the attached program for the period February until December 2020 be approved. The SALGA Provincial Working Group meeting dates for 2020 are included in the schedule. Council is requested to approve the meeting program for February until December 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for February until December 2020 provides the list of scheduled meetings of Council, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Section 80 Committee meetings every second month and normally on the third Wednesday and Thursday of the month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Wednesday of the month, depending on specific circumstances. Executive Mayoral Committee meetings will be scheduled as necessary and determined by the Municipal Manager and Executive Mayor.

4.2 Constitutional and policy implications

This program has no constitutional and policy implications for the municipality.

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

The monthly Council meetings are published in the local community newspaper, the cost of which is duly budgeted for.

4.5 Legal implications

In terms of Section 19 of the Local Government Municipals Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, date and venue of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for April, June, September and November and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the proposed council meeting program for February until December 2020 be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the proposed council meeting program for February until December 2020 be approved.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

10.1 Feedback on matters of outside bodies (3/R)

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 30 OCTOBER 2019 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor P Daniels
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa
Councillor N Phatsoane
Alderlady JT Phungula
Alderman JW Schuurman
Councillor EM Sidego
Councillor RJ Simpson
Alderman HJ Smit
Councillor D Swart
Councillor HF Visagie
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested Councillor C Lottering to open the meeting with a prayer.

NOTED

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

2.1 Consideration of application for leave of absence, if any (3/1/2/1)

An application for leave of absence from the meeting was received from Councillor MJ Ndaba (ANC).

UNANIMOUSLY RESOLVED

that the application for leave of absence from the meeting, received from Councillor MJ Ndaba (ANC), be approved and accepted.

2.2 Confidentiality and Conflict of Interest Declaration

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration (11/4/3)

Speaker conveyed on behalf of Council congratulations to the following Councillors and spouses on their birthdays:

- Ms Anthea Klaasen 4 August
- Councillor P Heradien 28 August
- Ms Clara Laban 12 September
- Mr Joseph Visagie 15 September
- Ms Lorna Visagie 24 September
- Councillor D Swart 30 September
- Councillor T Abrahams 6 October
- Alderman J Visagie 17 October
- Ms Karin Swart 20 October

NOTED

3.2 Matters raised by the Speaker (09/1/1)

The Speaker mentioned that the Ward Councillors and Ward Committee members had been invited to a meeting. Unfortunately only the Ward Committee members pitched for the meeting. The Speaker reprimanded the Ward Councillors and requested them to lead by example.

NOTED

3.3 Matters raised by the Executive Mayor
(09/1/1)

(a) The Executive Mayor mentioned that a symposium is being held by the *Landbouweekblad* in respect of land on 14 and 15 November 2019 in the Witzenberg area. Councillors who are interested to attend are welcome to submit their names to the office of the Speaker.

(b) The Executive Mayor mentioned that the By-Law: Rules of Order for meetings of the Witzenberg Council is supreme and requested Councillors to honour it.

(c) The Executive Mayor announced that in terms of the Cost Containment Regulations the annual Christmas Market and yearend function for the elderly cannot be held and that the communities will be informed accordingly.

(d) The Executive Mayor congratulated Sole Leather as the Best Entrepreneur in the Witzenberg Municipality.

(e) The Executive Mayor congratulated Cameron Hufke, a resident of Bella Vista, Ceres, who was elected as a Springbok Sevens player for the squad who will be competing in Dubai.

(f) The Executive Mayor mentioned that the coming festive season is at hand. It is a difficult time for the communities, but Council will assist to manage it to the best of their ability. The announcements of the Minister of Finance are expected and the expectation is that it will impact on the municipality in terms of a decrease in grants. The State President, Mr Cyril Ramaphosa, also announced that the days of *free* and *non-payment* are over and that municipalities must promote regular payments.

(g) The Executive Mayor mentioned that the matter in respect of the Pine Forest appeal will be heard on 15 November 2019 in the court. Council will be updated after the court decision.

(h) The Executive Mayor mentioned that the Whippery System was accepted, which defined that all Council meetings will have a Whippery meeting prior to any Council meeting.

(i) The Executive Mayor congratulated the Rastafarian community on its Day of Festival on 2 November 2019. The Mayor mentioned that the minority Muslim community is important, welcomed, honoured and respected in the Witzenberg municipal area and that their special days are also recognised. The Mayor requested that the minority communities inform him timeously of their special days and/or that Councillors submit the days to him.

NOTED

4. MINUTES

4.1 Approval of minutes
(3/1/2/3)

The following minutes are attached:

(a) Council meeting, held on 31 July 2019: **Annexure 4.1(a)**.
(b) Special Council meeting, held on 23 August 2019: **Annexure 4.1(b)**.
(c) Special Council meeting, held on 4 October 2019: **Annexure 4.1(c)**.

UNANIMOUSLY RESOLVED

That the following minutes be approved and signed by the Speaker:

(a) Council meeting, held on 31 July 2019.
(b) Special Council meeting, held on 23 August 2019.
(c) Special Council meeting, held on 4 October 2019.

4.2 Outstanding matters
(3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres Golf Estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.		

UNANIMOUSLY RESOLVED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Mosie: Raadsheer TT Godden (COPE) (15/4/1/1/4/5)

Hierdie aangeleentheid is in-komitee hanteer onder item 12.2.7.

AANGETEKEN.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

7.1 Minutes: Committee meetings (03/3/2)

The minutes of the following meetings are attached:

(a) Committee for Local Economic Development and Tourism, held on 18 April 2018: **Annexure 7.1(a)**.

(b) Committee for Local Economic Development and Tourism, held on 13 June 2018: **Annexure 7.1(b)**.

(c) Committee for Local Economic Development and Tourism, held on 19 September 2018: **Annexure 7.1(c)**.

(d) Committee for Corporate and Financial Services, held on 18 October 2018: **Annexure 7.1(d)**.

(e) Municipal Public Accounts Committee, held on 16 January 2019: **Annexure 7.1(e)**.

(f) Committee for Community Development, held on 14 February 2019: **Annexure 7.1(f)**.

(g) Committee for Corporate and Financial Services, held on 19 February 2019: **Annexure 7.1(g)**.

(h) Committee for Local Economic Development and Tourism, held on 20 February 2019: **Annexure 7.1(h)**.

(i) ICT Steering Committee, held on 29 April 2019: **Annexure 7.1(i)**.

(j) Performance, Risk and Audit Committee, held on 17 May 2019: **Annexure 7.1(j)**.

(k) Executive Mayoral Committee, held on 27 May 2019: **Annexure 7.1(k)**.

(l) Committee for Housing Matters, held on 23 July 2019: **Annexure 7.1(l)**.

(m) Committee for Community Development, held on 25 July 2019: **Annexure 7.1(m)**.

(n) Committee for Corporate and Financial Services, held on 25 July 2019: **Annexure 7.1(n)**.

(o) Local Labour Forum, held on 26 July 2019: **Annexure 7.1(o)**.

(p) Performance, Risk and Audit Committee, held on 2 August 2019: **Annexure 7.1(p)**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the Committee meetings and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: April, May, June and July 2019 (9/1/2/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.

(b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.

(d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

(e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a)	April 2019	**Annexure 8.1.1(a)**
(b)	May 2019	**Annexure 8.1.1(b)**
(c)	June 2019	**Annexure 8.1.1(c)**
(d)	July 2019	**Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

"The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.
- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.

- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted."

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

"The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019."

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
  - the period of the tender
  - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

On request of Council the Speaker granted a caucus break from 10:20 until 11:20.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

8.1.2 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2018/2019 (1 April 2019 until 30 June 2019)
(9/1/2/2)

The following items refer:

(a) Item 8.1.4 of the Council meeting, held on 31 July 2019.

(b) Item 8.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(c) Item 7.1 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 is not attached again as it was already tabled to Council.

Council unanimously resolved on 31 July 2019:

(a) that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2018/2019 (period 1 April 2019 to 30 June 2019) and that the report, after consideration, be approved and accepted.

(b) that the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee for their recommendations to Council.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 and that same be approved and accepted.

Extract from minutes of Municipal Public Accounts Committee meeting, held on 20 August 2019:

"The Acting Chief Financial Officer submitted the Section 52(d) reports for the periods 1 October 2018 to 31 December 2018; 1 January 2019 to 31 March 2019 and 1 April 2019 to 30 June 2019. The following matters were highlighted:

- Total operational revenue for period 1 July 2018 until 30 June 2019 is 92,42%.
- Total capital expenditure for the period 1 July 2018 until 30 June 2019 is 94,42%.

The Manager: Performance and Projects submitted the Performance Report. The following matters were highlighted.

- The performance has met the expectations of Council and the community. The targets met were high in comparison with other municipalities especially in the Directorate: Technical Services. The targets met of losses were also good.
- That 32 out of 36 targets were met and in cases where the performance targets were not met sufficient reasons were provided.
- Explanations provided for non-achievement are in the case of electricity the theft of electricity in the informal areas which contribute to the non-achievement of the target. In the case of under expenditure in respect of the capital budget in the Community Directorate sufficient reasons were provided as well.
- The impact on the service delivery and expenditure objections in the budget where the capital targets were not met was mainly in the Directorate Community Services funds and this funds will be transferred to the next year.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the quarterly reports of the Mayor on the implementation of the budget and the state of affairs of the municipality [Section 52(d)] and approved and same be accepted."

UNANIMOUSLY RESOLVED

(a) that notice be taken that the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 has already been tabled to and accepted and approved by Council on 31 July 2019.

(b) that notice be taken of the recommendations of the Performance, Risk and Audit Committee and Municipal Public Accounts Committee respectively to Council.

8.1.3 Terms of Reference: Disciplinary Board for Financial Misconduct (5/P)

The following items refer:

(a) Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
(b) Item 8.1.9 of the Council meeting, held on 31 July 2019.
(c) Item 7.1.2 of the Executive Mayoral Committee meeting held on 24 October 2019.

Council resolved on 27 August 2014:

(a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.

(b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.

(c) That the Board does not consist of more than five members, as stated in the Regulations.

(d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 8.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

Council unanimously resolved on 31 July 2019:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

8.1.4 Library Services: Non-binding VAT ruling (5/10/5)

Item 7.1.6 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Acting Director: Finance, dated 21 October 2019, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.

UNANIMOUSLY RESOLVED

(a) that Council, after consideration, takes notice of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.

(b) that the matter supra (a) be submitted to SARS.

8.1.5 PRAC review: Fraud and Corruption Prevention Policy and Response Plan (5/14/P)

Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Fraud and Corruption Prevention Policy the Performance Risk and Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Policy and Response Plan, dated July 2019, is attached as **annexure 8.1.5**.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Policy for revision.

The Performance, Risk and Audit Committee resolved on 2 August 2019:

(a) that the Head: Internal Audit removes paragraph 10.5 from the policy.

(b) that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee takes notice of the amendments to the Fraud and Corruption Prevention Policy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Policy and Response Plan and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Fraud and Corruption Prevention Policy and Response Plan be held in abeyance and be workshopped by Council.

8.1.6 PRAC review: Fraud and Corruption Prevention Strategy (5/14/P)

Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Fraud and Prevention Policy the Chief Risk Officer shall annually review the Fraud and Corruption Prevention Strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Strategy, dated 19 July 2019, is attached as **annexure 8.1.6**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Fraud and Corruption Prevention Strategy be held in abeyance and be workshopped by Council.

8.1.7 PRAC review: Whistle Blowing Policy (5/14/P)

Item 7.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Whistle Blowing Policy the Performance and Risk Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Whistle Blowing Policy be updated and amended and after that be tabled to Council for adoption.

The amended Whistle Blowing Policy, dated July 2019, is attached as **annexure 8.1.7**.

The following recommendation was tabled to Council:

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Whistle Blowing Policy be held in abeyance and be workshopped by Council.

8.1.8 Annual Risk Assessment Report: 30 June 2019
(5/14/2)

Item 7.5 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Annual Risk Assessment Report, dated June 2019, is attached as **annexure 8.1.8**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Annual Risk Assessment Report ended 30 June 2019 and same, after consideration, be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Annual Risk Assessment Report ended 30 June 2019 and same, after consideration, be accepted.

8.1.9 PRAC Charter with effect from 1 July 2019
(5/14/2)

Item 8.4 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The PRAC Charter with effect from 1 July 2019, dated July 2019, is attached as **annexure 8.1.9**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the PRAC Charter be reviewed and adopted and after that returned to the Performance, Risk and Audit Committee for implementation.

UNANIMOUSLY RESOLVED

that the PRAC Charter with effect from 1 July 2019, after consideration, be adopted and returned to the Performance, Risk and Audit Committee for implementation.

8.1.10 Internal Audit Report: Compliance with Division of Revenue Act, 2018 (DORA) (5/14/2)

Item 8.5 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Internal Audit Report on Compliance with the Division of Revenue Act, 2018 (DORA), dated June 2019, is attached as **annexure 8.1.10**.

The Head: Internal Audit tabled the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA).

The Performance, Risk and Audit Committee accepted the report and requested that the date on page 9 which reads *January 2018* be corrected to read *January 2019*.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA) and that same be approved and accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA) and, after consideration, same be approved and accepted.

8.1.11 Annual confirmation of organisational independence of Internal Audit Activity (5/14/3)

Item 8.6 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

A memorandum from the Head: Internal Audit, dated 30 July 2019, is attached as **annexure 8.1.11**.

The following recommendation was tabled to the Performance, Risk and Audit Committee:

That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that, based on the above assessment, it is concluded that the Witzenberg Internal Audit Activity is allowed to fulfil its responsibilities and that the Internal Audit Activity is independent.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the matter in respect of the annual confirmation of organisational independence of the Internal Audit Activity and recommends that same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the matter in respect of the annual confirmation of organisational independence of the Internal Audit Activity and, after consideration, same be accepted.

8.1.12 State and Provincial funds: MIG Sport Projects (5/6/1)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Manager: Projects and Performance, dated 15 August 2019, is attached as **annexure 8.1.12**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

That virement transfer of abovementioned budgets for the Tulbagh and Wolseley upgrade of sport facilities as set out above be approved with the subsequent adjustment of the 2019/20 budget at the budget adjustment process in February 2020:

UKey	Project name	Budget
20180707024068	Ceres upgrade of Lyell Street sport facilities	12 940 693
20190703064041	Tulbagh sport facilities upgrade	0
20190703064038	Wolseley sport facilities upgrade	0

UNANIMOUSLY RESOLVED

That virement transfer of abovementioned budgets for the Tulbagh and Wolseley upgrade of sport facilities as set out above be approved with the subsequent adjustment of the 2019/20 budget at the budget adjustment process in February 2020:

UKey	*Project name*	*Budget*
20180707024068	*Ceres upgrade of Lyell Street sport facilities*	*12 940 693*
20190703064041	*Tulbagh sport facilities upgrade*	*0*
20190703064038	*Wolseley sport facilities upgrade*	*0*

8.1.13 Municipal Public Accounts Committee (MPAC) Charter: July 2019 (02/01/2)

Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019, refers.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.13**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

8.1.14 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019)
(9/1/2/2)

Item 7.1.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the 1st quarter of 2019/2020 is attached as **annexure 8.1.14.**

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019.

(b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and, after consideration, same be accepted.

(b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

8.1.15 Memorandum: Action against water demand management meters
(5/12/4)

Item 7.1.5 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The ANC component requested a caucus break from 11:20 until 12:45.

A memorandum from the Fighting for Water Justice Coalition regarding the water demand management meters, dated 10 October 2019, is attached as **annexure 8.1.15**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

(a) that Council continues with the installation of water management devices.
(b) that Council confirms that the Indigent Policy is freely accessible to all people.
(c) that Council does have meetings with the communities for consultation.
(d) that the Witzenberg Municipality does not intimate women.

Alderman JW Schuurman proposed that Council embarks on a roadshow to explain to the communities the matter with regard to the water demand management meters and that after the information sessions a decision be made by Council. Councillor N Phatsoane seconded.

Councillor BC Klaasen proposed that Council accepts the recommendations of the Executive Mayoral Committee as stated in the agenda. Alderman JJ Visagie seconded.

The Speaker called for a secret vote and the outcomes were as follows:

Votes in favour of the proposal Executive Mayoral Committee recommendations accepted:	11
Votes in favour of the proposal information sessions be held:	9
Votes abstained:	1
Total votes	21

RESOLVED

(a) that Council continues with the installation of water management devices.
(b) that Council confirms that the Indigent Policy is freely accessible to all people.
(c) that Council does have meetings with the communities for consultation.
(d) that the Witzenberg Municipality does not intimidate women.

8.1.16 Travel Management Policy
(4/5/P)

The following items refer:

(a) Item 4.1.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
(b) Item 4.1.1 of the Special Council meeting, held on 4 October 2019.

The Travel Management Policy is attached as **annexure 8.1.16**.

The Executive Mayoral Committee resolved on 3 October 2019 that the Travel Management Policy be workshopped by Council and after that be tabled to Council for approval and adoption.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Travel Management Policy, after being workshopped and considered, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Travel Management Policy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that the Travel Management Policy, as amended, be approved and adopted.

8.1.17 PRAC review: Internal Audit Charter: 1 July 2019 until 30 June 2020 (5/14/2)

Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019, refers.

In terms of the Internal Audit Charter, the charter should be annually reviewed for Council approval.

The Performance, Risk and Audit Committee resolved on 13 September 2019:

(a) that the Performance, Risk and Audit Committee, after consideration, accepts the Internal Audit Charter for the period 1 July 2019 until 30 June 2020.

(b) that the Head: Internal Audit finalise the reviewed document for tabling to Council for approval.

The Internal Audit Charter with effect from 1 July 2019 until 30 June 2020, dated June 2019, is attached as **annexure 8.1.17**.

UNANIMOUSLY RESOLVED

that the Internal Audit Charter with effect from 1 July 2019 until 30 June 2020, dated June 2019, after consideration, be accepted.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

The following items refer:

(a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.2.1 of the Council meeting, held on 30 May 2019.
(c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 29 July 2019.
(d) Item 8.2.1 of the Council meeting, held on 31 July 2019.
(e) Item 7.2.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres Agricultural Society. A property developer. Dorpstraat, Stellenbosch, approached the Ceres Agricultural Society to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 8.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the waiver of the pre-emptive right on erf 3775, Ceres be held in abeyance pending a presentation in this regard to Council.

Council unanimously resolved on 31 July 2019 that Council takes notice of the presentation by Messrs Dorpstraat Property Development in respect of the proposed development at the entrance of Ceres Town and accepts same.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that Council not waive the pre-emptive right on erf 3775, Ceres, but to develop the land for sport activities.

UNANIMOUSLY RESOLVED

that Council not waive the pre-emptive right on erf 3775, Ceres, but that the authorisation be mandated to take the land back and develop the land for sport purposes.

8.2.2 Notariële akte van serwituut en samewerkingsooreenkoms: Ceres Koekedouw Besproeiingsraad: Koekedouw Dam (16/2/1/1/1)

Item 7.2.2 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Oktober 2019, verwys.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 14 Oktober 2019, word aangeheg as **bylae 8.2.2**.

Die Uitvoerende Burgemeesterskomitee het op 24 Oktober 2019 besluit om by die Raad aan te beveel dat die Koekedouw Besproeiingsraad ingelig word dat hulle versoek vir addisionele rouwater nie moontlik is nie, aangesien Vlak 1 waterbeperkings volgens alle aanduidings in die tweede kwartaal van 2020 ingestel moet word en dit bots met die "early warning" kriteria soos per die Raad se goedgekeurde droogtebestuursplan.

EENPARIG BESLUIT

Dat die Koekedouw Besproeiingsraad ingelig word dat hulle versoek vir addisionele rouwater nie moontlik is nie, aangesien Vlak 1 waterbeperkings volgens alle aanduidings in die tweede kwartaal van 2020 ingestel moet word en dit bots met die "early warning" kriteria soos per die Raad se goedgekeurde droogtebestuursplan.

8.2.3 Proposed position of the Waste Transfer Station at Wolseley (17/3/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Technical Services, held on 24 July 2019.
(b) Item 7.2.3 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Senior Superintendent: Waste and Cleansing Services, dated 3 June 2019, is attached as **annexure 8.2.3**.

The Committee for Technical Services resolved on 24 July 2019 to recommend to the Executive Mayoral Committee and Council

that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

UNANIMOUSLY RESOLVED

that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

8.2.4 Proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe
(7/1/4/1)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Technical Services, held on 24 July 2019.
(b) Item 7.2.4 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 8.2.4**.

The Committee for Technical Services resolved on 24 July 2019 to recommend to the Executive Mayoral Committee and Council

(a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.

(b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.

(b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe, be held in abeyance until the next meeting.

8.2.5 Waste Characterisation and Brand Audit Report
(17/03/2)

The following items refer:

(a) Item 7.3 of the meeting of the Committee for Technical Services, held on 24 July 2019.
(b) Item 7.2.5 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following documents are attached:

(a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 8.2.5(a)**.

(b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 8.2.5(b)**.

The Committee for Technical Services resolved on 24 July 2019 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

8.2.6 Town Planning: Additional dwelling units on single residential erven: Effect on bulk infrastructure
(15/4/R)

Item 7.2.6 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum with annexures from the Director: Technical Services, dated 30 September 2019, is attached as **annexure 8.2.6**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That, due to the electricity network being the limiting factor, the maximum number of new connections (or second dwelling units) using the available spare capacity in each town be limited as follows:

Town	**Consumption equivalent to the undermentioned low or high consumption users**		**Area**
	Number of low consumption consumers	**Number of high consumption users**	
Ceres	1 132	377	Throughout the town
Tulbagh	200	66	Throughout the town
Wolseley	254	85	Mainly in the Pine Valley area

(b) That applications for second dwelling units in ESKOM supply areas (Prince Alfred's Hamlet and Op-die-Berg) must receive ESKOM approval before being considered by the municipality.

(c) That Council takes notice that the approval of additional dwellings on existing residential erven increases the impact on the existing infrastructure without significant income to Council.

(d) That all residential erven does not automatically have a right for additional units and shall be approved by the Director.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding additional dwelling units on single residential erven be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of additional dwelling units on single residential erven and the effect on bulk infrastructure be held in abeyance until the next meeting.

8.2.7 Application to install solar panels at Vadersgawe: Eselfontein Road, Ceres (16/03/R)

Item 7.2.7 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Senior Manager: Electro-Technical Services, dated 22 September 2019, is attached as **annexure 8.2.7**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

(i) that Council considers and takes notice of the report regarding the Vadersgawe application to install a Small Scale Embedded Generation (SSEG) plant.

(ii) that the Vadersgawe application for the installation of 223,65 kWp solar panels be approved by Council.

UNANIMOUSLY RESOLVED

(a) that Council considered and took notice of the report regarding the Vadersgawe application to install a Small Scale Embedded Generation (SSEG) plant.

(b) that the Vadersgawe application for the installation of 223,65 kWp solar panels be approved by Council.

8.2.8 Policy for appointment of consultants as per Cost Containment Regulations (5/P)

The following items refer:

(a) Item 4.2.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
(b) Item 4.2.1 of the Special Council meeting, held on 4 October 2019.

The following memorandum, dated 10 September 2019, was received from the Director: Technical Services:

"1. Purpose

The purpose of the report is to approve the Policy for the Appointment of consultants, 2019.

2. Background

The Minister of Finance has, acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, in terms of Section 168(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), made the Regulations for Municipal Cost Containment. These regulations were published by National Treasury in the Government Gazette No. 42514 of 7 June 2019 and will be used as a guideline in drafting the Policy for the Appointment of consultants, 2019.

3. Legal framework

The municipality's operations are governed by an array of different acts and this policy should be understood within the context of the compilation of all these legislations. The following Acts and prescripts are central in defining the municipality's boundaries and areas of influence:

- Constitution of the Republic of South Africa, 1996
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, 2003 (Act 53 of 2003)
- Municipal Cost Containment Regulations, 2019, herein after referred to as the Regulations.

4. Financial impact

As per clause 5(2) of the Cost Containment Regulations:

An accounting officer must adopt a fair and reasonable remuneration framework for consultants taking into account the rates –

(a) determined in the 'Guideline on fees for audits undertaken on behalf of the Auditor-general of South Africa', issued by the South African Institute of Chartered Accountants

(b) set out in the 'Guide on Hourly Fee Rates for Consultants', issued by the Department of Public Service and Administration; or

(c) as prescribed by the body regulating the profession of the consultant."

The Policy for the appointment of consultants, 2019 is attached as **annexure 8.2.8**.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Policy for the appointment of consultants, 2019, after being workshopped and considered, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Policy for the appointment of consultants, 2019, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Policy for the appointment of consultants as per Cost Containment Regulations be held in abeyance and be workshopped by Council.

The matter was workshopped by Council on 29 October 2019.

UNANIMOUSLY RESOLVED

that the Policy for the appointment of consultants as per Cost Containment Regulations, 2019, after consideration, be approved and adopted.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2019/2020 (05/06/1)

The following items refer:

(a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.

(b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.

(c) Item 8.3.7 of the Council meeting, held on 31 October 2018.

(d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(e) Item 8.3.1 of the Council meeting, held on 30 May 2019.

(f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 29 July 2019.

(g) Item 8.3.1 of the Council meeting, held on 31 July 2019.

(h) Item 7.3.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 8.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 be held in abeyance until the next meeting.

8.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.5 of the Council meeting, held on 27 February 2019.

(d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.

(e) Item 8.3.1 of the Council meeting, held on 26 March 2019.

(f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(g) Item 8.3.2 of the Council meeting, held on 30 May 2019.

(h) Item 7.3.2 of the Executive Mayoral Committee meeting held on 29 July 2019.

(i) Item 8.3.2 of the Council meeting, held on 31 July 2019.

(j) Item 7.3.2 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.

(b) To recommend to the Executive Mayoral Committee and Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Busy Bee Building, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Busy Bee Building, Tulbagh be held in abeyance until the next meeting.

8.3.3 Witzenberg Municipality: Conditions for the hiring of Community Halls (17/8/3)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Community Development, held on 22 August 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum received from the Manager: Amenities and Environment, dated 11 July 2019, is attached as **annexure 8.3.3**.

The Committee for Community Development resolved on 22 August 2019 to recommend to the Executive Mayoral Committee and Council:

that the matter with regard to the conditions for hiring community halls in the Witzenberg Municipality be deliberated by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the conditions for the hiring of Community Halls be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the conditions for the hiring of Community Halls be held in abeyance until the next meeting.

8.3.4 Draft Air Quality Management Plan: Review 2019 (17/1/4/P)

Item 7.3.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The following report, dated 15 October 2019, was received from the Environmental Officer:

"Background

The Air Quality Management Plan has to be reviewed every five years. The last time the Plan was tabled to and approved by Council was 28 May 2014. The Draft Air Quality Management Plan Review 2019 is attached as **annexure 8.3.4**.

Deliberation

A public notice was placed in the Witzenberg Herald that the Draft Air Quality Management Plan Review 2019 is available for inspection and public inputs on the municipal website and the various libraries and municipal offices. The closing date for comments is 1 November 2019. The Plan will be tabled to Council for approval after the Public Participation Process."

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the Draft Air Quality Management Plan Review 2019.

UNANIMOUSLY RESOLVED

that notice be taken of the Draft Air Quality Management Plan Review 2019.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.4.4 of the Council meeting, held on 30 May 2019.
(c) Item 7.4.1 of the Executive Mayoral Committee meeting held on 29 July 2019.
(d) Item 8.4.1 of the Council meeting, held on 31 July 2019.
(e) Item 7.4.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following report, dated 22 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

(i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.

(ii) That possible developments to be requested from interested parties for consideration by Council in future.

(iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 8.4.1(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 8.4.1(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period.

The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 8.4.1(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

(i) 18 Chalets
(ii) 69 Camping Sites
(iii) 4 Ablution blocks
(iv) Small office
(v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuer has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting and be workshopped by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

8.4.2 Council's immovable property: Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley
(7/1/4/1)

The following items refer:

(a) Item 6.4 of the meeting of the Committee for Corporate and Financial Services, held on 28 August 2019.

(b) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 October 2019.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 8.4.2**.

The Committee for Corporate and Financial Services resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

8.4.3 Delimitation of wards 2019-2020 in preparation for 2021 Local Government elections (3/1/1/2)

A circular from the Municipal Demarcation Board, dated 7 October 2019, is attached as **annexure 8.4.3**.

UNANIMOUSLY RESOLVED

that Council takes notice, after consideration, of the circular from the Municipal Demarcation Board.

8.4.4 Personnel matters: Retirement Policy: Witzenberg Municipality (4/2/P & 1/3/1/32)

The following items refer:

(a) Item 4.4.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
(b) Item 4.4.1 of the Special Council meeting, held on 4 October 2019.

The proposed Retirement Policy for Witzenberg Municipality is attached as **annexure 8.4.4**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Retirement Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Retirement Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

8.4.5 Personnel matters: Leave Policy: Witzenberg Municipality (4/2/P & 1/3/1/32)

The following items refer:

(a) Item 4.4.2 of the Executive Mayoral Committee meeting, held on 3 October 2019.
(b) Item 4.4.2 of the Special Council meeting, held on 4 October 2019.

The proposed Leave Policy for Witzenberg Municipality is attached as **annexure 8.4.5**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Leave Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Leave Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

8.4.6 Mayoral Bursary Fund Policy: Witzenberg Municipality (5/P)

The following items refer:

(a) Item 4.4.3 of the Executive Mayoral Committee meeting, held on 3 October 2019.
(b) Item 4.4.3 of the Special Council meeting, held on 4 October 2019.

The proposed Mayoral Bursary Fund Policy for Witzenberg Municipality is attached as **annexure 8.4.6**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after being workshopped and considered, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Mayoral Bursary Fund Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Mayoral Bursary Fund Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

8.4.7 Property exchange transaction: Erf 5957 Nduli and Nduli commonage (erf 5958), Ceres (7/1/1/1 & 7/1/4/2)

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The following report, dated 22 October 2019, was received from the Municipal Manager:

"Purpose

To consider recommending to Council to approve a possible property exchange transaction between the owner of a portion of erf 5957, Nduli, Ceres and the Witzenberg Municipality who is the owner of a portion of the Nduli commonage, erf 5958.

Deliberation

Mr Petrus Johannes Mostert is the registered owner of erf 5957, Nduli, Ceres. A copy of the Deeds Registry enquiry to this effect is attached as **annexure 8.4.7(a)**.

A portion of this erf is covered with graves and is generally been regarded by the public as part of the Nduli cemetery. This confusion crept as a result of a fence that was erroneously erected as a border fence between the graveyard and the private erf. The owner is frustrated, because he cannot use his property for the purpose required. He has proposed, in an attempt to resolve the impasse, that the municipality considers alienating a portion of commonage 5958, which is reflected on the attached **annexure 8.4.7(b)** with an X, in favour of himself. The portion of the commonage marked with an X is the property where the mobile post office has been erected. (The post office has been vandalised and the indication is that it will not be repaired or replaced). The Post Office previously indicated, prior to the destruction of the building, that they will rather sub-lease the building than conducting any services themselves. The size of the property in question is 775 square metres.

The owner, Mr Mostert, will in exchange for the commonage transfer a portion of erf 5957, marked as Y on the Google map, to the municipality for incorporation to the graveyard. The size of the portion marked Y is 993 square metres. The proposal further includes that no financial considerations be given for the transfer of the properties.

Legal implication

The alienation of the municipal property must be dealt with in terms of Section 14 of the Municipal Finance Act. In this instance the municipality must take a decision that the property is not required for minimum service delivery. The municipality is currently impeding on the rights of the owner of erf 5957. The market value of the asset to be received will in any event be higher than the value of the asset to be alienated.

Financial implication

There will be no financial implications except for the cost of any subdivision, consolidation, transfer cost and any other incidental costs relating to the transfer of the property."

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

8.4.8 Legislation: Amendments to AARTO Act (17/7/4/P)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Manager: Traffic Services, dated 29 August 2019, is attached as **annexure 8.4.8**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the current status of AARTO.

UNANIMOUSLY RESOLVED

that Council takes notice of the matter in respect of the amendments to the AARTO Act and, after consideration, accepts same.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

10.1 Feedback on matters of outside bodies (3/R)

10.1.1 SALGA conference: Western Cape

The Executive Mayor reported the following regarding the SALGA conference:

(a) That SALGA will institute action against the Pension Fund and make a decision on the current members. Councillors affected in the municipality are Councillors BC Klaasen, D Swart and Alderman JJ Visagie. The matter will be deliberated at the next meeting.

(b) That SALGA discussed the matter of water management in the Western Cape.

(c) That SALGA discussed the status of the economy in the country and the impact thereof on municipalities as well as the expected announcements of the Minister of Finance.

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Questions raised by Alderlady JT Phungula on behalf of ANC (3/1/2/2)

A list of questions received from the ANC Chief Whip, Alderlady JT Phungula, is attached as **annexure 11.1**.

(a) Mafoko Security

That a brief overview be given in respect of Mafoko Security with regard to the timeframe of the contract.

(b) Vacancy: Manager: Resorts and Swimming Pools

Questions were raised in respect of the filling of the vacant position of Manager: Resorts and Swimming Pools.

The Municipal Manager responded that nobody is acting due to a lack of criteria.

(c) EPWP Projects

That EPWP workers are requested to borrow money in exchange for jobs. Complaints have been made to Councillors that these workers do not know anything about their future.

(d) Abuse of women

Concern was expressed about the abuse of women and that the names of the culprits are known.

(e) Ward committees

Concern was expressed about the allocations of the wards in respect of the Cost Containment Regulations. The Executive Mayor mentioned that Ward Committee members had complained directly to the MEC.

(f) Year-end function for the elderly

The annual year-end function for the elderly has been terminated due to the Cost Containment Regulations.

RESOLVED

(a) that the matter in respect of the contract with Messrs Mafoko Security will be dealt with in detail at the next meeting.

(b) that the vacant position of Manager: Resorts and Swimming Pools will be advertised and filled.

(c) that more information in respect of the EPWP workers matter be given to the Municipal Manager to deal with same.

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 11 DECEMBER 2019 AT 10:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor P Daniels
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa
Councillor MJ Ndaba
Councillor N Phatsoane
Alderlady JT Phungula
Alderman JW Schuurman
Councillor EM Sidego
Councillor RJ Simpson
Alderman HJ Smit
Councillor D Swart
Councillor HF Visagie
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr W Mars (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Marketing and Communication)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms M Badela (Interpreter)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested Councillor C Lottering to open the meeting with a prayer.

NOTED

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

2.1 Consideration of application for leave of absence, if any (3/1/2/1)

An apology for absence from the meeting was received from the Acting Director: Finance.

UNANIMOUSLY RESOLVED

that the apology for absence from the meeting, received from the Acting Director: Finance, be approved and accepted.

2.2 Confidentiality and Conflict of Interest Declaration (3/2/1)

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

Councillor BC Klaasen declared interest in terms of item 5.2 of the in-committee agenda, being the property of his wife.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration (11/4/3)

Council's congratulations were conveyed by Alderlady JT Phungula (on behalf of the ANC) and Councillor E Sidego (on behalf of Council) to the following Councillors and spouses on their birthdays:

- Councillor R Simpson 10 November
- Councillor T Mgoboza 15 November
- Councillor M Mdala 16 November
- Ms D Heradien 22 November
- Ms C Jacobs 5 December
- Alderman T Godden 10 December

NOTED.

3.2 Matters raised by the Speaker (09/1/1)

(a) The Speaker conveyed his best wishes to Council, Senior Management and the Administration for the Festive Season.

(b) The Speaker mentioned that a whippery meeting will be held to discuss and finalise the whippery system for future council meetings.

(c) The Speaker announced that all councillors are invited to the yearend function for Council after the meeting in the Pine Forest Resort.

NOTED

The DA component requested a caucus break from 10:25 until 10:35.

The ANC component requested a caucus break from 10:35 until 11:40.

3.3 Matters raised by the Executive Mayor
(09/1/1)

(a) The Executive Mayor referred to the outcomes of the court case in respect of the Pine Forest Resort and mentioned that the matter will be discussed by Council.

(b) The Executive Mayor mentioned that 2019 was a year with many challenges to overcome and it includes a provincial and national election. He expressed gratitude towards Council and the Administration for a job well done and wished everyone a blessed Festive Season and a prosperous new year.

NOTED

4. MINUTES

4.1 Approval of minutes
(3/1/2/3)

The minutes of the Council meeting, held on 30 October 2019, are attached as **annexure 4.1**.

The following recommendation was tabled to Council:

that the minutes of the Council meeting, held on 30 October 2019, be approved and signed by the Speaker.

UNANIMOUSLY RESOLVED

that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

4.2 Outstanding matters
(3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres Golf Estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation process be submitted to Council for consideration and final adoption.		31 January 2020

The Municipal Manager mentioned that a discussion was held between himself and Alderman JW Schuurman in respect of the Ceres Golf Estate. An item regarding the matter will be submitted to Council.

UNANIMOUSLY RESOLVED

(a) Item 4.2.1: Ceres Golf Estate development

that the Municipal Manager will submit an item in respect of the Ceres Golf Estate to Council.

(b) Item 4.2.2: Proposed Integrated Zoning Scheme By-Law

(i) that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the Council meeting of May 2020 with the approval of the Budget 2020/2021.

(ii) that the matter supra (i) be removed from the agenda for the interim period from December 2019 until May 2020.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Mosie van wantroue in amp van Uitvoerende Burgemeester (3/2/2)

'n Mosie vanaf Raadslid G Laban (Witzenberg Aksie), gedateer 2 Desember 2019, word ingebind as **bylae 5.1**.

Die Speaker meld dat 'n foutiewe verwysing in terme van Artikel 40 van die Munisipale Strukture Wet (No. 117 van 1998) in die mosie voorkom en versoek dat die mosie gekorrigeer word met Artikel 58 van die genoemde wet.

Raadslid GG Laban stel voor en Raadsheer JW Schuurman sekondeer dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

Raadsheer JJ Visagie stel voor en Raadsheer HJ Smit sekondeer dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.

Die Speaker reël 'n geheime stemming met stembriefies.

Na die stemming is die uitslag 'n gelykop van elf stemme elk vir die twee voorstelle met een stembrief in dispuut.

Die Speaker bring 'n beslissende stem uit en is die uitslag van die stemming soos volg:

- Twaalf (12) stemme ten gunste van die voorstel dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.
- Elf (11) stemme ten gunste van die voorstel dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

BESLUIT

dat Raadslid BC Klaasen nie as die Uitvoerende Burgemeester van Munisipaliteit Witzenberg uit die amp verwyder word nie.

5.2 Mosie: Raadsheer TT Godden (COPE) (15/4/1/1/4/5)

Hierdie aangeleentheid word in-komitee hanteer.

AANGETEKEN.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

7.1 Minutes: Committee meetings (03/3/2)

The reports/minutes of the following meetings are attached:

(a) Committee for Technical Services, held on 24 July 2019: **Annexure 7.1(a)**.

(b) Executive Mayoral Committee, held on 29 July 2019: **Annexure 7.1(b)**.

(c) Performance, Risk and Audit Committee, held on 16 August 2019: **Annexure 7.1(c)**.

(d) Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee, held on 21 August 2019: **Annexure 7.1(e)**.

(f) Committee for Community Development, held on 22 August 2019: **Annexure 7.1(f)**.

(g) Committee for Corporate and Financial Services, held on 22 August 2019: **Annexure 7.1(g)**.

(h) Committee for Local Economic Development and Tourism, held on 28 August 2019: **Annexure 7.1(h)**.

(i) Committee for Housing Matters, held on 28 August 2019: **Annexure 7.1(i)**.

(j) Performance, Risk and Audit Committee, held on 13 September 2019: **Annexure 7.1(j)**.

(k) Special Executive Mayoral Committee, held on 3 October 2019: **Annexure 7.1(k)**.

(l) Committee for Housing Matters, held on 15 October 2019: **Annexure 7.1(l)**.

(m) Committee for Local Economic Development and Tourism, held on 16 October 2019: **Annexure 7.1(m)**.

(n) Committee for Community Development, held on 17 October 2019: **Annexure 7.1(n)**.

(o) Committee for Corporate and Financial Services, held on 17 October 2019: **Annexure 7.1(o)**.

(p) Special Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 7.1(p)**.

(q) Executive Mayoral Committee, held on 24 October 2019: **Annexure 7.1(q)**.

UNANIMOUSLY RESOLVED

that notice is taken, after consideration, of the minutes of the Committee meetings and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: April, May, June and July 2019 (9/1/2/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.

(b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.

(d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

(e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

(f) Item 8.1.1 of the Council meeting, held on 30 October 2019.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a)	April 2019	**Annexure 8.1.1(a)**
(b)	May 2019	**Annexure 8.1.1(b)**
(c)	June 2019	**Annexure 8.1.1(c)**
(d)	July 2019	**Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

"The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.

- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted."

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

"The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019."

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
    - the period of the tender
    - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

(a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

8.1.2 Section 71 Monthly Budget Statement Reports of Directorate Finance: August and September 2019
(9/1/2/2)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.

(b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.

(c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2019.

(d) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a)	August 2019	**Annexure 8.1.2(a)**
(b)	September 2019	**Annexure 8.1.2(b)**

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 17 October 2019:

"The Acting Director: Financial Services presented the Section 71 Monthly Budget Statement Report for August 2019. The following were highlighted:

- The Committee expressed concern with regard to the high amounts of outstanding monies. The Municipal Manager explained that the matters of outstanding debtors as well as the water management devices in order to prevent further escalation of the outstanding money.

- That the Indigent Policy is currently on R3 500-00, but will possibly be decreased in future. Concern was expressed about jobless people receiving indigent allowances, but they do not inform the municipality when they are employed.

The Committee for Corporate and Financial Services resolved on 17 October 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2019 and same be approved and accepted."

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 25 October 2019:

"The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for August and September 2019. The following matters were highlighted:

- That the municipality is cutting on expenses with regard to overtime.
- That the retirement age for female employees has been increased from 60 to 65 years, which affects expenditure in terms of benefits.
- Capital expenditure in first quarter of the budgeted capital expenditure on 6,89 % .
- The Acting Chief Financial Officer will report back to the Performance, Risk and Audit Committee with an explanation in terms of finance charges.
- The Acting Chief Financial Officer responded to the satisfaction of the Performance, Risk and Audit Committee on an enquiry in respect of the lack of figures for depreciation and asset impairment.
- The Municipal Manager reported satisfactorily with regard to appeals lodged for tenders.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports for August and September 2019 and refers same to Council for consideration and approval."

The Committee for Corporate and Financial Services resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2019 and same be accepted.

The Executive Mayoral Committee resolved on 4 December 2019

(a) that the Executive Mayoral Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019.

(b) that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September and August 2019 be approved and accepted.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

8.1.3 Terms of Reference: Disciplinary Board for Financial Misconduct (5/P)

The following items refer:

(a) Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
(b) Item 8.1.9 of the Council meeting, held on 31 July 2019.
(c) Item 7.1.2 of the Executive Mayoral Committee meeting held on 24 October 2019.
(d) Item 8.1.3 of the Council meeting, held on 30 October 2019.
(e) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 4 December 2019.

Council resolved on 27 August 2014:

(a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.

(b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.

(c) That the Board does not consist of more than five members, as stated in the Regulations.

(d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 8.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

Council unanimously resolved on 31 July 2019:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

UNANIMOUSLY RESOLVED

that the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

8.1.4 Municipal Cost Containment Policy Framework (5/P)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The following report, dated 20 November 2019, was received from the Municipal Manager:

"The Draft Cost Containment Policy was workshopped by Council on 30 July 2019. In terms of the Cost Containment Regulations the municipality must adopt a Cost Containment Policy. The policy presented to Council is basically similar to the regulations. It is recommended and suggested that Council considers adopting the Cost Containment as a framework policy. Council has already adopted two separate policies that are linked to the Cost Containment Regulations, namely the Policy on the use of consultants as well as the Travel Management Policy."

The policy that was workshopped, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that the Municipal Cost Containment Policy Framework, after consideration, be approved, but that the policy framework be amended in future if necessary.

UNANIMOUSLY RESOLVED

that the Municipal Cost Containment Policy Framework, after consideration, be approved, but that the policy framework be amended in future if necessary.

8.1.5 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019)
(9/1/2/2)

The following items refer:

(a) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 24 October 2019.
(b) Item 8.2 of the PRAC meeting, held on 25 October 2019.
(c) Item 8.1.14 of the Council meeting, held on 30 October 2019.
(d) Item 7.1 of the MPAC meeting, held on 4 November 2019.

The Quarterly Budget Statement [Section 52(d)] Report for the 1st quarter of 2019/2020 is not attached as the document has already been tabled to Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019.

(b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and refers same to Council for consideration and approval.

Council unanimously resolved on 30 October 2019:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and, after consideration, same be accepted.

(b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

Extract from the minutes of the MPAC meeting, held on 4 November 2019:

"The Municipal Public Accounts Committee (MPAC) considered the Section 52(d) Report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stands on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

The Municipal Public Accounts Committee resolved on 4 November to recommend to Council that notice be taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted."

UNANIMOUSLY RESOLVED

(a) that notice is taken that the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 has already been tabled to and accepted by Council on 30 October 2019.

(b) that notice is taken, after consideration, of the recommendations of the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to Council.

8.1.6 PRAC review: Fraud and Corruption Prevention Policy and Response Plan (5/14/P)

The following items refer:

(a) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(b) Item 8.1.5 of the Council meeting, held on 30 October 2019.

In terms of the Fraud and Corruption Prevention Policy the Performance Risk and Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Policy and Response Plan, dated July 2019, is attached as **annexure 8.1.6**.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Policy for revision.

The Performance, Risk and Audit Committee resolved on 2 August 2019:

(a) that the Head: Internal Audit removes paragraph 10.5 from the policy.

(b) that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee takes notice of the amendments to the Fraud and Corruption Prevention Policy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Policy and Response Plan and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Fraud and Corruption Prevention Policy and Response Plan be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Fraud and Corruption Prevention Policy and Response Plan and, after consideration, same be approved and accepted.

8.1.7 PRAC review: Fraud and Corruption Prevention Strategy (5/14/P)

The following items refer:

(a) Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

In terms of the Fraud and Prevention Policy the Chief Risk Officer shall annually review the Fraud and Corruption Prevention Strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Strategy, dated 19 July 2019, is attached as **annexure 8.1.7**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Fraud and Corruption Prevention Strategy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

8.1.8 PRAC review: Whistle Blowing Policy (5/14/P)

The following items refer:

(a) Item 7.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

(b) Item 8.1.7 of the Council meeting, held on 30 October 2019.

In terms of the Whistle Blowing Policy the Performance and Risk Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Whistle Blowing Policy be updated and amended and after that be tabled to Council for adoption.

The amended Whistle Blowing Policy, dated July 2019, is attached as **annexure 8.1.8**.

The following recommendation was tabled to Council:

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Whistle Blowing Policy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

8.1.9 Municipal Public Accounts Committee (MPAC) Charter: July 2019 (02/01/2)

The following items refer:

(a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
(b) Item 8.1.13 of the Council meeting, held on 30 October 2019.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.9**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

8.1.10 PRAC 2nd Bi-Annual Performance Management Report: 2018/2019 (5/14/4)

The PRAC Second Bi-Annual Performance Management Report to Council for 2018/2019, dated November 2019, is attached as **annexure 8.1.10**.

The following recommendation was tabled to Council:

that the PRAC Second Bi-Annual Performance Management Report for 2018/2019, after consideration, be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

8.1.11 Reconnection of electricity over the festive period (5/12/1/R)

Item 7.1.4 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

Purpose

To consider the reconnection of all electricity consumers over the festive period from 20 December 2019 until 3 January 2020.

Deliberation

It has become customary for Council to reconnect the electricity supply of defaulters over the festive period. This is in the spirit of goodwill and also to ensure that all households enjoy the festive season. In the past Council has drawn a distinction between the prepaid and the conventional consumers. In terms of the conventional consumers they must pay a deposit of R300.00 because the electricity is supplied in advance. If the deposit is not levied Council will incur a loss.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

(a) that the electricity of prepaid consumers be reconnected free of charge.

(b) that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300.00.

(c) that Council considers the period in which the concession of goodwill will run.

(d) that the Acting Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.

UNANIMOUSLY RESOLVED

(a) that the electricity of prepaid consumers be reconnected free of charge.

(b) that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300-00.

(c) that the concession of goodwill runs from 20 December 2019 until 3 January 2020.

(d) that the Acting Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.

8.1.12 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

Council resolved per item 4.4 of 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The following documents are attached:

(a) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.12(a)**.
(b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.12(b)**.
(c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.12(c)**.
(d) Report of MPAC on the matter: **Annexure 8.1.12(d)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Waste Characterisation and Brand Audit Report (17/03/2)

The following items refer:

(a) Item 7.3 of the meeting of the Committee for Technical Services, held on 24 July 2019.
(b) Item 7.2.5 of the Executive Mayoral Committee meeting held, on 24 October 2019.
(c) Item 8.2.5 of the Council meeting, held on 30 October 2019.
(d) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 4 December 2019.

The following documents are attached:

(a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 8.2.1(a)**.

(b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 8.2.1(b)**.

The Committee for Technical Services resolved on 24 July 2019 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

UNANIMOUSLY RESOLVED

(a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.

(b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

8.2.2 Notariële akte van serwituut en samewerkingsooreenkoms: Ceres Koekedouw Besproeiingsraad: Koekedouw Dam (16/2/1/1/1)

Item 7.2.4 van die vergadering van die Uitvoerende Burgemeesterskomitee, gehou op 4 Desember 2019, verwys.

Die volgende dokumente word aangeheg:

(a) Memorandum vanaf Direkteur: Tegniese Dienste, gedateer 19 November 2019: **Bylae 8.2.2(a)**.

(b) Brief vanaf Koekedouw Besproeiingsraad, gedateer 22 Mei 2019: **Bylae 8.2.2(b)**.

(c) Brief aan Koekedouw Besproeiingsraad, gedateer 11 Junie 2019: **Bylae 8.2.2(c)**.

(e) E-pos vanaf Koekedouw Besproeiingsraad, gedateer 1 Oktober 2019: **Bylae 8.2.2(d)**.

Die Uitvoerende Burgemeesterskomitee het op 4 Desember 2019 besluit om by die Raad aan te beveel:

(a) Dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.

(b) Dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegniese Dienste maandeliks ingedeel word.

EENPARIGE BESLUIT

(a) dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.

(b) dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegniese Dienste maandeliks ingedeel word.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council recess: December 2019/January 2020
(3/1/2/3)

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that Council determines the recess period for the festive season of 2019/2020.

UNANIMOUSLY RESOLVED

that Council's recess period for the Festive Season 2019 will be from 12 December 2019 until 12 January 2020.

8.4.2 Personnel matters: Closure of municipal offices: 23, 24, 27, 30, 31 December 2019 and 2 January 2020
(4/2/8)

The following items refer:

(a) Item 10 of the Local Labour Forum meeting, held on 28 November 2019.
(b) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 4 December 2019.

For the past number of years the municipal offices have been closed in December and January for the festive season.

The Director: Corporate Services proposed:

(a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.

(b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.

(c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.

(d) That the municipality resumes full services on 3 January 2020.

The Local Labour Forum resolved on 28 November 2019 to recommend to the Executive Mayoral Committee and Council:

(a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.

(b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.

(c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.

(d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

(a) that business hours on 20 December 2019 shall be from 08:00 until 16:00.

(b) that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.

(c) that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.

(d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

UNANIMOUSLY RESOLVED

(a) that business hours on 20 December 2019 shall be from 08:00 until 16:00.

(b) that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.

(c) that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.

(d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

8.4.3 Council meeting program: January until March 2020 (3/1/2/3)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The following memorandum, dated 2 December 2019, was received from the Manager: Administration:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until March 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until March 2020 is attached as **annexure 8.4.3**. The program is essentially similar to that of 2019. It is recommended that the attached program for the period January until March 2020 be approved. The SALGA Provincial Working Group meeting dates for February 2020 are included in the schedule. The other SALGA workshop dates are awaited and will be included when received. The final dates for the period April until December 2020 will thereafter be finalised.

Council is requested to approve the meeting program for January until March 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for January until March 2020 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Executive Mayoral Committee meetings on the first, second and third Tuesday of every month, Section 80 Committee meetings on the third Wednesday and Thursday of every month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Wednesday of the month, depending on specific circumstances. Council meetings are also synchronised with the Council meetings of the Cape Winelands District Municipality.

4.2 Constitutional and policy implications

This program has no constitutional and policy implications for the municipality.

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

The monthly Council meetings are published in the local community newspaper, the cost of which is duly budgeted for.

4.5 Legal implications

In terms of Section 19 of the Local Government Municipals Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, date and venue of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for June, September and November and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that the proposed Council meeting program for January until March 2020 be approved.

UNANIMOUSLY RESOLVED

that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

8.4.4 Request for lease agreement: Erf 8069, Carson Street alley, Ceres (15/4/R & 7/1/4/1)

Council resolved per item 8.4.1 of 30 May 2019:

(a) that the matter in respect of the request for a lease agreement for erf 8069, Carson Street alley, Ceres be held in abeyance and that an offer to purchase be made to the owner.

(b) that in future Council will handle similar matters according to the same principle as supra (a).

UNANIMOUSLY RESOLVED

that a supply chain process be followed regarding the leasing of erf 8069, Carson Street alley, Ceres and a final decision about the matter be made by the Bid Adjudication Committee.

8.4.5 Ward delimitation public consultations
(3/1/1/2)

A letter from the Municipal Demarcation Board, dated 17 October 2019, is attached as **annexure 8.4.5**.

UNANIMOUSLY RESOLVED

that notice be taken that a public meeting of the Municipal Demarcation Board will be held on 12 February 2020 in the Town Hall, Ceres.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Delimitation of wards in preparation of 2021 municipal elections: First set of draft wards
(3/1/1/2)

The following documents are attached:

(a) Memorandum from Manager: Projects and Performance, dated 28 November 2019: **Annexure 9.1(a)**.

(b) Correspondence from Municipal Demarcation Board: **Annexure 9.1(b)**.

(c) Maps of draft wards: **Annexure 9.1(c)**.

UNANIMOUSLY RESOLVED

that notice be taken of the first set of draft wards for the 2021 municipal elections.

10. FORMAL AND STATUTORY MATTERS

10.1 Feedback on matters of outside bodies
(3/R)

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. COUNCIL-IN-COMMITTEE

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for April 2019

Financial data is in respect of the period 1 July 2018 to 30 April 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 3.9 million.

The monthly billing was also done as scheduled and during this process 12 552 accounts amounting to R 34.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.8 million.

The indigent cost to the municipality for the month amounts to R 1.8 million. The number of indigent households is increasing due to the policy amendments approved by council

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

The municipality issued orders to the value of R 18.5 million of which R 0.2 million was in terms of deviations.

The municipality currently has R 86.5 million in its primary bank account and a R 43 million in investments

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 3.9 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 552 rekeninge ten bedrae van R 34.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.8 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 94%

Bestellings ter waarde van R 18.5 miljoen uitgereik, waarvan R 0.2 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 86.5 miljoen in die primêre bankrekening en R 43 miljoen in beleggings

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of April 2019 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir April 2019 .

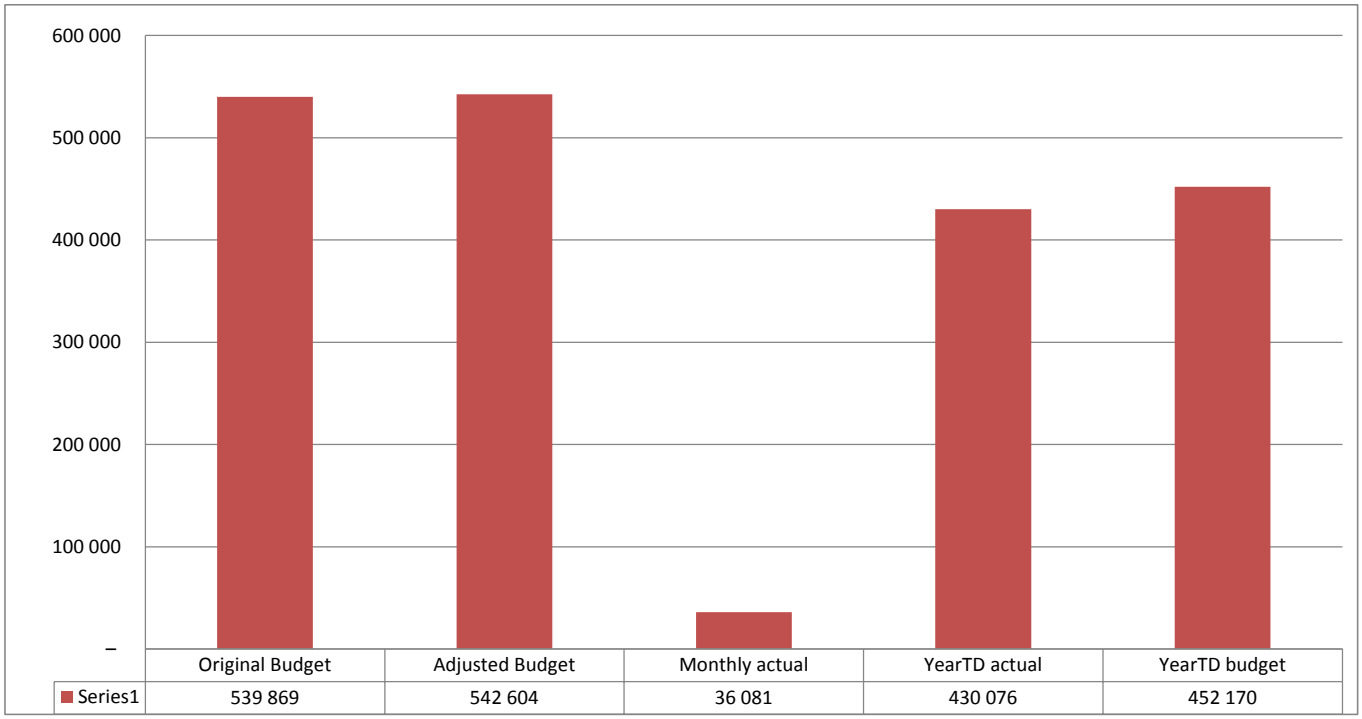
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

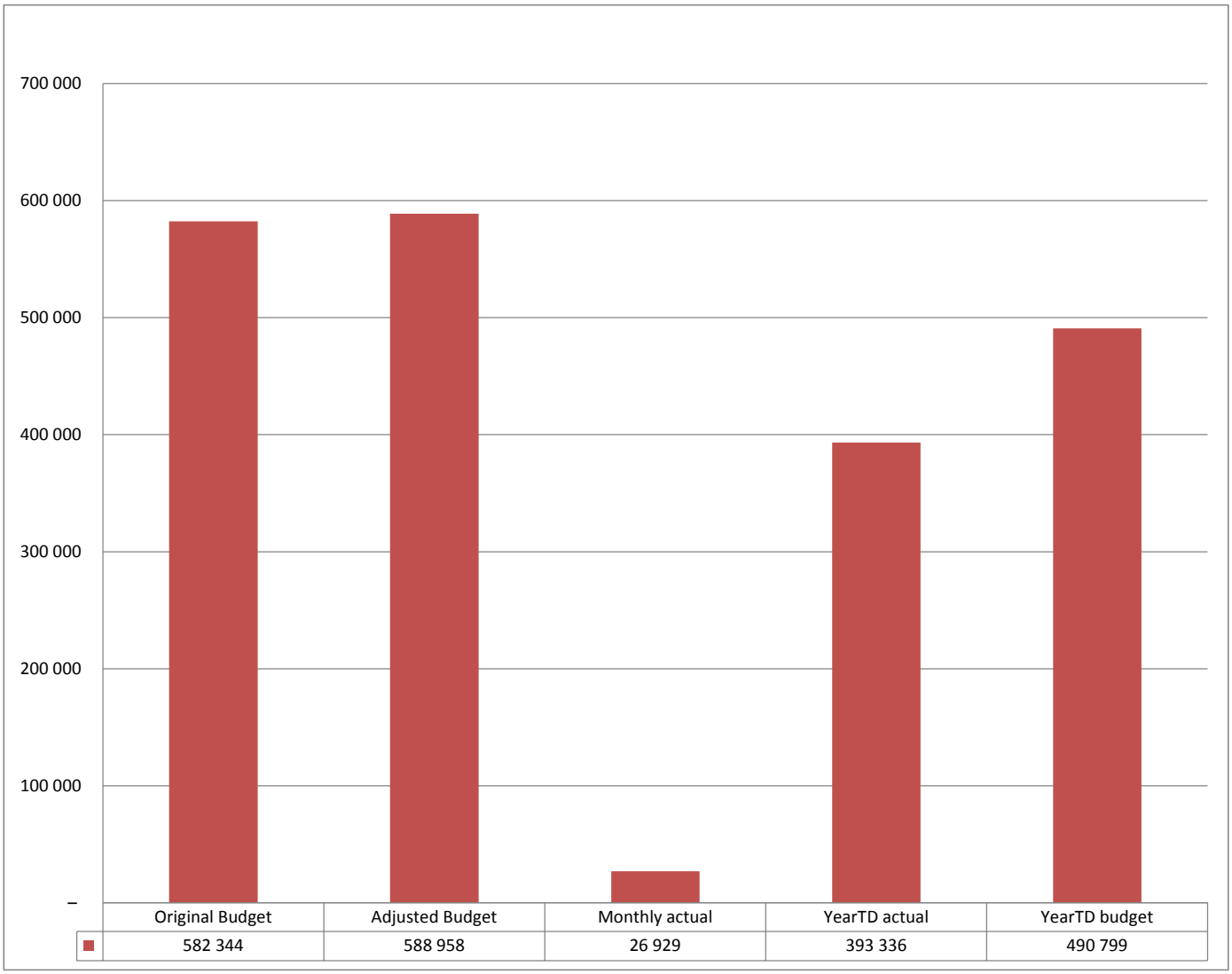
TOTAL OPERATIONAL REVENUE



For the period 1 July 2018 to 30 April 2019, 79.26% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 30 April 2019, is 79.26% van die begrote operasionele inkomste gehef.

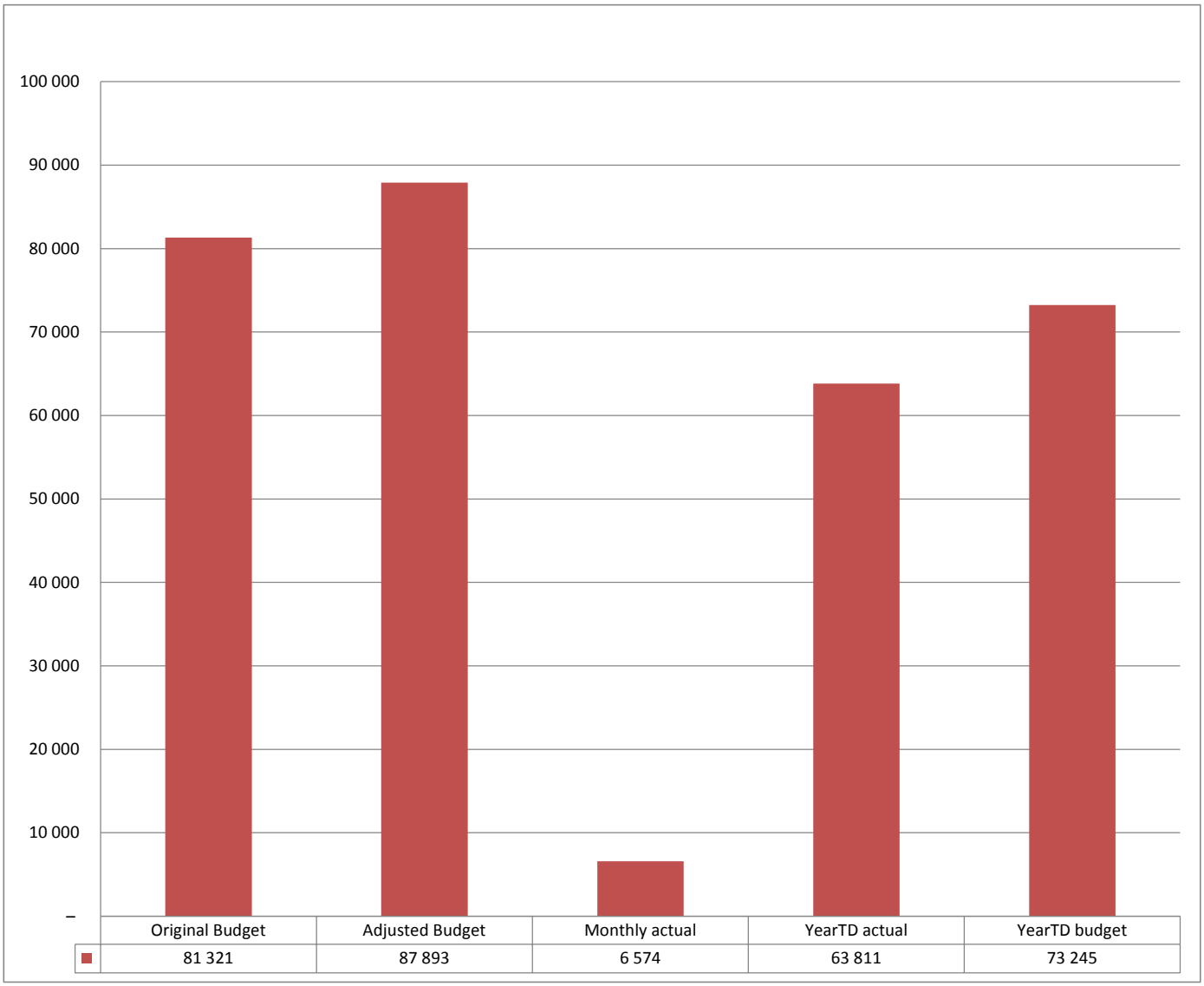
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 30 April 2019, 66.79% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 30 April 2019, is 66.79% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 30 April 2019, 72.6% of the budgeted capital expenditure was incurred.

There is currently also R 15.3 million on order for capital expenditure.

Vir die periode 1 Julie 2018 to 30 April 2019, is 72.6% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 15.3 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 April 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	68 191	3 239	62 724	56 826	5 899	10%	68 191
Service charges	306 170	316 407	318 218	29 867	248 109	265 181	(17 073)	-6%	318 218
Investment revenue	8 122	8 198	8 198	576	6 651	6 832	(181)	-3%	8 198
Transfers recognised - operational	93 967	91 069	92 448	201	86 953	77 040	9 912	13%	92 448
Other own revenue	57 662	54 194	55 549	2 198	25 640	46 291	(20 651)	-45%	55 549
transfers and contributions)	529 632	539 869	542 604	36 081	430 076	452 170	(22 094)	-5%	542 604
Employee costs	9 170	177 699	170 311	14 823	142 731	141 926	805	1%	170 311
Remuneration of Councillors	9 170	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 165	0	12 532	37 638	(25 106)	-67%	45 165
Finance charges	8 675	3 671	8 005	–	398	6 671	(6 273)	-94%	8 005
Materials and bulk purchases	194 879	218 562	214 212	2 879	147 466	178 510	(31 045)	-17%	214 212
Transfers and grants	13 920	14 407	14 383	113	4 940	11 986	(7 046)	-59%	14 383
Other expenditure	251 704	114 264	126 172	8 321	77 400	105 144	(27 744)	-26%	126 172
Total Expenditure	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/(Deficit)	13 415	(42 474)	(46 354)	9 152	36 740	(38 629)	75 369	-195%	(46 354)
Transfers recognised - capital	34 777	75 847	73 852	–	22 680	61 543	(38 864)	-63%	73 852
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159%	27 498
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159%	27 498
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Capital transfers recognised	34 183	52 938	52 672	5 402	42 598	43 894	(1 295)	-3%	52 672
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	16	1 500	1 292	209	16%	1 550
Internally generated funds	26 089	26 833	33 671	1 156	19 712	28 059	(8 347)	-30%	33 671
Total sources of capital funds	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Financial position									
Total current assets	178 612	65 801	163 630		213 652				213 652
Total non current assets	905 207	38 293	947 706		956 494				956 494
Total current liabilities	77 653	55 489	48 095		96 498				96 498
Total non current liabilities	158 745	15 233	173 993		166 807				166 807
Community wealth/Equity	847 421	33 372	889 248		906 841				906 841
Cash flows									
Net cash from (used) operating	83 978	173 205	66 013	906	95 967	55 011	40 956	74%	66 013
Net cash from (used) investing	(60 010)	(83 247)	(85 599)	20 193	(110 256)	(71 332)	(38 924)	55%	(85 599)
Net cash from (used) financing	(2 795)	3 500	2 640	56	(545)	2 200	(2 745)	-125%	(545)
end	97 506	93 458	80 552	–	82 668	83 376	(708)	-1%	81 417
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203
Creditors Age Analysis									
Total Creditors	1 595	1	–	–	–	–	–	–	1 596

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Finance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Community and public safety	101 163	140 845	118 583	441	96 646	98 819	(2 172)	-2%	118 583
Community and social services	80 916	98 728	96 722	228	86 870	80 602	6 268	8%	96 722
Sport and recreation	7 477	9 020	8 981	206	5 676	7 484	(1 808)	-24%	8 981
Public safety	3	6	6	–	3	5	(1)	-31%	6
Housing	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
Economic and environmental services	32 369	43 682	51 559	65	15 565	42 966	(27 401)	-64%	51 559
Planning and development	1 540	2 510	2 268	65	1 183	1 890	(707)	-37%	2 268
Road transport	30 827	41 160	48 339	–	14 374	40 283	(25 908)	-64%	48 339
Environmental protection	2	12	952	–	8	793	(786)	-99%	952
Trading services	344 933	337 984	353 616	30 612	263 454	294 680	(31 226)	-11%	353 616
Energy sources	209 994	240 206	239 796	23 033	181 238	199 830	(18 592)	-9%	239 796
Water management	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
Waste water management	41 431	22 399	38 077	1 915	25 772	31 731	(5 959)	-19%	38 077
Waste management	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
Total Revenue - Functional	564 409	615 716	616 456	35 874	452 756	513 714	(60 957)	-12%	616 456
Expenditure - Functional									
Governance and administration	88 216	115 817	117 738	8 035	81 665	98 115	(16 451)	-17%	117 738
Executive and council	22 887	27 771	27 680	1 739	18 085	23 067	(4 982)	-22%	27 680
Finance and administration	63 186	85 942	87 904	6 121	61 682	73 253	(11 572)	-16%	87 904
Internal audit	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
Community and public safety	70 971	82 467	80 712	4 570	52 750	67 260	(14 510)	-22%	80 712
Community and social services	21 733	25 460	25 209	1 831	18 622	21 007	(2 385)	-11%	25 209
Sport and recreation	23 574	28 896	27 814	1 689	19 226	23 178	(3 952)	-17%	27 814
Public safety	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Housing	16 468	19 186	18 765	325	7 382	15 638	(8 255)	-53%	18 765
Economic and environmental services	62 903	65 573	67 693	3 834	39 866	56 411	(16 545)	-29%	67 693
Planning and development	8 797	10 614	10 651	896	7 060	8 876	(1 816)	-20%	10 651
Road transport	52 785	53 213	54 326	2 814	31 675	45 272	(13 596)	-30%	54 326
Environmental protection	1 321	1 747	2 716	124	1 131	2 264	(1 133)	-50%	2 716
Trading services	293 298	317 593	321 936	10 490	218 435	268 280	(49 845)	-19%	321 936
Energy sources	201 572	224 738	223 182	3 527	153 319	185 985	(32 666)	-18%	223 182
Water management	28 025	28 985	30 067	1 797	19 657	25 056	(5 399)	-22%	30 067
Waste water management	28 364	29 256	29 139	2 036	20 911	24 283	(3 372)	-14%	29 139
Waste management	35 338	34 615	39 548	3 129	24 548	32 957	(8 409)	-26%	39 548
Other	828	893	878	–	621	732	(111)	-15%	878
Total Expenditure - Functional	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	8 945	59 420	22 915	36 505		27 498

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Finance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Administrative and Corporate Support	0	8	8	1	1	7	(5)	-81%	8
Budget and Treasury Office	6 882	5 442	5 292	383	2 754	4 410	(1 657)	-38%	5 292
Finance	78 169	87 149	86 694	4 183	73 871	72 245	1 626	2%	86 694
Human Resources	212	585	585	183	394	487	(94)	-19%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	28	87	(58)	-67%	104
Supply Chain Management	682	16	16	6	43	13	30	223%	16
Community and public safety	101 163	140 845	118 583	441	96 646	98 819	(2 172)	-2%	118 583
Community and social services	80 916	98 728	96 722	228	86 870	80 602	6 268	8%	96 722
Aged Care	72 016	88 298	86 352	169	86 201	71 960	14 241	20%	86 352
Cemeteries, Funeral Parlours and	246	210	210	12	181	175	6	3%	210
Community Halls and Facilities	525	814	814	37	420	679	(258)	-38%	814
Libraries and Archives	8 130	9 406	9 346	11	68	7 789	(7 721)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	206	5 676	7 484	(1 808)	-24%	8 981
Recreational Facilities	7 347	8 575	8 575	195	5 581	7 146	(1 564)	-22%	8 575
Sports Grounds and Stadiums	130	446	406	11	95	339	(244)	-72%	406

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	6	6	–	3	5	(1)	-31%	6
Fire Fighting and Protection	3	6	6	–	3	5	(1)	-31%	6
Housing	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
Housing	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
Economic and environmental services	32 369	43 682	51 559	65	15 565	42 966	(27 401)	-64%	51 559
Planning and development	1 540	2 510	2 268	65	1 183	1 890	(707)	-37%	2 268
Economic Development/Planning	295	288	577	–	–	481	(481)	-100%	577
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	65	1 183	1 409	(226)	-16%	1 691
Project Management Unit	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	–	14 374	40 283	(25 908)	-64%	48 339
Police Forces, Traffic and Street Parking	26 637	26 166	26 166		4 817	21 805	(16 988)	-78%	26 166
Roads	4 189	14 993	22 173	–	9 557	18 477	(8 920)	-48%	22 173
Environmental protection	2	12	952	–	8	793	(786)	-99%	952
Biodiversity and Landscape	2	12	952	–	8	793	(786)	-99%	952
Trading services	344 933	337 984	353 616	30 612	263 454	294 680	(31 226)	-11%	353 616
Energy sources	209 994	240 206	239 796	23 033	181 238	199 830	(18 592)	-9%	239 796
Electricity	209 994	238 858	239 081	23 033	181 134	199 234	(18 100)	-9%	239 081
Street Lighting and Signal Systems	–	1 348	715	–	103	596	(492)	-83%	715
Water management	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
Water Distribution	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
Waste water management	41 431	22 399	38 077	1 915	25 772	31 731	(5 959)	-19%	38 077
Sewerage	39 642	18 266	25 996	1 915	23 230	21 663	1 567	7%	25 996
Storm Water Management	1 789	4 133	12 082	–	2 541	10 068	(7 527)	-75%	12 082
Waste management	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
Solid Waste Removal	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
Total Revenue - Functional	564 409	615 716	616 456	35 874	452 756	513 714	(60 957)	-12%	616 456

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	117 738	8 035	81 665	98 115	(16 451)	-17%	117 738
Executive and council	22 887	27 771	27 680	1 739	18 085	23 067	(4 982)	-22%	27 680
Mayor and Council	13 781	17 908	18 128	1 130	11 790	15 106	(3 316)	-22%	18 128
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 553	609	6 295	7 960	(1 666)	-21%	9 553
Finance and administration	63 186	85 942	87 904	6 121	61 682	73 253	(11 572)	-16%	87 904
Administrative and Corporate Support	8 010	6 682	11 175	920	8 003	9 313	(1 310)	-14%	11 175
Asset Management	59	6 288	1 595	2	14	1 329	(1 315)	-99%	1 595
Budget and Treasury Office	9 631	16 913	17 982	390	9 779	14 985	(5 206)	-35%	17 982
Finance	10 169	13 476	13 550	1 438	12 924	11 292	1 632	14%	13 550
Fleet Management	1 756	3 122	2 673	239	2 149	2 228	(79)	-4%	2 673
Human Resources	17 485	19 167	19 722	1 866	16 335	16 435	(100)	-1%	19 722
Information Technology	2 056	3 179	3 930	157	2 118	3 275	(1 157)	-35%	3 930
Legal Services	1 780	2 248	2 344	335	1 991	1 953	38	2%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	219	2 479	3 099	(621)	-20%	3 719
Property Services	3 554	3 334	3 336	46	1 078	2 780	(1 702)	-61%	3 336
Risk Management	3	407	407	–	16	339	(322)	-95%	407
Supply Chain Management	4 869	5 844	5 768	486	4 372	4 807	(435)	-9%	5 768
Valuation Service	758	1 703	1 703	23	423	1 419	(996)	-70%	1 703
Internal audit	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
Governance Function	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
Community and public safety	70 971	82 467	80 712	4 570	52 750	67 260	(14 510)	-22%	80 712
Community and social services	21 733	25 460	25 209	1 831	18 622	21 007	(2 385)	-11%	25 209
Aged Care	4 541	4 298	3 981	384	3 895	3 318	578	17%	3 981
Cemeteries, Funeral Parlours and	2 581	3 272	3 231	277	2 354	2 692	(338)	-13%	3 231
Child Care Facilities	26	771	771	–	2	643	(641)	-100%	771
Community Halls and Facilities	5 441	5 903	5 886	417	4 362	4 905	(542)	-11%	5 886
Disaster Management	57	56	71	11	34	59	(25)	-42%	71
Education	8	661	661	–	4	551	(547)	-99%	661
Libraries and Archives	9 079	10 499	10 608	742	7 970	8 840	(870)	-10%	10 608
Sport and recreation	23 574	28 896	27 814	1 689	19 226	23 178	(3 952)	-17%	27 814
Community Parks (including Nurseries)	5 591	6 678	6 653	522	4 745	5 544	(800)	-14%	6 653
Recreational Facilities	13 592	17 469	16 299	860	10 961	13 582	(2 621)	-19%	16 299
Sports Grounds and Stadiums	4 391	4 748	4 861	307	3 520	4 051	(531)	-13%	4 861
Public safety	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Housing	16 468	19 186	18 765	325	7 382	15 638	(8 255)	-53%	18 765
Housing	16 143	17 593	17 170	316	7 211	14 308	(7 097)	-50%	17 170
Informal Settlements	325	1 594	1 596	9	171	1 330	(1 159)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	62 903	65 573	67 693	3 834	39 866	56 411	(16 545)	-29%	67 693
Planning and development	8 797	10 614	10 651	896	7 060	8 876	(1 816)	-20%	10 651
Corporate Wide Strategic Planning (IDPs,	1 761	2 308	2 304	228	1 393	1 920	(527)	-27%	2 304
Economic Development/Planning	1 921	2 215	2 585	100	1 051	2 154	(1 103)	-51%	2 585
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 904	440	3 320	3 254	66	2%	3 904
Project Management Unit	1 479	2 342	1 857	130	1 296	1 548	(252)	-16%	1 857
Road transport	52 785	53 213	54 326	2 814	31 675	45 272	(13 596)	-30%	54 326
Police Forces, Traffic and Street Parking	31 375	28 142	28 141	1 441	13 683	23 451	(9 768)	-42%	28 141
Roads	21 410	25 071	26 185	1 373	17 993	21 821	(3 828)	-18%	26 185
Environmental protection	1 321	1 747	2 716	124	1 131	2 264	(1 133)	-50%	2 716
Biodiversity and Landscape	388	1 747	2 716	124	452	2 264	(1 811)	-80%	2 716
Pollution Control	934	–	–	–	679	–	679		–
Trading services	293 298	317 593	321 936	10 490	218 435	268 280	(49 845)	-19%	321 936
Energy sources	201 572	224 738	223 182	3 527	153 319	185 985	(32 666)	-18%	223 182
Electricity	199 399	222 463	220 258	3 269	151 257	183 548	(32 291)	-18%	220 258
Street Lighting and Signal Systems	2 173	2 275	2 924	258	2 062	2 437	(375)	-15%	2 924
Water management	28 025	28 985	30 067	1 797	19 657	25 056	(5 399)	-22%	30 067
Water Treatment	34	1 458	1 458	2	18	1 215	(1 198)	-99%	1 458
Water Distribution	25 401	23 935	25 267	1 789	17 749	21 056	(3 307)	-16%	25 267
Water Storage	2 590	3 592	3 341	6	1 890	2 784	(894)	-32%	3 341
Waste water management	28 364	29 256	29 139	2 036	20 911	24 283	(3 372)	-14%	29 139
Public Toilets	1 363	1 660	1 658	117	1 172	1 382	(210)	-15%	1 658
Sewerage	20 919	19 661	19 753	1 491	14 689	16 461	(1 772)	-11%	19 753
Storm Water Management	6 049	5 621	5 413	429	5 045	4 510	535	12%	5 413
Waste Water Treatment	33	2 315	2 315	–	4	1 929	(1 925)	-100%	2 315
Waste management	35 338	34 615	39 548	3 129	24 548	32 957	(8 409)	-26%	39 548
Solid Waste Disposal (Landfill Sites)	8 543	10 735	15 910	562	3 639	13 258	(9 619)	-73%	15 910
Solid Waste Removal	25 366	22 639	22 397	2 416	19 528	18 664	864	5%	22 397
Street Cleaning	1 429	1 241	1 241	152	1 381	1 034	347	34%	1 241
Other	828	893	878	–	621	732	(111)	-15%	878
Licensing and Regulation	60	87	72	–	17	60	(44)	-73%	72
Tourism	768	806	806	–	604	671	(67)	-10%	806
Total Expenditure - Functional	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	8 945	59 420	22 915	36 505	159%	27 498

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M10 April

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	4 381	74 670	74 024	646	0.9%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	705	101 755	122 448	(20 692)	-16.9%	146 937
Vote 3 - Corporate Services	212	597	697	184	423	581	(157)	-27.1%	697
Vote 4 - Technical Services	352 005	356 363	379 174	30 766	275 456	315 978	(40 522)	-12.8%	379 174
Vote 5 - Muncipal Manager	554	1 350	819	45	451	683	(232)	-33.9%	819
Total Revenue by Vote	564 409	615 716	616 456	36 081	452 756	513 714	(60 957)	-11.9%	616 456
Vote 1 - Financial Services	27 219	45 537	41 742	2 416	28 531	34 785	(6 254)	-18.0%	41 742
Vote 2 - Community Services	106 806	115 777	115 285	6 220	68 556	96 070	(27 514)	-28.6%	115 285
Vote 3 - Corporate Services	50 721	56 641	62 795	4 533	44 110	52 329	(8 219)	-15.7%	62 795
Vote 4 - Technical Services	321 647	351 143	356 400	12 682	243 285	297 000	(53 715)	-18.1%	356 400
Vote 5 - Muncipal Manager	9 824	13 246	12 737	1 079	8 854	10 614	(1 761)	-16.6%	12 737
Total Expenditure by Vote	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-19.9%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159.3%	27 498

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	68 191	3 239	62 724	56 826	5 899	10%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	23 057	181 177	196 614	(15 437)	-8%	235 937
Service charges - water revenue	45 429	41 882	42 180	3 117	28 963	35 150	(6 187)	-18%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	1 782	18 944	15 097	3 846	25%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 911	19 026	18 321	705	4%	21 985
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	282	4 514	8 498	(3 984)	-47%	10 198
Interest earned - external investments	8 122	8 198	8 198	576	6 651	6 832	(181)	-3%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	918	8 446	6 070	2 376	39%	7 284
Dividends received	–	4	4	–	–	3	(3)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	12	1 184	15 754	(14 570)	-92%	18 904
Licences and permits	1 164	155	155	55	893	129	764	590%	155
Agency services	3 586	8 378	8 378	147	2 891	6 981	(4 091)	-59%	8 378
Transfers recognised - operational	93 967	91 069	92 448	201	86 953	77 040	9 912	13%	92 448
Other revenue	13 993	9 271	10 626	783	7 712	8 855	(1 143)	-13%	10 626
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	36 081	430 076	452 170	(22 094)	-5%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 311	14 823	142 731	141 926	805	1%	170 311
Remuneration of councillors	9 170	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Debt impairment	35 513	22 219	22 219	2 211	15 705	18 516	(2 811)	-15%	22 219
Depreciation & asset impairment	28 699	43 032	45 165	0	12 532	37 638	(25 106)	-67%	45 165
Finance charges	8 675	3 671	8 005	–	398	6 671	(6 273)	-94%	8 005
Bulk purchases	179 705	197 541	197 541	1 577	135 722	164 617	(28 896)	-18%	197 541
Other materials	15 173	21 021	16 672	1 302	11 744	13 893	(2 149)	-15%	16 672
Contracted services	36 101	41 902	52 299	3 207	28 828	43 583	(14 755)	-34%	52 299
Transfers and grants	13 920	14 407	14 383	113	4 940	11 986	(7 046)	-59%	14 383
Other expenditure	33 845	50 142	51 654	2 903	32 867	43 045	(10 178)	-24%	51 654
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/(Deficit)	13 415	(42 474)	(46 354)	9 152	36 740	(38 629)	75 369	(0)	(46 354)
Transfers recognised - capital	34 777	75 847	73 852	–	22 680	61 543	(38 864)	(0)	73 852
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	27 498	9 152	59 420	22 915			27 498
Surplus/(Deficit) attributable to	48 192	33 372	27 498	9 152	59 420	22 915			27 498
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915			27 498

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M10 April

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	460	–	6	383	(377)	-98%	460
Vote 4 - Technical Services	14 570	45 777	45 766	5 183	34 638	38 139	(3 501)	-9%	45 766
Total Capital Multi-year expenditure	14 570	46 427	46 226	5 183	34 644	38 522	(3 878)	-10%	46 226
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	242	55	158	202	(44)	-22%	242
Vote 2 - Community Services	5 950	4 282	5 960	421	1 759	4 967	(3 208)	-65%	5 960
Vote 3 - Corporate Services	1 257	970	1 069	34	634	891	(257)	-29%	1 069
Vote 4 - Technical Services	41 782	29 312	34 266	881	26 615	28 555	(1 940)	-7%	34 266
Vote 5 - Muncipal Manager	27	150	130	–	1	108	(107)	-99%	130
Total Capital single-year expenditure	49 231	34 894	41 668	1 391	29 167	34 723	(5 556)	-16%	41 668
Total Capital Expenditure	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M10 April

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	1 576	1 340	2 583	99	864	2 153	(1 289)	-60%	2 583
Executive and council	279	250	1 492	35	185	1 243	(1 058)	-85%	1 492
Finance and administration	1 297	1 090	1 091	64	678	909	(231)	-25%	1 091
Community and public safety	3 586	3 402	4 358	419	1 585	3 632	(2 047)	-56%	4 358
Community and social services	645	1 000	1 054	124	181	878	(697)	-79%	1 054
Sport and recreation	2 034	2 402	3 304	295	1 404	2 754	(1 349)	-49%	3 304
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental service	11 560	29 788	35 450	1 920	30 850	29 542	1 308	4%	35 450
Planning and development	31	20	531	2	154	443	(289)	-65%	531
Road transport	11 529	28 268	33 419	1 918	30 697	27 849	2 847	10%	33 419
Environmental protection	–	1 500	1 500	–	–	1 250	(1 250)	-100%	1 500
Trading services	47 078	46 791	45 502	4 137	30 511	37 918	(7 407)	-20%	45 502
Energy sources	4 728	11 654	11 250	626	6 638	9 375	(2 737)	-29%	11 250
Water management	22 269	14 746	10 016	1 381	7 916	8 347	(431)	-5%	10 016
Waste water management	16 820	19 219	23 064	2 114	14 933	19 220	(4 287)	-22%	23 064
Waste management	3 261	1 171	1 171	16	1 024	976	48	5%	1 171
Total Capital Expenditure - Standard Cl	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Funded by:									
National Government	20 014	33 070	23 505	1 646	16 719	19 588	(2 869)	-15%	23 505
Provincial Government	14 170	19 569	28 406	3 757	25 423	23 672	1 751	7%	28 406
District Municipality	–	300	761	–	457	634	(177)	-28%	761
Transfers recognised - capital	34 183	52 938	52 672	5 402	42 598	43 894	(1 295)	-3%	52 672
Borrowing	3 528	1 550	1 550	16	1 500	1 292	209	16%	1 550
Internally generated funds	26 089	26 833	33 671	1 156	19 712	28 059	(8 347)	-30%	33 671
Total Capital Funding	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M10 April

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	80 552	82 678	82 678
Call investment deposits	–	47	47	43 000	43 000
Consumer debtors	57 003	(33 750)	52 542	70 413	70 413
Other debtors	12 701	14 940	14 940	4 825	4 825
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	15 551	12 737	12 737
Total current assets	178 612	65 801	163 630	213 652	213 652
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	4	–	–
Investment property	45 660	(626)	45 034	45 518	45 518
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	899 316	907 776	907 776
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 802	2 650	2 650
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	947 706	956 494	956 494
TOTAL ASSETS	1 083 819	104 095	1 111 336	1 170 146	1 170 146
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	6 929	6 929
Trade and other payables	53 808	46 998	15 760	75 250	75 250
Provisions	17 426	8 491	25 917	14 320	14 320
Total current liabilities	77 653	55 489	48 095	96 498	96 498
Non current liabilities					
Borrowing	4 175	2 200	6 389	2 557	2 557
Provisions	154 570	13 033	167 603	164 251	164 251
Total non current liabilities	158 745	15 233	173 993	166 807	166 807
TOTAL LIABILITIES	236 399	70 723	222 088	263 305	263 305
NET ASSETS	847 421	33 372	889 248	906 841	906 841
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	878 894	896 486	896 486
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	889 248	906 841	906 841

The cash flows for the year to date are indicated in the following table:

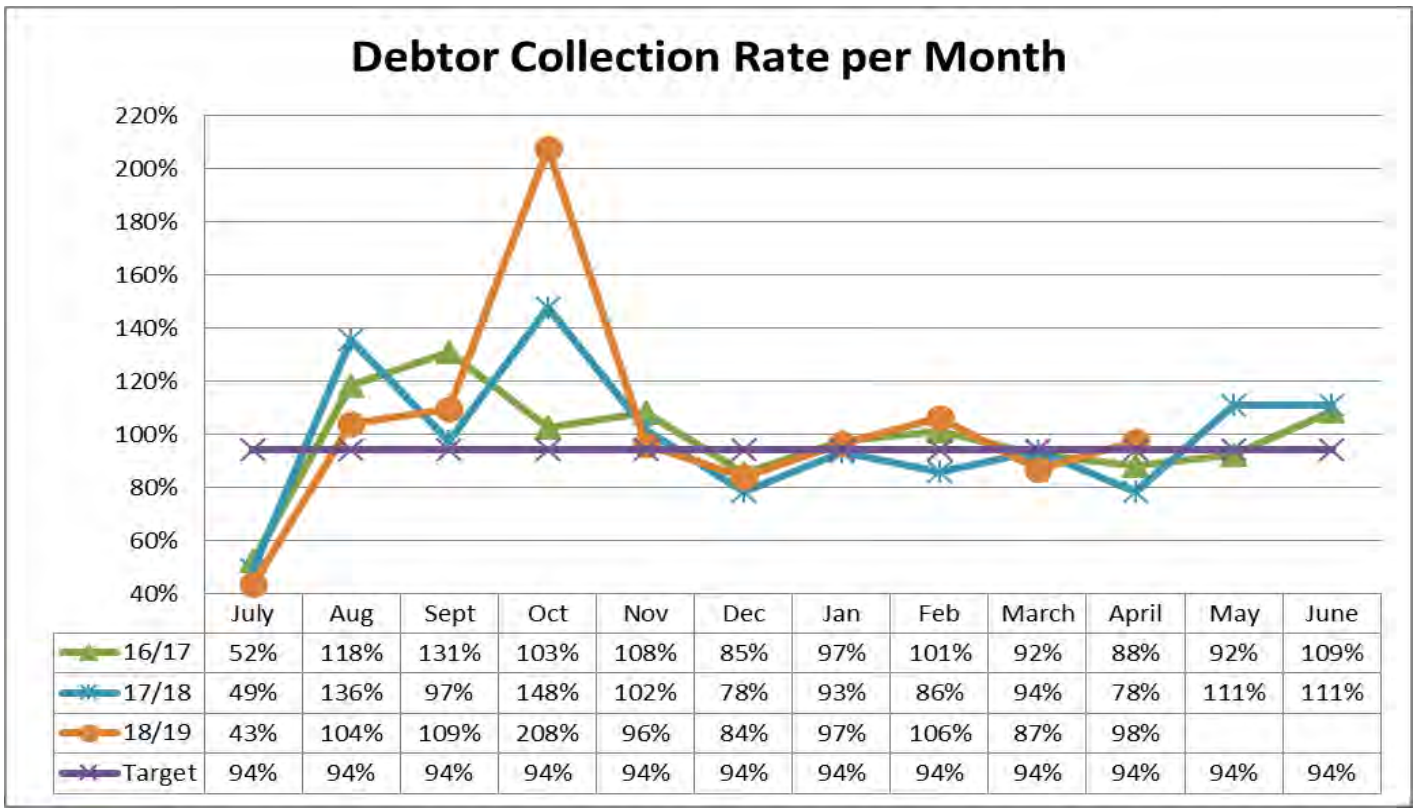
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	66 502	3 691	61 229	55 418	5 811	10%	66 502
Service charges	308 615	291 601	300 586	33 747	276 512	250 489	26 023	10%	300 586
Other revenue	–	17 246	22 414	2 459	17 698	18 678	(980)	-5%	22 414
Government - operating	132 666	97 846	98 828	119	102 797	82 356	20 440	25%	98 828
Government - capital	–	63 230	60 133	5 757	62 188	50 111	12 077	24%	60 133
Interest	19 166	13 112	8 176	576	6 652	6 813	(161)	-2%	8 176
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(489 132)	(45 332)	(425 993)	(407 610)	18 384	-5%	(489 132)
Finance charges	(15 676)	(938)	(906)	–	(150)	(755)	(605)	80%	(906)
Transfers and Grants	–	(587)	(587)	(113)	(4 964)	(489)	4 475	-914%	(587)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	66 013	906	95 967	55 011	85 464	155%	66 013
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	27 000	(43 000)	–	(43 000)		–
Payments									
Capital assets	(63 800)	(83 247)	(85 599)	(6 807)	(67 256)	(71 332)	(4 076)	6%	(85 599)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(85 599)	20 193	(110 256)	(71 332)	38 924	-55%	(85 599)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	3 500	–	–	2 917	(2 917)	-100%	3 500
Increase (decrease) in consumer deposits	1 023	–	–	56	639	–	639		–
Payments									–
Repayment of borrowing	(3 818)	–	(860)	–	(1 184)	(717)	467	-65%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	2 640	56	(545)	2 200	2 745	125%	(545)
									–
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(16 945)	21 155	(14 834)	(14 121)			(16 085)
Cash/cash equivalents at beginning:	76 333	–	97 497		97 502	97 497			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	80 552		82 668	83 376			81 417

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M10 April

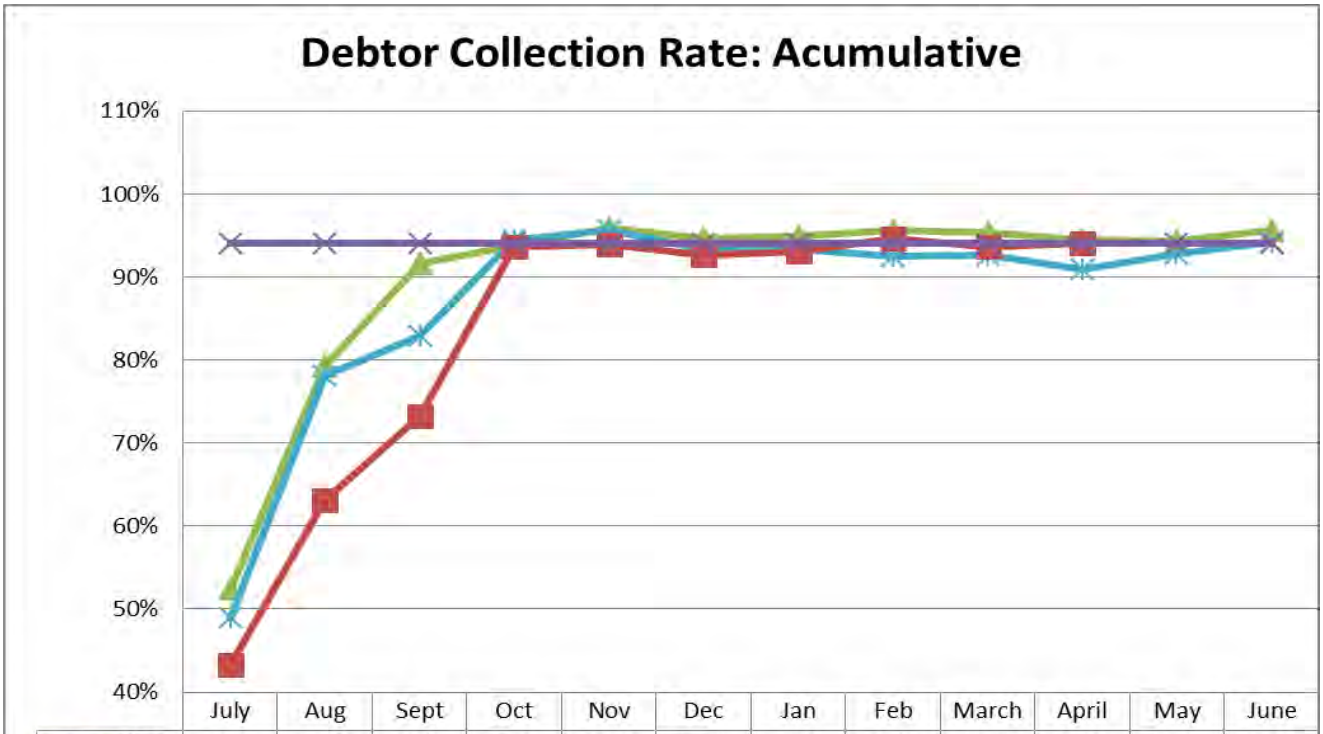
Description		Budget Year 2018/19									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 579	1 166	1 327	918	998	801	6 102	32 155	52 047	40 975
Electricity	1300	16 545	405	400	213	204	187	1 116	1 744	20 814	3 464
Property Rates	1400	3 915	409	317	238	216	204	2 771	12 198	20 269	15 628
Waste Water Management	1500	4 911	656	642	673	578	560	3 194	15 540	26 754	20 545
Waste Management	1600	5 647	712	667	635	603	566	2 994	16 925	28 749	21 723
Property Rental Debtors	1700	137	18	17	17	16	16	91	607	918	746
Interest on Arrear Accounts	1810	1 487	79	105	109	130	131	1 206	24 837	28 083	26 412
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 645)	22	26	28	27	29	184	899	(2 430)	1 166
Total By Income Source	2000	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203	130 658
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	541	167	83	49	49	49	899	2 695	4 533	3 742
Commercial	2300	14 930	591	582	329	283	252	2 209	7 014	26 189	10 085
Households	2400	20 830	2 440	2 572	2 247	2 266	1 999	13 263	86 183	131 800	105 959
Other	2500	1 276	271	264	205	173	193	1 286	9 015	12 682	10 872
Total By Customer Group	2600	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203	130 658



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	208%	96%	84%	97%	106%	87%	98%		
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for April 2019 amounts to 98% in comparison to the previous year 78%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir April 2019 – 98 % beloop in vergelyking met die vorige jaar 78 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	94%	94%	93%	93%	95%	94%	94%		
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 94%.

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 94%, terwyl die werklike syfer 94% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M10 April

Description R thousands	NT Code	Budget Year 2018/19								
		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	87	–	–	–	–	–	–	–	87
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 508	1	–	–	–	–	–	–	1 510
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 595	1	–	–	–	–	–	–	1 596

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M10 April

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	0
Investec	–	–	–	–		–	–	20 000
Nedbank	–	–	–	–		–	–	23 000
Standard Bank	–	–	–	–		–	–	(0)
FNB	–	–	–	–		–	–	(0)
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	43 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M10 April

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	201	86 946	73 127	13 819	18.9%	87 752
Equitable Share	–	84 602	84 602	–	84 584	70 502	14 082	20.0%	84 602
Local Government Financial Management Grant [S	–	1 550	1 400	32	752	1 167	(415)	-35.6%	1 400
Expanded Public Works Programme Integrated Gra	–	1 548	1 750	168	1 610	1 458	152	10.4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Provincial Government:	–	45 019	22 193	0	4 036	18 494	(14 458)	-78.2%	22 193
Housing	–	32 839	12 621	–	4 029	10 518	(6 488)	-61.7%	12 621
Financial Management	–	360	360	–	0	300	(300)	-100.0%	360
Financial Management Support Grant	–	330	330	–	–	275	(275)	-100.0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	7 402	(7 402)	-100.0%	8 882
Community Development Workers	–	148	–	–	6	–	6		–
Regional Socio-economic Project/Violence Prevent	–	2 000	–	0	0	–	0		–
District Municipality:	–	–	600	–	–	500	(500)	-100.0%	600
Other grant providers:	–	576	4 065	–	–	417	(417)	-100.0%	4 065
Water Drought Support	–	–	500	–	–	417	(417)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total Operating Transfers and Grants	–	133 826	114 011	201	90 982	92 038	(1 056)	-1.1%	114 011
National Government:	–	31 235	23 505	–	6 151	19 588	(13 437)	-68.6%	23 505
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	–	5 945	15 964	(10 019)	-62.8%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	–	–	–	–	–		–
Integrated National Electrification Programme (Mun	–	4 348	4 348	–	205	3 623	(3 418)	-94.3%	4 348
Provincial Government:	–	300	26 424	–	12 500	21 803	(9 303)	-42.7%	26 424
Housing	–	–	26 164	–	12 500	21 803	(9 303)	-42.7%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
Total Capital Transfers and Grants	–	31 535	49 930	–	18 651	41 391	(22 740)	-54.9%	49 930
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	163 940	201	109 632	133 428	(23 796)	-17.8%	163 940

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M10 April

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	201	86 946	73 127	13 819	18.9%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	70 502	14 082	20.0%	84 602
Local Government Financial Management Grant	1 161	1 550	1 400	32	752	1 167	(415)	-35.6%	1 400
Expanded Public Works Programme Integrated G	1 493	1 548	1 750	168	1 610	1 458	152	10.4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	0	4 036	20 030	(15 994)	-79.9%	24 036
Housing	–	32 839	12 621	–	4 029	10 518	(6 488)	-61.7%	12 621
Financial Management	–	360	360	–	0	300	(300)	-100.0%	360
Financial Management Support Grant	120	330	330	–	–	275	(275)	-100.0%	330
Replacement Funding for most vulnerable B3 mu	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	7 402	(7 402)	-100.0%	8 882
Community Development Workers	–	148	–	–	6	–	6	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 536	(1 536)	-100.0%	1 843
Regional Socio-economic Project/Violence Preve	–	2 000	–	0	0	–	0		–
District Municipality:	–	–	600	–	–	500	(500)	-100.0%	600
Tourism	–	–	100	–	–	83	(83)	-100.0%	100
Water Drought Support	–	–	500	–	–	417	(417)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grants	62 249	135 381	114 171	201	90 982	93 656	(2 675)	-2.9%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	23 505	–	6 151	19 588	(13 437)	-68.6%	23 505
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	–	5 945	15 964	(10 019)	-62.76%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	–	–	–	–	–		–
Integrated National Electrification Programme (Mu	–	4 348	4 348	–	205	3 623	(3 418)	-94.33%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	–	12 500	21 803	(9 303)	-42.7%	26 424
Housing	–	–	26 164	–	12 500	21 803	(9 303)	-42.7%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	49 930	–	18 651	41 391	(22 740)	-54.9%	49 930
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	82 252	166 916	164 100	201	109 632	135 047	(25 415)	-18.8%	164 100

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M10 April

Summary of Employee and Councillor remuneration	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	608	6 026	6 011	15	0%	7 213
Pension and UIF Contributions	1 063	1 063	88	872	886	(14)	-2%	1 063
Medical Aid Contributions	212	212	16	152	177	(25)	-14%	212
Motor Vehicle Allowance	692	692	–	–	577	(577)	-100%	692
Cellphone Allowance	1 023	1 023	78	775	852	(77)	-9%	1 023
Housing Allowances	455	455	3	45	379	(335)	-88%	455
Other benefits and allowances	50	50	–	–	42	(42)	-100%	50
Sub Total - Councillors	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	2 596	2 745	(149)	-5%	3 294
Pension and UIF Contributions	739	739	15	158	616	(458)	-74%	739
Medical Aid Contributions	127	127	6	55	106	(51)	-48%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	42	483	700	(217)	-31%	840
Motor Vehicle Allowance	993	993	70	677	827	(150)	-18%	993
Cellphone Allowance	67	67	3	24	56	(32)	-57%	67
Housing Allowances	145	145	–	–	121	(121)	-100%	145
Other benefits and allowances	108	88	12	128	74	54	74%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 294	356	4 122	5 245	(1 123)	-21%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 353	82 156	84 128	(1 972)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 315	12 946	13 648	(701)	-5%	16 377
Medical Aid Contributions	7 283	7 283	618	6 043	6 069	(26)	0%	7 283
Overtime	11 713	11 708	1 427	13 647	9 757	3 890	40%	11 708
Performance Bonus	7 651	7 651	672	6 615	6 375	240	4%	7 651
Motor Vehicle Allowance	4 099	4 129	394	3 787	3 441	346	10%	4 129
Cellphone Allowance	378	378	40	410	315	95	30%	378
Housing Allowances	1 541	1 541	120	1 206	1 284	(78)	-6%	1 541
Other benefits and allowances	4 035	4 035	323	2 684	3 363	(678)	-20%	4 035
Payments in lieu of leave	831	831	350	550	692	(143)	-21%	831
Long service awards	407	407	76	758	339	419	124%	407
Post-retirement benefit obligations	10 632	10 632	921	9 211	8 860	351	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 609	140 015	138 272	1 743	1%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 758	152 006	152 441	(434)	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	14 965	144 136	143 516	620	0%	172 220

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M10 April

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 691	2 297	6 476
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	27 013	18 789	4 169
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	3 058	3 883	13 754
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 707	1 074	4 458
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 960	2 199	4 247
Service charges - other		–	–	–	–	–	–	–	2 942	533	11	–	(3 486)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	39	6 632
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	681	843
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	1	–	–	(1)
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		199	111	251	64	259	65	104	266	110	99	339	2 202
Licences and permits		574	214	705	764	1 608	398	735	136	352	202	305	(2 339)
Agency services		–	–	–	–	–	–	–	–	–	–	406	4 471
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	–	4 199	24 656	119	3 653	12 288
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	666	(594)
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	40 593	34 332	53 121
Other Cash Flows by Source													–
Transfer receipts - capital		17 000	–	–	3 500	5 400	7 566	–	7 000	15 965	5 757	1 403	(22 753)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		63	81	51	74	95	46	31	87	55	56	–	(639)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	73 406	55 735	52 729
Cash Payments by Type													–
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	13 723	20 390
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	892	867
Interest paid		–	–	88	–	–	57	–	–	5	–	–	3 521
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	15 113	(10 898)
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	1 875	3 805
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	3 600	11 875
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		200	155	121	205	–	2	364	53	3 751	113	1 200	8 243
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 300	(2 862)
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	37 704	34 940
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	8 272	19 383
Repayment of borrowing		–	–	1 058	–	–	109	–	–	17	–	852	64 878
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	1 146	(14 902)	24 741
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	52 252	31 925	143 943
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	23 810	(91 213)
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	106 478
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	106 478	15 264

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M10 April

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		6 777	7 268	767	767	7 268	6 501	89.4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67.3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36.8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30.3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18.2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26.9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26.4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22.0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12.5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12.2%	0
May		6 777	7 268	–		79 953	–		
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	63 811					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of tire repair and other related services	06-May-2019
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019
08/2/16/66	Maintenance & upgrading of Municipal Geographic Information System	15-May-2019
08/2/16/68	Shortterm Insurance	04-Jun-2019
08/2/16/69	Supply and delivery of Fuel on ad hoc basis	07-Jun-2019
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/35	Provision of online electronic CIPC and credit search services	24-Apr-2019	Awaiting	M Frieslaar
08/2/16/52	Maintenance of the Witzenberg Municipality's ICT Environment	24-Apr-2019	26-Apr-2019	R Rhode
08/2/16/56	Training of Municipal officials on Learner ships and skills programme	05-Apr-2019	Awaiting	I Swartbooi
08/2/16/59	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality	30-Apr-2019	Awaiting	H Truter J Swanepoel
08/2/16/61	Supply, delivery, installation and configuration of a next generation Firewall (NGFW) and an email security gateway	30-Apr-2019	Awaiting	R Rhode
08/2/16/67	Supply and delivery of copy paper	24-Apr-2019	Awaiting	M Frieslaar

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
08/2/16/39	Supply and delivery of six shutter roller doors (Re-advertisement)	26-Mar-2019	29-Apr-2019	R Fick
08/2/16/48	Painting of external surfaces at Montana and Pine Valley community halls Wolseley	13-Feb-2019	Awaiting	H Truter
08/2/16/53	Service and maintenance of fire extinguishers and hose reels	19-Feb-2019	12-Mar-2019 Referred back	R Groenewald
08/2/16/54	Supply and delivery of fire fighting equipment – Fire Hoses	20-Feb-2019	12-Mar-2019 Referred back	R Groenewald
08/2/16/64	Provision of Cash in Transit services for the period of 2 months (Re-advertisement)	25-Apr-2019	29-Apr-2019	C Stevens

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	DATE OF BEC
08/2/16/40	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	07-Nov-2018	21-Jan-2019 Referred back	*05-Feb-2019 15-Apr-2019

* Extension were requested until 15 May 2019.

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

The following competitive bid were awarded by the Accounting Officer during the month of April 2019:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/25	15-Apr-2019	Reho Communications (PTY) Ltd	Supply and installation of base radio stations, mobile radio stations and portable digital radios	Bidder scored the highest points	Based on tendered rates with an estimated value of R 1 236 279.80
08/2/16/28	01-Apr-2019	A+M Primwood	Supply, delivery and manufacturing of 9 steel pavilions (Re-advertisement)	Bidder scored the highest points	R 398 170.00
08/2/16/49	26-Apr-2019	Williams Loodgieters (PTY) Ltd	Construction of Kiosk at Bella Vista sports field	Bidder scored the highest points	R 290 950.92

The following bid was awarded by the Accounting Officer during the month of April 2019:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/57	04-Apr-2019	Mafoko Security Patrols (PTY) Ltd	Provision of security services	Bidder scored the highest points	Based on tendered rates not exceeding R 30 000 000.00

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

The following formal written price quotation or competitive bid was cancelled during the month of April 2019:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende April 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/23	26-Apr-2019	Facilitation of training for municipal minimum competency levels MMCL Programme for a three year period	Funds are no longer available to cover the total envisaged expenditure
08/2/16/33	04-Apr-2019	Cutting and removing of pine trees at Pine Forest holiday resort	No acceptable bids were received and funds are no longer available to cover the total envisaged expenditure
08/2/16/42	01-Apr-2019	Upgrading of John Steyn library	Due to changed circumstances there is no longer a need for the service

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

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

The following written price quotations were approved during the month of April 2019:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende April 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159281	01-Apr-2019	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for council and Senior Management	Only responsive quotation	R 4 168.80 (Incl. VAT)	Acting Chief Financial Officer
159294	02-Apr-2019	Pienaar Bros (Pty) Ltd	Supply and Delivery of Raincoats and Rain boots for Traffic & Law Enforcement Officers	Lowest responsive quotation	R 7 383.00 (Incl. VAT)	Acting Chief Financial Officer
159431	10-Apr-2019	Hamlet Elektries CC	Electrical repairs at N'duli Swimming pools	Lowest responsive quotation	R 8 568.65 (Incl. VAT)	Acting Chief Financial Officer
159703	26-Apr-2019	Jafta Transport Services CC	Transport for the elderly community from Op-Die-Berg to Worcester	Lowest responsive quotation	R 7 800.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of April 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/43	04-Apr-2019	Teck Flooring (PTY) Ltd	Supply, delivery and installation of Flooring Witzenberg municipal offices	Only responsive bidder	R 156 492.00 (Incl. VAT)	Director: Corporate services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	14 Nov 2018	Williams Loodgieters	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance		
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of April 2019 which totals R 225 219.34:

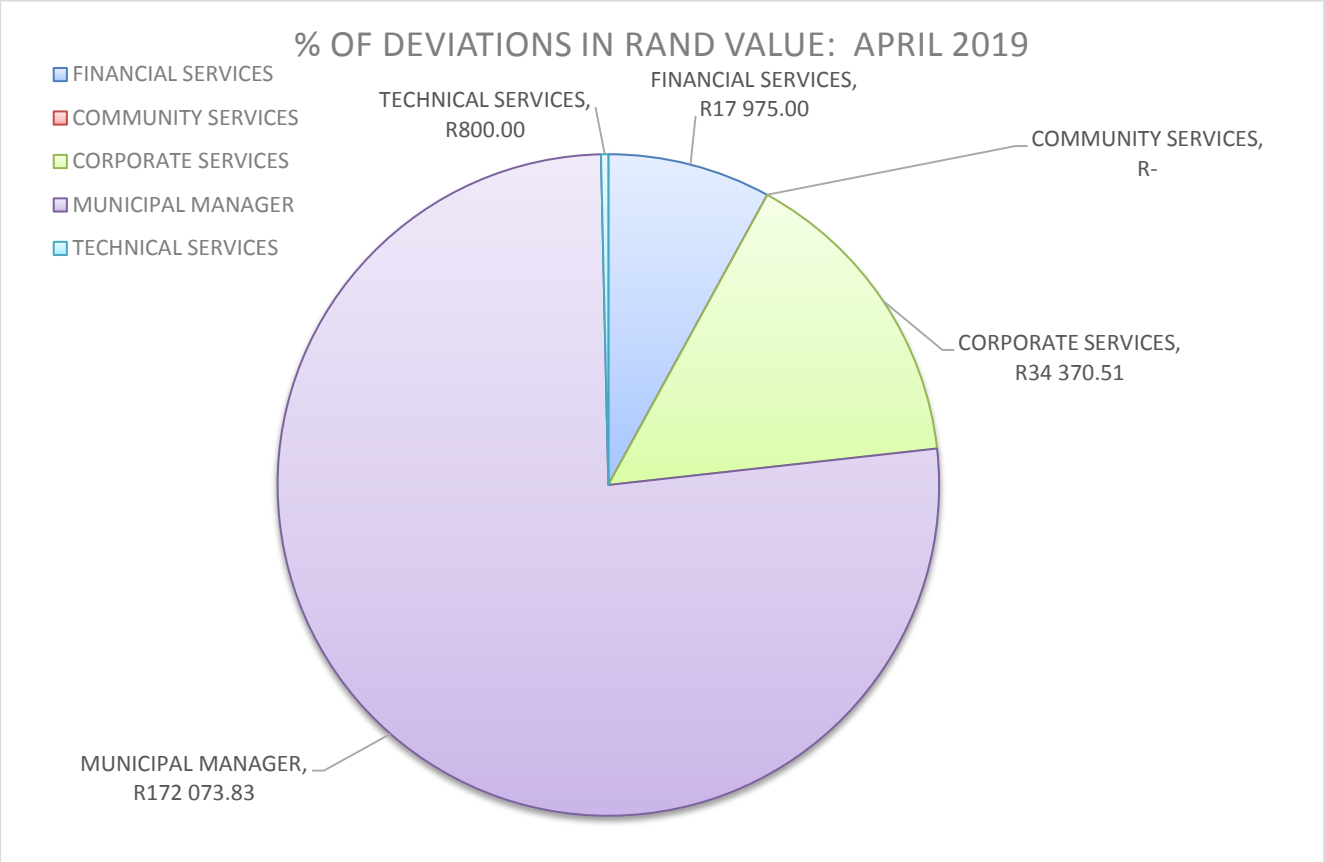
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van April 2019 wat beloop op die totaal van R 225 219.34:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
26-Mar-19	Witzenberg Herald	Notice 2019/2020 Draft Budget	Impractical	159218	5,325.00
2-Apr-19	Sarel Bester Engineers	Professional consultancy services regarding John Steyn Building	Impractical	159316	18,112.50
2-Apr-19	Witzenberg Herald	Public Notice: IDP and Budget Meeting	Single supplier	159328	11,960.00
10-Apr-19	Regan Brown Inc	Legal services: Bridgeman N.O	Impractical	159435	130,318.83
23-Apr-19	Drägar SA (PTY) Ltd	Service and Calibration of Breathalysers	Single supplier	159622	6,405.50
23-Apr-19	Tulbagh Williams Transport	Transport: Additional Trips at process controller day	Impractical	159625	800.00
24-Apr-19	WC Communications (Pty) Ltd	Repair of Faulty Telephone lines	Impractical	159658	2,492.51
25-Apr-19	Witzenberg Herald	Publish Notice: Clean Audit & Traffic recognition ceremony	Single supplier	159681	7,360.00
30-Apr-19	Western Cape Government - Directorate Financial services	Publish notice: Government Gazette	Impractical	159753	29,795.00
30-Apr-19	CAT (Consolidated African Technologies (PTY) Ltd)	Setup of new RMA server	Impractical	159766	12,650.00

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
February 2019	R 427 415.33	R20 780 258.95	2.06%
March 2019	R 357 540.01	R38 697 517.34	0.92%
April 2019	R 225 219.34	R18 499 969.56	1.22%

DEVIATIONS PER DIRECTORATE



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):

	28 February 2019	31 March 2019	30 April 2019
Value of inventory at hand	R 11 958 348.55	R 12 000 039.16	R 12 255 228.74
Turnover rate of total value of inventory	1.24	1.21	1.18
Date of latest stores reconciliation	30 April 2019		
Date of last stock count	20 March 2019		
Date of next stock count	28 June 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of April 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature : _____

Date: 15 May 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for May 2019

Financial data is in respect of the period 1 July 2018 to 30 May 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.1 million.

The monthly billing was also done as scheduled and during this process 12 680 accounts amounting to R 32.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.1 million.

The indigent cost to the municipality for the month amounts to R 1.8 million. The number of indigent households is increasing due to the policy amendments approved by council

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

The municipality issued orders to the value of R 38.7 million of which R 0.3 million was in terms of deviations.

The municipality currently has R 91.9 million in its primary bank account and a R 23 million in investments

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.1 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 680 rekeninge ten bedrae van R 32.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.1 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 94%

Bestellings ter waarde van R 38.7 miljoen uitgereik, waarvan R 0.3 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 91.9 miljoen in die primêre bankrekening en R 23 miljoen in beleggings

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of May 2019 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Mei 2019 .

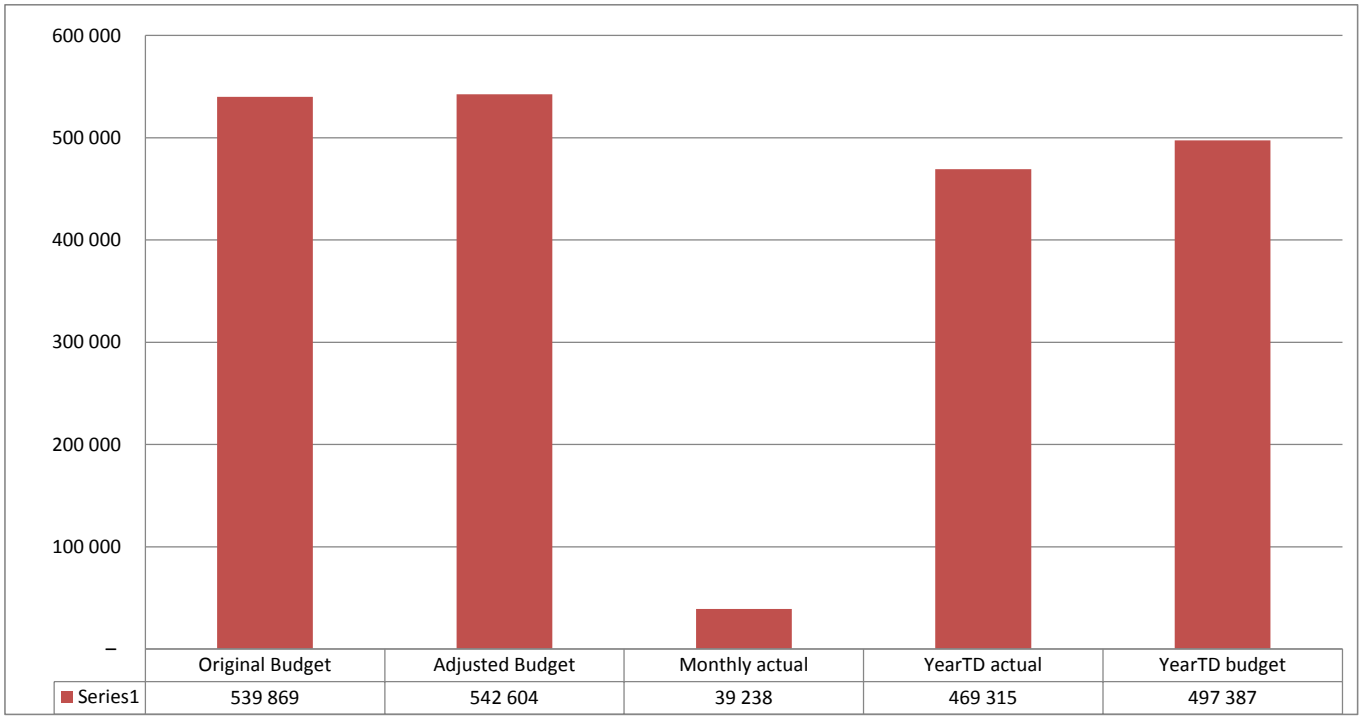
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

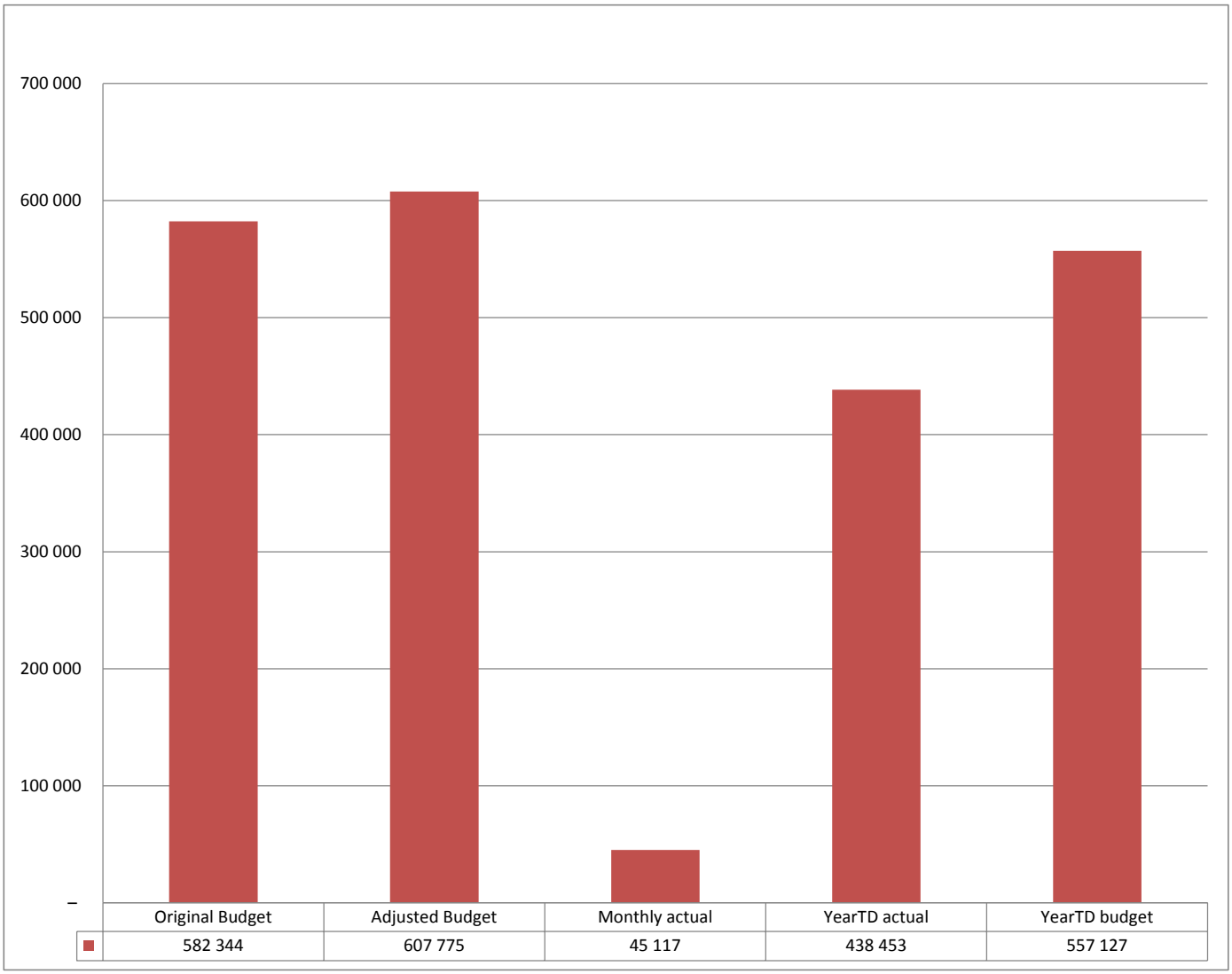
TOTAL OPERATIONAL REVENUE



For the period 1 July 2018 to May 2019, 86.49% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 86.49% van die begrote operasionele inkomste gehef.

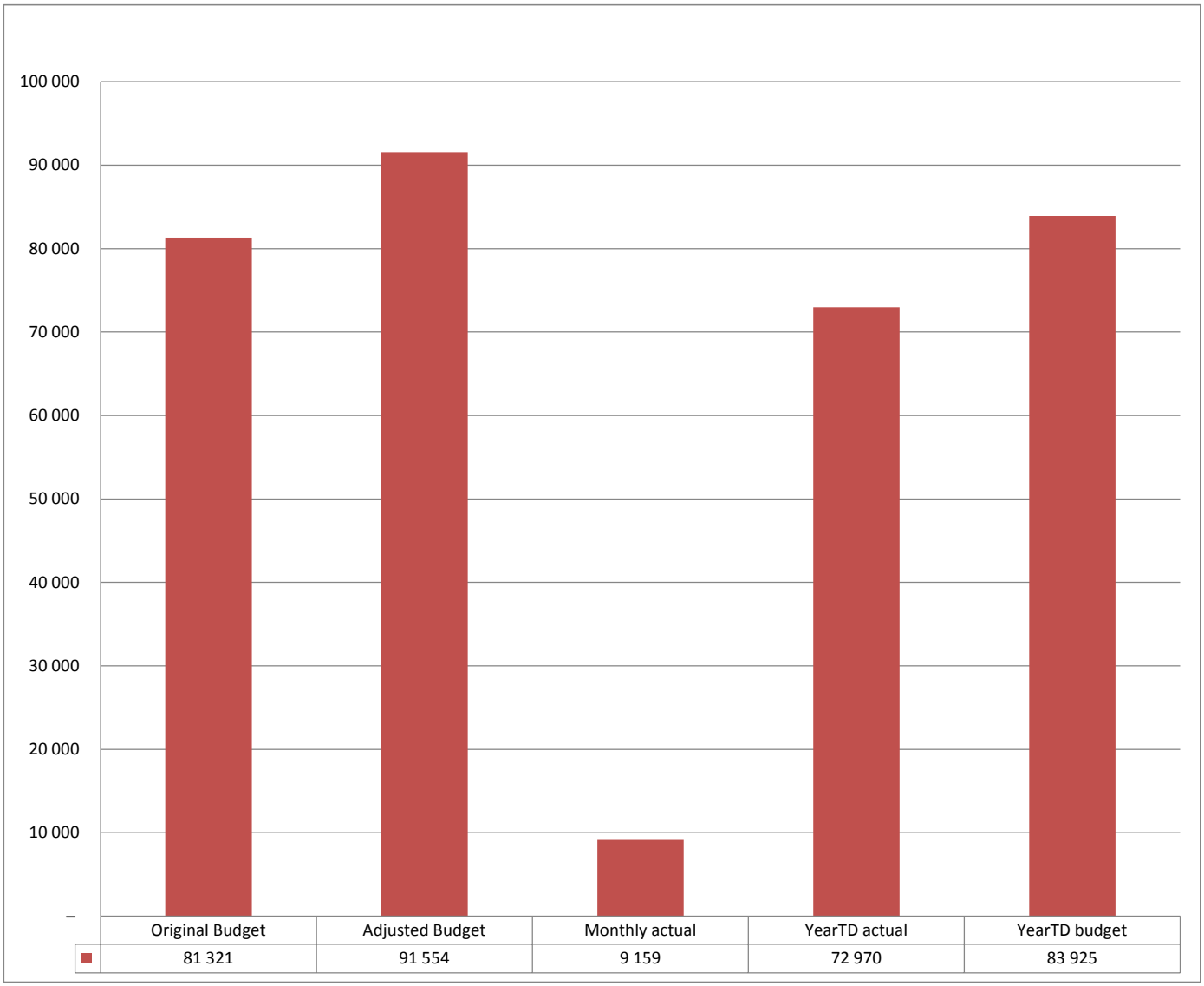
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to May 2019, 72.14% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 72.14% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to May 2019, 79.7% of the budgeted capital expenditure was incurred.

There is currently also R 9.9 million on order for capital expenditure.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 79.7% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 9.9 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at May 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M11 May

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	68 191	3 320	66 045	62 508	3 537	6%	68 191
Service charges	306 170	316 407	318 218	31 817	279 926	291 700	(11 774)	-4%	318 218
Investment revenue	8 122	8 198	8 198	811	7 463	7 515	(53)	-1%	8 198
Transfers recognised - operational	93 967	91 069	92 448	250	87 203	84 744	2 459	3%	92 448
Other own revenue	57 662	54 194	55 549	3 039	28 679	50 920	(22 241)	-44%	55 549
transfers and contributions)	529 632	539 869	542 604	39 238	469 315	497 387	(28 073)	-6%	542 604
Employee costs	9 170	177 699	170 311	14 785	157 517	156 119	1 398	1%	170 311
Remuneration of Councillors	9 170	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 165	666	13 198	41 401	(28 203)	-68%	45 165
Finance charges	8 675	3 671	8 005	212	610	7 338	(6 728)	-92%	8 005
Materials and bulk purchases	194 879	218 562	213 843	17 198	164 663	196 023	(31 360)	-16%	213 843
Transfers and grants	13 920	14 407	14 543	214	5 154	13 331	(8 177)	-61%	14 543
Other expenditure	251 704	114 264	145 198	11 247	88 647	133 098	(44 451)	-33%	145 198
Total Expenditure	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/(Deficit)	13 415	(42 474)	(65 171)	(5 879)	30 862	(59 740)	90 601	-152%	(65 171)
Transfers recognised - capital	34 777	75 847	76 352	–	22 680	69 989	(47 310)	-68%	76 352
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Capital transfers recognised	34 183	52 938	55 172	6 021	48 620	50 575	(1 955)	-4%	55 172
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	–	1 500	1 421	80	6%	1 550
Internally generated funds	26 089	26 833	34 832	3 138	22 850	31 929	(9 080)	-28%	34 832
Total sources of capital funds	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Financial position									
Total current assets	178 612	65 801	164 350		200 521				200 521
Total non current assets	905 207	38 293	952 495		965 650				965 650
Total current liabilities	77 653	55 489	102 602		97 425				97 425
Total non current liabilities	158 745	15 233	155 745		167 783				167 783
Community wealth/Equity	847 421	33 372	858 498		900 962				900 962
Cash flows									
Net cash from (used) operating	83 978	173 205	88 223	(2 189)	93 778	80 871	12 907	16%	88 223
Net cash from (used) investing	(60 010)	(83 247)	(91 453)	10 276	(99 981)	(83 832)	(16 148)	19%	(91 453)
Net cash from (used) financing	(2 795)	3 500	(3 000)	54	(491)	(2 750)	2 259	-82%	(491)
end	97 506	93 458	91 275	–	90 809	91 794	(985)	-1%	94 271
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286
Creditors Age Analysis									
Total Creditors	1 533	4	–	–	–	–	–	–	1 537

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Governance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Finance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Community and public safety	101 163	140 845	118 583	793	97 440	108 701	(11 261)	-10%	118 583
Community and social services	80 916	98 728	96 722	242	87 112	88 662	(1 550)	-2%	96 722
Sport and recreation	7 477	9 020	8 981	544	6 220	8 233	(2 013)	-24%	8 981
Public safety	3	6	6	(0)	3	5	(2)	-44%	6
Housing	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
Economic and environmental services	32 369	43 682	51 559	770	16 335	47 262	(30 927)	-65%	51 559
Planning and development	1 540	2 510	2 268	82	1 265	2 079	(814)	-39%	2 268
Road transport	30 827	41 160	48 339	688	15 062	44 311	(29 248)	-66%	48 339
Environmental protection	2	12	952	–	8	873	(865)	-99%	952
Trading services	344 933	337 984	356 116	32 525	295 979	326 440	(30 461)	-9%	356 116
Energy sources	209 994	240 206	239 796	22 793	204 030	219 813	(15 782)	-7%	239 796
Water management	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
Waste water management	41 431	22 399	38 077	4 298	30 069	34 904	(4 835)	-14%	38 077
Waste management	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13%	618 956
Expenditure - Functional									
Governance and administration	88 216	115 817	120 468	9 487	91 152	110 429	(19 278)	-17%	120 468
Executive and council	22 887	27 771	27 835	1 713	19 798	25 516	(5 718)	-22%	27 835
Finance and administration	63 186	85 942	90 479	7 560	69 242	82 939	(13 697)	-17%	90 479
Internal audit	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
Community and public safety	70 971	82 467	80 644	5 182	57 932	73 923	(15 992)	-22%	80 644
Community and social services	21 733	25 460	25 133	1 898	20 520	23 038	(2 518)	-11%	25 133
Sport and recreation	23 574	28 896	27 821	2 324	21 550	25 502	(3 952)	-15%	27 821
Public safety	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Housing	16 468	19 186	18 765	399	7 782	17 201	(9 420)	-55%	18 765
Economic and environmental services	62 903	65 573	67 512	3 916	43 783	61 886	(18 104)	-29%	67 512
Planning and development	8 797	10 614	10 649	688	7 747	9 762	(2 014)	-21%	10 649
Road transport	52 785	53 213	54 147	3 179	34 855	49 635	(14 780)	-30%	54 147
Environmental protection	1 321	1 747	2 716	49	1 180	2 490	(1 310)	-53%	2 716
Trading services	293 298	317 593	338 273	26 330	244 765	310 083	(65 319)	-21%	338 273
Energy sources	201 572	224 738	223 818	18 433	171 752	205 166	(33 414)	-16%	223 818
Water management	28 025	28 985	37 454	2 503	22 161	34 333	(12 172)	-35%	37 454
Waste water management	28 364	29 256	32 994	2 471	23 382	30 244	(6 862)	-23%	32 994
Waste management	35 338	34 615	44 007	2 923	27 470	40 340	(12 869)	-32%	44 007
Other	828	893	878	202	822	805	17	2%	878
Total Expenditure - Functional	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292		11 181

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Finance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Administrative and Corporate Support	0	8	8	–	1	7	(6)	-83%	8
Budget and Treasury Office	6 882	5 442	5 292	290	3 044	4 851	(1 807)	-37%	5 292
Finance	78 169	87 149	86 694	4 758	78 629	79 469	(840)	-1%	86 694
Human Resources	212	585	585	105	499	536	(37)	-7%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	(9)	20	95	(76)	-79%	104
Supply Chain Management	682	16	16	5	48	15	34	228%	16
Community and public safety	101 163	140 845	118 583	793	97 440	108 701	(11 261)	-10%	118 583
Community and social services	80 916	98 728	96 722	242	87 112	88 662	(1 550)	-2%	96 722
Aged Care	72 016	88 298	86 352	185	86 386	79 156	7 230	9%	86 352
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	28	209	192	17	9%	210
Community Halls and Facilities	525	814	814	23	443	746	(303)	-41%	814
Libraries and Archives	8 130	9 406	9 346	6	74	8 567	(8 494)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	544	6 220	8 233	(2 013)	-24%	8 981
Recreational Facilities	7 347	8 575	8 575	536	6 117	7 860	(1 743)	-22%	8 575
Sports Grounds and Stadiums	130	446	406	8	102	373	(270)	-72%	406

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	6	6	(0)	3	5	(2)	-44%	6
Fire Fighting and Protection	3	6	6	(0)	3	5	(2)	-44%	6
Housing	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
Housing	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
Economic and environmental services	32 369	43 682	51 559	770	16 335	47 262	(30 927)	-65%	51 559
Planning and development	1 540	2 510	2 268	82	1 265	2 079	(814)	-39%	2 268
Economic Development/Planning	295	288	577	–	–	529	(529)	-100%	577
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	82	1 265	1 550	(285)	-18%	1 691
Project Management Unit	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	688	15 062	44 311	(29 248)	-66%	48 339
Police Forces, Traffic and Street Parking Control	26 637	26 166	26 166	688	5 506	23 986	(18 480)	-77%	26 166
Roads	4 189	14 993	22 173	–	9 557	20 325	(10 768)	-53%	22 173
Environmental protection	2	12	952	–	8	873	(865)	-99%	952
Biodiversity and Landscape	2	12	952	–	8	873	(865)	-99%	952
Trading services	344 933	337 984	356 116	32 525	295 979	326 440	(30 461)	-9%	356 116
Energy sources	209 994	240 206	239 796	22 793	204 030	219 813	(15 782)	-7%	239 796
Electricity	209 994	238 858	239 081	22 793	203 927	219 157	(15 230)	-7%	239 081
Street Lighting and Signal Systems	–	1 348	715	–	103	655	(552)	-84%	715
Water management	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
Water Distribution	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
Waste water management	41 431	22 399	38 077	4 298	30 069	34 904	(4 835)	-14%	38 077
Sewerage	39 642	18 266	25 996	4 298	27 528	23 829	3 699	16%	25 996
Storm Water Management	1 789	4 133	12 082	–	2 541	11 075	(8 534)	-77%	12 082
Waste management	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
Solid Waste Removal	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13%	618 956

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	120 468	9 487	91 152	110 429	(19 278)	-17%	120 468
Executive and council	22 887	27 771	27 835	1 713	19 798	25 516	(5 718)	-22%	27 835
Mayor and Council	13 781	17 908	18 278	1 074	12 864	16 754	(3 891)	-23%	18 278
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 558	639	6 934	8 761	(1 827)	-21%	9 558
Finance and administration	63 186	85 942	90 479	7 560	69 242	82 939	(13 697)	-17%	90 479
Administrative and Corporate Support	8 010	6 682	11 175	1 301	9 304	10 244	(940)	-9%	11 175
Asset Management	59	6 288	1 595	74	89	1 462	(1 374)	-94%	1 595
Budget and Treasury Office	9 631	16 913	17 472	753	10 532	16 016	(5 484)	-34%	17 472
Finance	10 169	13 476	16 880	1 851	14 775	15 474	(698)	-5%	16 880
Fleet Management	1 756	3 122	2 533	198	2 347	2 322	25	1%	2 533
Human Resources	17 485	19 167	19 572	2 007	18 342	17 941	401	2%	19 572
Information Technology	2 056	3 179	3 925	152	2 270	3 598	(1 327)	-37%	3 925
Legal Services	1 780	2 248	2 344	91	2 082	2 148	(66)	-3%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	219	2 698	3 409	(712)	-21%	3 719
Property Services	3 554	3 334	3 336	44	1 123	3 058	(1 936)	-63%	3 336
Risk Management	3	407	407	–	16	373	(356)	-96%	407
Supply Chain Management	4 869	5 844	5 818	846	5 218	5 333	(115)	-2%	5 818
Valuation Service	758	1 703	1 703	23	446	1 561	(1 115)	-71%	1 703
Internal audit	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
Governance Function	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
Community and public safety	70 971	82 467	80 644	5 182	57 932	73 923	(15 992)	-22%	80 644
Community and social services	21 733	25 460	25 133	1 898	20 520	23 038	(2 518)	-11%	25 133
Aged Care	4 541	4 298	3 912	395	4 290	3 586	704	20%	3 912
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 268	270	2 625	2 995	(371)	-12%	3 268
Child Care Facilities	26	771	771	–	2	707	(705)	-100%	771
Community Halls and Facilities	5 441	5 903	5 862	440	4 803	5 373	(571)	-11%	5 862
Disaster Management	57	56	71	4	38	65	(26)	-41%	71
Education	8	661	661	–	4	606	(602)	-99%	661
Libraries and Archives	9 079	10 499	10 588	788	8 759	9 706	(947)	-10%	10 588
Sport and recreation	23 574	28 896	27 821	2 324	21 550	25 502	(3 952)	-15%	27 821
Community Parks (including Nurseries)	5 591	6 678	6 620	537	5 281	6 069	(787)	-13%	6 620
Recreational Facilities	13 592	17 469	16 299	1 441	12 402	14 941	(2 538)	-17%	16 299
Sports Grounds and Stadiums	4 391	4 748	4 901	346	3 866	4 493	(627)	-14%	4 901
Public safety	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Housing	16 468	19 186	18 765	399	7 782	17 201	(9 420)	-55%	18 765
Housing	16 143	17 593	17 170	385	7 596	15 739	(8 143)	-52%	17 170
Informal Settlements	325	1 594	1 596	15	186	1 463	(1 277)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	62 903	65 573	67 512	3 916	43 783	61 886	(18 104)	-29%	67 512
Planning and development	8 797	10 614	10 649	688	7 747	9 762	(2 014)	-21%	10 649
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	146	1 539	2 112	(574)	-27%	2 304
Economic Development/Planning	1 921	2 215	2 583	94	1 144	2 368	(1 223)	-52%	2 583
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 904	320	3 640	3 579	61	2%	3 904
Project Management Unit	1 479	2 342	1 857	128	1 424	1 702	(279)	-16%	1 857
Road transport	52 785	53 213	54 147	3 179	34 855	49 635	(14 780)	-30%	54 147
Police Forces, Traffic and Street Parking Control	31 375	28 142	28 011	1 425	15 108	25 677	(10 569)	-41%	28 011
Roads	21 410	25 071	26 136	1 754	19 747	23 958	(4 211)	-18%	26 136
Environmental protection	1 321	1 747	2 716	49	1 180	2 490	(1 310)	-53%	2 716
Biodiversity and Landscape	388	1 747	2 716	49	502	2 490	(1 988)	-80%	2 716
Pollution Control	934	–	–	–	679	–	679		–
Trading services	293 298	317 593	338 273	26 330	244 765	310 083	(65 319)	-21%	338 273
Energy sources	201 572	224 738	223 818	18 433	171 752	205 166	(33 414)	-16%	223 818
Electricity	199 399	222 463	220 893	17 946	169 203	202 486	(33 282)	-16%	220 893
Street Lighting and Signal Systems	2 173	2 275	2 924	487	2 548	2 680	(132)	-5%	2 924
Water management	28 025	28 985	37 454	2 503	22 161	34 333	(12 172)	-35%	37 454
Water Treatment	34	1 458	1 458	–	18	1 337	(1 319)	-99%	1 458
Water Distribution	25 401	23 935	32 655	2 495	20 245	29 933	(9 689)	-32%	32 655
Water Storage	2 590	3 592	3 341	8	1 899	3 063	(1 164)	-38%	3 341
Waste water management	28 364	29 256	32 994	2 471	23 382	30 244	(6 862)	-23%	32 994
Public Toilets	1 363	1 660	1 598	116	1 289	1 465	(176)	-12%	1 598
Sewerage	20 919	19 661	23 619	1 832	16 520	21 651	(5 130)	-24%	23 619
Storm Water Management	6 049	5 621	5 462	522	5 568	5 006	561	11%	5 462
Waste Water Treatment	33	2 315	2 315	1	5	2 122	(2 117)	-100%	2 315
Waste management	35 338	34 615	44 007	2 923	27 470	40 340	(12 869)	-32%	44 007
Solid Waste Disposal (Landfill Sites)	8 543	10 735	16 083	481	4 119	14 743	(10 623)	-72%	16 083
Solid Waste Removal	25 366	22 639	26 682	2 282	21 810	24 459	(2 649)	-11%	26 682
Street Cleaning	1 429	1 241	1 241	160	1 541	1 138	403	35%	1 241
Other	828	893	878	202	822	805	17	2%	878
Licensing and Regulation	60	87	72	0	17	66	(50)	-75%	72
Tourism	768	806	806	201	806	739	67	9%	806
Total Expenditure - Functional	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M11 May

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	4 871	79 541	81 426	(1 885)	-2.3%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	1 499	103 255	134 693	(31 438)	-23.3%	146 937
Vote 3 - Corporate Services	212	597	697	97	520	639	(119)	-18.6%	697
Vote 4 - Technical Services	352 005	356 363	381 674	32 728	308 185	349 868	(41 683)	-11.9%	381 674
Vote 5 - Muncipal Manager	554	1 350	819	43	494	751	(257)	-34.2%	819
Total Revenue by Vote	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13.3%	618 956
Vote 1 - Financial Services	27 219	45 537	44 612	3 671	32 202	40 894	(8 692)	-21.3%	44 612
Vote 2 - Community Services	106 806	115 777	115 084	6 741	75 298	105 493	(30 195)	-28.6%	115 084
Vote 3 - Corporate Services	50 721	56 641	62 795	5 169	49 279	57 562	(8 282)	-14.4%	62 795
Vote 4 - Technical Services	321 647	351 143	372 548	28 739	272 025	341 502	(69 477)	-20.3%	372 548
Vote 5 - Muncipal Manager	9 824	13 246	12 737	795	9 649	11 676	(2 027)	-17.4%	12 737
Total Expenditure by Vote	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21.3%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422.4%	11 181

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M11 May

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	68 191	3 320	66 045	62 508	3 537	6%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	22 811	203 988	216 275	(12 287)	-6%	235 937
Service charges - water revenue	45 429	41 882	42 180	2 913	31 875	38 665	(6 790)	-18%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	4 160	23 103	16 607	6 497	39%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 934	20 959	20 153	806	4%	21 985
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	523	5 037	9 348	(4 311)	-46%	10 198
Interest earned - external investments	8 122	8 198	8 198	811	7 463	7 515	(53)	-1%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	995	9 441	6 677	2 764	41%	7 284
Dividends received	–	4	4	–	–	4	(4)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	3	1 187	17 329	(16 142)	-93%	18 904
Licences and permits	1 164	155	155	137	1 030	142	888	624%	155
Agency services	3 586	8 378	8 378	533	3 423	7 679	(4 256)	-55%	8 378
Transfers recognised - operational	93 967	91 069	92 448	250	87 203	84 744	2 459	3%	92 448
Other revenue	13 993	9 271	10 626	848	8 560	9 741	(1 181)	-12%	10 626
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	39 238	469 315	497 387	(28 073)	-6%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 311	14 785	157 517	156 119	1 398	1%	170 311
Remuneration of councillors	9 170	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Debt impairment	35 513	22 219	42 097	2 954	18 659	38 589	(19 930)	-52%	42 097
Depreciation & asset impairment	28 699	43 032	45 165	666	13 198	41 401	(28 203)	-68%	45 165
Finance charges	8 675	3 671	8 005	212	610	7 338	(6 728)	-92%	8 005
Bulk purchases	179 705	197 541	197 541	16 424	152 145	181 079	(28 934)	-16%	197 541
Other materials	15 173	21 021	16 303	774	12 518	14 944	(2 427)	-16%	16 303
Contracted services	36 101	41 902	51 385	4 761	33 586	47 102	(13 517)	-29%	51 385
Transfers and grants	13 920	14 407	14 543	214	5 154	13 331	(8 177)	-61%	14 543
Other expenditure	33 845	50 142	51 717	3 532	36 402	47 407	(11 005)	-23%	51 717
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/(Deficit)	13 415	(42 474)	(65 171)	(5 879)	30 862	(59 740)	90 601	(0)	(65 171)
Transfers recognised - capital	34 777	75 847	76 352	–	22 680	69 989	(47 310)	(0)	76 352
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181
Surplus/(Deficit) attributable to	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M11 May

Vote Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	449	80	86	411	(325)	-79%	449
Vote 4 - Technical Services	14 570	45 777	47 536	6 648	41 286	43 575	(2 289)	-5%	47 536
Total Capital Multi-year expenditure	14 570	46 427	47 985	6 728	41 372	43 986	(2 614)	-6%	47 985
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	702	7	165	644	(479)	-74%	702
Vote 2 - Community Services	5 950	4 282	6 042	268	2 027	5 539	(3 511)	-63%	6 042
Vote 3 - Corporate Services	1 257	970	1 199	53	687	1 099	(412)	-37%	1 199
Vote 4 - Technical Services	41 782	29 312	35 496	2 095	28 710	32 538	(3 828)	-12%	35 496
Vote 5 - Muncipal Manager	27	150	130	8	9	119	(110)	-92%	130
Total Capital single-year expenditure	49 231	34 894	43 569	2 431	31 598	39 939	(8 341)	-21%	43 569
Total Capital Expenditure	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M11 May

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	1 576	1 340	3 173	68	932	2 909	(1 977)	-68%	3 173
Executive and council	279	250	1 622	39	224	1 487	(1 263)	-85%	1 622
Finance and administration	1 297	1 090	1 551	29	708	1 422	(714)	-50%	1 551
Community and public safety	3 586	3 402	4 358	193	1 779	3 995	(2 217)	-55%	4 358
Community and social services	645	1 000	1 054	22	203	966	(763)	-79%	1 054
Sport and recreation	2 034	2 402	3 304	172	1 576	3 029	(1 453)	-48%	3 304
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental service	11 560	29 788	36 251	2 156	33 007	33 230	(224)	-1%	36 251
Planning and development	31	20	602	155	309	552	(243)	-44%	602
Road transport	11 529	28 268	34 149	2 001	32 698	31 303	1 394	4%	34 149
Environmental protection	–	1 500	1 500	–	–	1 375	(1 375)	-100%	1 500
Trading services	47 078	46 791	47 772	6 742	37 253	43 791	(6 537)	-15%	47 772
Energy sources	4 728	11 654	11 750	2 727	9 366	10 771	(1 405)	-13%	11 750
Water management	22 269	14 746	12 516	732	8 648	11 473	(2 825)	-25%	12 516
Waste water management	16 820	19 219	22 334	3 176	18 109	20 473	(2 364)	-12%	22 334
Waste management	3 261	1 171	1 171	107	1 131	1 074	57	5%	1 171
Total Capital Expenditure - Standard Cla	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Funded by:									
National Government	20 014	33 070	26 005	3 439	20 158	23 838	(3 680)	-15%	26 005
Provincial Government	14 170	19 569	28 406	2 582	28 005	26 039	1 966	8%	28 406
District Municipality	–	300	761	–	457	697	(241)	-35%	761
Transfers recognised - capital	34 183	52 938	55 172	6 021	48 620	50 575	(1 955)	-4%	55 172
Borrowing	3 528	1 550	1 550	–	1 500	1 421	80	6%	1 550
Internally generated funds	26 089	26 833	34 832	3 138	22 850	31 929	(9 080)	-28%	34 832
Total Capital Funding	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M11 May

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	91 275	90 819	90 819
Call investment deposits	–	47	–	23 000	23 000
Consumer debtors	57 003	(33 750)	34 983	70 910	70 910
Other debtors	12 701	14 940	26 690	4 133	4 133
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	11 402	11 660	11 660
Total current assets	178 612	65 801	164 350	200 521	200 521
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	–	–	–
Investment property	45 660	(626)	45 660	45 518	45 518
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	903 636	916 780	916 780
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 650	2 801	2 801
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	952 495	965 650	965 650
TOTAL ASSETS	1 083 819	104 095	1 116 846	1 166 170	1 166 170
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	7 034	7 034
Trade and other payables	53 808	46 998	67 718	75 320	75 320
Provisions	17 426	8 491	28 466	15 072	15 072
Total current liabilities	77 653	55 489	102 602	97 425	97 425
Non current liabilities					
Borrowing	4 175	2 200	1 175	2 569	2 569
Provisions	154 570	13 033	154 570	165 214	165 214
Total non current liabilities	158 745	15 233	155 745	167 783	167 783
TOTAL LIABILITIES	236 399	70 723	258 348	265 208	265 208
NET ASSETS	847 421	33 372	858 498	900 962	900 962
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	848 143	890 607	890 607
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	858 498	900 962	900 962

The cash flows for the year to date are indicated in the following table:

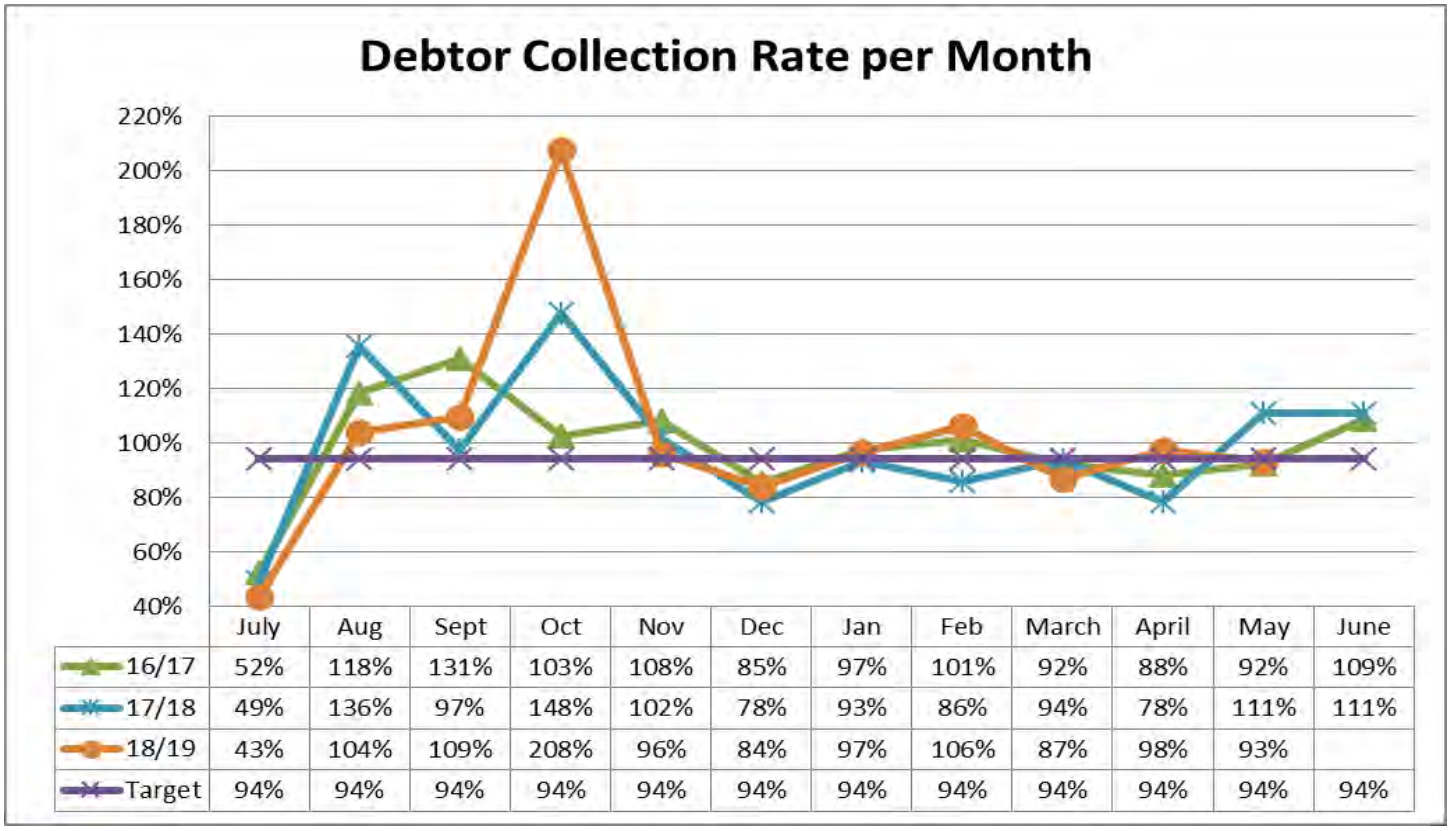
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M11 May

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	64 781	3 720	64 812	59 383	5 429	9%	64 781
Service charges	308 615	291 601	311 744	31 315	306 708	285 766	20 942	7%	311 744
Other revenue	–	17 246	29 132	2 577	20 275	26 705	(6 430)	-24%	29 132
Government - operating	132 666	97 846	115 971	0	102 797	106 306	(3 510)	-3%	115 971
Government - capital	–	63 230	59 830	2 508	64 696	54 844	9 852	18%	59 830
Interest	19 166	13 112	10 430	811	7 464	9 561	(2 097)	-22%	10 430
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(488 176)	(42 903)	(467 640)	(447 494)	20 146	-5%	(488 176)
Finance charges	(15 676)	(938)	(1 095)	–	(150)	(1 004)	(854)	85%	(1 095)
Transfers and Grants	–	(587)	(14 394)	(217)	(5 181)	(13 195)	(8 013)	61%	(14 394)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	88 223	(2 189)	93 778	80 871	35 465	44%	88 223
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	20 000	(23 000)	–	(23 000)		–
Payments									
Capital assets	(63 800)	(83 247)	(91 453)	(9 724)	(76 981)	(83 832)	(6 852)	8%	(91 453)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(91 453)	10 276	(99 981)	(83 832)	16 148	-19%	(91 453)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	–	–	–	–	–		–
Increase (decrease) in consumer deposits	1 023	–	–	54	693	–	693		–
Payments									–
Repayment of borrowing	(3 818)	–	(3 000)	–	(1 184)	(2 750)	(1 566)	57%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	(3 000)	54	(491)	(2 750)	(2 259)	82%	(491)
									–
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(6 231)	8 141	(6 693)	(5 711)			(3 231)
Cash/cash equivalents at beginning:	76 333	–	97 506		97 502	97 506			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	91 275		90 809	91 794			94 271

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M11 May

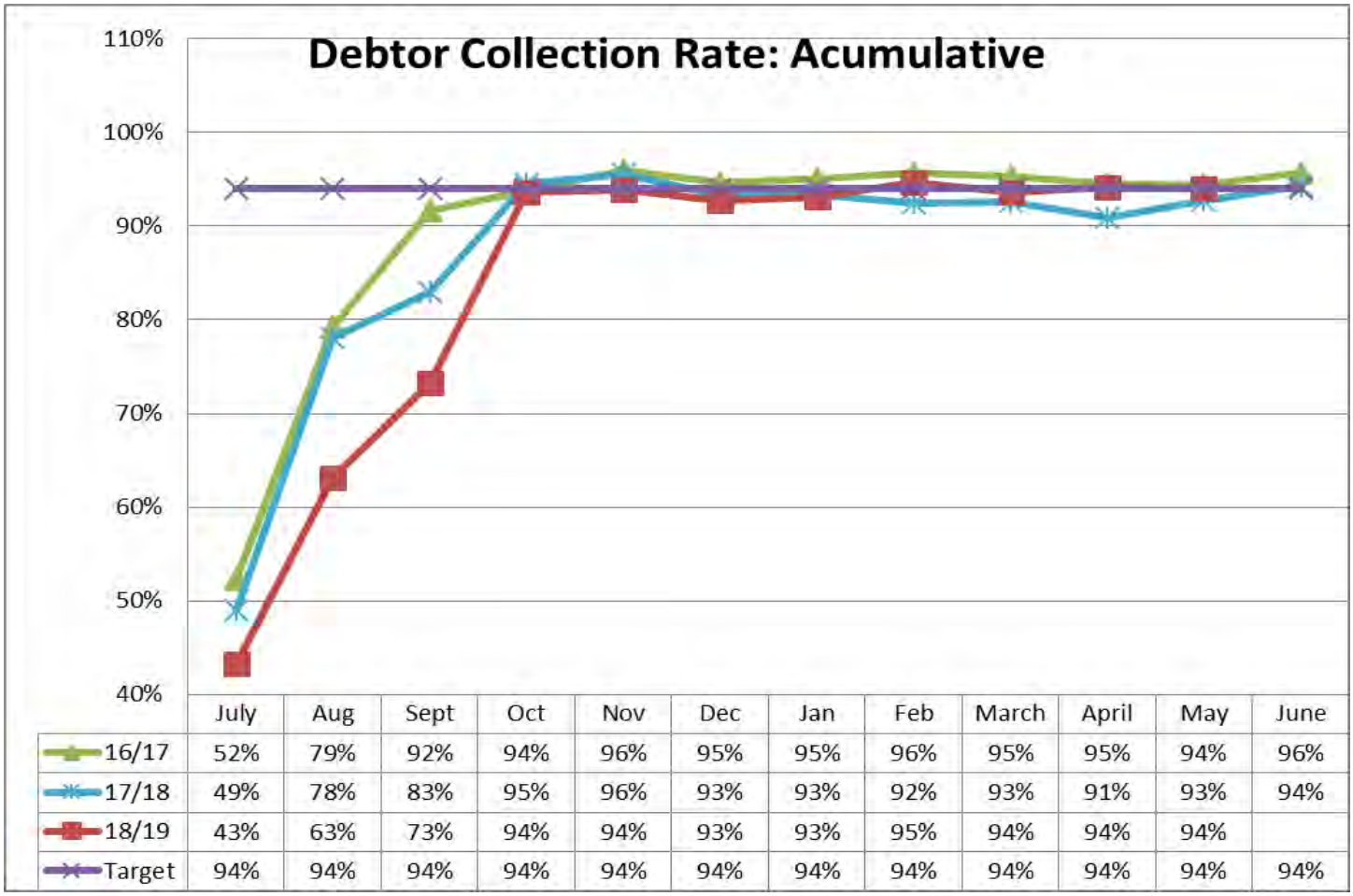
Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 330	1 202	1 085	1 267	879	976	5 594	33 288	52 623	42 005
Electricity	1300	16 370	339	243	264	89	199	1 085	1 917	20 505	3 553
Property Rates	1400	3 970	317	290	232	215	194	2 729	12 224	20 171	15 595
Waste Water Management	1500	7 701	616	630	571	659	568	3 215	15 934	29 894	20 947
Waste Management	1600	5 666	755	666	635	612	585	3 061	17 261	29 242	22 155
Property Rental Debtors	1700	96	18	18	17	16	16	91	626	897	766
Interest on Arrear Accounts	1810	1 508	79	93	117	120	150	1 297	25 723	29 088	27 407
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 382)	43	19	26	27	27	185	920	(2 135)	1 185
Total By Income Source	2000	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286	133 612
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 092	182	162	83	50	49	884	2 780	5 283	3 846
Commercial	2300	17 368	392	340	359	179	269	2 267	7 250	28 424	10 324
Households	2400	20 548	2 581	2 283	2 480	2 184	2 222	12 816	88 599	133 713	108 301
Other	2500	1 251	215	259	206	205	173	1 292	9 264	12 866	11 140
Total By Customer Group	2600	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286	133 612



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	208%	96%	84%	97%	106%	87%	98%	93%	
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for May 2019 amounts to 93% in comparison to the previous year 111 %.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Mei 2019 – 93 % beloop in vergelyking met die vorige jaar 111 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	94%	94%	93%	93%	95%	94%	94%	94%	
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 94%.

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 94%, terwyl die werklike syfer 94% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M11 May

Description R thousands	NT Code	Budget Year 2018/19								
		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 533	4	–	–	–	–	–	–	1 537
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 533	4	–	–	–	–	–	–	1 537

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M11 May

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	0
Investec	–	–	–	–		–	–	(0)
Nedbank	–	–	–	–		–	–	23 000
Standard Bank	–	–	–	–		–	–	(0)
FNB	–	–	–	–		–	–	(0)
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	23 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M11 May

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	250	87 196	80 439	6 757	8.4%	87 752
Equitable Share	–	84 602	84 602	–	84 584	77 552	7 032	9.1%	84 602
Local Government Financial Management Grant [Sc	–	1 550	1 400	65	817	1 283	(467)	-36.4%	1 400
Expanded Public Works Programme Integrated Gran	–	1 548	1 750	185	1 795	1 604	191	11.9%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Provincial Government:	–	45 019	22 193	0	4 036	20 344	(16 308)	-80.2%	22 193
Housing	–	32 839	12 621	–	4 029	11 569	(7 540)	-65.2%	12 621
Financial Management	–	360	360	–	0	330	(330)	-100.0%	360
Financial Management Support Grant	–	330	330	–	–	303	(303)	-100.0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 142	(8 142)	-100.0%	8 882
Community Development Workers	–	148	–	0	7	–	7		–
Regional Socio-economic Project/Violence Preventio	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	550	(550)	-100.0%	600
Other grant providers:	–	576	4 065	–	–	458	(458)	-100.0%	4 065
Water Drought Support	–	–	500	–	–	458	(458)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total Operating Transfers and Grants	–	133 826	114 011	250	91 232	101 241	(10 010)	-9.9%	114 011
National Government:	–	31 235	26 005	–	6 151	23 838	(17 688)	-74.2%	26 005
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	–	5 945	17 561	(11 616)	-66.1%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 292	(2 292)	-100.0%	2 500
Integrated National Electrification Programme (Mun	–	4 348	4 348	–	205	3 986	(3 780)	-94.8%	4 348
Provincial Government:	–	300	26 424	–	12 500	23 983	(11 483)	-47.9%	26 424
Housing	–	–	26 164	–	12 500	23 983	(11 483)	-47.9%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
Total Capital Transfers and Grants	–	31 535	52 430	–	18 651	47 821	(29 171)	-61.0%	52 430
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	166 440	250	109 882	149 063	(39 180)	-26.3%	166 440

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M11 May

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	250	87 196	80 439	6 757	8.4%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	77 552	7 032	9.1%	84 602
Local Government Financial Management Grant	1 161	1 550	1 400	65	817	1 283	(467)	-36.4%	1 400
Expanded Public Works Programme Integrated G	1 493	1 548	1 750	185	1 795	1 604	191	11.9%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	0	4 036	22 033	(17 997)	-81.7%	24 036
Housing	–	32 839	12 621	–	4 029	11 569	(7 540)	-65.2%	12 621
Financial Management	–	360	360	–	0	330	(330)	-100.0%	360
Financial Management Support Grant	120	330	330	–	–	303	(303)	-100.0%	330
Replacement Funding for most vulnerable B3 mur	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 142	(8 142)	-100.0%	8 882
Community Development Workers	–	148	–	0	7	–	7	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 689	(1 689)	-100.0%	1 843
Regional Socio-economic Project/Violence Preven	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	550	(550)	-100.0%	600
Tourism	–	–	100	–	–	92	(92)	-100.0%	100
Water Drought Support	–	–	500	–	–	458	(458)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grant	62 249	135 381	114 171	250	91 232	103 022	(11 790)	-11.4%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	26 005	–	6 151	23 838	(17 688)	-74.2%	26 005
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	–	5 945	17 561	(11 616)	-66.15%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	2 500	–	–	2 292	(2 292)	-100.00%	2 500
Integrated National Electrification Programme (Mu	–	4 348	4 348	–	205	3 986	(3 780)	-94.84%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	–	12 500	23 983	(11 483)	-47.9%	26 424
Housing	–	–	26 164	–	12 500	23 983	(11 483)	-47.9%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	52 430	–	18 651	47 821	(29 171)	-61.0%	52 430
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	82 252	166 916	166 600	250	109 882	150 844	(40 961)	-27.2%	166 600

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M11 May

Summary of Employee and Councillor remuneration R thousands	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	608	6 635	6 612	23	0%	7 213
Pension and UIF Contributions	1 063	1 063	89	961	974	(13)	-1%	1 063
Medical Aid Contributions	212	212	16	168	195	(27)	-14%	212
Motor Vehicle Allowance	692	692	–	–	635	(635)	-100%	692
Cellphone Allowance	1 023	1 023	78	853	938	(84)	-9%	1 023
Housing Allowances	455	455	3	48	417	(369)	-88%	455
Other benefits and allowances	50	50	–	–	46	(46)	-100%	50
Sub Total - Councillors	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	2 803	3 019	(216)	-7%	3 294
Pension and UIF Contributions	739	739	15	174	678	(504)	-74%	739
Medical Aid Contributions	127	127	6	61	117	(55)	-48%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	42	526	770	(245)	-32%	840
Motor Vehicle Allowance	993	993	68	745	910	(165)	-18%	993
Cellphone Allowance	67	67	–	24	62	(38)	-61%	67
Housing Allowances	145	145	–	–	133	(133)	-100%	145
Other benefits and allowances	108	88	12	140	81	59	73%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 294	351	4 473	5 769	(1 297)	-22%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 526	90 682	92 541	(1 859)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 316	14 262	15 012	(751)	-5%	16 377
Medical Aid Contributions	7 283	7 283	623	6 666	6 676	(10)	0%	7 283
Overtime	11 713	11 708	1 154	14 801	10 732	4 069	38%	11 708
Performance Bonus	7 651	7 651	679	7 295	7 013	282	4%	7 651
Motor Vehicle Allowance	4 099	4 129	390	4 177	3 785	392	10%	4 129
Cellphone Allowance	378	378	39	449	347	102	29%	378
Housing Allowances	1 541	1 541	121	1 328	1 413	(85)	-6%	1 541
Other benefits and allowances	4 035	4 035	311	2 995	3 699	(704)	-19%	4 035
Payments in lieu of leave	831	831	425	975	762	213	28%	831
Long service awards	407	407	76	834	373	461	124%	407
Post-retirement benefit obligations	10 632	10 632	921	10 132	9 746	386	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 581	154 595	152 099	2 496	2%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 726	167 733	167 685	48	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	14 931	159 068	157 868	1 200	1%	172 220

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M11 May

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 554	3 720	5 190
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	25 949	24 351	(328)
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	2 940	2 980	14 774
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 603	1 784	3 851
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 798	1 891	4 716
Service charges - other		–	–	–	–	–	–	–	2 942	533	338	308	(4 122)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	430	6 241
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	811	713
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	1	–	–	(1)
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		199	111	251	64	259	65	104	266	110	99	387	2 154
Licences and permits		574	214	705	764	1 608	398	735	136	352	55	1 402	(3 289)
Agency services		–	–	–	–	–	–	–	–	–	147	–	4 731
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	–	4 199	24 656	119	0	15 941
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	358	(286)
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	39 338	38 423	50 285
Other Cash Flows by Source													–
Transfer receipts - capital		17 000	–	–	3 500	5 400	7 566	–	7 000	15 965	5 757	2 508	(23 858)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		63	81	51	74	95	46	31	87	55	56	54	(693)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	72 151	60 985	48 734
Cash Payments by Type													–
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	14 727	19 386
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	905	854
Interest paid		–	–	88	–	–	57	–	–	5	–	–	3 521
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	18 974	(14 759)
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	2 725	2 954
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	5 159	10 316
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		200	155	121	205	–	2	364	53	3 751	113	217	9 226
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 234	(2 797)
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	43 942	28 702
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	9 724	19 383
Repayment of borrowing		–	–	1 058	–	–	109	–	–	17	–	–	67 808
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	(110)	(822)	24 741
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	50 996	52 844	140 634
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	8 141	(91 900)
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809	(1 091)

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M11 May

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		6 777	7 268	767	767	7 268	6 501	89.4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67.3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36.8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30.3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18.2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26.9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26.4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22.0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12.5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12.2%	0
May		6 777	7 268	9 159	72 970	79 953	6 983	8.7%	0
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	72 970					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019
08/2/16/68	Shortterm Insurance	04-Jun-2019
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019

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
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019	31-May-2019	J Jacobs
08/2/16/35	Provision of online electronic CIPC and credit search services	24-Apr-2019	19-May-2019	M Frieslaar
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/56	Training of Municipal officials on Learnerships and skills programme	05-Apr-2019	14-May-2019	I Swartbooi
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019	O Gatyene
08/2/16/59	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality	30-Apr-2019	02 May 2019 24 May 2019 31 May 2019	H Truter J Swanepoel
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019	13-May-2019 Referred back	H Truter
08/2/16/66	Maintenance & upgrading of Municipal Geographic Information System	15-May-2019	31-May-2019	H Taljaard
08/2/16/67	Supply and delivery of copy paper	24-Apr-2019	22-May-2019	M Frieslaar

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
08/2/16/70	Supply, delivery and assemble of Office Furniture	31-May-2019	Awaiting	N Jacobs
08/2/16/73	Service provider for Carpentry Training	28-May-2019	Awaiting	R Fick
08/2/16/74	Cleaning of Public Toilets at Op-Die-Berg	22-May-2019	28-May-2019	J Jacobs
08/2/16/81	Supply, delivery and installation of one combination/ multipurpose set of rugby / soccer posts	30-May-2019	Awaiting	H Truter

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

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

3.2.1.3 Toekenningsfase:

Geen mededingende tender is tans in die toekenningsfase nie.

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

3.2.1.4 Bids awarded

The following competitive bid were awarded by the Adjudication Committee during the month of May 2019:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Mei 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/40	15-May-2019	Viking Pony Africa Pumps (PTY) Ltd T/A Tricom Africa	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	Only responsive bidder	R 718 750.00
08/2/16/52	14-May-2019	BDK Technologies (Pty) Ltd	Maintenance of the Witzenberg Municipality's ICT Environment	Only responsive bidder	R 1 234 870.00
08/2/16/61	27-May-2019	Mobile Telephone Networks (PTY) Ltd T/A MTN SA	Supply, delivery, installation and configuration of a next generation Firewall (NGFW) and an email security gateway	Bidder scored the highest points	R 300 564.46

No bid was awarded by the Accounting Officer during the month of May 2019.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Mei 2019 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of May 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Mei 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/48	29-May-2019	Painting of external surfaces at Montana and Pine Valley community halls Wolseley	Funds are no longer available to cover the total envisaged expenditure

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

The following written price quotations were approved during the month of May 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Mei 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159809	03-May-2019	Human Communications (Pty) Ltd	Advertisement: Post as Chief Fire and Disaster Manager (Ref: COM 41)	Lowest responsive quotation	R 8 472.55 (Incl. VAT)	Acting Chief Financial Officer
159935	15-May-2019	Roy Steele and Associates CC	Incapacity Investigation Hearings	Only responsive quotation	R 19 723.65 (Incl. VAT)	Acting Chief Financial Officer
160367	31-May-2019	Gracious Catering & Décor	Catering for Youth day 17-06-2019 (Ward 3)	Lowest responsive quotation	R 8 950.00 (Incl. VAT)	Acting Chief Financial Officer
160368	31-May-2019	Chama General Services (Pty) Ltd	Catering for Youth day 17-06-2019 (Ward 8)	Lowest responsive quotation	R 16 060.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of May 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Mei 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/39	15-May-2019	Corjacq Construction CC	Supply and delivery of six shutter roller doors (Re-advertisement)	Only responsive bidder	R 139 756.00 (non VAT)	Acting Director: Community services
08/2/16/53	15-May-2019	SA Fire Watch (PTY) Ltd	Service and maintenance of fire extinguishers and hose reels	Bidder scored the highest points	R 60 087.50 (Incl. VAT)	Acting Director: Community services
08/2/16/54	15-May-2019	Uhambo Procurement & Distribution CC	Supply and delivery of fire fighting equipment – Fire Hoses	Bidder scored the highest points	R 126 000.90 (Incl. VAT)	Acting Director: Community services
08/2/16/64	02-May-2019	Fidelity Cash Solutions	Provision of Cash in Transit services for the period of 2 months (Re-advertisement)	Only responsive bidder	R 59 869.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	14 Nov 2018	Williams Loodgieters	Reason for non-compliance	Appeal was dismissed 29 April 2019	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of May 2019 which totals R 1 646 314.37:

3.2.1.9 Afwykings

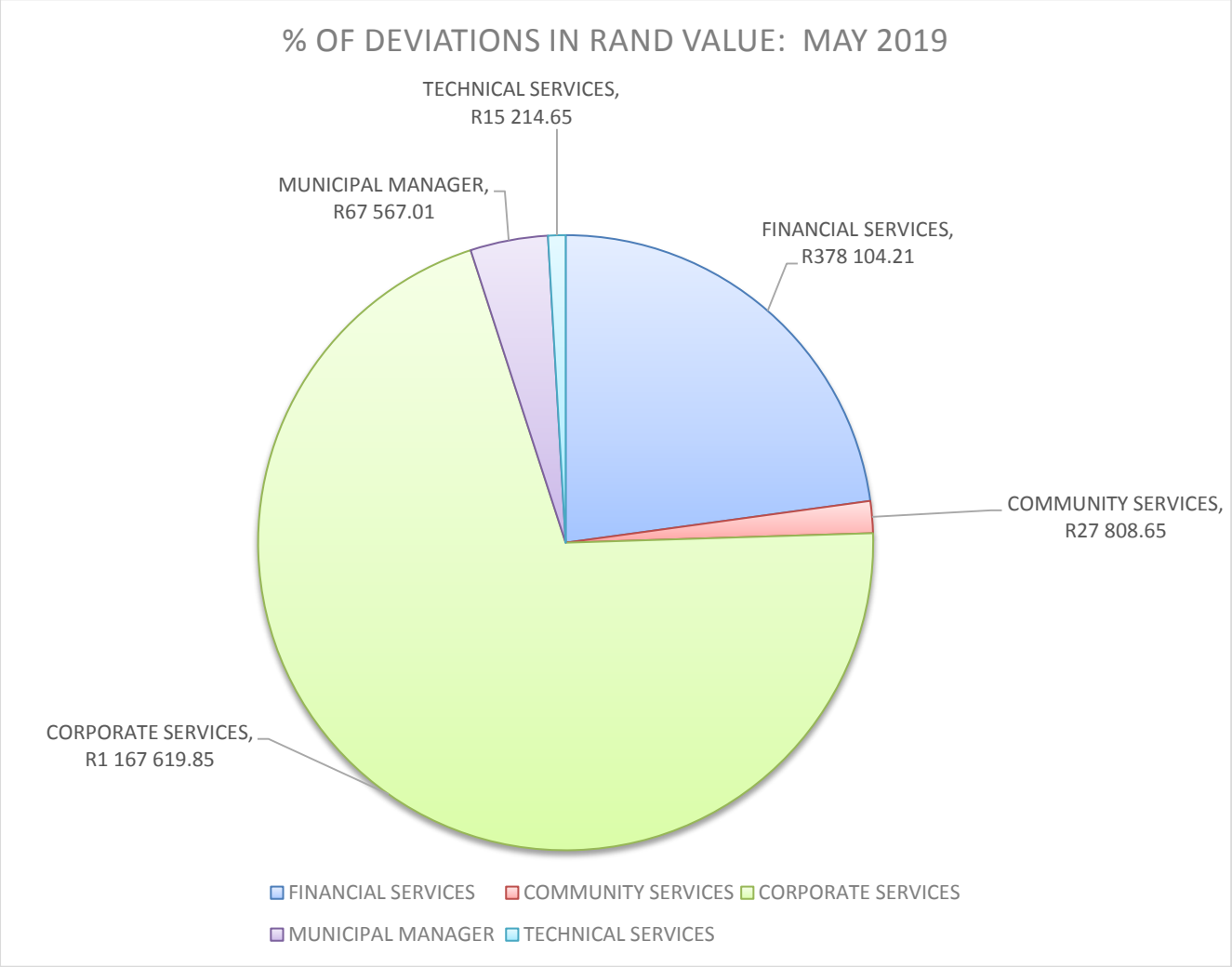
Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Mei 2019 wat beloop op die totaal van R 1 646 314.37:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Mar-19	Mafoko Secuirty Patrols	Security services: Dec & Feb 2019	Impractical	155126	3,495,756.06
26-Mar-19	Witzenberg Herald	Notice 2019/2020 Draft Budget	Impractical	159218	5,325.00
31-Mar-19	Mafoko Secuirty Patrols	Security services: Mar & Apr 2019	Impractical	158949	1,064,151.72
10-Apr-19	Hamlet Elektries	Urgent Repair to Nduli Swimming Pool - Electricity in Pump Room	Emergency	159431	8,568.65
12-Apr-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3,250.00
18-Apr-19	Ronda Rosant Attorneys	Legal services: Lost title deeds	Impractical	159806	11,208.00
24-Apr-19	Traffic Management Technologies	Monthly Service Fee Jan 2019	Impractical	159657, 159669	30,981.00
25-Apr-19	Witzenberg Herald	Publish Notice: Clean Audit & Traffic recognition ceremony	Single supplier	159681	7,360.00
30-Apr-19	Western Cape Government - Directorate Financial services	Publish notice: Government Gazette	Impractical	159753	29,795.00
30-Apr-19	CAT (Consolidated African Technologies (PTY) Ltd)	Setup of new RMA server	Impractical	159766	12,650.00
7-May-19	Gene Louw Traffic College	Training: Examiner of Driver's License	Single supplier	159844	44,105.13
7-May-19	IDI Technology Solutions (Pty) Ltd	Consulting Services	Single supplier	159836	43,297.50
7-May-19	Witzenberg Municipality	Public Notice	Impractical	159862	4,048.00
15-May-19	Witzenberg Herald	Publish Notice: Eskom power interruption 23 May 2019	Single supplier	159951	2,922.00
16-May-19	Ceres Alarms	Repair and Maintenece of Alarms system	Impractical	159976	5,587.05
17-May-19	Witzenberg Autoglass	Repair of Traffic Vehicle Window CT 5749	Emergency	159990	1,950.00
20-May-19	Multichoice (PTY) Ltd	DSTV Subscription	Single supplier	160007	5,580.00
20-May-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3,250.00
22-May-19	Witzenberg Herald	Publish Notice: Small Business Expo	Single supplier	160050	2,944.00

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
23-May-19	Johan Bezuidenhout Attorneys	Legal Services: Regulation 68 (1) applications	Impractical	160107	16,296.00
23-May-19	Witzenberg Herald	Publish notice: Rescheduling of Council meeting to 30 May 2019	Impractical	160115	2,944.00
24-May-19	Macsteel Fluid Control	Service of Bermad valves at Ceres & Tulbagh	Single supplier	160146	5,791.40
30-May-19	Lateral Unison	Insurance Premium April	Impractical	160296	162,373.58
30-May-19	Lateral Unison	Insurance Premium May	Impractical	160295	162,373.58
31-May-19	Institute of Internal Auditors (SA)	Membership fees	Single supplier	160384	13,061.51
31-May-19	HD Transmissions	Service of Automatic gearbox: CT 22898	Single supplier	160403	6,501.25

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
March 2019	R 357 540.01	R38 697 517.34	0.92%
April 2019	R 225 219.34	R18 499 969.56	1.22%
May 2019	R 1 646 314.37	R25 269 546.30	6.56%

DEVIATIONS PER DIRECTORATE



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):

MONTH	31 March 2019	30 April 2019	31 May 2019
Value of inventory at hand	R 12 000 039.16	R 12 255 228.74	R 11 344 875.36
Turnover rate of total value of inventory	1.21	1.18	1.30
Date of latest stores reconciliation	31 May 2019		
Date of last stock count	20 March 2019		
Date of next stock count	28 June 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of May 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature : _____

Date: 14 June 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report

Section 71 for June 2019

Financial data is in respect of the period 1 July 2018 to 30 June 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 12 584 accounts amounting to R 29.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.3 million.

The indigent cost to the municipality for the month amounts to R 1.8 million. The number of indigent households is increasing due to the policy amendments approved by council

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

The municipality issued orders to the value of R 13.1 million of which R 5.3 million was in terms of deviations.

The municipality currently has R 93.9 million in its primary bank account and no investments.

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 584 rekeninge ten bedrae van R 29.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.3 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 94%

Bestellings ter waarde van R 13.1 miljoen uitgereik, waarvan R 5.3 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 93.9 miljoen in die primêre bankrekening en geen beleggings nie.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of June 2019 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2019 .

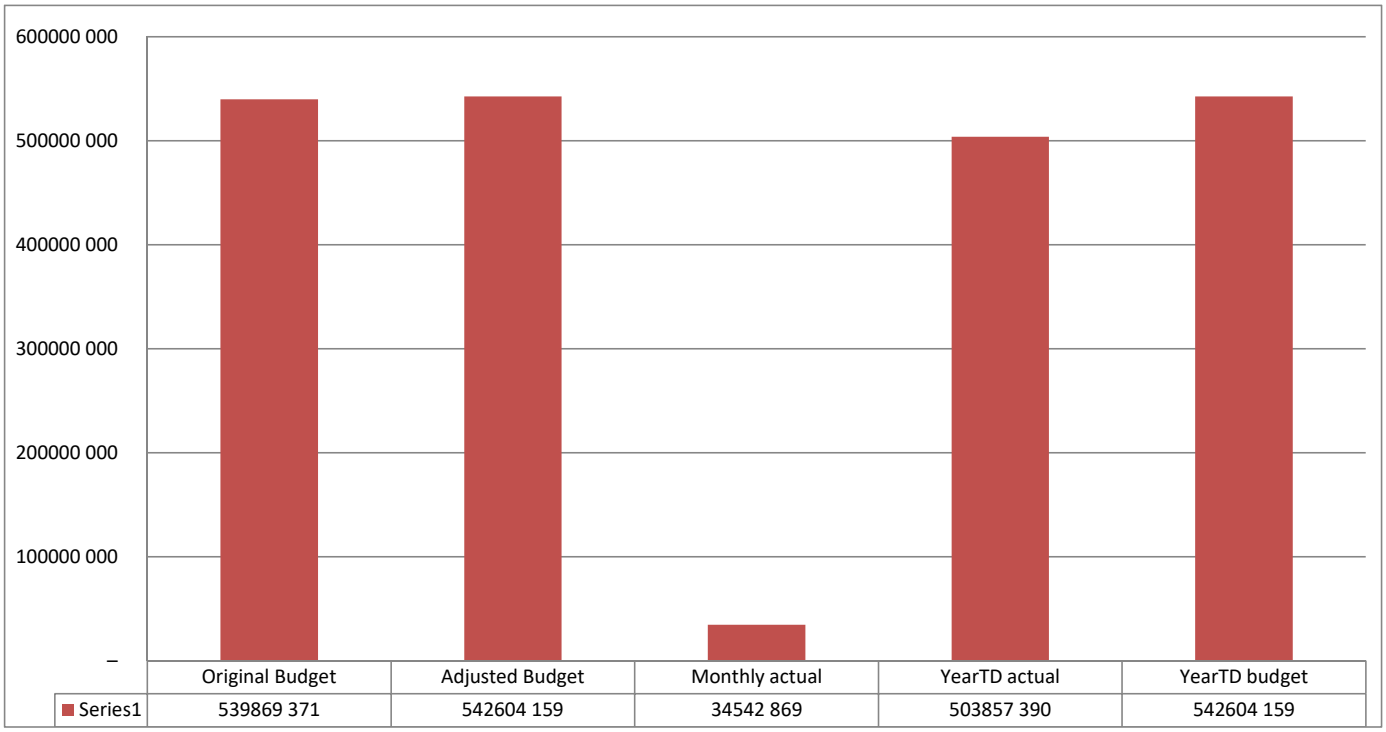
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

TOTAL OPERATIONAL REVENUE

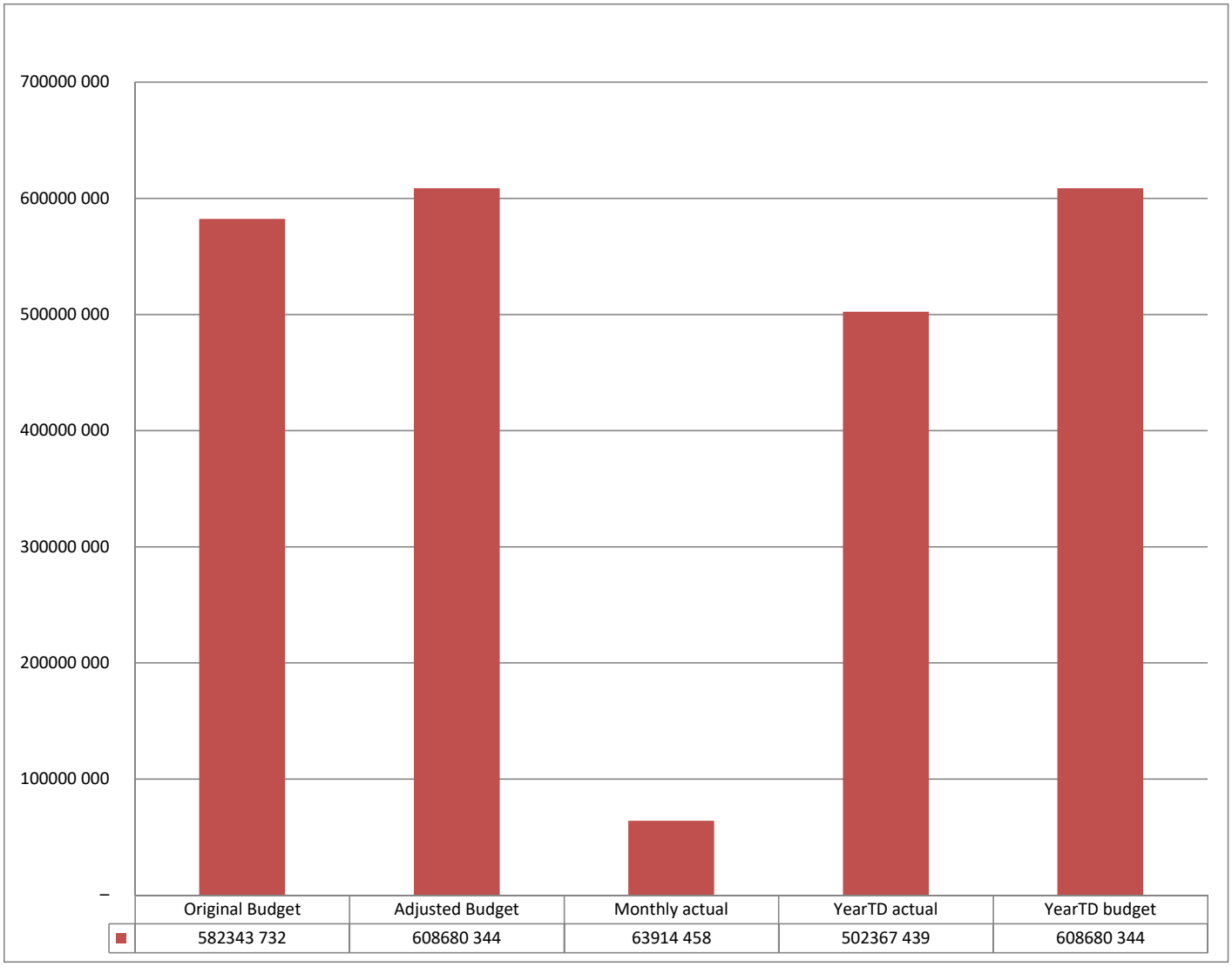


	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget
Series1	539869 371	542604 159	34542 869	503857 390	542604 159

For the period 1 July 2018 to 30 June 2019, 92.86% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 92.86% van die begrote operasionele inkomste gehef.

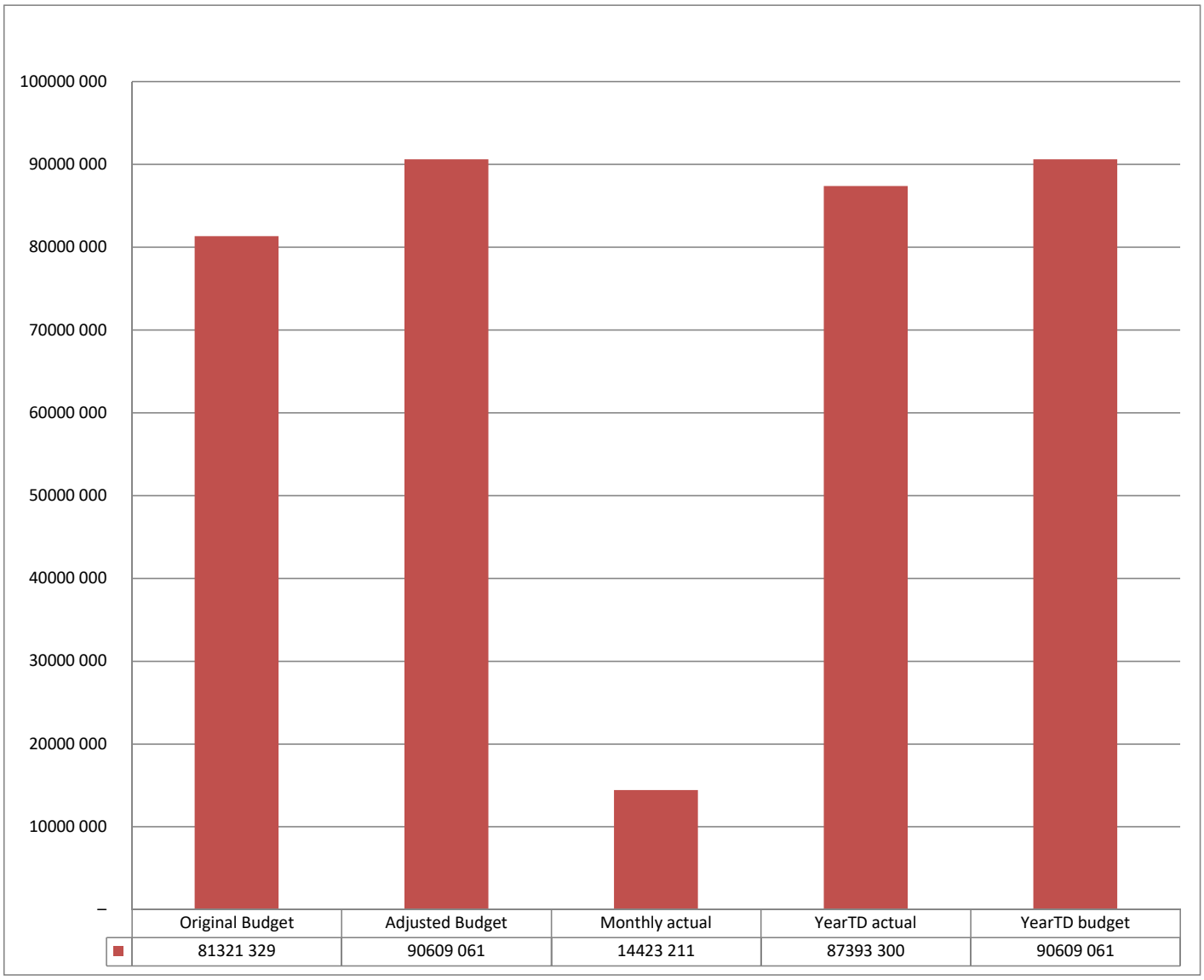
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 30 June 2019, 82.53% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 82.53% van die begrote operasionele uitgawes aangegaan.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 30 June 2019, 96.45% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 96.45% van die begrote kapitale uitgawes aangegaan.

There is currently no orders for capital expenditure.

Daar is tans geen bestellings vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 June 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M12 June

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges	306 170	316 407	318 218	26 478	306 403	318 218	(11 815)	-4%	318 218
Investment revenue	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	8 198
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other own revenue	57 662	54 194	55 549	3 047	31 726	55 549	(23 823)	-43%	55 549
transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	542 604
Employee costs	9 170	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of Councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Materials and bulk purchases	194 879	218 562	214 070	18 525	183 188	214 070	(30 882)	-14%	214 070
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	251 704	114 264	145 844	12 547	101 193	145 844	(44 651)	-31%	145 844
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	-102%	(66 076)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	-89%	76 352
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	10 276
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	10 276
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Capital transfers recognised	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	–	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 528	31 377	33 887	(2 509)	-7%	33 887
Total sources of capital funds	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Financial position									
Total current assets	178 612	65 801	164 350		180 379				180 388
Total non current assets	905 207	38 293	952 495		967 894				967 894
Total current liabilities	77 653	55 489	102 602		120 235				120 235
Total non current liabilities	158 745	15 233	155 745		170 365				170 365
Community wealth/Equity	847 421	33 372	858 498		857 672				857 682
Cash flows									
Net cash from (used) operating	83 978	173 205	88 223	(6 304)	88 011	88 223	(212)	-0%	88 223
Net cash from (used) investing	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	711	-1%	(91 453)
Net cash from (used) financing	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	2 492	-83%	(508)
end	97 506	93 458	91 275	–	94 262	91 275	2 987	3%	94 271

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005
Creditors Age Analysis									
Total Creditors	11 405	290	–	–	–	–	–	–	11 694

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Governance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Community and public safety	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
Public safety	3	6	6	–	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Economic and environmental services	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
Environmental protection	2	12	952	–	8	952	(944)	-99%	952
Trading services	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956
Expenditure - Functional									
Governance and administration	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Community and public safety	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
Economic and environmental services	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
Trading services	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
Other	828	893	878	2	824	878	(54)	-6%	878
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)		10 276

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Administrative and Corporate Support	0	8	8	–	1	8	(7)	-84%	8
Budget and Treasury Office	6 882	5 442	5 292	422	3 466	5 292	(1 827)	-35%	5 292
Finance	78 169	87 149	86 694	5 446	84 075	86 694	(2 619)	-3%	86 694
Human Resources	212	585	585	–	499	585	(86)	-15%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	20	104	(84)	-81%	104
Supply Chain Management	682	16	16	4	52	16	36	226%	16
Community and public safety	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
Aged Care	72 016	88 298	86 352	224	86 610	86 352	258	0%	86 352
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	15	224	210	14	7%	210
Community Halls and Facilities	525	814	814	52	495	814	(319)	-39%	814
Libraries and Archives	8 130	9 406	9 346	8	82	9 346	(9 265)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
Recreational Facilities	7 347	8 575	8 575	335	6 453	8 575	(2 122)	-25%	8 575
Sports Grounds and Stadiums	130	446	406	7	110	406	(297)	-73%	406

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	6	6	–	3	6	(3)	-49%	6
Fire Fighting and Protection	3	6	6	–	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Economic and environmental services	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
Economic Development/Planning	295	288	577	–	–	577	(577)	-100%	577
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	140	1 405	1 691	(286)	-17%	1 691
Project Management Unit	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
Police Forces, Traffic and Street Parking Control	26 637	26 166	26 166	682	6 188	26 166	(19 978)	-76%	26 166
Roads	4 189	14 993	22 173	(9 550)	6	22 173	(22 166)	-100%	22 173
Environmental protection	2	12	952	–	8	952	(944)	-99%	952
Biodiversity and Landscape	2	12	952	–	8	952	(944)	-99%	952
Trading services	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
Electricity	209 994	238 858	239 081	19 266	223 193	239 081	(15 887)	-7%	239 081
Street Lighting and Signal Systems	–	1 348	715	(103)	–	715	(715)	-100%	715
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Water Distribution	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
Sewerage	39 642	18 266	25 996	(1 185)	26 343	25 996	347	1%	25 996
Storm Water Management	1 789	4 133	12 082	(2 541)	–	12 082	(12 082)	-100%	12 082
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Solid Waste Removal	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Mayor and Council	13 781	17 908	18 219	1 460	14 324	18 219	(3 895)	-21%	18 219
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 558	639	7 573	9 558	(1 984)	-21%	9 558
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Administrative and Corporate Support	8 010	6 682	11 904	1 071	10 375	11 904	(1 530)	-13%	11 904
Asset Management	59	6 288	1 595	11	100	1 595	(1 495)	-94%	1 595
Budget and Treasury Office	9 631	16 913	17 232	649	11 181	17 232	(6 050)	-35%	17 232
Finance	10 169	13 476	17 240	1 601	16 377	17 240	(864)	-5%	17 240
Fleet Management	1 756	3 122	2 533	240	2 587	2 533	54	2%	2 533
Human Resources	17 485	19 167	19 452	2 012	20 353	19 452	901	5%	19 452
Information Technology	2 056	3 179	3 550	492	2 762	3 550	(788)	-22%	3 550
Legal Services	1 780	2 248	2 344	103	2 185	2 344	(159)	-7%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	309	3 006	3 719	(713)	-19%	3 719
Property Services	3 554	3 334	3 336	904	2 026	3 336	(1 310)	-39%	3 336
Risk Management	3	407	407	–	16	407	(390)	-96%	407
Supply Chain Management	4 869	5 844	5 888	618	5 836	5 888	(52)	-1%	5 888
Valuation Service	758	1 703	1 503	23	469	1 503	(1 033)	-69%	1 503
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Governance Function	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Community and public safety	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Aged Care	4 541	4 298	3 912	494	4 784	3 912	872	22%	3 912
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 069	264	2 888	3 069	(181)	-6%	3 069
Child Care Facilities	26	771	771	–	2	771	(770)	-100%	771
Community Halls and Facilities	5 441	5 903	5 887	655	5 458	5 887	(429)	-7%	5 887
Disaster Management	57	56	71	17	55	71	(16)	-22%	71
Education	8	661	661	–	4	661	(657)	-99%	661
Libraries and Archives	9 079	10 499	10 588	1 086	9 845	10 588	(743)	-7%	10 588
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Community Parks (including Nurseries)	5 591	6 678	6 546	1 077	6 358	6 546	(187)	-3%	6 546
Recreational Facilities	13 592	17 469	16 499	1 372	13 775	16 499	(2 724)	-17%	16 499
Sports Grounds and Stadiums	4 391	4 748	4 950	617	4 483	4 950	(467)	-9%	4 950
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
Housing	16 143	17 593	17 190	5 136	12 732	17 190	(4 457)	-26%	17 190
Informal Settlements	325	1 594	1 596	20	205	1 596	(1 390)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	281	1 820	2 304	(485)	-21%	2 304
Economic Development/Planning	1 921	2 215	2 563	148	1 293	2 563	(1 270)	-50%	2 563
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 904	420	4 060	3 904	155	4%	3 904
Project Management Unit	1 479	2 342	1 857	134	1 558	1 857	(299)	-16%	1 857
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
Police Forces, Traffic and Street Parking Control	31 375	28 142	27 836	1 863	16 970	27 836	(10 866)	-39%	27 836
Roads	21 410	25 071	26 536	3 915	23 662	26 536	(2 874)	-11%	26 536
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
Biodiversity and Landscape	388	1 747	2 716	237	739	2 716	(1 977)	-73%	2 716
Pollution Control	934	–	–	(6)	672	–	672		–
Trading services	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
Electricity	199 399	222 463	221 115	19 926	189 130	221 115	(31 985)	-14%	221 115
Street Lighting and Signal Systems	2 173	2 275	2 988	383	2 932	2 988	(57)	-2%	2 988
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
Water Treatment	34	1 458	1 458	3	21	1 458	(1 438)	-99%	1 458
Water Distribution	25 401	23 935	32 103	4 644	24 888	32 103	(7 214)	-22%	32 103
Water Storage	2 590	3 592	3 581	557	2 456	3 581	(1 126)	-31%	3 581
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
Public Toilets	1 363	1 660	1 598	144	1 433	1 598	(166)	-10%	1 598
Sewerage	20 919	19 661	23 541	5 152	21 672	23 541	(1 869)	-8%	23 541
Storm Water Management	6 049	5 621	5 462	835	6 403	5 462	941	17%	5 462
Waste Water Treatment	33	2 315	2 315	–	5	2 315	(2 310)	-100%	2 315
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
Solid Waste Disposal (Landfill Sites)	8 543	10 735	16 158	473	4 593	16 158	(11 565)	-72%	16 158
Solid Waste Removal	25 366	22 639	27 228	2 488	24 298	27 228	(2 929)	-11%	27 228
Street Cleaning	1 429	1 241	1 241	230	1 771	1 241	530	43%	1 241
Other	828	893	878	2	824	878	(54)	-6%	878
Licensing and Regulation	60	87	72	2	18	72	(54)	-75%	72
Tourism	768	806	806	–	806	806	(0)	0%	806
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	0%	10 276

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M12 June

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	5 675	85 216	88 829	(3 612)	-4,1%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	6 088	109 343	146 937	(37 594)	-25,6%	146 937
Vote 3 - Corporate Services	212	597	697	–	520	697	(177)	-25,4%	697
Vote 4 - Technical Services	352 005	356 363	381 674	8 828	317 013	381 674	(64 661)	-16,9%	381 674
Vote 5 - Muncipal Manager	554	1 350	819	43	537	819	(282)	-34,5%	819
Total Revenue by Vote	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17,2%	618 956
Vote 1 - Financial Services	27 219	45 537	44 602	3 000	35 202	44 602	(9 400)	-21,1%	44 602
Vote 2 - Community Services	106 806	115 777	114 909	14 004	89 302	114 909	(25 607)	-22,3%	114 909
Vote 3 - Corporate Services	50 721	56 641	62 970	6 431	55 710	62 970	(7 259)	-11,5%	62 970
Vote 4 - Technical Services	321 647	351 143	373 463	39 551	311 575	373 463	(61 888)	-16,6%	373 463
Vote 5 - Muncipal Manager	9 824	13 246	12 737	930	10 579	12 737	(2 158)	-16,9%	12 737
Total Expenditure by Vote	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17,5%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0,1%	10 276

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M12 June

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	19 492	223 480	235 937	(12 456)	-5%	235 937
Service charges - water revenue	45 429	41 882	42 180	3 235	35 110	42 180	(7 069)	-17%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	1 800	24 904	18 116	6 787	37%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 950	22 909	21 985	924	4%	21 985
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	400	5 437	10 198	(4 761)	-47%	10 198
Interest earned - external investments	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	1 020	10 461	7 284	3 178	44%	7 284
Dividends received	–	4	4	–	–	4	(4)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	219	1 406	18 904	(17 498)	-93%	18 904
Licences and permits	1 164	155	155	95	1 125	155	970	625%	155
Agency services	3 586	8 378	8 378	365	3 788	8 378	(4 589)	-55%	8 378
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other revenue	13 993	9 271	10 626	948	9 508	10 626	(1 118)	-11%	10 626
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Debt impairment	35 513	22 219	42 097	2 597	21 256	42 097	(20 841)	-50%	42 097
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Bulk purchases	179 705	197 541	197 541	16 330	168 475	197 541	(29 065)	-15%	197 541
Other materials	15 173	21 021	16 530	2 195	14 713	16 530	(1 817)	-11%	16 530
Contracted services	36 101	41 902	51 921	6 381	39 966	51 921	(11 955)	-23%	51 921
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	33 845	50 142	51 826	3 569	39 971	51 826	(11 855)	-23%	51 826
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	(0)	(66 076)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	(0)	76 352
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276
Surplus/(Deficit) attributable to	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	637	551	637	637	(0)	0%	637
Vote 4 - Technical Services	14 570	45 777	48 266	6 633	47 919	48 266	(377)	-1%	48 266
Total Capital Multi-year expenditure	14 570	46 427	48 904	7 184	48 556	48 904	(377)	-1%	48 904
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	702	510	675	702	(27)	-4%	702
Vote 2 - Community Services	5 950	4 282	5 690	1 511	3 539	5 690	(2 151)	-38%	5 690
Vote 3 - Corporate Services	1 257	970	1 199	325	1 012	1 199	(187)	-16%	1 199
Vote 4 - Technical Services	41 782	29 312	33 984	4 883	33 593	33 984	(391)	-1%	33 984
Vote 5 - Muncipal Manager	27	150	130	9	18	130	(112)	-86%	130
Total Capital single-year expenditure	49 231	34 894	41 705	7 240	38 838	41 705	(2 868)	-7%	41 705
Total Capital Expenditure	63 800	81 321	90 609	14 423	87 393	90 609	(3 245)	-4%	90 609

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	1 576	1 340	2 106	846	1 778	2 106	(328)	-16%	2 106
Executive and council	279	250	555	163	387	555	(168)	-30%	555
Finance and administration	1 297	1 090	1 551	683	1 391	1 551	(160)	-10%	1 551
Community and public safety	3 586	3 402	4 596	1 877	3 656	4 596	(940)	-20%	4 596
Community and social services	645	1 000	1 054	30	233	1 054	(821)	-78%	1 054
Sport and recreation	2 034	2 402	3 542	1 847	3 423	3 542	(119)	-3%	3 542
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental services	11 560	29 788	35 120	814	33 821	35 120	(1 300)	-4%	35 120
Planning and development	31	20	602	184	493	602	(110)	-18%	602
Road transport	11 529	28 268	33 419	630	33 328	33 419	(91)	0%	33 419
Environmental protection	–	1 500	1 099	–	–	1 099	(1 099)	-100%	1 099
Trading services	47 078	46 791	48 787	10 886	48 139	48 787	(648)	-1%	48 787
Energy sources	4 728	11 654	11 866	2 119	11 485	11 866	(381)	-3%	11 866
Water management	22 269	14 746	12 538	3 875	12 522	12 538	(16)	0%	12 538
Waste water management	16 820	19 219	23 212	4 892	23 001	23 212	(210)	-1%	23 212
Waste management	3 261	1 171	1 171	–	1 131	1 171	(41)	-3%	1 171
Total Capital Expenditure - Standard Cla	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Funded by:									
National Government	20 014	33 070	26 005	5 635	25 793	26 005	(212)	-1%	26 005
Provincial Government	14 170	19 569	28 406	–	28 005	28 406	(401)	-1%	28 406
District Municipality	–	300	761	261	717	761	(43)	-6%	761
Transfers recognised - capital	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Borrowing	3 528	1 550	1 550	–	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 528	31 377	33 887	(2 509)	-7%	33 887
Total Capital Funding	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	91 275	94 262	94 272
Call investment deposits	–	47	–	(0)	(0)
Consumer debtors	57 003	(33 750)	34 983	68 251	68 251
Other debtors	12 701	14 940	26 690	6 180	6 180
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	11 402	11 686	11 686
Total current assets	178 612	65 801	164 350	180 379	180 388
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	–	–	–
Investment property	45 660	(626)	45 660	45 379	45 379
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	903 636	918 792	918 792
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 650	3 173	3 173
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	952 495	967 894	967 894
TOTAL ASSETS	1 083 819	104 095	1 116 846	1 148 272	1 148 282
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	7 159	7 159
Trade and other payables	53 808	46 998	67 718	97 350	97 350
Provisions	17 426	8 491	28 466	15 727	15 727
Total current liabilities	77 653	55 489	102 602	120 235	120 235
Non current liabilities					
Borrowing	4 175	2 200	1 175	4 188	4 188
Provisions	154 570	13 033	154 570	166 177	166 177
Total non current liabilities	158 745	15 233	155 745	170 365	170 365
TOTAL LIABILITIES	236 399	70 723	258 348	290 600	290 600
NET ASSETS	847 421	33 372	858 498	857 672	857 682
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	848 143	847 318	847 327
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	858 498	857 672	857 682

The cash flows for the year to date are indicated in the following table:

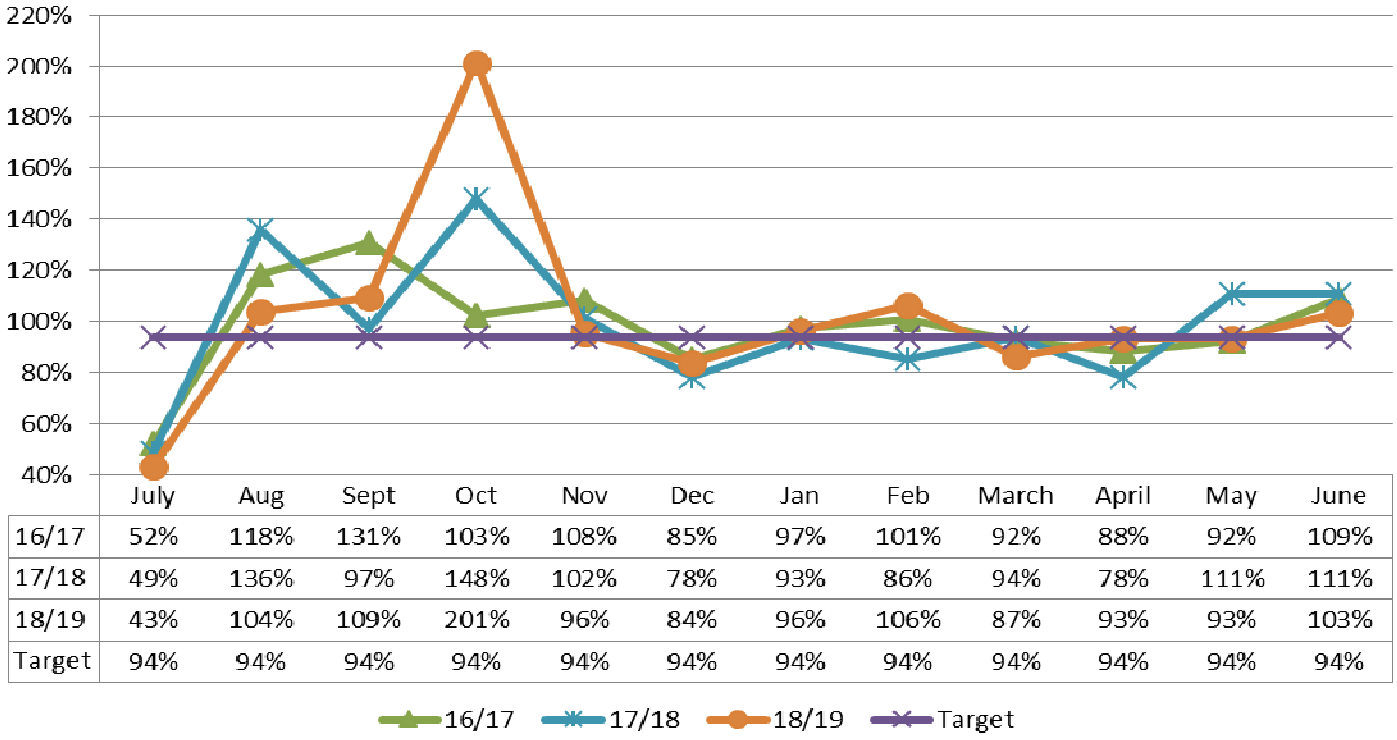
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M12 June

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	64 781	3 471	68 176	64 781	3 395	5%	64 781
Service charges	308 615	291 601	311 744	32 090	340 199	311 744	28 455	9%	311 744
Other revenue	–	17 246	29 132	1 533	21 808	29 132	(7 324)	-25%	29 132
Government - operating	132 666	97 846	115 971	–	102 797	115 971	(13 174)	-11%	115 971
Government - capital	–	63 230	59 830	–	64 696	59 830	4 866	8%	59 830
Interest	19 166	13 112	10 430	1 018	8 482	10 430	(1 948)	-19%	10 430
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(488 176)	(44 244)	(512 641)	(488 176)	24 466	-5%	(488 176)
Finance charges	(15 676)	(938)	(1 095)	(52)	(203)	(1 095)	(893)	82%	(1 095)
Transfers and Grants	–	(587)	(14 394)	(121)	(5 302)	(14 394)	(9 092)	63%	(14 394)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	88 223	(6 304)	88 011	88 223	28 750	33%	88 223
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	23 000	–	–	–		–
Payments									
Capital assets	(63 800)	(83 247)	(91 453)	(13 225)	(90 742)	(91 453)	(711)	1%	(91 453)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	(711)	1%	(91 453)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	–	–	–	–	–		–
Increase (decrease) in consumer deposits	1 023	–	–	91	785	–	785		–
Payments									–
Repayment of borrowing	(3 818)	–	(3 000)	(109)	(1 293)	(3 000)	(1 707)	57%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	(2 492)	83%	(508)
									–
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(6 231)	3 453	(3 240)	(6 231)			(3 231)
Cash/cash equivalents at beginning:	76 333	–	97 506		97 502	97 506			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	91 275		94 262	91 275			94 271

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

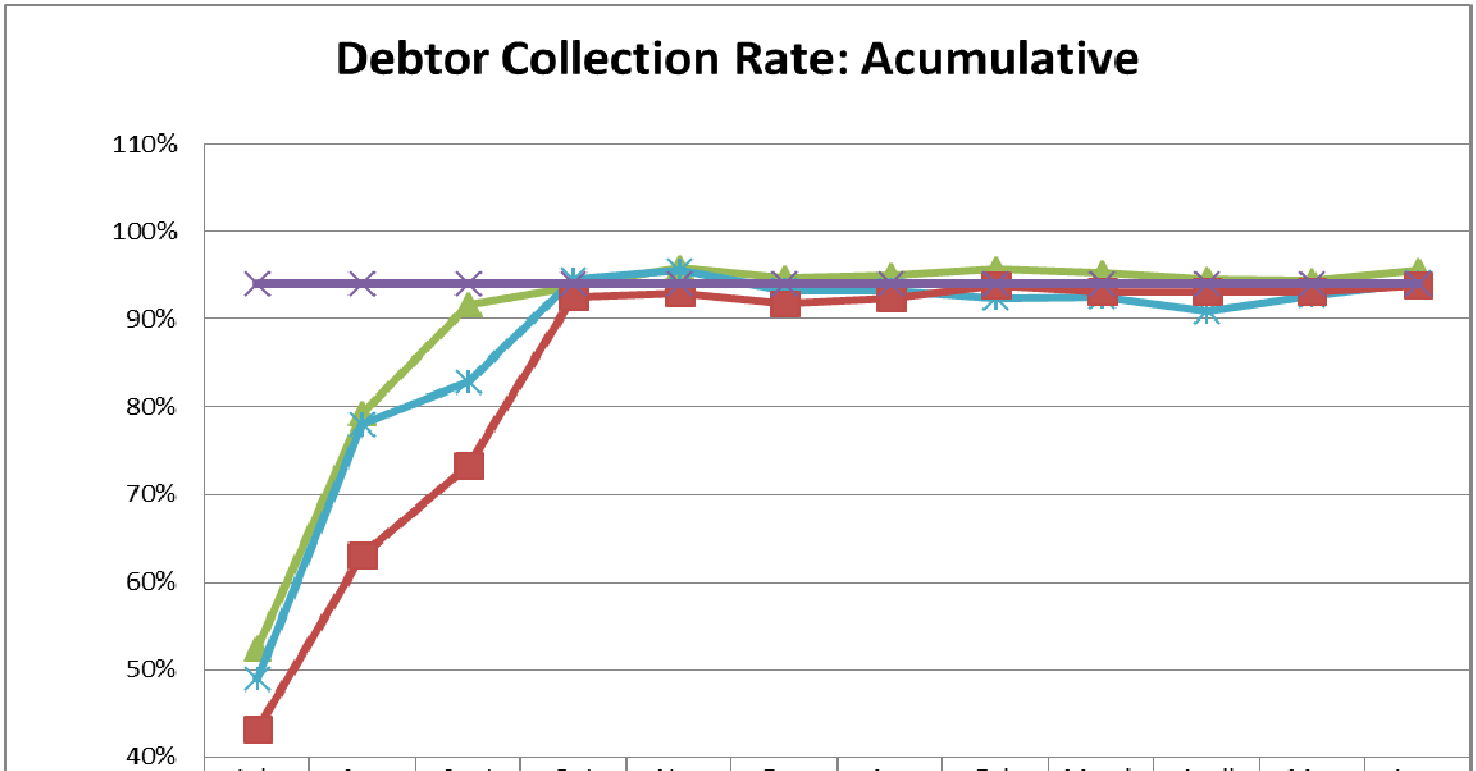
Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 921	1 172	1 141	1 052	1 238	859	5 295	34 404	54 082	42 847
Electricity	1300	15 911	256	242	229	260	87	1 086	2 059	20 129	3 720
Property Rates	1400	4 645	253	226	268	216	204	2 715	12 153	20 680	15 556
Waste Water Management	1500	5 074	624	589	616	560	645	3 241	16 358	27 706	21 419
Waste Management	1600	5 767	764	710	640	613	592	3 127	17 662	29 874	22 633
Property Rental Debtors	1700	91	19	18	17	17	16	91	642	911	784
Interest on Arrear Accounts	1810	1 563	78	96	110	135	135	1 276	26 409	29 801	28 065
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 448)	42	43	18	26	27	182	931	(2 179)	1 184
Total By Income Source	2000	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 365	139	124	159	84	50	855	2 835	5 611	3 983
Commercial	2300	14 885	319	313	329	357	173	2 269	7 362	26 008	10 491
Households	2400	22 043	2 704	2 584	2 421	2 584	2 290	13 636	97 766	146 027	118 696
Other	2500	231	45	43	41	38	51	253	2 656	3 358	3 039
Total By Customer Group	2600	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for June 2019 amounts to 103% in comparison to the previous year 111%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Junie 2019 103 % beloop in vergelyking met die vorige jaar 111 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 94%.

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 94%, terwyl die werklike syfer 94% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June

Description R thousands	NT Code	Budget Year 2018/19								
		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	11 405	290	–	–	–	–	–	–	11 694
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	11 405	290	–	–	–	–	–	–	11 694

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	0
Investec	–	–	–	–		–	–	(0)
Nedbank	–	–	–	–		–	–	(0)
Standard Bank	–	–	–	–		–	–	(0)
FNB	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	(0)

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M12 June

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	267	87 463	87 752	(289)	-0,3%	87 752
Equitable Share	–	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [Sc	–	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Grar	–	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Provincial Government:	–	45 019	22 193	4 742	8 778	22 193	(13 415)	-60,4%	22 193
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Financial Management	–	360	360	–	0	360	(360)	-100,0%	360
Financial Management Support Grant	–	330	330	–	–	330	(330)	-100,0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6		–
Regional Socio-economic Project/Violence Preventic	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	600	(600)	-100,0%	600
Other grant providers:	–	576	4 065	–	–	500	(500)	-100,0%	4 065
Water Drought Support	–	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total Operating Transfers and Grants	–	133 826	114 011	5 010	96 241	110 445	(14 204)	-12,9%	114 011
National Government:	–	31 235	26 005	(6 151)	–	26 005	(26 005)	-100,0%	26 005
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	(5 945)	–	19 157	(19 157)	-100,0%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 500	(2 500)	-100,0%	2 500
Integrated National Electrification Programme (Mun	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,0%	4 348
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Housing	–	–	26 164	(12 500)	–	26 164	(26 164)	-100,0%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
Total Capital Transfers and Grants	–	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	166 440	(13 641)	96 241	162 614	(66 373)	-40,8%	166 440

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M12 June

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	267	87 463	87 752	(289)	-0,3%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [S	1 161	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Gra	1 493	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	4 742	8 778	24 036	(15 257)	-63,5%	24 036
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Financial Management	–	360	360	–	0	360	(360)	-100,0%	360
Financial Management Support Grant	120	330	330	–	–	330	(330)	-100,0%	330
Replacement Funding for most vulnerable B3 muni	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 843	(1 843)	-100,0%	1 843
Regional Socio-economic Project/Violence Prevent	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	600	(600)	-100,0%	600
Tourism	–	–	100	–	–	100	(100)	-100,0%	100
Water Drought Support	–	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grants	62 249	135 381	114 171	5 010	96 241	112 388	(16 146)	-14,4%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	26 005	(6 151)	–	26 005	(26 005)	-100,0%	26 005
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	(5 945)	–	19 157	(19 157)	-100,00%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	2 500	–	–	2 500	(2 500)	-100,00%	2 500
Integrated National Electrification Programme (Mur	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,00%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Housing	–	–	26 164	(12 500)	–	26 164	(26 164)	-100,0%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	82 252	166 916	166 600	(13 641)	96 241	164 557	(68 315)	-41,5%	166 600

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration R thousands	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	608	7 242	7 213	29	0%	7 213
Pension and UIF Contributions	1 063	1 063	88	1 049	1 063	(14)	-1%	1 063
Medical Aid Contributions	212	212	16	184	212	(28)	-13%	212
Motor Vehicle Allowance	692	692	–	–	692	(692)	-100%	692
Cellphone Allowance	1 023	1 023	78	931	1 023	(91)	-9%	1 023
Housing Allowances	455	455	3	52	455	(404)	-89%	455
Other benefits and allowances	50	50	–	–	50	(50)	-100%	50
Sub Total - Councillors	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	3 011	3 294	(282)	-9%	3 294
Pension and UIF Contributions	739	739	15	189	739	(550)	-74%	739
Medical Aid Contributions	127	127	6	67	127	(60)	-47%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	42	568	840	(273)	-32%	840
Motor Vehicle Allowance	993	993	68	812	993	(180)	-18%	993
Cellphone Allowance	67	67	2	26	67	(42)	-62%	67
Housing Allowances	145	145	–	–	145	(145)	-100%	145
Other benefits and allowances	108	88	12	152	88	63	72%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 294	352	4 825	6 294	(1 469)	-23%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 562	99 244	100 954	(1 710)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 330	15 592	16 377	(786)	-5%	16 377
Medical Aid Contributions	7 283	7 283	640	7 306	7 283	23	0%	7 283
Overtime	11 713	11 708	1 465	16 266	11 708	4 558	39%	11 708
Performance Bonus	7 651	7 651	677	7 971	7 651	321	4%	7 651
Motor Vehicle Allowance	4 099	4 129	403	4 580	4 129	451	11%	4 129
Cellphone Allowance	378	378	39	488	378	110	29%	378
Housing Allowances	1 541	1 541	120	1 448	1 541	(93)	-6%	1 541
Other benefits and allowances	4 035	4 035	321	3 316	4 035	(719)	-18%	4 035
Payments in lieu of leave	831	831	228	1 202	831	371	45%	831
Long service awards	407	407	76	910	407	503	124%	407
Post-retirement benefit obligations	10 632	10 632	921	11 053	10 632	421	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 781	169 376	165 926	3 450	2%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 927	183 660	182 929	731	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	15 133	174 201	172 220	1 981	1%	172 220

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M12 June

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 554	3 720	(31)
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	25 949	24 351	7 778
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	2 940	2 980	8 247
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 603	1 784	(3 829)
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 798	1 891	(786)
Service charges - other		–	–	–	–	–	–	–	2 942	533	338	308	(4 122)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	430	1 142
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	811	740
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	1	–	–	2 226
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		199	111	251	64	259	65	104	266	110	99	387	3 001
Licences and permits		574	214	705	764	1 608	398	735	136	352	55	1 402	(3 289)
Agency services		–	–	–	–	–	–	–	–	–	147	–	4 731
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	–	4 199	24 656	119	0	13 174
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	358	2 303
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	39 338	38 423	31 284
Other Cash Flows by Source													–
Transfer receipts - capital		17 000	–	–	3 500	5 400	7 566	–	7 000	15 965	5 757	2 508	(4 866)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		63	81	51	74	95	46	31	87	55	56	54	(693)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	72 151	60 985	48 725
Cash Payments by Type													–
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	14 727	13 225
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	905	854
Interest paid		–	–	88	–	–	57	–	–	5	–	–	945
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	18 974	1 431
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	2 725	(2 986)
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	5 159	17 279
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		200	155	121	205	–	2	364	53	3 751	113	217	9 213
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 234	3 249
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	43 942	43 211
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	9 724	15 060
Repayment of borrowing		–	–	1 058	–	–	109	–	–	17	–	–	1 816
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	(110)	(822)	(11 820)
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	50 996	52 844	48 266
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	8 141	458
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809	91 267

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M12 June

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		6 777	7 268	767	767	7 268	6 501	89,4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67,3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36,8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30,3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18,2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26,9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26,4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22,0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12,5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12,2%	0
May		6 777	7 268	9 159	72 970	79 953	6 983	8,7%	0
June		6 777	7 268	14 423	87 393	87 222	(172)	-0,2%	0
Total Capital expenditure	–	81 321	87 222	87 393					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019

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

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019	31-May-2019	J Jacobs
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	11-Jun-2019 Referred back	D Greeff
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019 24-Jun-2019	O Gatyene
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019	Awaiting	C Stevens
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019	13-May-2019 24-Jun-2019	H Truter
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	26-Jun-2019	MJ Green
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	Awaiting	O Gatyene
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019	11-Jun-2019 20-Jun-2019	E Lintnaar
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019	H Truter

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

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
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	Awaiting	N Jacobs

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

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

3.2.1.3 Toekenningsfase:

Geen mededingende tender is tans in die toekenningsfase nie.

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

3.2.1.4 Bids awarded

The following competitive bid were awarded by the Adjudication Committee during the month of June 2019:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Junie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/35	07-Jun-2019	Transunion Credit Bureau (PTY Ltd)	Provision of online electronic CIPC and credit search services	Only responsive bidder	Based on tendered rates with an estimated value of R 250 000.00 (Incl. VAT)
08/2/16/59	07-Jun-2019	Cluster 1: Hyman Masterfence Cluster 2: Sharon Rose Trading	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality Cluster 1: Concrete Palisade Cluster 2: Clearvu Fencing	Bidder scored the highest points	Cluster 1: R 271 342.50 (Incl. VAT) Cluster 2: R 188 105.50 (Incl. VAT)
08/2/16/66	28-Jun-2019	Riding And Watt	Maintenance & upgrading of Municipal Geographic Information System	Bidder scored the highest points	R 386 532.00 (Incl. VAT)
08/2/16/67	07-Jun-2019	Park Avenue Stationers CC	Supply and delivery of copy paper	Bidder scored the highest points	R 296 418.25 (Incl. VAT)
08/2/16/68	28-Jun-2019	Silver Lake Trading 305 (PTY) Ltd t/a Opulentia Financial Services	Shortterm Insurance	Only responsive bidder	R 4 140 726.70 (Incl. VAT)

No bid was awarded by the Accounting Officer during the month of June 2019.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Junie 2019 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of June 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Junie 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/56	28-Jun-2019	Training of Municipal officials on Learnerships and skills programme	Funds are no longer available to cover the total envisaged expenditure and no acceptable bids were received
08/2/16/70	01-Jun-2019	Supply, delivery and assemble of Office Furniture	No bids received
08/2/16/81	01-Jun-2019	Supply, delivery and installation of one combination/ multipurpose set of rugby / soccer posts	No bids received

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

The following written price quotations were approved during the month of June 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Junie 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159809	03-May-2019	Human Communications (Pty) Ltd	Advertisement: Post as Chief Fire and Disaster Manager (Ref: COM 41)	Lowest responsive quotation	R 8 472.55 (Incl. VAT)	Acting Chief Financial Officer
159935	15-May-2019	Roy Steele and Associates CC	Incapacity Investigation Hearings	Only responsive quotation	R 19 723.65 (Incl. VAT)	Acting Chief Financial Officer
160367	31-May-2019	Gracious Catering & Décor	Catering for Youth day 17-06-2019 (Ward 3)	Lowest responsive quotation	R 8 950.00 (Incl. VAT)	Acting Chief Financial Officer
160368	31-May-2019	Chama General Services (Pty) Ltd	Catering for Youth day 17-06-2019 (Ward 8)	Lowest responsive quotation	R 16 060.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur ’n amptenaar wat in terme van ’n sub-afvaardiging vir die maand van Junie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/74	28-Jun-2019	Volla’s General Enterprises	Cleaning of Public Toilets at Op-Die-Berg	Bidder scored the highest points	R 31 140.00 (non VAT)	Director: Technical services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of June 2019 which totals R 5 368 556.19:

3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2019 wat beloop op die totaal van R 5 368 556.19:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
24-Apr-19	Traffic Management Technologies	Monthly Service Fee Jan 2019	Impractical	159657	30 981,00
17-May-19	Mafoko Secuirty Patrols	Security services: Dec & Feb 2019	Impractical	163753	3 500 000,00
20-May-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3 250,00
31-May-19	Mafoko Secuirty Patrols	Security services: Mar & Apr 2019	Impractical	164226	1 400 000,00
03-Jun-19	Bell Equipment Sales SA Ltd	Repair automatic gearbox, transmission and related components of Bell Digger Loader: CFA 1828	Single supplier	160545	167 148,84
03-Jun-19	Daleen Groenewald	Proofreading & editing of Water & Sanitation By-Law	Impractical	160452	5 756,40
03-Jun-19	Witzenberg Herald	Publish notice: IDP & Budget	Impractical	160479	5 382,00
03-Jun-19	Johan Bezuidenhout Attorneys	Legal Services: Regulation 68 (1) applications	Impractical	160504	2 098,00
03-Jun-19	Witzenberg Herald	Publish notice: Supplementary valuation	Impractical	160478	10 764,00
03-Jun-19	Lateral Unison	Insurance Premium June	Impractical	160503	162 373,58
13-Jun-19	Ian Dickie and Co (Pty) Ltd	Supply and Delivery of Heavy Duty Sewer Drain Rod sets	Single supplier	160585	28 280,80
13-Jun-19	Lasec SA (PTY) Ltd	Assessing of oxygen Test equipment	Impractical	160584	793,50

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
18-Jun-19	PBSA (PTY) Ltd T/A Batsumi Enterprise Solutions	Postage on franking machine	Impractical	160605	19 200,00
28-Jun-19	Mailtronic Direct Marketing CC	Overnight freight charges for postage	Emergency	160666	2 695,15
28-Jun-19	Fidelity Cash Solutions	Supply Cash in Transit Services	Impractical	160669	29 832,92

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
April 2019	R 225 219.34	R18 499 969.56	1.22%
May 2019	R 1 646 314.37	R25 269 546.30	6.56%
June 2019	R 5 368 556.19	R13 158 800.64	

DEVIATIONS PER DIRECTORATE

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):

MONTH	30 April 2019	31 May 2019	30 June 2019
Value of inventory at hand	R 12 255 228.74	R 11 344 875.36	R 10 475 249.88
Turnover rate of total value of inventory	1.18	1.30	1.23
Date of latest stores reconciliation	30 June 2019		
Date of last stock count	27 June 2019		
Date of next stock count	26 September 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of June 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature : _____

Date: 12 July 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for July 2019

Financial data is in respect of the period 1 July 2019 to 31 July 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 13 977 accounts amounting to
R 67.4 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.9 million.

The indigent cost to the municipality for the month amounts to R 1.9 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 38%.

The municipality issued orders to the value of R 18.1 million of which R 0.3 million was in terms of deviations.

The municipality currently has R 166 million in its primary bank account and no investments were made during the month of July 2019.

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 13 977 rekeninge ten bedrae van R 67.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.9 miljoen.

Die deernis subsidies vir die maand beloop R 1.9 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 38%

Bestellings ter waarde van R 18.1 miljoen uitgereik, waarvan R 0.3 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 166 miljoen in die primêre bankrekening en geen beleggings vir die maand van Julie 2019.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of July 2019 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Julie 2019 .

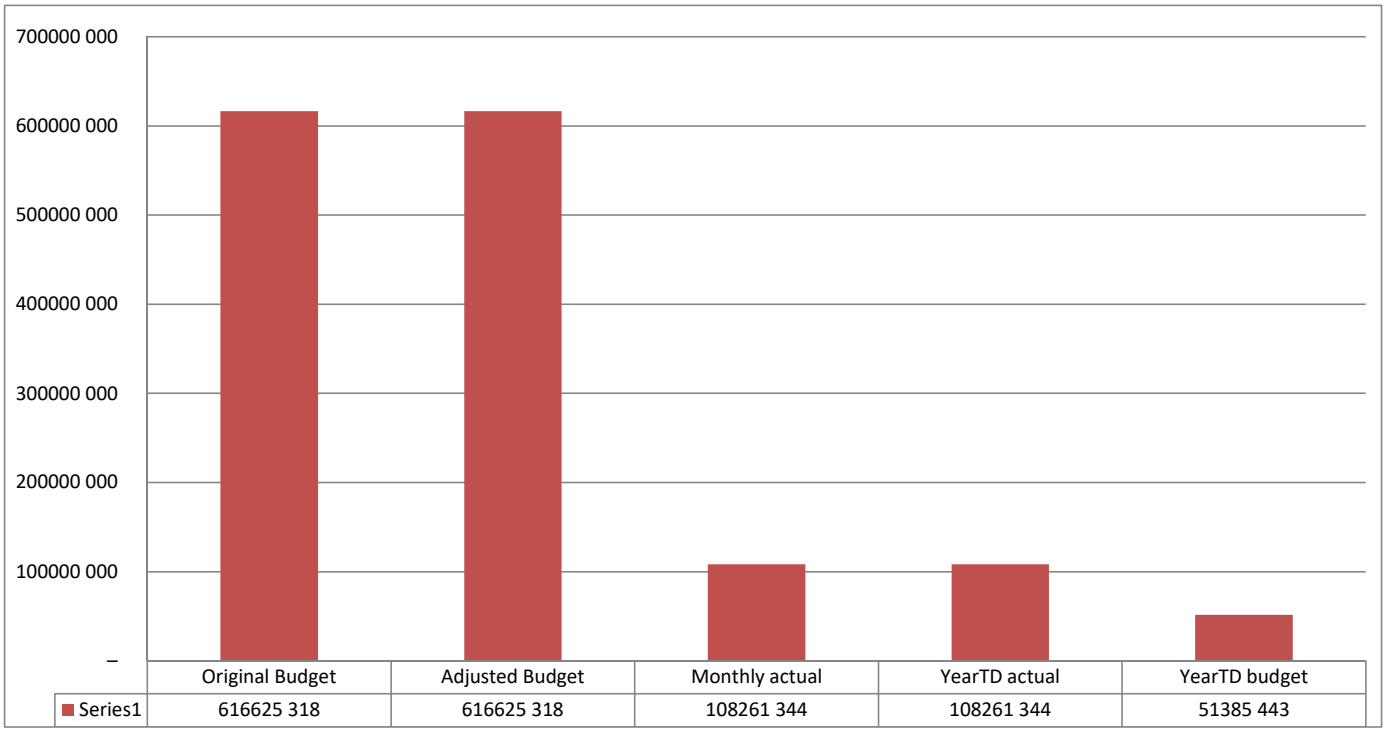
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

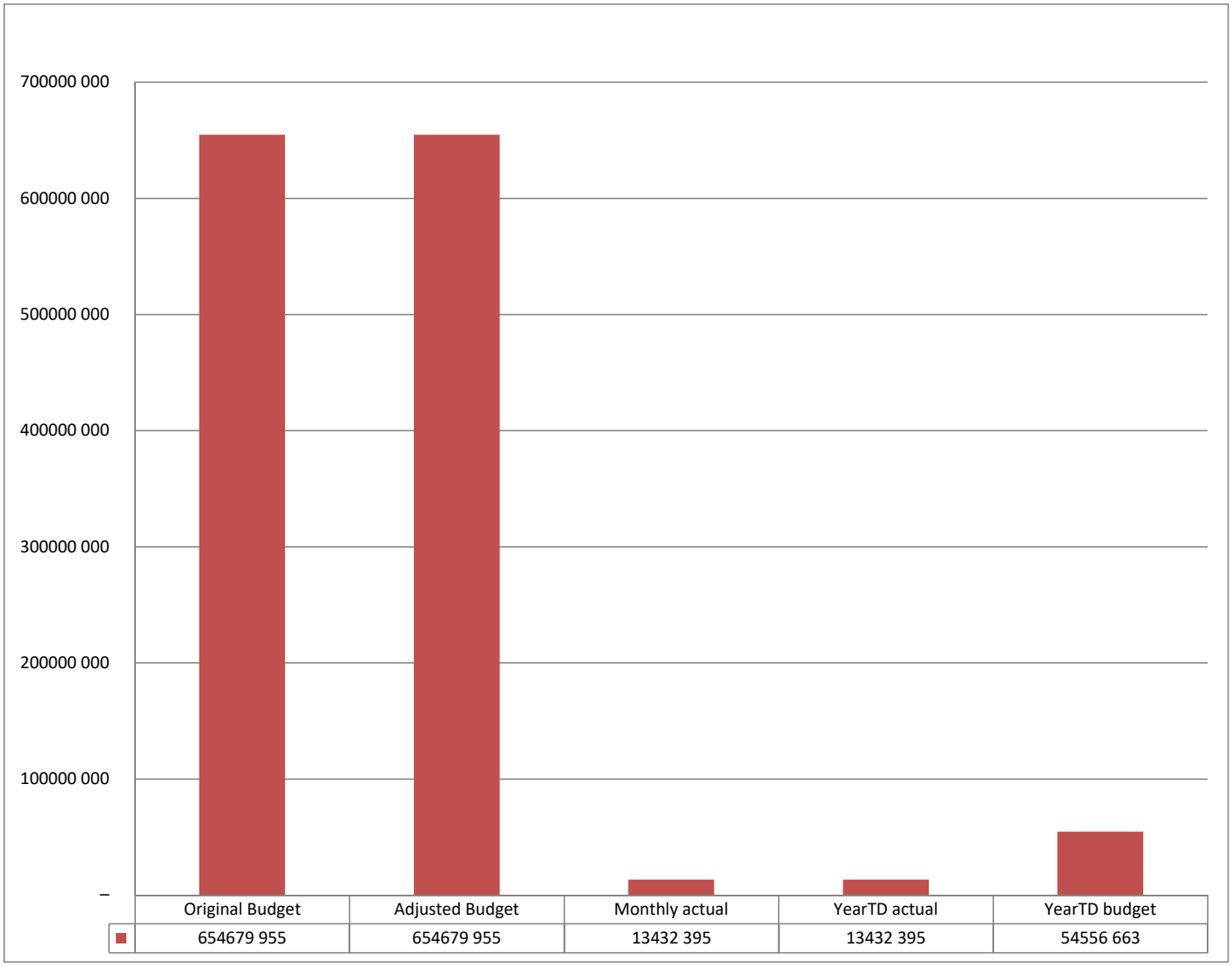
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 June 2020, 17.56% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 17.56% van die begrote operasionele inkomste gehef.

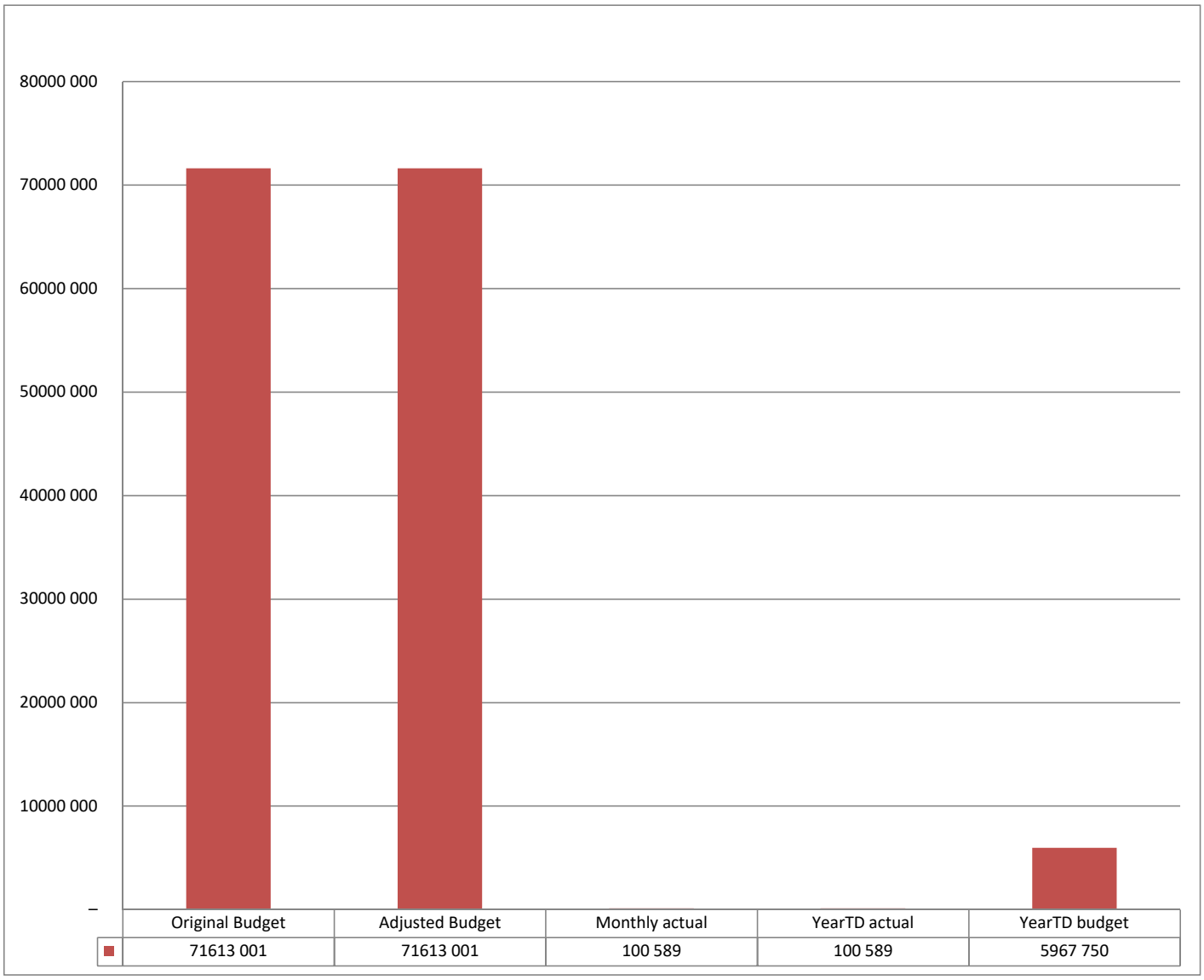
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 2.05% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 2.05% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 0.14% of the budgeted capital expenditure was incurred.

There is currently also R 5.3 million on order for capital expenditure.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 0.14% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 5.3 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at July 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M01 July

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	72 282	72 282	35 921	35 921	6 023	29 898	496%	72 282
Service charges	–	346 953	346 953	31 181	31 181	28 913	2 269	8%	346 953
Investment revenue	–	8 695	8 695	434	434	725	(290)	-40%	8 695
Transfers recognised - operational	–	138 467	138 467	38 715	38 715	11 539	27 176	236%	138 467
Other own revenue	–	50 229	50 229	2 009	2 009	4 186	(2 177)	-52%	50 229
transfers and contributions)	–	616 625	616 625	108 261	108 261	51 385	56 876	111%	616 625
Employee costs	–	188 333	188 333	15 645	15 645	15 694	(50)	-0%	188 333
Remuneration of Councillors	–	11 459	11 459	794	794	955	(161)	-17%	11 459
Depreciation & asset impairment	–	47 090	47 090	–	–	3 924	(3 924)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	737	(737)	-100%	8 840
Materials and bulk purchases	–	246 765	246 676	649	649	20 556	(19 908)	-97%	246 676
Transfers and grants	–	30 962	30 962	213	213	2 580	(2 367)	-92%	30 962
Other expenditure	–	121 231	121 320	(3 869)	(3 869)	10 110	(13 979)	-138%	121 320
Total Expenditure	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/(Deficit)	–	(38 055)	(38 055)	94 829	94 829	(3 171)	98 000	-3090%	(38 055)
Transfers recognised - capital	–	44 178	44 178	–	–	3 682	(3 682)	-100%	44 178
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
Capital expenditure & funds sources									
Capital expenditure	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613
Capital transfers recognised	–	45 678	45 678	–	–	3 807	(3 807)	-100%	45 678
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	25 935	101	101	2 161	(2 061)	-95%	25 935
Total sources of capital funds	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613
Financial position									
Total current assets	–	156 835	156 835		86 374				86 374
Total non current assets	–	978 519	978 519		101				101
Total current liabilities	–	115 487	115 487		(9 276)				(9 276)
Total non current liabilities	–	155 245	155 245		921				921
Community wealth/Equity	–	864 621	864 621		94 829				94 829
Cash flows									
Net cash from (used) operating	–	70 001	70 001	46 482	46 482	5 833	40 648	697%	70 001
Net cash from (used) investing	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	3 622	-61%	(71 613)
Net cash from (used) financing	–	(500)	(500)	92	92	(42)	134	-322%	92
end	–	89 164	89 164	–	138 491	91 099	47 391	52%	92 650

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213
Creditors Age Analysis									
Total Creditors	1 525	301	–	–	–	–	–	–	1 826

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
Governance and administration	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Finance and administration	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Community and public safety	–	156 525	156 525	39 044	39 044	13 044	26 001	199%	156 525
Community and social services	–	105 912	105 912	38 744	38 744	8 826	29 918	339%	105 912
Sport and recreation	–	20 394	20 394	293	293	1 700	(1 407)	-83%	20 394
Public safety	–	728	728	–	–	61	(61)	-100%	728
Housing	–	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
Economic and environmental services	–	34 264	34 264	449	449	2 855	(2 406)	-84%	34 264
Planning and development	–	3 669	3 669	116	116	306	(190)	-62%	3 669
Road transport	–	30 057	30 057	333	333	2 505	(2 171)	-87%	30 057
Environmental protection	–	538	538	–	–	45	(45)	-100%	538
Trading services	–	374 903	374 903	31 917	31 917	31 242	675	2%	374 903
Energy sources	–	267 273	267 273	22 216	22 216	22 273	(57)	0%	267 273
Water management	–	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
Waste water management	–	26 404	26 404	3 802	3 802	2 200	1 601	73%	26 404
Waste management	–	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
Total Revenue - Functional	–	660 803	660 803	108 261	108 261	55 067	53 194	97%	660 803
Expenditure - Functional									
Governance and administration	–	120 995	120 995	5 869	5 869	10 083	(4 214)	-42%	120 995
Executive and council	–	28 588	28 588	1 525	1 525	2 382	(857)	-36%	28 588
Finance and administration	–	90 177	90 177	4 089	4 089	7 515	(3 426)	-46%	90 177
Internal audit	–	2 230	2 230	255	255	186	69	37%	2 230
Community and public safety	–	99 678	99 678	3 917	3 917	8 307	(4 389)	-53%	99 678
Community and social services	–	26 589	26 589	1 660	1 660	2 216	(556)	-25%	26 589
Sport and recreation	–	28 548	28 548	1 414	1 414	2 379	(965)	-41%	28 548
Public safety	–	9 416	9 416	532	532	785	(252)	-32%	9 416
Housing	–	35 126	35 126	311	311	2 927	(2 616)	-89%	35 126
Economic and environmental services	–	69 890	69 890	2 755	2 755	5 824	(3 069)	-53%	69 890
Planning and development	–	11 868	11 868	728	728	989	(261)	-26%	11 868
Road transport	–	55 632	55 632	2 006	2 006	4 636	(2 630)	-57%	55 632
Environmental protection	–	2 390	2 390	21	21	199	(178)	-89%	2 390
Trading services	–	363 203	363 203	677	677	30 267	(29 590)	-98%	363 203
Energy sources	–	260 127	260 127	1 196	1 196	21 677	(20 481)	-94%	260 127
Water management	–	28 971	28 971	(1 120)	(1 120)	2 414	(3 534)	-146%	28 971
Waste water management	–	31 759	31 759	345	345	2 647	(2 302)	-87%	31 759
Waste management	–	42 346	42 346	256	256	3 529	(3 273)	-93%	42 346
Other	–	914	914	213	213	76	137	180%	914
Total Expenditure - Functional	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319		6 123

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Finance and administration	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Administrative and Corporate Support	–	9	9	–	–	1	(1)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	94 446	36 783	36 783	7 871	28 913	367%	94 446
Human Resources	–	526	526	–	–	44	(44)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	4	–	–	0	(0)	-100%	4
Supply Chain Management	–	17	17	4	4	1	3	188%	17
Community and public safety	–	156 525	156 525	39 044	39 044	13 044	26 001	199%	156 525
Community and social services	–	105 912	105 912	38 744	38 744	8 826	29 918	339%	105 912
Aged Care	–	95 119	95 119	38 688	38 688	7 927	30 762	388%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	18	18	19	(1)	-5%	222
Community Halls and Facilities	–	863	863	28	28	72	(44)	-61%	863
Libraries and Archives	–	9 707	9 707	10	10	809	(799)	-99%	9 707
Sport and recreation	–	20 394	20 394	293	293	1 700	(1 407)	-83%	20 394
Recreational Facilities	–	7 299	7 299	283	283	608	(325)	-53%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	9	9	1 091	(1 082)	-99%	13 095

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	–	728	728	–	–	61	(61)	-100%	728
Fire Fighting and Protection	–	728	728	–	–	61	(61)	-100%	728
Housing	–	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
Housing	–	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
Economic and environmental services	–	34 264	34 264	449	449	2 855	(2 406)	-84%	34 264
Planning and development	–	3 669	3 669	116	116	306	(190)	-62%	3 669
Economic Development/Planning	–	250	250	–	–	21	(21)	-100%	250
Town Planning, Building Regulations and Enforcemen	–	2 793	2 793	116	116	233	(117)	-50%	2 793
Project Management Unit	–	626	626	–	–	52	(52)	-100%	626
Road transport	–	30 057	30 057	333	333	2 505	(2 171)	-87%	30 057
Police Forces, Traffic and Street Parking Control	–	23 720	23 720	333	333	1 977	(1 643)	-83%	23 720
Roads	–	6 337	6 337	–	–	528	(528)	-100%	6 337
Environmental protection	–	538	538	–	–	45	(45)	-100%	538
Biodiversity and Landscape	–	538	538	–	–	45	(45)	-100%	538
Trading services	–	374 903	374 903	31 917	31 917	31 242	675	2%	374 903
Energy sources	–	267 273	267 273	22 216	22 216	22 273	(57)	0%	267 273
Electricity	–	266 452	266 452	22 216	22 216	22 204	12	0%	266 452
Street Lighting and Signal Systems	–	821	821	–	–	68	(68)	-100%	821
Water management	–	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
Water Distribution	–	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
Waste water management	–	26 404	26 404	3 802	3 802	2 200	1 601	73%	26 404
Sewerage	–	23 012	23 012	3 802	3 802	1 918	1 884	98%	23 012
Storm Water Management	–	3 391	3 391	–	–	283	(283)	-100%	3 391
Waste management	–	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
Solid Waste Removal	–	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
Total Revenue - Functional	–	660 803	660 803	108 261	108 261	55 067	53 194	97%	660 803

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	–	120 995	120 995	5 869	5 869	10 083	(4 214)	-42%	120 995
Executive and council	–	28 588	28 588	1 525	1 525	2 382	(857)	-36%	28 588
Mayor and Council	–	18 767	18 767	1 049	1 049	1 564	(515)	-33%	18 767
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 822	476	476	818	(342)	-42%	9 822
Finance and administration	–	90 177	90 177	4 089	4 089	7 515	(3 426)	-46%	90 177
Administrative and Corporate Support	–	8 615	8 615	404	404	718	(314)	-44%	8 615
Asset Management	–	4 392	4 392	5	5	366	(361)	-99%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	33 713	33 713	238	238	2 809	(2 571)	-92%	33 713
Fleet Management	–	2 796	2 796	199	199	233	(34)	-15%	2 796
Human Resources	–	19 972	19 972	2 239	2 239	1 664	575	35%	19 972
Information Technology	–	3 719	3 719	62	62	310	(248)	-80%	3 719
Legal Services	–	1 780	1 780	87	87	148	(62)	-42%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 630	286	286	302	(16)	-5%	3 630
Property Services	–	3 489	3 489	52	52	291	(239)	-82%	3 489
Risk Management	–	421	421	–	–	35	(35)	-100%	421
Supply Chain Management	–	5 970	5 970	494	494	497	(4)	-1%	5 970
Valuation Service	–	1 680	1 680	23	23	140	(117)	-83%	1 680
Internal audit	–	2 230	2 230	255	255	186	69	37%	2 230
Governance Function	–	2 230	2 230	255	255	186	69	37%	2 230
Community and public safety	–	99 678	99 678	3 917	3 917	8 307	(4 389)	-53%	99 678
Community and social services	–	26 589	26 589	1 660	1 660	2 216	(556)	-25%	26 589
Aged Care	–	4 296	4 296	224	224	358	(134)	-38%	4 296
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	237	237	276	(39)	-14%	3 317
Child Care Facilities	–	819	819	–	–	68	(68)	-100%	819
Community Halls and Facilities	–	6 080	6 080	423	423	507	(84)	-17%	6 080
Disaster Management	–	47	47	–	–	4	(4)	-100%	47
Education	–	705	705	0	0	59	(59)	-100%	705
Libraries and Archives	–	11 324	11 324	776	776	944	(167)	-18%	11 324
Sport and recreation	–	28 548	28 548	1 414	1 414	2 379	(965)	-41%	28 548
Community Parks (including Nurseries)	–	6 763	6 763	470	470	564	(93)	-17%	6 763
Recreational Facilities	–	16 797	16 797	628	628	1 400	(772)	-55%	16 797
Sports Grounds and Stadiums	–	4 988	4 988	316	316	416	(100)	-24%	4 988
Public safety	–	9 416	9 416	532	532	785	(252)	-32%	9 416
Fire Fighting and Protection	–	9 416	9 416	532	532	785	(252)	-32%	9 416
Housing	–	35 126	35 126	311	311	2 927	(2 616)	-89%	35 126
Housing	–	33 431	33 411	305	305	2 784	(2 480)	-89%	33 411
Informal Settlements	–	1 695	1 715	7	7	143	(136)	-95%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	–	69 890	69 890	2 755	2 755	5 824	(3 069)	-53%	69 890
Planning and development	–	11 868	11 868	728	728	989	(261)	-26%	11 868
Corporate Wide Strategic Planning (IDPs, LEDs)	–	2 182	2 182	119	119	182	(63)	-34%	2 182
Economic Development/Planning	–	2 227	2 227	151	151	186	(34)	-19%	2 227
Town Planning, Building Regulations and Enforcement	–	4 920	4 920	322	322	410	(88)	-21%	4 920
Project Management Unit	–	2 538	2 538	135	135	212	(76)	-36%	2 538
Road transport	–	55 632	55 632	2 006	2 006	4 636	(2 630)	-57%	55 632
Police Forces, Traffic and Street Parking Control	–	31 101	31 101	1 385	1 385	2 592	(1 207)	-47%	31 101
Roads	–	24 531	24 531	621	621	2 044	(1 423)	-70%	24 531
Environmental protection	–	2 390	2 390	21	21	199	(178)	-89%	2 390
Biodiversity and Landscape	–	2 390	2 390	21	21	199	(178)	-89%	2 390
Pollution Control	–	–	–	–	–	–	–		–
Trading services	–	363 203	363 203	677	677	30 267	(29 590)	-98%	363 203
Energy sources	–	260 127	260 127	1 196	1 196	21 677	(20 481)	-94%	260 127
Electricity	–	257 067	257 067	1 038	1 038	21 422	(20 385)	-95%	257 067
Street Lighting and Signal Systems	–	3 060	3 060	159	159	255	(96)	-38%	3 060
Water management	–	28 971	28 971	(1 120)	(1 120)	2 414	(3 534)	-146%	28 971
Water Treatment	–	1 557	1 557	5	5	130	(125)	-96%	1 557
Water Distribution	–	24 063	24 063	(1 151)	(1 151)	2 005	(3 157)	-157%	24 063
Water Storage	–	3 351	3 351	26	26	279	(253)	-91%	3 351
Waste water management	–	31 759	31 759	345	345	2 647	(2 302)	-87%	31 759
Public Toilets	–	1 710	1 710	121	121	142	(22)	-15%	1 710
Sewerage	–	21 855	21 855	(155)	(155)	1 821	(1 976)	-108%	21 855
Storm Water Management	–	5 720	5 720	379	379	477	(98)	-21%	5 720
Waste Water Treatment	–	2 475	2 475	–	–	206	(206)	-100%	2 475
Waste management	–	42 346	42 346	256	256	3 529	(3 273)	-93%	42 346
Solid Waste Disposal (Landfill Sites)	–	16 543	16 543	31	31	1 379	(1 348)	-98%	16 543
Solid Waste Removal	–	24 478	24 478	155	155	2 040	(1 884)	-92%	24 478
Street Cleaning	–	1 325	1 325	69	69	110	(41)	-37%	1 325
Other	–	914	914	213	213	76	137	180%	914
Licensing and Regulation	–	60	60	–	–	5	(5)	-100%	60
Tourism	–	854	854	213	213	71	142	200%	854
Total Expenditure - Functional	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	–	91 210	91 210	36 631	36 631	7 601	29 030	381,9%	91 210
Vote 2 - Community Services	–	181 732	181 732	39 457	39 457	15 144	24 312	160,5%	181 732
Vote 3 - Corporate Services	–	539	539	–	–	45	(45)	-100,0%	539
Vote 4 - Technical Services	–	385 828	385 828	32 123	32 123	32 152	(29)	-0,1%	385 828
Vote 5 - Muncipal Manager	–	1 495	1 495	51	51	125	(74)	-59,4%	1 495
Total Revenue by Vote	–	660 803	660 803	108 261	108 261	55 067	53 194	96,6%	660 803
Vote 1 - Financial Services	–	47 139	47 139	792	792	3 928	(3 136)	-79,8%	47 139
Vote 2 - Community Services	–	136 762	136 762	5 464	5 464	11 397	(5 933)	-52,1%	136 762
Vote 3 - Corporate Services	–	61 026	61 026	4 459	4 459	5 085	(626)	-12,3%	61 026
Vote 4 - Technical Services	–	397 201	397 201	1 948	1 948	33 100	(31 153)	-94,1%	397 201
Vote 5 - Muncipal Manager	–	12 551	12 551	770	770	1 046	(276)	-26,4%	12 551
Total Expenditure by Vote	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75,4%	654 680
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18483,7%	6 123

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M01 July

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	–	72 282	72 282	35 921	35 921	6 023	29 898	496%	72 282
Service charges - electricity revenue	–	265 119	265 119	22 225	22 225	22 093	132	1%	265 119
Service charges - water revenue	–	35 901	35 901	3 194	3 194	2 992	203	7%	35 901
Service charges - sanitation revenue	–	22 085	22 085	3 665	3 665	1 840	1 825	99%	22 085
Service charges - refuse revenue	–	23 849	23 849	2 097	2 097	1 987	110	6%	23 849
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	–	7 567	7 567	336	336	631	(295)	-47%	7 567
Interest earned - external investments	–	8 695	8 695	434	434	725	(290)	-40%	8 695
Interest earned - outstanding debtors	–	7 891	7 891	1 033	1 033	658	376	57%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	–	19 482	19 482	90	90	1 624	(1 534)	-94%	19 482
Licences and permits	–	1 915	1 915	308	308	160	148	93%	1 915
Agency services	–	3 670	3 670	–	–	306	(306)	-100%	3 670
Transfers recognised - operational	–	138 467	138 467	38 715	38 715	11 539	27 176	236%	138 467
Other revenue	–	9 704	9 704	243	243	809	(566)	-70%	9 704
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	–	616 625	616 625	108 261	108 261	51 385	56 876	111%	616 625
Expenditure By Type									
Employee related costs	–	188 333	188 333	15 645	15 645	15 694	(50)	0%	188 333
Remuneration of councillors	–	11 459	11 459	794	794	955	(161)	-17%	11 459
Debt impairment	–	33 613	33 613	(5 114)	(5 114)	2 801	(7 915)	-283%	33 613
Depreciation & asset impairment	–	47 090	47 090	–	–	3 924	(3 924)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	737	(737)	-100%	8 840
Bulk purchases	–	229 196	229 196	209	209	19 100	(18 891)	-99%	229 196
Other materials	–	17 569	17 480	440	440	1 457	(1 017)	-70%	17 480
Contracted services	–	43 731	43 775	165	165	3 648	(3 482)	-95%	43 775
Transfers and grants	–	30 962	30 962	213	213	2 580	(2 367)	-92%	30 962
Other expenditure	–	43 888	43 933	1 080	1 080	3 661	(2 581)	-71%	43 933
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/(Deficit)	–	(38 055)	(38 055)	94 829	94 829	(3 171)	98 000	(0)	(38 055)
Transfers recognised - capital	–	44 178	44 178	–	–	3 682	(3 682)	(0)	44 178
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	–	6 123	6 123	94 829	94 829	510			6 123
Surplus/(Deficit) attributable to	–	6 123	6 123	94 829	94 829	510			6 123
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510			6 123

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	3 106	3 106	–	–	259	(259)	-100%	3 106
Vote 4 - Technical Services	–	33 049	33 049	101	101	2 754	(2 654)	-96%	33 049
Total Capital Multi-year expenditure	–	36 155	36 155	101	101	3 013	(2 912)	-97%	36 155
Single Year expenditure appropriation									
Vote 1 - Financial Services	–	80	80	–	–	7	(7)	-100%	80
Vote 2 - Community Services	–	15 992	15 992	–	–	1 333	(1 333)	-100%	15 992
Vote 3 - Corporate Services	–	3 380	3 380	–	–	282	(282)	-100%	3 380
Vote 4 - Technical Services	–	15 950	15 950	–	–	1 329	(1 329)	-100%	15 950
Vote 5 - Muncipal Manager	–	56	56	–	–	5	(5)	-100%	56
Total Capital single-year expenditure	–	35 458	35 458	–	–	2 955	(2 955)	-100%	35 458
Total Capital Expenditure	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	–	2 700	2 700	–	–	225	(225)	-100%	2 700
Executive and council	–	150	150	–	–	13	(13)	-100%	150
Finance and administration	–	2 550	2 550	–	–	213	(213)	-100%	2 550
Community and public safety	–	18 572	18 572	–	–	516	(516)	-100%	6 198
Community and social services	–	4 190	4 190	–	–	204	(204)	-100%	2 450
Sport and recreation	–	13 461	13 461	–	–	252	(252)	-100%	3 026
Public safety	–	922	922	–	–	60	(60)	-100%	722
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	–	13 808	13 808	–	–	1 034	(1 034)	-100%	12 408
Planning and development	–	26	26	–	–	2	(2)	-100%	26
Road transport	–	13 782	13 782	–	–	1 032	(1 032)	-100%	12 382
Environmental protection	–	–	–	–	–	–	–		–
Trading services	–	36 533	36 533	–	–	2 944	(2 944)	-100%	35 333
Energy sources	–	8 700	8 700	–	–	625	(625)	-100%	7 500
Water management	–	19 581	19 581	–	–	1 632	(1 632)	-100%	19 581
Waste water management	–	7 241	7 241	–	–	603	(603)	-100%	7 241
Waste management	–	1 010	1 010	–	–	84	(84)	-100%	1 010
Total Capital Expenditure - Standard Cla	–	71 613	71 613	–	–	4 720	(4 720)	-100%	56 638
Funded by:									
National Government	–	38 506	38 506	–	–	3 209	(3 209)	-100%	38 506
Provincial Government	–	6 672	6 672	–	–	556	(556)	-100%	6 672
District Municipality	–	500	500	–	–	42	(42)	-100%	500
Transfers recognised - capital	–	45 678	45 678	–	–	3 807	(3 807)	-100%	45 678
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	25 935	101	101	2 161	(2 061)	-95%	25 935
Total Capital Funding	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M01 July

Description	2018/19	Budget Year 2019/20			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	–	89 164	89 164	44 228	44 228
Call investment deposits	–	–	–	–	–
Consumer debtors	–	29 579	29 579	48 127	48 127
Other debtors	–	26 690	26 690	(5 808)	(5 808)
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 402	11 402	(174)	(174)
Total current assets	–	156 835	156 835	86 374	86 374
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	45 660	45 660	–	–
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	929 659	929 659	101	101
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 650	2 650	–	–
Other non-current assets	–	550	550	–	–
Total non current assets	–	978 519	978 519	101	101
TOTAL ASSETS	–	1 135 353	1 135 353	86 474	86 474
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	–	6 418	6 418	76	76
Trade and other payables	–	69 191	69 191	(10 457)	(10 457)
Provisions	–	39 877	39 877	1 105	1 105
Total current liabilities	–	115 487	115 487	(9 276)	(9 276)
Non current liabilities					
Borrowing	–	675	675	–	–
Provisions	–	154 570	154 570	921	921
Total non current liabilities	–	155 245	155 245	921	921
TOTAL LIABILITIES	–	270 732	270 732	(8 355)	(8 355)
NET ASSETS	–	864 621	864 621	94 829	94 829
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	–	854 266	854 266	94 829	94 829
Reserves	–	10 355	10 355	–	–
TOTAL COMMUNITY WEALTH/EQUITY	–	864 621	864 621	94 829	94 829

The cash flows for the year to date are indicated in the following table:

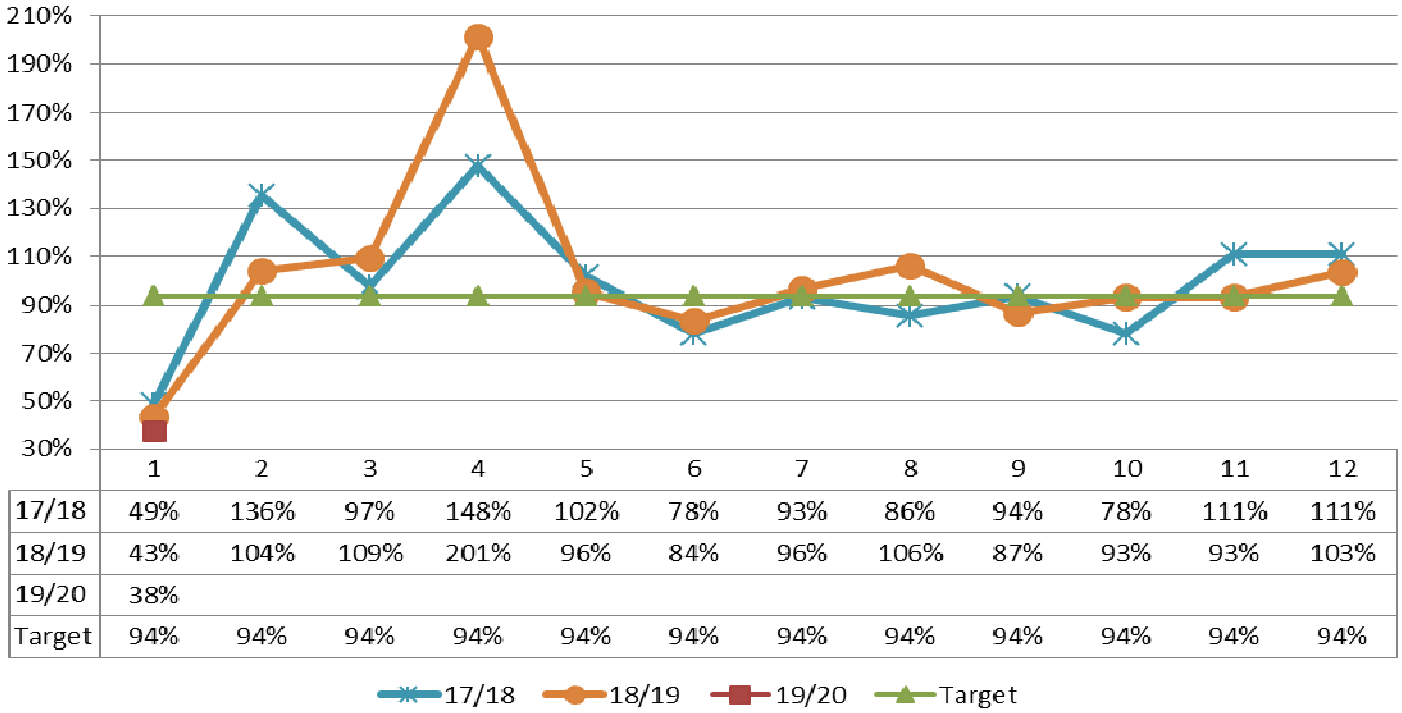
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M01 July

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	–	71 559	71 559	3 455	3 455	5 963	(2 509)	-42%	71 559
Service charges	–	330 950	330 950	22 740	22 740	27 579	(4 840)	-18%	330 950
Other revenue	–	24 158	24 158	900	900	2 013	(1 113)	-55%	24 158
Government - operating	–	139 169	139 169	47 994	47 994	11 597	36 396	314%	139 169
Government - capital	–	50 208	50 208	14 003	14 003	4 184	9 819	235%	50 208
Interest	–	16 565	16 565	434	434	1 380	(946)	-69%	16 565
Dividends									
Payments									
Suppliers and employees	–	(530 278)	(530 278)	(38 085)	(38 085)	(44 190)	(6 104)	14%	(530 278)
Finance charges	–	(1 366)	(1 366)	–	–	(114)	(114)	100%	(1 366)
Transfers and Grants	–	(30 962)	(30 962)	(4 958)	(4 958)	(2 580)	2 378	-92%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	70 001	70 001	46 482	46 482	5 833	32 967	565%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	(3 622)	61%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	(3 622)	61%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	92	92	–	92		–
Payments									–
Repayment of borrowing	–	(500)	(500)	–	–	(42)	(42)	100%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(500)	(500)	92	92	(42)	(134)	322%	92
									–
NET INCREASE/ (DECREASE) IN CASH HELD	–	(2 112)	(2 112)	44 229	44 229	(176)			(1 612)
Cash/cash equivalents at beginning:	–	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	–	89 164	89 164		138 491	91 099			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M01 July

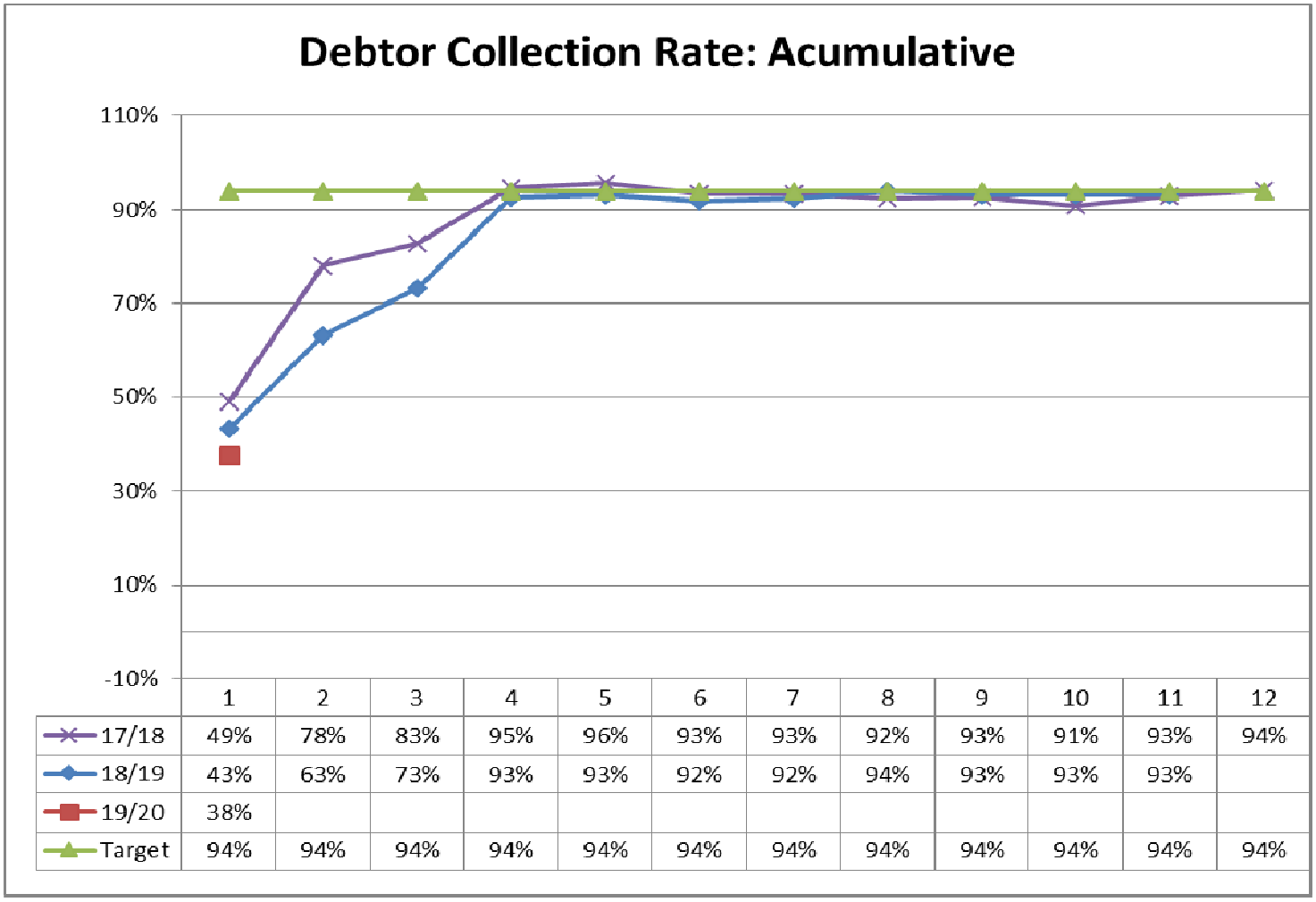
Description		Budget Year 2019/20									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	9 259	1 285	1 121	1 104	1 015	1 211	5 186	35 277	55 458	43 793
Electricity	1300	18 809	1 862	219	230	222	253	972	2 220	24 787	3 897
Property Rates	1400	37 250	294	228	215	198	210	2 553	12 244	53 191	15 419
Waste Water Management	1500	7 244	680	604	576	606	552	3 338	16 819	30 419	21 891
Waste Management	1600	5 989	798	717	673	613	588	3 167	18 123	30 669	23 165
Property Rental Debtors	1700	95	12	18	17	17	17	92	657	925	800
Interest on Arrear Accounts	1810	1 513	109	96	113	124	152	1 333	27 280	30 721	29 003
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(6 241)	27	41	42	18	26	175	955	(4 957)	1 214
Total By Income Source	2000	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213	139 183
2018/19 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	11 592	139	96	110	134	71	575	2 860	15 577	3 750
Commercial	2300	32 120	2 162	301	309	330	359	2 227	7 636	45 445	10 861
Households	2400	28 264	2 653	2 603	2 510	2 309	2 541	13 773	100 341	154 996	121 475
Other	2500	1 943	112	43	41	39	38	241	2 737	5 195	3 096
Total By Customer Group	2600	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213	139 183



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%											
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for July 2019 amounts to 38% in comparison to the previous year 43%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Julie 2019 – 38 % beloop in vergelyking met die vorige jaar 43 %.



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	
19/20	38%											
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 38%.

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 94%, terwyl die werklike syfer 38% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M01 July

Description R thousands	NT Code	Budget Year 2019/20								
		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	81	–	–	–	–	–	–	–	81
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 444	301	–	–	–	–	–	–	1 745
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 525	301	–	–	–	–	–	–	1 826

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M01 July

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	–
Nedbank	–	–	–	–		–	–	–
Standard Bank	–	–	–	–		–	–	–
FNB	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	–

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	97 119	97 119	38 715	38 715	8 093	30 622	378,4%	97 119
Equitable Share	–	92 850	92 850	38 688	38 688	7 738	30 951	400,0%	92 850
Local Government Financial Management Grant [Sc	–	1 400	1 400	27	27	117	(90)	-77,0%	1 400
Expanded Public Works Programme Integrated Grar	–	2 269	2 269	0	0	189	(189)	-99,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	50	(50)	-100,0%	600
Provincial Government:	–	39 969	39 969	–	–	3 331	(3 331)	-100,0%	39 969
Housing	–	29 000	29 000	–	–	2 417	(2 417)	-100,0%	29 000
Financial Management	–	330	330	–	–	28	(28)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 639	9 639	–	–	803	(803)	-100,0%	9 639
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	19	(19)	-100,0%	224
Other grant providers:	–	1 549	1 549	–	–	–	–		1 549
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Total Operating Transfers and Grants	–	138 638	138 638	38 715	38 715	11 424	27 291	238,9%	138 638
National Government:	–	80 490	80 490	–	–	6 708	(6 708)	-100,0%	80 490
National Government:	–	41 984	41 984	–	–	3 499	(3 499)	-100,0%	41 984
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	1 581	(1 581)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	16 931	–	–	1 411	(1 411)	-100,0%	16 931
Provincial Government:	–	2 666	2 666	–	–	222	(222)	-100,0%	1 944
Provincial Government:	–	1 694	1 694	–	–	141	(141)	-100,0%	972
Housing	–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	–	83 156	83 156	–	–	6 930	(6 930)	-100,0%	82 435
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	221 794	221 794	38 715	38 715	18 354	20 362	110,9%	221 072

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M01 July

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	–	97 119	97 119	38 715	38 715	8 093	30 622	378,4%	97 119
Equitable Share	–	92 850	92 850	38 688	38 688	7 738	30 951	400,0%	92 850
Local Government Financial Management Grant [S	–	1 400	1 400	27	27	117	(90)	-77,0%	1 400
Expanded Public Works Programme Integrated Gra	–	2 269	2 269	0	0	189	(189)	-99,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	50	(50)	-100,0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	40 193	40 193	–	–	3 349	(3 349)	-100,0%	40 193
Housing	–	29 000	29 000	–	–	2 417	(2 417)	-100,0%	29 000
Financial Management	–	330	330	–	–	28	(28)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Regional Social Econimical Pro	–	1 000	1 000	–	–	83	(83)	-100,0%	1 000
Libraries, Archives and Museum	–	9 639	9 639	–	–	803	(803)	-100,0%	9 639
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	19	(19)	-100,0%	224
District Municipality:	–	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Table Mountain Fund	–	525	525	–	–	–	–		525
Total operating expenditure of Transfers and Grants	–	138 087	138 087	38 715	38 715	11 443	27 273	238,3%	138 087
Capital expenditure of Transfers and Grants									
National Government:	–	38 506	38 506	–	–	3 209	(3 209)	-100,0%	38 506
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	1 581	(1 581)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	16 931	–	–	1 411	(1 411)	-100,00%	16 931
Integrated National Electrification Programme (Mur	–	2 609	2 609	–	–	217	(217)	-100,00%	2 609
Regional Social Econimical Pro	–	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–	–		–
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	–	38 506	38 506	–	–	3 209	(3 209)	-100,0%	38 506
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	–	176 593	176 593	38 715	38 715	14 652	24 064	164,2%	176 593

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M01 July

Summary of Employee and Councillor remuneration R thousands	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	608	643	(35)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	88	95	(6)	-7%	1 137
Medical Aid Contributions	227	227	16	16	19	(3)	-14%	227
Motor Vehicle Allowance	741	741	–	–	62	(62)	-100%	741
Cellphone Allowance	1 094	1 094	78	78	91	(13)	-14%	1 094
Housing Allowances	487	487	3	3	41	(37)	-92%	487
Other benefits and allowances	54	54	–	–	4	(4)	-100%	54
Sub Total - Councillors	11 459	11 459	794	794	955	(161)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	208	317	(110)	-35%	3 809
Pension and UIF Contributions	783	783	15	15	65	(50)	-76%	783
Medical Aid Contributions	135	135	6	6	11	(5)	-48%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	–	–	74	(74)	-100%	891
Motor Vehicle Allowance	1 052	1 052	68	68	88	(20)	-23%	1 052
Cellphone Allowance	71	71	–	–	6	(6)	-100%	71
Housing Allowances	154	154	–	–	13	(13)	-100%	154
Other benefits and allowances	115	115	12	12	10	2	24%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	7 010	7 010	309	309	584	(276)	-47%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	7 961	7 961	8 961	(1 000)	-11%	107 531
Pension and UIF Contributions	16 333	16 333	1 332	1 332	1 361	(29)	-2%	16 333
Medical Aid Contributions	7 364	7 364	617	617	614	4	1%	7 364
Overtime	12 433	12 432	1 397	1 397	1 036	361	35%	12 432
Performance Bonus	8 186	8 186	699	699	682	17	2%	8 186
Motor Vehicle Allowance	4 478	4 478	390	390	373	17	4%	4 478
Cellphone Allowance	396	396	38	38	33	5	15%	396
Housing Allowances	1 600	1 600	124	124	133	(9)	-7%	1 600
Other benefits and allowances	4 192	4 192	344	344	349	(6)	-2%	4 192
Payments in lieu of leave	889	889	707	707	74	633	854%	889
Long service awards	436	436	76	76	36	40	109%	436
Post-retirement benefit obligations	11 376	11 376	921	921	948	(27)	-3%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 606	14 606	14 601	5	0%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 709	15 709	16 140	(432)	-3%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	14 915	14 915	15 185	(271)	-2%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M01 July

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	14 550	6 175	14 293	5 476	3 895	4 218	3 696	3 971	3 449	3 887	4 495
Service charges - electricity revenue		17 246	24 956	22 454	20 998	17 693	14 738	17 726	17 772	22 787	24 533	28 424	33 141
Service charges - water revenue		2 326	2 243	1 858	2 096	2 645	1 958	2 730	2 728	2 885	3 054	2 765	2 150
Service charges - sanitation revenue		1 520	1 454	1 200	1 194	1 250	939	1 596	1 171	1 344	1 206	3 161	2 733
Service charges - refuse		1 647	2 011	1 605	1 733	1 756	1 240	1 962	1 644	1 840	1 512	1 852	1 475
Service charges - other		–											–
Rental of facilities and equipment		240	72	501	182	176	167	233	391	684	756	355	27
Interest earned - external investments		434	1 141	(1)	1 322	588	691	138	1 872	620	322	1 037	531
Interest earned - outstanding debtors		–	600	497	560	707	524	730	729	771	817	739	1 197
Dividends received		–											–
Fines		208	422	422	422	422	422	422	422	422	422	422	637
Licences and permits		308	160	160	160	160	160	160	160	160	160	160	11
Agency services		–	306	306	306	306	306	306	306	306	306	306	612
Transfer receipts - operating		47 994	42 670	378	13 696	881	37 627	2 416	2 453	29 637	8 545	0	(47 129)
Other revenue		145	810	810	810	810	810	810	810	810	810	810	1 476
Cash Receipts by Source		75 522	91 395	36 364	57 773	32 869	63 475	33 446	34 154	66 239	45 891	43 918	1 354
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	15 394	137	4 941	318	13 575	872	885	10 692	3 083	0	(13 691)
Contributions & Contributed assets		–											–
Proceeds on disposal of PPE		–											–
Short term loans		–											–
Borrowing long term/refinancing		–											–
Increase in consumer deposits		92											(92)
Receipt of non-current debtors		–											–
Receipt of non-current receivables		–											–
Change in non-current investments		–											–
Total Cash Receipts by Source		89 618	106 789	36 501	62 714	33 187	77 050	34 318	35 039	76 931	48 973	43 918	(12 429)
Cash Payments by Type													–
Employee related costs		13 166	15 632	11 637	11 527	19 922	11 211	17 471	18 102	14 489	16 369	16 489	15 098
Remuneration of councillors		909	955	955	955	955	955	955	955	955	955	955	1 001
Interest paid		–	114	114	114	114	114	114	114	114	114	114	228
Bulk purchases - Electricity		23 467	16 044	16 044	14 715	13 180	15 600	18 336	20 628	22 920	25 212	22 920	20 133
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 070	1 041	1 367	1 699	1 972	1 599	1 079	1 796	1 237	2 208	1 155	1 368
Contracted services		2 576	1 794	1 580	2 493	4 454	7 515	2 036	4 010	5 179	4 382	4 838	2 874
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		4 958	1 832	2 405	2 990	3 472	2 814	1 899	3 161	2 177	3 887	2 034	(667)
General expenses		3 937	2 437	3 200	3 978	4 619	3 744	2 527	4 205	2 896	5 170	2 705	1 771
Cash Payments by Type		50 084	39 849	37 301	38 471	48 689	43 551	44 415	52 970	49 967	58 296	51 209	41 805
Other Cash Flows/Payments by Type													
Capital assets		2 346	2 691	4 376	4 729	6 344	4 441	2 612	6 120	6 876	11 333	4 198	15 549
Repayment of borrowing		–	–	–	–	–	1 500	–	–	–	–	–	(1 000)
Other Cash Flows/Payments		(7 040)	–	–	–	–	–	–	–	–	–	–	13 041
Total Cash Payments by Type		45 389	42 539	41 676	43 200	55 032	49 492	47 027	59 091	56 842	69 629	55 407	69 395
NET INCREASE/(DECREASE) IN CASH HELD		44 229	64 250	(5 175)	19 514	(21 846)	27 558	(12 709)	(24 052)	20 089	(20 656)	(11 489)	(81 824)
Cash/cash equivalents at the month/year beginning:		91 275	135 504	199 754	194 578	214 092	192 247	219 805	207 095	183 043	203 132	182 476	170 987
Cash/cash equivalents at the month/year end:		135 504	199 754	194 578	214 092	192 247	219 805	207 095	183 043	203 132	182 476	170 987	89 164

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M01 July

Month	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		6 777	7 268	101	101	7 268	7 168	98,6%	0%
August		6 777	7 268	–		14 537	–		
September		6 777	7 268	–		21 805	–		
October		6 777	7 268	–		29 074	–		
November		6 777	7 268	–		36 342	–		
December		6 777	7 268	–		43 611	–		
January		6 777	7 268	–		50 879	–		
February		6 777	7 268	–		58 148	–		
March		6 777	7 268	–		65 416	–		
April		6 777	7 268	–		72 685	–		
May		6 777	7 268	–		79 953	–		
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	101					

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

The following competitive bids are currently in the advertisement stage:

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019
08/2/17/01	Supply and installation of Air conditioning system at Ceres Town Hall	07-Aug-2019
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019

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
08/2/17/17	Independent desktop review of the Annual Financial Statements for 2018 / 2019	08-Aug-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	26-Jul-2019	M Frieslaar
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	11-Jun-2019 01-Jul-2019 Referred back	D Greeff
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019 24-Jun-2019	O Gatyene
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019	29-Jul-2019 Awaiting	N Jacobs
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	26-Jun-2019	MJ Green

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	11Jul-2019	O Gatyene
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019	Awaiting	C Stevens
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	Awaiting	J Jacobs
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019 15-Jul-2019	H Truter

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
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	05-Jul-2019	N Jacobs
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	Awaiting	R Fick
08/2/17/13	Leasing of Office space to Witzenberg municipality in Ceres	30-Jul-2019	30-Jul-2019	C Wessels

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019	25-Jul-2019	26-Jul-2019

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

No bid was awarded by the Accounting Officer during the month of July 2019.

3.2.1.4 Tenders toegeken

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Julie 2019 nie.

The following competitive bids were awarded by the Adjudication Committee during the month of July 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Julie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/63	24-Jul-2019	Ply's Supplies	Clearing of Alien vegetation in Ceres Nature Reserve Initial clearing of block C1.4 A: +- 53ha	Bidder scored the highest points	R 30 000.00
		Ply's Supplies	Initial clearing of block C1.4 B : +- 34.5 ha		R 25 000.00
		Ply's Supplies	Initial clearing of block C1.4 C: +- 44 ha		R 25 000.00
		RJC Conservation Services	Initial clearing of block C1.4 D : +- 16 ha		R 12 750.00
		Ply's Supplies	Initial clearing of block C1.4 E : +- 22ha		R 25 000.00
		Ply's Supplies	Initial clearing of block C 8.4 A : +- 15 ha (ou Kop)		R 25 000.00
		Ply's Supplies	Initial clearing of block C 8.4 B : +- 30.4 ha (ou Kop)		R 25 000.00
		Ply's Supplies	Initial clearing of block C 9.1 : +- 20 ha (Mitchell's pass)		R 25 000.00
		Ply's Supplies	Initial clearing of block C11.1 : +- 30.5ha (Mitchell's pass)		R 25 000.00
		RJC Conservation Services	Initial clearing of Tulbagh Besproeiingsdam : +- 8.727ha		R 18 750.00
		RJC Conservation Services	Initial clearing of Tulbagh dorpsdam : +- 16.83ha		R 27 500.00
		RJC Conservation Services	Initial clearing of Moordenaarskloof uitkeer: +- 0.025ha		R 31 500.00
08/2/16/72	24-Jul-2019	Amachule Fencing	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	Bidder scored the highest points	R 1 739 542.61

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of July 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Julie 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/03	24-Jul-2019	Rendering of Recycling services in Witzenberg area	Funds are no longer available to cover the total envisaged expenditure

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

The following written price quotations were approved during the month of July 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Julie 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
160686	09-July-2019	Brasika Consulting (Pty) Ltd	Service provider for Bid Committee Training for Managers	Lowest responsive quotation	R 28 359.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

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 July 2019.

3.2.1.7 Formele Geskrewe Prys Kwotasies

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 Julie 2019 nie.

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of July 2019 which totals R 368 103.98:

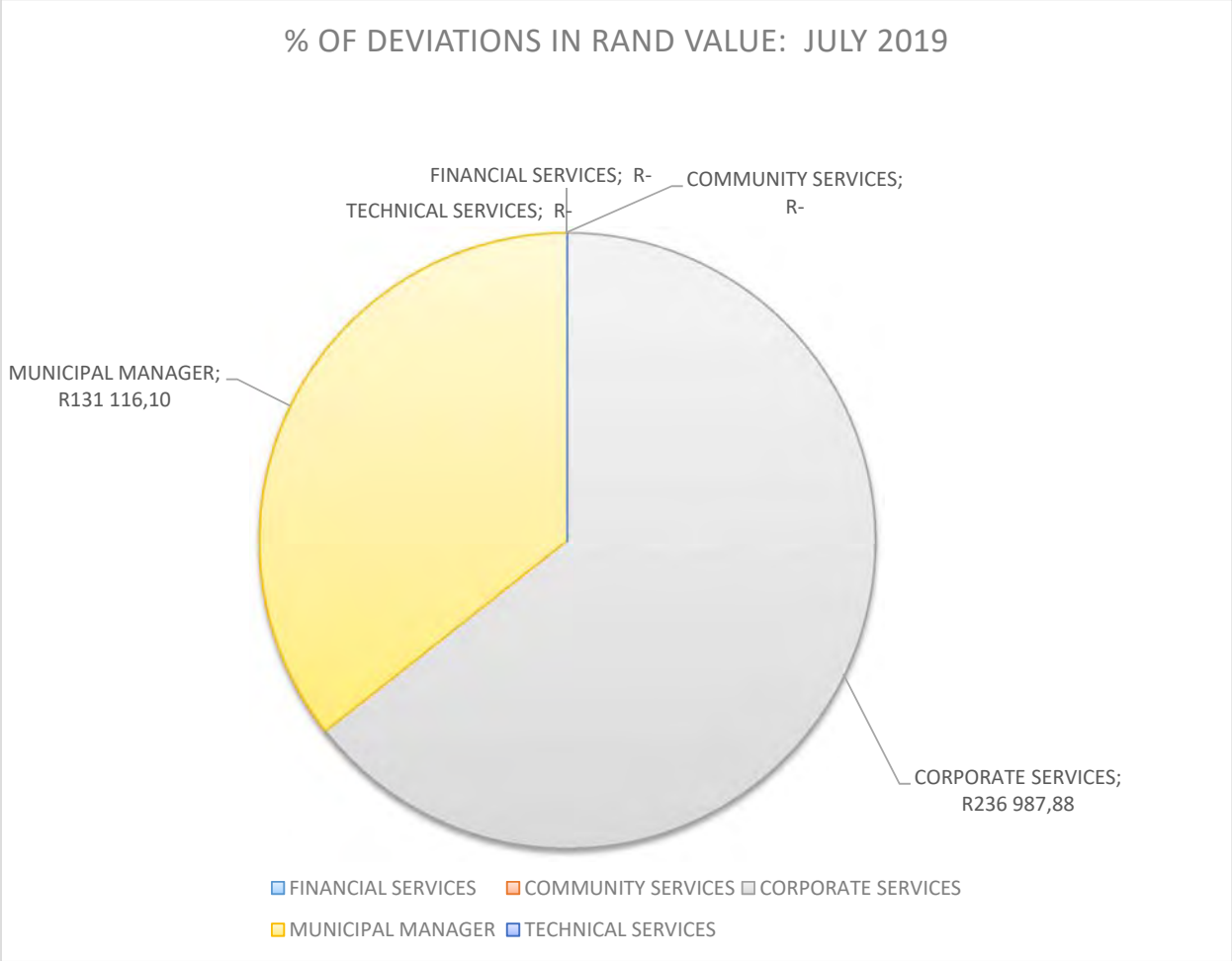
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Julie 2019 wat beloop op die totaal van R 368 103.98:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Jul-19	SBRI (Sarel Bester Raadgewende Ingenieurs)	Appointment as Structural Engineer for John Steyn Library repairs	Impractical	160675	176,700.00
22-Jul-19	Riding & Watt	Setting out Beacons / Boundary between erven in PAH	Impractical	160804	5,444.10
23-Jul-19	IDI Technology Solutions (PTY) Ltd	Risk & Audit software user license, upgrade & support fees	Single supplier	160836	78,246.00
24-Jul-19	Ignite Advisory Services (PTY) Ltd	User subscription fees, Compliance management system	Impractical	160841	47,426.00
24-Jul-19	WCC Communications SA (PTY) Ltd	Repair to Existing Telephony system	Single supplier	160865	19,818.90
26-Jul-19	Ceres Alarms	Monitoring & Reaction services - Jul to Sep 2019	Impractical	160901	40,468.98

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
May 2019	R 1 646 314.37	R25 269 546.30	6.56%
June 2019	R 5 368 556.19	R13 158 800.64	4,08%
July 2019	R 368 103.98	R18 104 928.45	2.03%

DEVIATIONS PER DIRECTORATE



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):

MONTH	May 2019	June 2019	July 2019
Value of inventory at hand	R 11 344 875.36	R 10 475 249.88	R 10 304 910.21
Turnover rate of total value of inventory	1.30	1.23	1.28
Date of latest stores reconciliation	31 July 2019		
Date of last stock count	27 June 2019		
Date of next stock count	26 September 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of July 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature : _____

Date: 15 August 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for August 2019

Financial data is in respect of the period 1 July 2019 to 31 August 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 13 048 accounts amounting to
R 33.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.9 million.

The indigent cost to the municipality for the month amounts to R 1.8 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 64%.

The municipality issued orders to the value of R 17.8 million of which R 0.2 million was in terms of deviations.

The municipality currently has R 47.7 million in its primary bank account and R90 million was made in investments during the month of August 2019.

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 13 048 rekeninge ten bedrae van R 33.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.9 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 64%

Bestellings ter waarde van R 17.8 miljoen uitgereik, waarvan R 0.2 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 47.7 miljoen in die primêre bankrekening en R 90 miljoen in beleggings vir die maand van Augustus 2019.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of July 2019 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Julie 2019 .

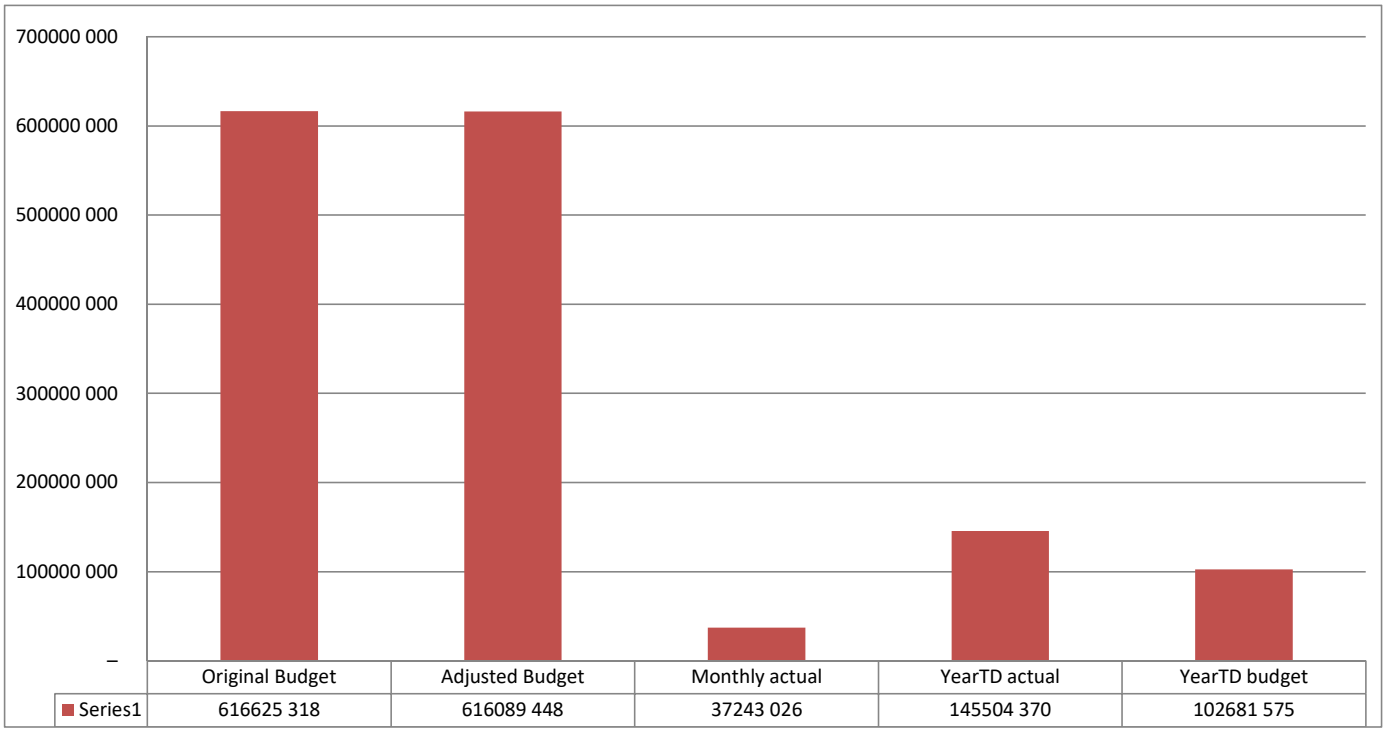
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

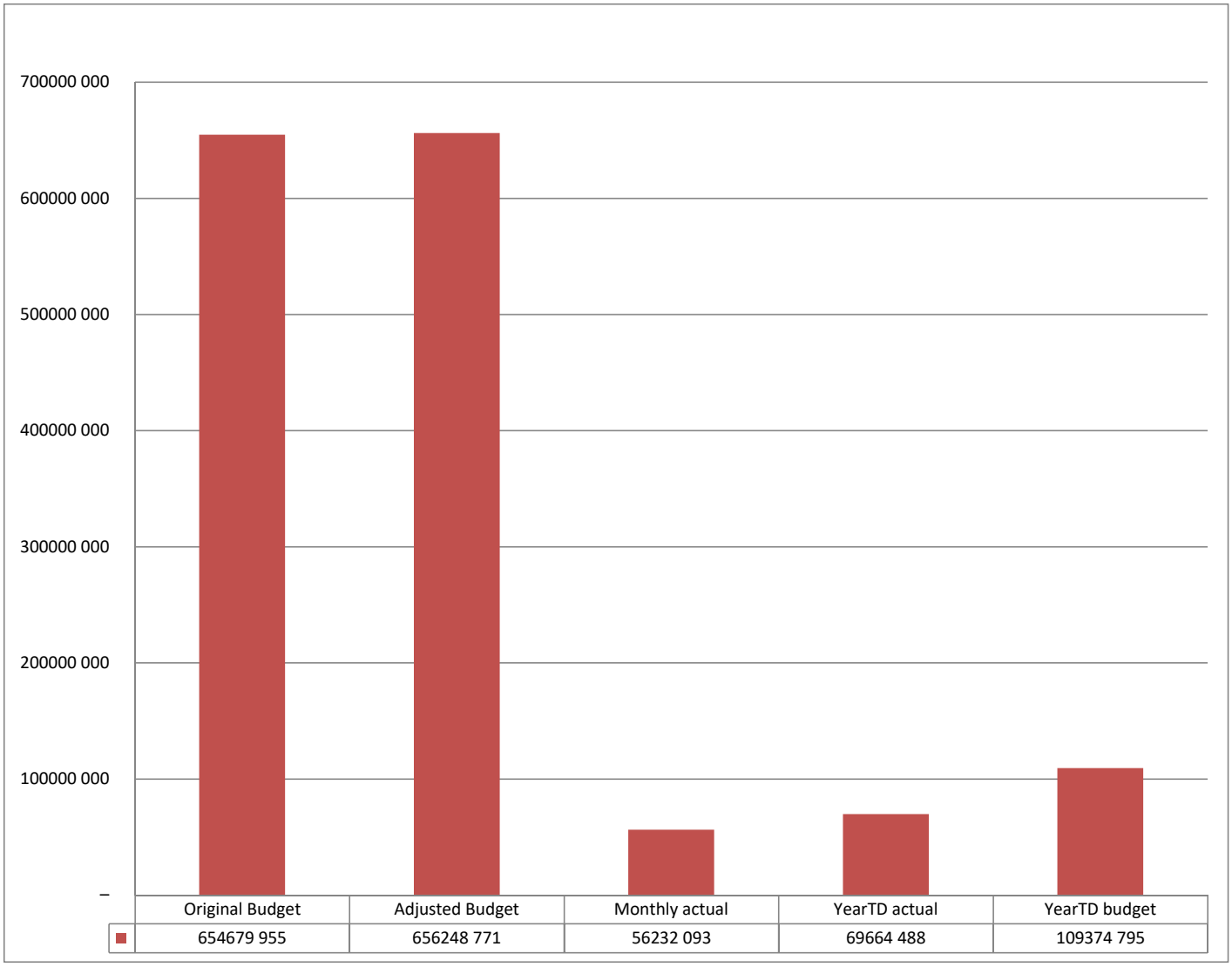
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 June 2020, 23.62% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 23.62% van die begrote operasionele inkomste gehef.

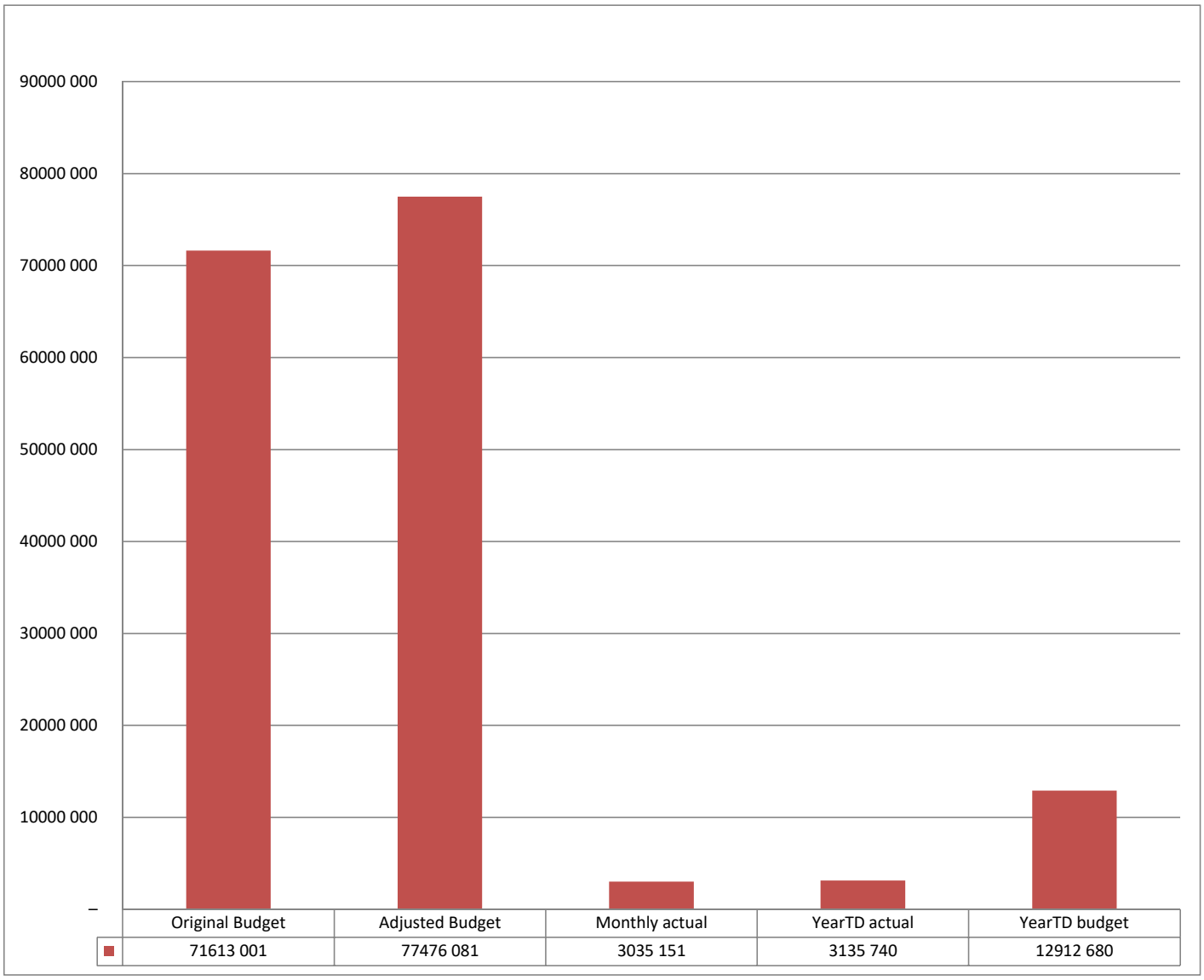
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 10.62% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 10.62% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 4.05% of the budgeted capital expenditure was incurred.

There is currently also R 8.6 million on order for capital expenditure.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 4.05% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 8.6 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at August 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M02 August

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	72 282	72 282	3 664	39 585	12 047	27 538	229%	72 282
Service charges	–	346 953	346 953	30 502	61 684	57 826	3 858	7%	346 953
Investment revenue	–	8 695	8 695	623	1 057	1 449	(392)	-27%	8 695
Transfers recognised - operational	–	138 467	137 067	53	38 768	22 845	15 924	70%	137 067
Other own revenue	–	50 229	51 093	2 401	4 410	8 515	(4 105)	-48%	51 093
Total Revenue (excluding capital	–	616 625	616 089	37 243	145 504	102 682	42 823	42%	616 089
Employee costs	–	188 333	188 726	15 872	31 517	31 454	62	0%	188 726
Remuneration of Councillors	–	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Depreciation & asset impairment	–	47 090	47 090	1	1	7 848	(7 847)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	1 473	(1 473)	-100%	8 840
Materials and bulk purchases	–	246 765	245 939	28 348	28 997	40 990	(11 993)	-29%	245 939
Transfers and grants	–	30 962	30 932	–	213	5 155	(4 942)	-96%	30 932
Other expenditure	–	121 231	123 262	11 217	7 348	20 544	(13 195)	-64%	123 262
Total Expenditure	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/(Deficit)	–	(38 055)	(40 159)	(18 989)	75 840	(6 693)	82 533	-1233%	(40 159)
Transfers recognised - capital	–	44 178	51 839	–	–	8 640	(8 640)	-100%	51 839
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers	–	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 680
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 680
Capital expenditure & funds sources									
Capital expenditure	–	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476
Capital transfers recognised	–	45 678	51 839	909	909	8 640	(7 731)	-89%	51 839
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	25 637	2 127	2 227	4 273	(2 046)	-48%	25 637
Total sources of capital funds	–	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476
Financial position									
Total current assets	–	156 835	156 835		254 501				70 789
Total non current assets	–	978 519	978 519		969 855				3 136
Total current liabilities	–	115 487	115 487		88 284				(3 168)
Total non current liabilities	–	155 245	155 245		156 769				1 253
Community wealth/Equity	–	864 621	864 621		979 303				75 840
Cash flows									
Net cash from (used) operating	–	70 001	70 001	(5 019)	41 463	11 667	29 796	255%	70 001
Net cash from (used) investing	–	(71 613)	(71 613)	(91 184)	(93 530)	(11 936)	(81 594)	684%	(71 613)
Net cash from (used) financing	–	(500)	(500)	43	136	(83)	219	-263%	136
Cash/cash equivalents at the month	–	89 164	89 164	–	42 330	90 923	(48 593)	-53%	92 650
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537
Creditors Age Analysis									
Total Creditors	1 867	–	–	–	–	–	–	–	1 867

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M02 August

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	–	95 002	95 966	4 937	41 725	15 994	25 730	161%	95 969
Finance and administration	–	95 002	95 966	4 935	41 722	15 994	25 728	161%	95 966
Community and public safety	–	156 525	156 925	545	39 590	26 154	13 435	51%	156 925
Community and social services	–	105 912	106 312	81	38 825	17 719	21 107	119%	106 312
Sport and recreation	–	20 394	20 394	455	748	3 399	(2 651)	-78%	20 394
Public safety	–	728	728	0	0	121	(121)	-100%	728
Housing	–	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
Economic and environmental services	–	34 264	34 264	479	928	5 711	(4 782)	-84%	34 264
Planning and development	–	3 669	3 669	76	192	611	(420)	-69%	3 669
Road transport	–	30 057	30 057	402	736	5 009	(4 274)	-85%	30 057
Environmental protection	–	538	538	1	1	90	(89)	-99%	538
Trading services	–	374 903	380 664	31 272	63 188	63 444	(256)	0%	380 664
Energy sources	–	267 273	267 273	23 201	45 417	44 546	872	2%	267 273
Water management	–	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
Waste water management	–	26 404	26 404	2 266	6 067	4 401	1 667	38%	26 404
Waste management	–	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
Total Revenue - Functional	–	660 803	667 928	37 243	145 504	111 321	34 183	31%	667 931
Expenditure - Functional									
Governance and administration	–	120 995	121 462	9 277	15 146	20 244	(5 097)	-25%	121 462
Executive and council	–	28 588	28 528	1 649	3 174	4 755	(1 581)	-33%	28 528
Finance and administration	–	90 177	90 704	7 416	11 505	15 117	(3 613)	-24%	90 704
Internal audit	–	2 230	2 230	212	467	372	96	26%	2 230
Community and public safety	–	99 678	99 465	4 465	8 383	16 578	(8 195)	-49%	99 465
Community and social services	–	26 589	26 595	1 715	3 375	4 433	(1 058)	-24%	26 595
Sport and recreation	–	28 548	28 423	1 835	3 248	4 737	(1 489)	-31%	28 423
Public safety	–	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Housing	–	35 126	35 076	405	716	5 846	(5 130)	-88%	35 076
Economic and environmental services	–	69 890	70 914	4 747	7 502	11 819	(4 317)	-37%	70 914
Planning and development	–	11 868	11 861	919	1 647	1 977	(330)	-17%	11 861
Road transport	–	55 632	56 503	3 774	5 780	9 417	(3 637)	-39%	56 503
Environmental protection	–	2 390	2 550	54	75	425	(350)	-82%	2 550
Trading services	–	363 203	363 494	37 743	38 420	60 582	(22 162)	-37%	363 494
Energy sources	–	260 127	260 123	28 412	29 608	43 354	(13 745)	-32%	260 123
Water management	–	28 971	28 816	3 783	2 663	4 803	(2 140)	-45%	28 816
Waste water management	–	31 759	31 769	2 226	2 571	5 295	(2 724)	-51%	31 769
Waste management	–	42 346	42 787	3 322	3 578	7 131	(3 553)	-50%	42 787
Other	–	914	914	–	213	152	61	40%	914
Total Expenditure - Functional	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947	73 893		11 682

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	–	95 002	95 966	4 937	41 725	15 994	25 730	161%	95 969
Finance and administration	–	95 002	95 966	4 935	41 722	15 994	25 728	161%	95 966
Administrative and Corporate Support	–	9	9	–	–	1	(1)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	95 311	4 932	41 715	15 885	25 830	163%	95 311
Human Resources	–	526	526	–	–	88	(88)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	17	(17)	-100%	104
Supply Chain Management	–	17	17	4	8	3	5	170%	17
Community and public safety	–	156 525	156 925	545	39 590	26 154	13 435	51%	156 925
Community and social services	–	105 912	106 312	81	38 825	17 719	21 107	119%	106 312
Aged Care	–	95 119	95 119	26	38 715	15 853	22 861	144%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	23	41	37	4	10%	222
Community Halls and Facilities	–	863	863	26	54	144	(90)	-63%	863
Libraries and Archives	–	9 707	10 107	6	16	1 685	(1 668)	-99%	10 107
Sport and recreation	–	20 394	20 394	455	748	3 399	(2 651)	-78%	20 394
Recreational Facilities	–	7 299	7 299	450	733	1 217	(483)	-40%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	5	15	2 183	(2 168)	-99%	13 095

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	–	728	728	0	0	121	(121)	-100%	728
Fire Fighting and Protection	–	728	728	0	0	121	(121)	-100%	728
Housing	–	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
Housing	–	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
Economic and environmental services	–	34 264	34 264	479	928	5 711	(4 782)	-84%	34 264
Planning and development	–	3 669	3 669	76	192	611	(420)	-69%	3 669
Economic Development/Planning	–	250	250	–	–	42	(42)	-100%	250
Town Planning, Building Regulations and Enforcemen	–	2 793	2 793	76	192	466	(274)	-59%	2 793
Project Management Unit	–	626	626	–	–	104	(104)	-100%	626
Road transport	–	30 057	30 057	402	736	5 009	(4 274)	-85%	30 057
Police Forces, Traffic and Street Parking Control	–	23 720	23 720	402	736	3 953	(3 218)	-81%	23 720
Roads	–	6 337	6 337	–	–	1 056	(1 056)	-100%	6 337
Environmental protection	–	538	538	1	1	90	(89)	-99%	538
Biodiversity and Landscape	–	538	538	1	1	90	(89)	-99%	538
Trading services	–	374 903	380 664	31 272	63 188	63 444	(256)	0%	380 664
Energy sources	–	267 273	267 273	23 201	45 417	44 546	872	2%	267 273
Electricity	–	266 452	266 452	23 201	45 417	44 409	1 009	2%	266 452
Street Lighting and Signal Systems	–	821	821	–	–	137	(137)	-100%	821
Water management	–	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
Water Distribution	–	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
Waste water management	–	26 404	26 404	2 266	6 067	4 401	1 667	38%	26 404
Sewerage	–	23 012	23 012	2 266	6 067	3 835	2 232	58%	23 012
Storm Water Management	–	3 391	3 391	–	–	565	(565)	-100%	3 391
Waste management	–	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
Solid Waste Removal	–	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
Total Revenue - Functional	–	660 803	667 928	37 243	145 504	111 321	34 183	31%	667 931

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	–	120 995	121 462	9 277	15 146	20 244	(5 097)	-25%	121 462
Executive and council	–	28 588	28 528	1 649	3 174	4 755	(1 581)	-33%	28 528
Mayor and Council	–	18 767	18 699	1 081	2 130	3 116	(987)	-32%	18 699
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 829	568	1 044	1 638	(594)	-36%	9 829
Finance and administration	–	90 177	90 704	7 416	11 505	15 117	(3 613)	-24%	90 704
Administrative and Corporate Support	–	8 615	8 608	1 582	1 986	1 435	551	38%	8 608
Asset Management	–	4 392	4 392	126	132	732	(600)	-82%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	33 713	34 048	2 414	2 652	5 675	(3 023)	-53%	34 048
Fleet Management	–	2 796	2 796	239	438	466	(28)	-6%	2 796
Human Resources	–	19 972	19 949	1 626	3 865	3 325	540	16%	19 949
Information Technology	–	3 719	3 719	271	333	620	(287)	-46%	3 719
Legal Services	–	1 780	1 780	237	324	297	27	9%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 770	291	577	628	(51)	-8%	3 770
Property Services	–	3 489	3 489	47	99	581	(483)	-83%	3 489
Risk Management	–	421	421	–	–	70	(70)	-100%	421
Supply Chain Management	–	5 970	6 170	558	1 052	1 028	24	2%	6 170
Valuation Service	–	1 680	1 563	24	48	260	(213)	-82%	1 563
Internal audit	–	2 230	2 230	212	467	372	96	26%	2 230
Governance Function	–	2 230	2 230	212	467	372	96	26%	2 230
Community and public safety	–	99 678	99 465	4 465	8 383	16 578	(8 195)	-49%	99 465
Community and social services	–	26 589	26 595	1 715	3 375	4 433	(1 058)	-24%	26 595
Aged Care	–	4 296	4 298	226	450	716	(266)	-37%	4 298
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	233	470	553	(83)	-15%	3 317
Child Care Facilities	–	819	823	–	–	137	(137)	-100%	823
Community Halls and Facilities	–	6 080	6 080	442	865	1 013	(149)	-15%	6 080
Disaster Management	–	47	47	–	–	8	(8)	-100%	47
Education	–	705	705	–	0	118	(117)	-100%	705
Libraries and Archives	–	11 324	11 324	813	1 590	1 887	(298)	-16%	11 324
Sport and recreation	–	28 548	28 423	1 835	3 248	4 737	(1 489)	-31%	28 423
Community Parks (including Nurseries)	–	6 763	6 763	540	1 010	1 127	(117)	-10%	6 763
Recreational Facilities	–	16 797	16 673	967	1 594	2 779	(1 185)	-43%	16 673
Sports Grounds and Stadiums	–	4 988	4 988	329	644	831	(187)	-23%	4 988
Public safety	–	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Fire Fighting and Protection	–	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Housing	–	35 126	35 076	405	716	5 846	(5 130)	-88%	35 076
Housing	–	33 431	33 361	381	686	5 560	(4 875)	-88%	33 361
Informal Settlements	–	1 695	1 715	24	30	286	(255)	-89%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	–	69 890	70 914	4 747	7 502	11 819	(4 317)	-37%	70 914
Planning and development	–	11 868	11 861	919	1 647	1 977	(330)	-17%	11 861
Corporate Wide Strategic Planning (IDPs, LEDs)	–	2 182	2 182	122	241	364	(123)	-34%	2 182
Economic Development/Planning	–	2 227	2 221	339	490	370	120	32%	2 221
Town Planning, Building Regulations and Enforcement	–	4 920	4 920	320	642	820	(178)	-22%	4 920
Project Management Unit	–	2 538	2 538	138	273	423	(150)	-35%	2 538
Road transport	–	55 632	56 503	3 774	5 780	9 417	(3 637)	-39%	56 503
Police Forces, Traffic and Street Parking Control	–	31 101	30 815	1 725	3 110	5 136	(2 026)	-39%	30 815
Roads	–	24 531	25 688	2 049	2 670	4 281	(1 612)	-38%	25 688
Environmental protection	–	2 390	2 550	54	75	425	(350)	-82%	2 550
Biodiversity and Landscape	–	2 390	2 550	54	75	425	(350)	-82%	2 550
Pollution Control	–	–	–	–	–	–	–		–
Trading services	–	363 203	363 494	37 743	38 420	60 582	(22 162)	-37%	363 494
Energy sources	–	260 127	260 123	28 412	29 608	43 354	(13 745)	-32%	260 123
Electricity	–	257 067	257 063	28 138	29 176	42 844	(13 668)	-32%	257 063
Street Lighting and Signal Systems	–	3 060	3 060	274	433	510	(77)	-15%	3 060
Water management	–	28 971	28 816	3 783	2 663	4 803	(2 140)	-45%	28 816
Water Treatment	–	1 557	1 557	2	7	260	(253)	-97%	1 557
Water Distribution	–	24 063	23 908	2 626	1 474	3 985	(2 511)	-63%	23 908
Water Storage	–	3 351	3 351	1 156	1 182	558	624	112%	3 351
Waste water management	–	31 759	31 769	2 226	2 571	5 295	(2 724)	-51%	31 769
Public Toilets	–	1 710	1 710	114	235	285	(50)	-18%	1 710
Sewerage	–	21 855	21 855	1 592	1 438	3 642	(2 205)	-61%	21 855
Storm Water Management	–	5 720	5 720	519	898	953	(56)	-6%	5 720
Waste Water Treatment	–	2 475	2 485	–	–	414	(414)	-100%	2 485
Waste management	–	42 346	42 787	3 322	3 578	7 131	(3 553)	-50%	42 787
Solid Waste Disposal (Landfill Sites)	–	16 543	16 539	461	492	2 757	(2 265)	-82%	16 539
Solid Waste Removal	–	24 478	24 922	2 626	2 781	4 154	(1 372)	-33%	24 922
Street Cleaning	–	1 325	1 325	236	305	221	84	38%	1 325
Other	–	914	914	–	213	152	61	40%	914
Licensing and Regulation	–	60	60	–	–	10	(10)	-100%	60
Tourism	–	854	854	–	213	142	71	50%	854
Total Expenditure - Functional	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 682

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M02 August

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	–	91 210	92 074	4 747	41 378	15 346	26 033	169,6%	92 074
Vote 2 - Community Services	–	181 732	182 132	973	40 430	30 355	10 074	33,2%	182 132
Vote 3 - Corporate Services	–	539	639	2	2	106	(104)	-97,8%	639
Vote 4 - Technical Services	–	385 828	391 589	31 478	63 601	65 265	(1 664)	-2,5%	391 589
Vote 5 - Muncipal Manager	–	1 495	1 495	43	93	249	(156)	-62,6%	1 495
Total Revenue by Vote	–	660 803	667 928	37 243	145 504	111 321	34 183	30,7%	667 928
Vote 1 - Financial Services	–	47 139	47 557	3 155	3 947	7 926	(3 979)	-50,2%	47 557
Vote 2 - Community Services	–	136 762	136 416	6 570	12 034	22 736	(10 702)	-47,1%	136 416
Vote 3 - Corporate Services	–	61 026	61 068	5 075	9 534	10 178	(644)	-6,3%	61 068
Vote 4 - Technical Services	–	397 201	398 657	40 488	42 436	66 443	(24 007)	-36,1%	398 657
Vote 5 - Muncipal Manager	–	12 551	12 551	944	1 713	2 092	(378)	-18,1%	12 551
Total Expenditure by Vote	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36,3%	656 249
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947	73 893	3796,0%	11 680

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M02 August

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	–	72 282	72 282	3 664	39 585	12 047	27 538	229%	72 282
Service charges - electricity revenue	–	265 119	265 119	23 212	45 437	44 186	1 251	3%	265 119
Service charges - water revenue	–	35 901	35 901	3 158	6 352	5 984	369	6%	35 901
Service charges - sanitation revenue	–	22 085	22 085	2 108	5 773	3 681	2 092	57%	22 085
Service charges - refuse revenue	–	23 849	23 849	2 024	4 121	3 975	146	4%	23 849
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	–	7 567	7 567	376	712	1 261	(549)	-44%	7 567
Interest earned - external investments	–	8 695	8 695	623	1 057	1 449	(392)	-27%	8 695
Interest earned - outstanding debtors	–	7 891	7 891	1 066	2 099	1 315	784	60%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	–	19 482	19 482	(2)	88	3 247	(3 159)	-97%	19 482
Licences and permits	–	1 915	1 915	416	723	319	404	127%	1 915
Agency services	–	3 670	3 670	–	–	612	(612)	-100%	3 670
Transfers recognised - operational	–	138 467	137 067	53	38 768	22 845	15 924	70%	137 067
Other revenue	–	9 704	10 568	545	788	1 761	(974)	-55%	10 568
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	–	616 625	616 089	37 243	145 504	102 682	42 823	42%	616 089
Expenditure By Type									
Employee related costs	–	188 333	188 726	15 872	31 517	31 454	62	0%	188 726
Remuneration of councillors	–	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Debt impairment	–	33 613	33 613	3 473	(1 641)	5 602	(7 243)	-129%	33 613
Depreciation & asset impairment	–	47 090	47 090	1	1	7 848	(7 847)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	1 473	(1 473)	-100%	8 840
Bulk purchases	–	229 196	229 196	26 527	26 736	38 199	(11 463)	-30%	229 196
Other materials	–	17 569	16 743	1 821	2 261	2 790	(530)	-19%	16 743
Contracted services	–	43 731	45 134	4 589	4 754	7 522	(2 768)	-37%	45 134
Transfers and grants	–	30 962	30 932	–	213	5 155	(4 942)	-96%	30 932
Other expenditure	–	43 888	44 515	3 155	4 235	7 419	(3 184)	-43%	44 515
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/(Deficit)	–	(38 055)	(40 159)	(18 989)	75 840	(6 693)	82 533	(0)	(40 159)
Transfers recognised - capital	–	44 178	51 839	–	–	8 640	(8 640)	(0)	51 839
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	–	6 123	11 680	(18 989)	75 840	1 947			11 680
Surplus/(Deficit) attributable to	–	6 123	11 680	(18 989)	75 840	1 947			11 680
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947			11 680

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M02 August

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	3 106	3 106	–	–	518	(518)	-100%	3 106
Vote 4 - Technical Services	–	33 049	38 810	2 044	2 145	6 468	(4 323)	-67%	38 810
Total Capital Multi-year expenditure	–	36 155	41 916	2 044	2 145	6 986	(4 841)	-69%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	–	80	80	2	2	13	(11)	-81%	80
Vote 2 - Community Services	–	15 992	16 800	554	554	2 800	(2 246)	-80%	16 800
Vote 3 - Corporate Services	–	3 380	4 582	235	235	764	(529)	-69%	4 582
Vote 4 - Technical Services	–	15 950	14 042	200	200	2 340	(2 141)	-91%	14 042
Vote 5 - Muncipal Manager	–	56	56	–	–	9	(9)	-100%	56
Total Capital single-year expenditure	–	35 458	35 560	991	991	5 927	(4 936)	-83%	35 560
Total Capital Expenditure	–	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M02 August

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	–	2 700	3 692	2	2	615	(613)	-100%	3 692
Executive and council	–	150	150	2	2	25	(23)	-90%	150
Finance and administration	–	2 550	3 542	–	–	590	(590)	-100%	3 542
Community and public safety	–	18 572	19 372	554	554	3 229	(2 675)	-83%	19 372
Community and social services	–	4 190	5 090	75	75	848	(773)	-91%	5 090
Sport and recreation	–	13 461	13 360	478	478	2 227	(1 748)	-79%	13 360
Public safety	–	922	922	–	–	154	(154)	-100%	922
Housing	–	–	–	–	–	–	–		–
Economic and environmental service	–	13 808	10 816	–	–	1 803	(1 803)	-100%	10 816
Planning and development	–	26	138	–	–	23	(23)	-100%	138
Road transport	–	13 782	10 679	–	–	1 780	(1 780)	-100%	10 679
Environmental protection	–	–	–	–	–	–	–		–
Trading services	–	36 533	43 891	2 479	2 580	7 315	(4 736)	-65%	43 891
Energy sources	–	8 700	8 700	1 618	1 719	1 450	269	19%	8 700
Water management	–	19 581	26 544	304	304	4 424	(4 120)	-93%	26 544
Waste water management	–	7 241	7 341	556	556	1 224	(667)	-55%	7 341
Waste management	–	1 010	1 306	–	–	218	(218)	-100%	1 306
Total Capital Expenditure - Standard Cl	–	71 613	77 772	3 035	3 136	12 962	(9 826)	-76%	77 772
Funded by:									
National Government	–	38 506	44 267	909	909	7 378	(6 469)	-88%	44 267
Provincial Government	–	6 672	7 072	–	–	1 179	(1 179)	-100%	7 072
District Municipality	–	500	500	–	–	83	(83)	-100%	500
Transfers recognised - capital	–	45 678	51 839	909	909	8 640	(7 731)	-89%	51 839
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	25 637	2 127	2 227	4 273	(2 046)	-48%	25 637
Total Capital Funding	–	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M02 August

Description	2018/19	Budget Year 2019/20			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	–	89 164	89 164	42 330	(51 932)
Call investment deposits	–	–	–	90 000	90 000
Consumer debtors	–	29 579	29 579	106 565	39 883
Other debtors	–	26 690	26 690	5 766	(5 309)
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 402	11 402	9 840	(1 853)
Total current assets	–	156 835	156 835	254 501	70 789
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	45 660	45 660	44 492	–
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	929 659	929 659	922 783	3 136
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 650	2 650	2 030	–
Other non-current assets	–	550	550	550	–
Total non current assets	–	978 519	978 519	969 855	3 136
TOTAL ASSETS	–	1 135 353	1 135 353	1 224 356	73 925
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	1 518	–
Consumer deposits	–	6 418	6 418	7 338	188
Trade and other payables	–	69 191	69 191	55 348	(5 635)
Provisions	–	39 877	39 877	24 080	2 279
Total current liabilities	–	115 487	115 487	88 284	(3 168)
Non current liabilities					
Borrowing	–	675	675	4 704	–
Provisions	–	154 570	154 570	152 065	1 253
Total non current liabilities	–	155 245	155 245	156 769	1 253
TOTAL LIABILITIES	–	270 732	270 732	245 053	(1 915)
NET ASSETS	–	864 621	864 621	979 303	75 840
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	–	854 266	854 266	968 949	75 840
Reserves	–	10 355	10 355	10 355	–
TOTAL COMMUNITY WEALTH/EQUITY	–	864 621	864 621	979 303	75 840

The cash flows for the year to date are indicated in the following table:

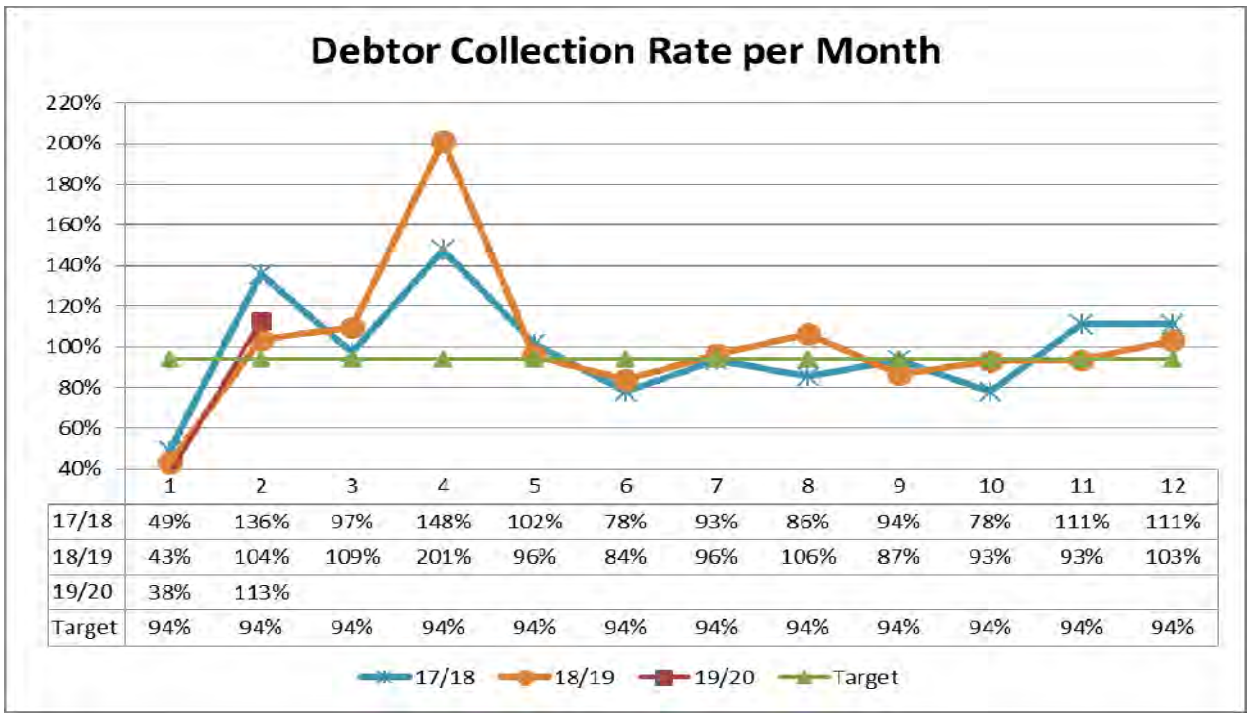
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M02 August

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	–	71 559	71 559	11 142	14 596	11 926	2 670	22%	71 559
Service charges	–	330 950	330 950	33 164	55 903	55 158	745	1%	330 950
Other revenue	–	24 158	24 158	911	1 811	4 026	(2 215)	-55%	24 158
Government - operating	–	139 169	139 169	5 605	53 598	23 195	30 404	131%	139 169
Government - capital	–	50 208	50 208	–	14 003	8 368	5 635	67%	50 208
Interest	–	16 565	16 565	623	1 057	2 761	(1 704)	-62%	16 565
Dividends									
Payments									
Suppliers and employees	–	(530 278)	(530 278)	(56 463)	(94 549)	(88 380)	6 169	-7%	(530 278)
Finance charges	–	(1 366)	(1 366)	–	–	(228)	(228)	100%	(1 366)
Transfers and Grants	–	(30 962)	(30 962)	–	(4 958)	(5 160)	(202)	4%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	70 001	70 001	(5 019)	41 463	11 667	41 273	354%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	(90 000)	(90 000)	–	(90 000)		–
Payments									
Capital assets	–	(71 613)	(71 613)	(1 184)	(3 530)	(11 936)	(8 406)	70%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(71 613)	(71 613)	(91 184)	(93 530)	(11 936)	81 594	-684%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	43	136	–	136		–
Payments									–
Repayment of borrowing	–	(500)	(500)	–	–	(83)	(83)	100%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(500)	(500)	43	136	(83)	(219)	263%	136
									–
NET INCREASE/ (DECREASE) IN CASH HELD	–	(2 112)	(2 112)	(96 160)	(51 932)	(352)			(1 612)
Cash/cash equivalents at beginning:	–	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	–	89 164	89 164		42 330	90 923			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M02 August

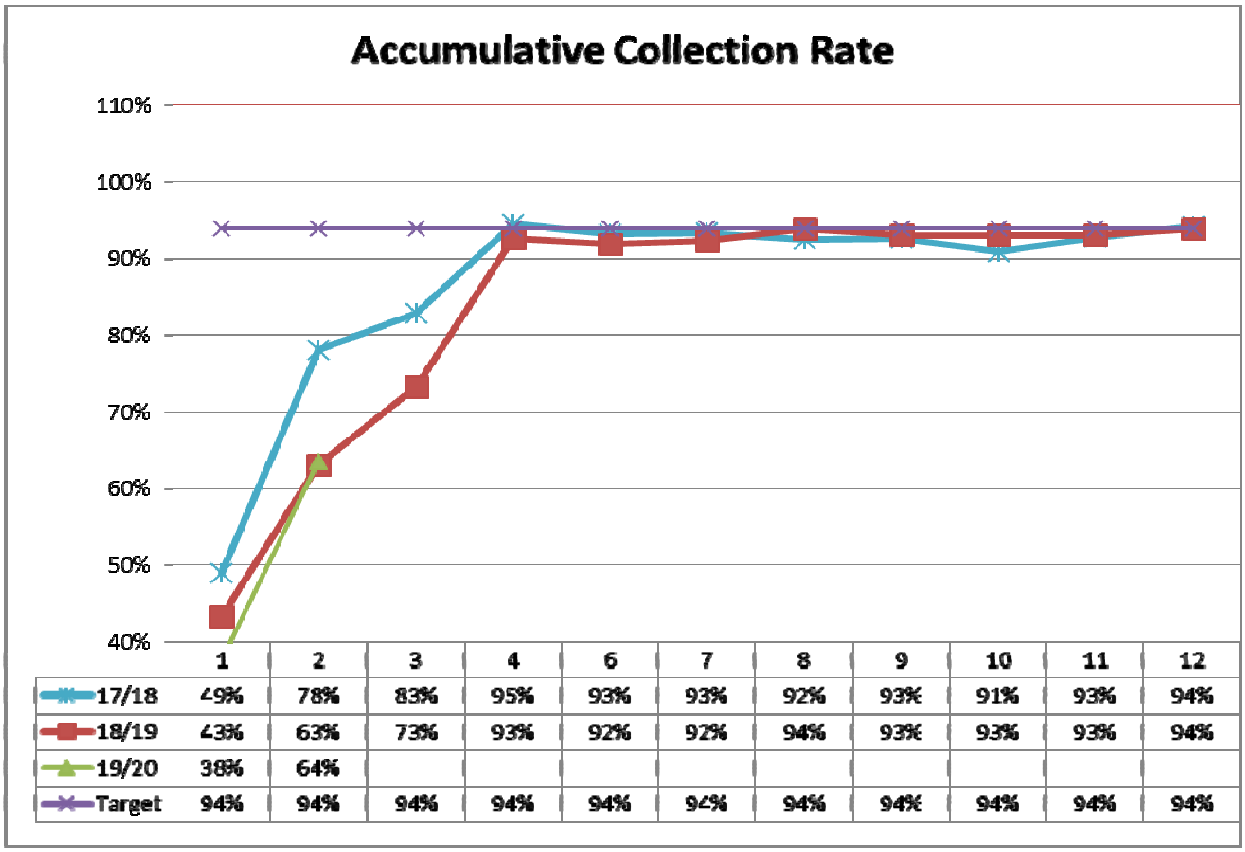
Description	NT Code	Budget Year 2019/20									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	9 517	1 263	995	1 086	1 079	974	5 276	36 241	56 430	44 656
Electricity	1300	17 905	519	277	210	227	220	1 044	2 389	22 793	4 091
Property Rates	1400	28 412	520	254	211	199	186	2 524	12 302	44 609	15 422
Waste Water Management	1500	7 481	685	638	588	566	598	3 318	17 287	31 161	22 358
Waste Management	1600	5 769	821	745	685	650	596	3 214	18 571	31 051	23 716
Property Rental Debtors	1700	95	12	12	17	17	17	93	674	938	818
Interest on Arrear Accounts	1810	1 500	95	97	113	130	139	1 383	28 138	31 596	29 904
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 355)	40	27	40	38	18	175	975	(2 041)	1 246
Total By Income Source	2000	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537	142 211
2018/19 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	12 348	242	128	97	108	113	606	2 910	16 551	3 833
Commercial	2300	26 264	609	320	293	304	330	2 306	7 857	38 282	11 090
Households	2400	27 233	2 949	2 488	2 519	2 453	2 266	13 850	103 039	156 798	124 128
Other	2500	1 479	156	110	43	41	39	266	2 772	4 905	3 160
Total By Customer Group	2600	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537	142 211



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%										
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for Aug 2019 amounts to 113% in comparison to the previous year 104%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Aug 2019 – 113% beloop in vergelyking met die vorige jaar 104 %.



	1	2	3	4	6	7	8	9	10	11	12
17/18	49%	78%	83%	95%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	64%									
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 64%.

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 94%, terwyl die werklike syfer 64% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M02 August

Description	NT Code	Budget Year 2019/20								
R thousands		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 867	–	–	–	–	–	–	–	1 867
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 867	–	–	–	–	–	–	–	1 867

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M02 August

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	20 000
Investec	–	–	–	–		–	–	10 000
Nedbank	–	–	–	–		–	–	20 000
Standard Bank	–	–	–	–		–	–	20 000
FNB	–	–	–	–		–	–	20 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	90 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	97 119	97 119	53	38 768	16 187	22 582	139,5%	97 119
Equitable Share	–	92 850	92 850	–	38 688	15 475	23 213	150,0%	92 850
Local Government Financial Management Grant [Sc	–	1 400	1 400	27	54	233	(180)	-77,0%	1 400
Expanded Public Works Programme Integrated Grar	–	2 269	2 269	26	27	378	(352)	-93,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	100	(100)	-100,0%	600
Provincial Government:	–	39 969	38 469	–	–	6 412	(6 412)	-100,0%	38 469
Housing	–	29 000	29 000	–	–	4 833	(4 833)	-100,0%	29 000
Financial Management	–	330	330	–	–	55	(55)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 639	8 139	–	–	1 357	(1 357)	-100,0%	8 139
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	37	(37)	-100,0%	224
Other grant providers:	–	1 549	1 549	–	–	–	–		1 549
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Total Operating Transfers and Grants	–	138 638	137 138	53	38 768	22 598	16 170	71,6%	137 138
National Government:	–	80 490	92 012	–	–	15 335	(15 335)	-100,0%	92 012
National Government:	–	41 984	47 745	–	–	7 957	(7 957)	-100,0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	3 161	(3 161)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	22 692	–	–	3 782	(3 782)	-100,0%	22 692
Provincial Government:	–	2 666	2 666	–	–	444	(444)	-100,0%	1 944
Provincial Government:	–	1 694	1 694	–	–	282	(282)	-100,0%	972
Housing	–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	–	83 156	94 678	–	–	15 780	(15 780)	-100,0%	93 956
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	221 794	231 816	53	38 768	38 378	391	1,0%	231 094

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M02 August

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	–	97 119	97 119	53	38 768	16 187	22 582	139,5%	97 119
Equitable Share	–	92 850	92 850	–	38 688	15 475	23 213	150,0%	92 850
Local Government Financial Management Grant [S	–	1 400	1 400	27	54	233	(180)	-77,0%	1 400
Expanded Public Works Programme Integrated Gr	–	2 269	2 269	26	27	378	(352)	-93,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	100	(100)	-100,0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	40 193	38 693	–	–	6 449	(6 449)	-100,0%	38 693
Housing	–	29 000	29 000	–	–	4 833	(4 833)	-100,0%	29 000
Financial Management	–	330	330	–	–	55	(55)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Regional Social Econimical Pro	–	1 000	1 000	–	–	167	(167)	-100,0%	1 000
Libraries, Archives and Museum	–	9 639	8 139	–	–	1 357	(1 357)	-100,0%	8 139
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	37	(37)	-100,0%	224
District Municipality:	–	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Table Mountain Fund	–	525	525	–	–	–	–		525
Total operating expenditure of Transfers and Grants	–	138 087	136 587	53	38 768	22 635	16 133	71,3%	136 587
Capital expenditure of Transfers and Grants									
National Government:	–	38 506	44 267	–	–	7 378	(7 378)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	3 161	(3 161)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	22 692	–	–	3 782	(3 782)	-100,00%	22 692
Integrated National Electrification Programme (Mu	–	2 609	2 609	–	–	435	(435)	-100,00%	2 609
Regional Social Econimical Pro	–	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–	–		–
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	–	38 506	44 267	–	–	7 378	(7 378)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	–	176 593	180 854	53	38 768	30 013	8 755	29,2%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M02 August

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	1 216	1 286	(71)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	177	190	(13)	-7%	1 137
Medical Aid Contributions	227	227	16	32	38	(5)	-14%	227
Motor Vehicle Allowance	741	741	–	–	123	(123)	-100%	741
Cellphone Allowance	1 094	1 094	78	156	182	(26)	-14%	1 094
Housing Allowances	487	487	3	7	81	(74)	-92%	487
Other benefits and allowances	54	54	–	–	9	(9)	-100%	54
Sub Total - Councillors	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	416	635	(219)	-35%	3 809
Pension and UIF Contributions	783	783	15	31	131	(100)	-76%	783
Medical Aid Contributions	135	135	6	12	22	(11)	-48%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	41	41	148	(107)	-72%	891
Motor Vehicle Allowance	1 052	1 052	68	135	175	(40)	-23%	1 052
Cellphone Allowance	71	71	2	2	12	(10)	-87%	71
Housing Allowances	154	154	–	–	26	(26)	-100%	154
Other benefits and allowances	115	115	12	24	19	5	24%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	7 010	7 010	352	660	1 168	(508)	-43%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	8 615	16 576	17 922	(1 346)	-8%	107 531
Pension and UIF Contributions	16 333	16 333	1 331	2 663	2 722	(59)	-2%	16 333
Medical Aid Contributions	7 364	7 364	610	1 228	1 227	0	0%	7 364
Overtime	12 433	12 432	1 514	2 911	2 072	839	40%	12 432
Performance Bonus	8 186	8 186	729	1 428	1 364	64	5%	8 186
Motor Vehicle Allowance	4 478	4 478	407	797	746	50	7%	4 478
Cellphone Allowance	396	396	42	80	66	14	21%	396
Housing Allowances	1 600	1 600	125	249	267	(18)	-7%	1 600
Other benefits and allowances	4 192	4 192	318	662	699	(37)	-5%	4 192
Payments in lieu of leave	889	889	614	1 321	148	1 172	791%	889
Long service awards	436	436	207	283	73	210	290%	436
Post-retirement benefit obligations	11 376	11 376	290	1 211	1 896	(685)	-36%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 802	29 408	29 202	206	1%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 948	31 657	32 280	(624)	-2%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	15 154	30 069	30 371	(302)	-1%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M02 August

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142										50 185
Service charges - electricity revenue		17 246	27 274										189 057
Service charges - water revenue		2 326	2 518										35 226
Service charges - sanitation revenue		1 520	1 560										14 130
Service charges - refuse		1 647	1 811										17 428
Service charges - other		–	–										–
Rental of facilities and equipment		240	284										4 575
Interest earned - external investments		434	623										7 145
Interest earned - outstanding debtors		–											2 227
Dividends received		–											–
Fines		208	288										4 419
Licences and permits		308	8										3 339
Agency services		–	–										4 878
Transfer receipts - operating		47 994	5 605										62 372
Other revenue		145	331										10 106
Cash Receipts by Source		75 522	51 444	–	–	–	–	–	–	–	–	–	405 088
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–										45 827
Contributions & Contributed assets		–	–										–
Proceeds on disposal of PPE		–	–										–
Short term loans		–	–										–
Borrowing long term/refinancing		–	–										–
Increase in consumer deposits		92	43										(136)
Receipt of non-current debtors		–	–										–
Receipt of non-current receivables		–	–										–
Change in non-current investments		–	(90 000)										90 000
Total Cash Receipts by Source		89 618	(38 513)	–	–	–	–	–	–	–	–	–	540 779
Cash Payments by Type													–
Employee related costs		13 166	13 889										135 609
Remuneration of councillors		909	910										8 890
Interest paid		–											1 095
Bulk purchases - Electricity		23 467	30 587										143 486
Bulk purchases - Water & Sewer		–	–										–
Other materials		1 070	1 700										13 789
Contracted services		2 576	4 884										47 588
Grants and subsidies paid - other municipalities		–	–										–
Grants and subsidies paid - other		4 958	–										9 436
General expenses		3 937	4 387										37 330
Cash Payments by Type		50 084	56 357	–	–	–	–	–	–	–	–	–	397 225
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184										87 923
Repayment of borrowing		–	–										3 000
Other Cash Flows/Payments		(7 040)	107										6 933
Total Cash Payments by Type		45 389	57 648	–	–	–	–	–	–	–	–	–	495 082
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(96 160)	–	–	–	–	–	–	–	–	–	45 697
Cash/cash equivalents at the month/year beginning:		94 262	138 491	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330
Cash/cash equivalents at the month/year end:		138 491	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M02 August

Month	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		5 968	6 456	101	101	6 456	6 356	98,4%	0%
August		5 968	6 456	3 035	3 136	12 913	9 777	75,7%	4%
September		5 968	6 456	–		19 369	–		
October		5 968	6 456	–		25 825	–		
November		5 968	6 456	–		32 282	–		
December		5 968	6 456	–		38 738	–		
January		5 968	6 456	–		45 194	–		
February		5 968	6 456	–		51 651	–		
March		5 968	6 456	–		58 107	–		
April		5 968	6 456	–		64 563	–		
May		5 968	6 456	–		71 020	–		
June		5 968	6 456	–		77 476	–		
Total Capital expenditure	–	71 613	77 476	3 136					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019
08/2/17/05	Training of Municipal officials on Accredited Electrical modular courses	25-Sep-2019
08/2/17/05	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019
08/2/17/11	The supply, delivery and installation of process aerators / mixers for Witzenberg municipality	20-Sep-2019
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/12	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	06-Sep-2019
08/2/17/19	Supply of Gear box (recon or exchange unit) and complete new clutch assemble	05-Sep-2019
08/2/17/23	Supply, Deliver and Assemble of Office Furniture	05-Sep-2019
08/2/17/34	Supply, delivery, installation and configuration of Trend Micro Enterprise security suite	10-Sep-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	12-Aug-2019	J Jacobs
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	26-Jul-2019 Referred back	M Frieslaar
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019	29-Jul-2019 Awaiting	N Jacobs

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019	08-Aug-2019	C Stevens
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	Awaiting	J Jacobs
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	28-Aug-2019	L Nieuwenhuis
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019 15-Jul-2019 Referred back	H Truter
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019	Awaiting	E Lintnaar
08/2/17/01	Supply and installation of Air conditioning system at Ceres Town Hall	07-Aug-2019	13-Aug-2019	H Truter
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019	27-Aug-2019	H Truter

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
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	05-Jul-2019	N Jacobs
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	02-Aug-2019 Referred back	R Fick
08/2/17/20	Supply, delivery, installation and configuration of a UPS system for server room	19-Aug-2019	21-Aug-2019	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 tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	15-Aug-2019	30-Aug-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	28-Aug-2019	30-Aug-2019
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	28-Aug-2019	30-Aug-2019

3.2.1.4 Bids awarded

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

3.2.1.4 Tenders toegeken

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

The following bid was awarded by the Accounting Officer during the month of August 2019:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/62	30-Aug-2019	Fidelity Cash Solutions (PTY) Ltd	Cash in Transit (3 year contract)	Only responsive bidder	R 1 393 379.01

The following competitive bids were awarded by the Adjudication Committee during the month of August 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/58	30-Aug-2019	Werman Tyres t/a CT Tyre King	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	Bidder scored the highest points	R 1 352 668.65

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of August 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende August 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/73	23-Aug-2019	Service Provider for Carpentry Training	No acceptable bids were received

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

The following written price quotations were approved during the month of August 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Augustus 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
161241	15-Aug-2019	Greenline Aluminium CC	Supply and Installation of aluminium glass and door with safety glass at the Op-Die-Berg Offices	Only responsive quotation	R 19 765.55 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of August 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/13	01-Aug-2019	African Technical Innovations (PTY) Ltd	Leasing of office Space to Witzenberg Municipality in Ceres	Only responsive bidder	R 58 363.14	Director: Corporate Services
08/2/17/17	19-Aug-2019	Mubesko Africa (PTY) Ltd	Independent desktop review of the Annual Financial Statements for 2018 / 2019	Bidder scored the highest score	R 18 000.00	Acting Director: Financial services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of August 2019 which totals R 246 660.23:

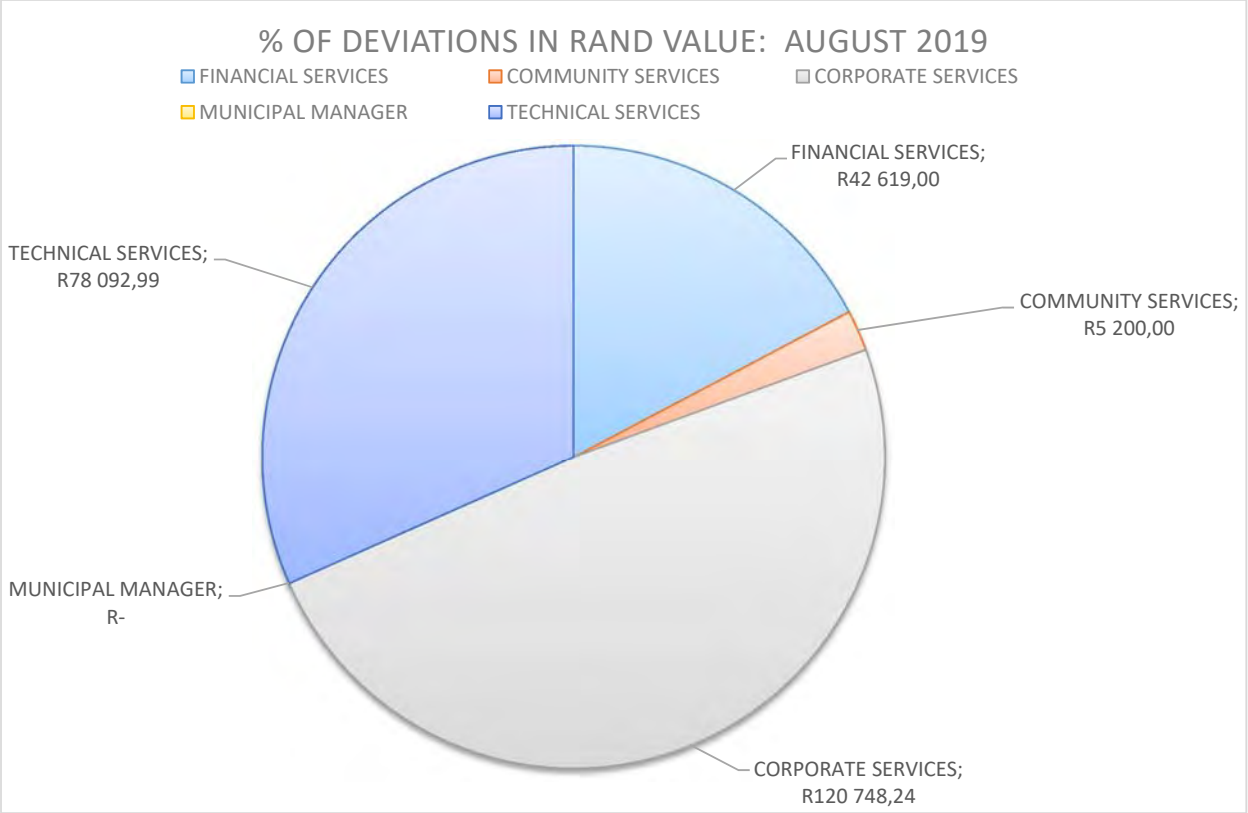
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Augustus 2019 wat beloop op die totaal van R 246 660.23:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
5-Aug-19	Trans Manufacturing (PTY) Ltd T/A Transtech	Supply gutter brooms: CT 22898	Impractical	161008	11,184.44
5-Aug-19	Engineering Council of South Africa	Annuall Engineer Fees	Single supplier	161018	3,550.00
6-Aug-19	JPCE (PTY) Ltd	Professional services: Calculation of Rehabilitation cost of landfill sites	Impractical	161033	39,445.00
14-Aug-19	PBSA	Repair franking machine	Single supplier	161190	4,266.50
14-Aug-19	Witzenberg Herald	Publish Notice: Rescheduling of Council meeting to 23 Aug 2019	Single supplier	161191	2,944.00
15-Aug-19	SEW Plumbing	Emergency repair to burst pipe in Town Hall	Emergency	161233	5,200.00
15-Aug-19	Total Computer Services	TCS Migration from Cobol to Windows	Single supplier	161236	73,482.70
15-Aug-19	PBSA	Annual Fees: Franking Machine	Single supplier	161237	7,895.04
15-Aug-19	Witzenberg Herald	Publish Notice: 2019/20 Budget	Single supplier	161249	32,160.00
27-Aug-19	HD Transmissions (PTY) Ltd	Repair PTO unit and Hydraulic Pump: CT 10849	Single supplier	161451	44,998.43
27-Aug-19	Trans Manufacturing (PTY) Ltd T/A Transtech	Service of sweeper: CT 22898	Single supplier	161452	18,360.12
29-Aug-19	Witzenberg Herald	Publish notice: 2019/2020 Adjustment Budget	Single supplier	161469	3,174.00

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
June 2019	R 5 368 556.19	R13 158 800.64	4,08%
July 2019	R 368 103.98	R18 104 928.45	2.03%
August 2019	R 246 660.23	R17 804 435.66	1.38%

DEVIATIONS PER DIRECTORATE



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):

MONTH	June 2019	July 2019	Aug 2019
Value of inventory at hand	R 10 475 249.88	R 10 304 910.21	R 8 770 559.55
Turnover rate of total value of inventory	1.23	1.28	1.55
Date of latest stores reconciliation	31 Aug 2019		
Date of last stock count	27 Jun 2019		
Date of next stock count	26 Sep 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of August 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: _____

Date: 13 August 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for September 2019

Financial data is in respect of the period 1 July 2019 to 30 September 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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 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

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 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

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."

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."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.08 million.

The monthly billing was also done as scheduled and during this process 12 698 accounts amounting to
R 32.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.3 million.

The indigent cost to the municipality for the month amounts to R 1.7 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 77%.

The municipality issued orders to the value of R 15.6 million of which R 1.7 million was in terms of deviations.

The municipality currently has R 41 million in its primary bank account and investments to the value of R90 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of September 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.08 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 698 rekeninge ten bedrae van R 32.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.3 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 77%

Bestellings ter waarde van R 15.6 miljoen uitgereik, waarvan R 1.7 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 41 miljoen in die primêre bankrekening en beleggings ter waarde van R 90 miljoen.

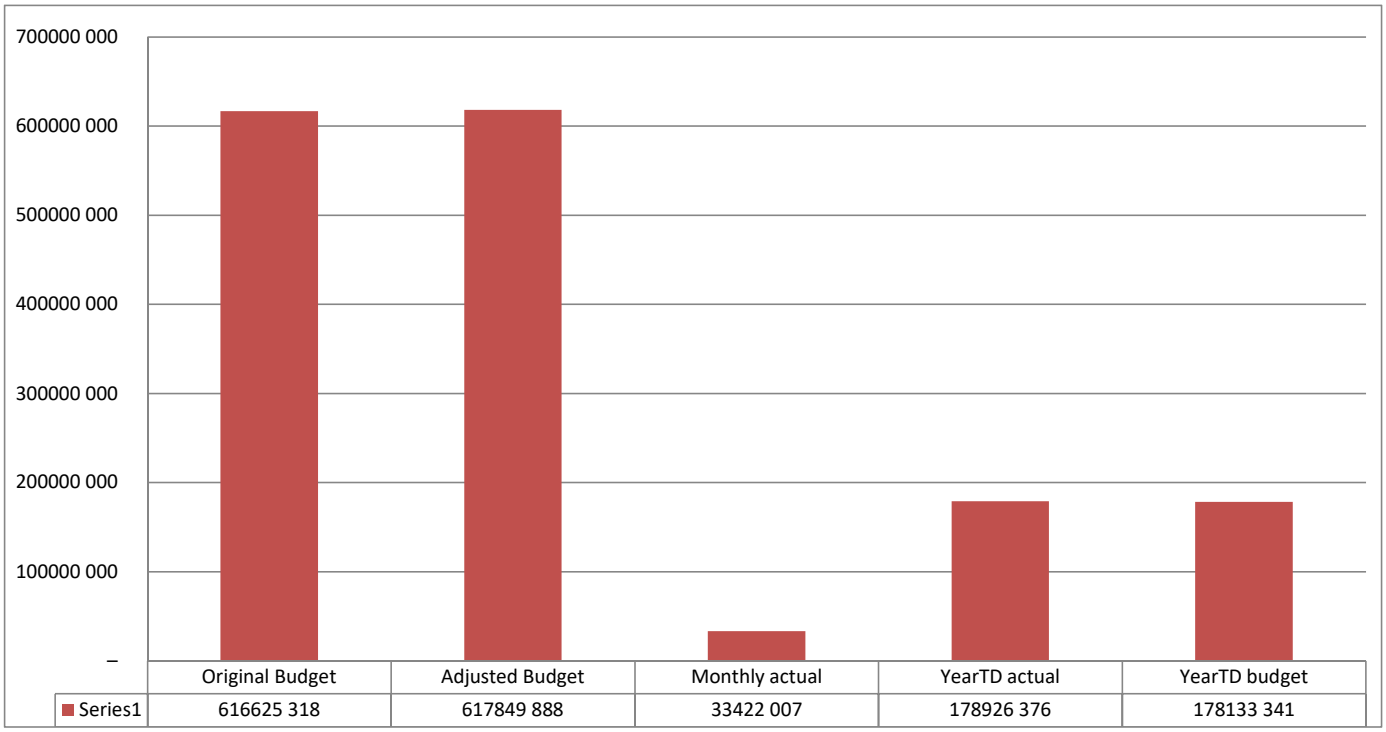
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir September 2019 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

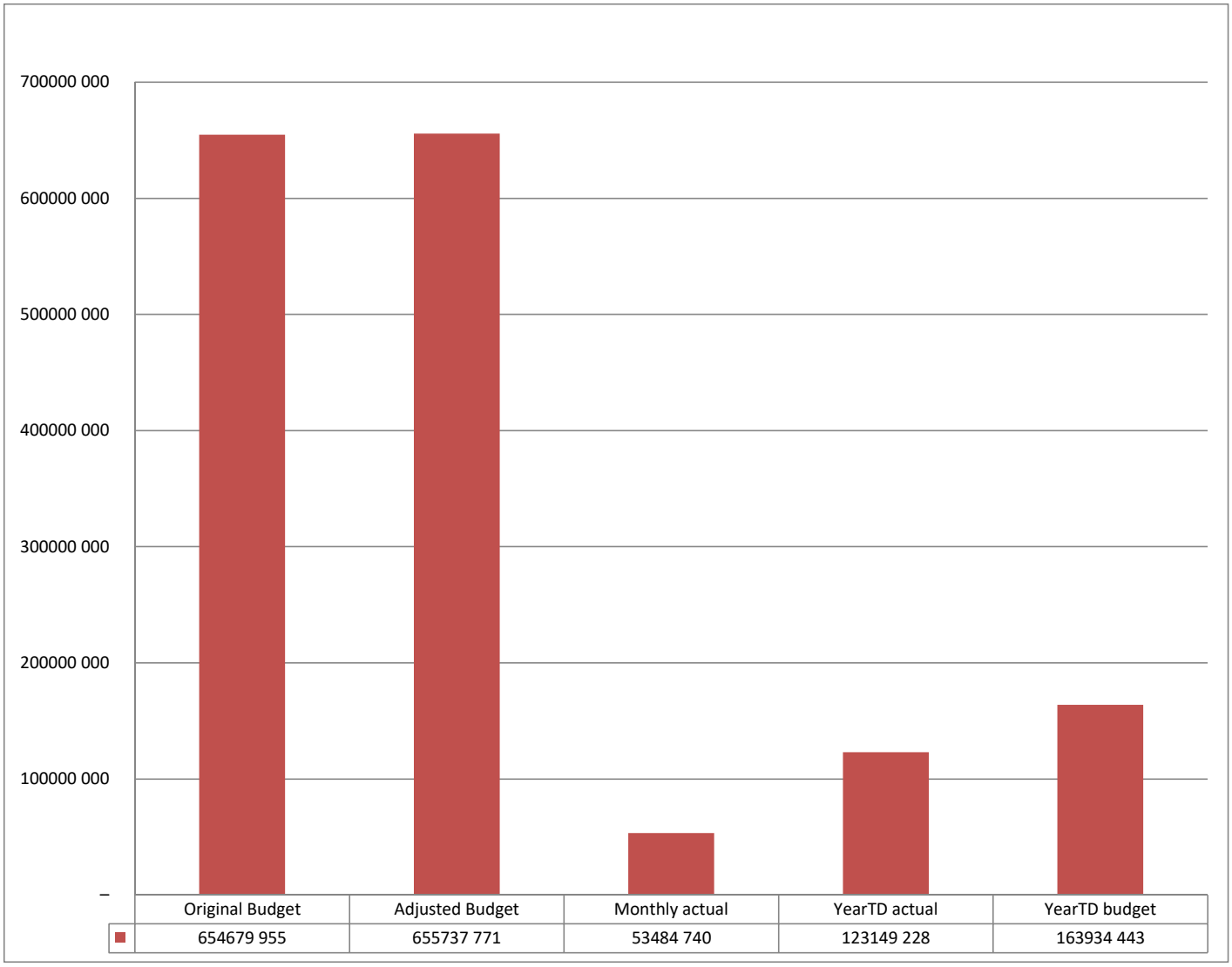
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 September 2019, 28.96% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 28.96% van die begrote operasionele inkomste gehef.

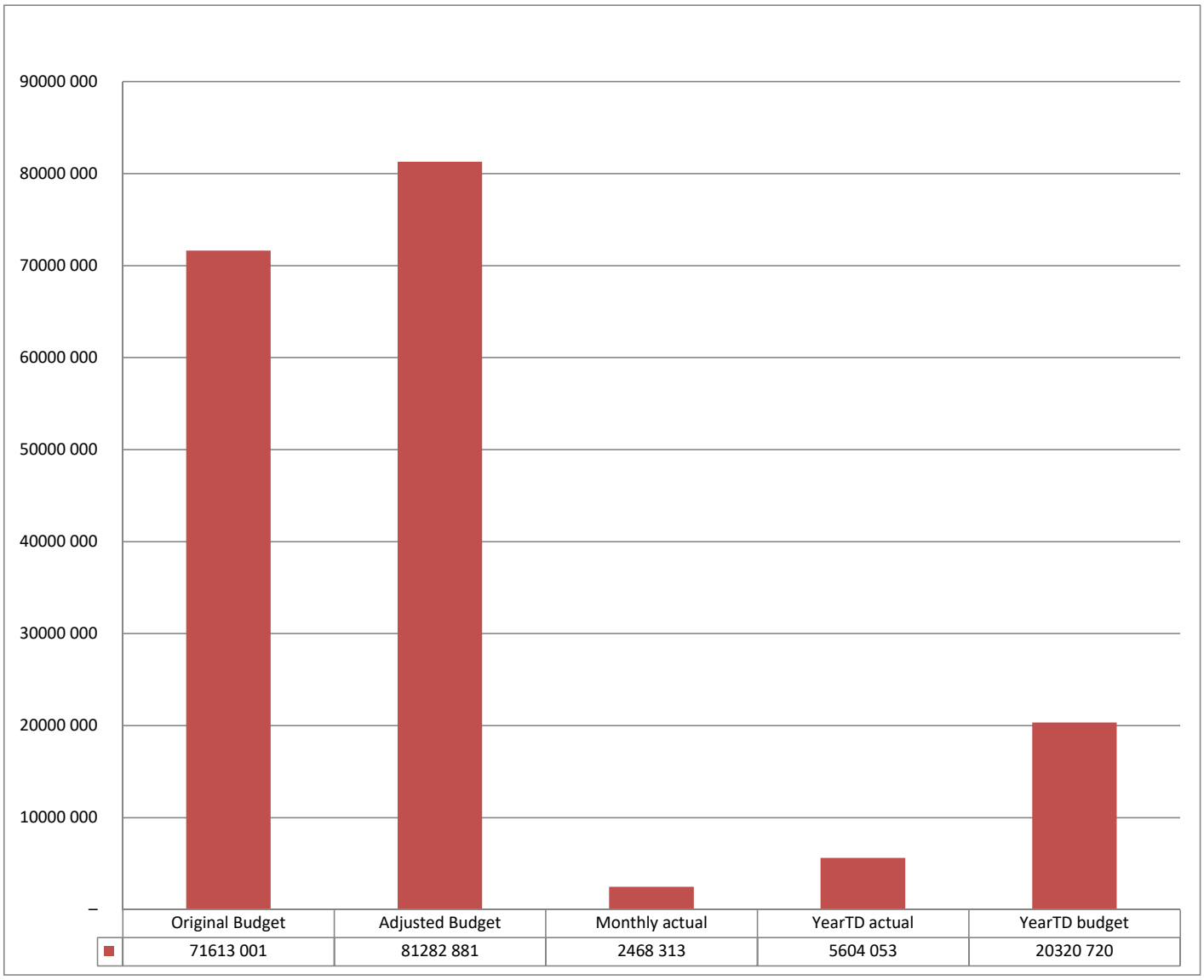
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 30 September 2019, 18.78% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 18.78% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 September 2019, 6.89% of the budgeted capital expenditure was incurred.

There is currently also R 14.04 million on order for capital expenditure.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 6.89% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 14.04 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 September 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M03 September

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	72 282	72 282	3 531	43 117	41 741	1 376	3%	72 282
Service charges	–	346 953	346 953	27 113	88 797	86 738	2 058	2%	346 953
Investment revenue	–	8 695	8 695	77	1 134	2 174	(1 039)	-48%	8 695
Transfers recognised - operational	–	138 467	138 827	191	38 959	34 707	4 252	12%	138 827
Other own revenue	–	50 229	51 093	2 509	6 919	12 773	(5 854)	-46%	51 093
transfers and contributions)	–	616 625	617 850	33 422	178 926	178 133	793	0%	617 850
Employee costs	–	188 333	189 006	15 267	46 783	47 252	(468)	-1%	189 006
Remuneration of Councillors	–	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Depreciation & asset impairment	–	47 090	47 090	–	1	11 772	(11 771)	-100%	47 090
Finance charges	–	8 840	8 840	40	40	2 210	(2 170)	-98%	8 840
Materials and bulk purchases	–	246 765	245 299	24 245	53 241	61 325	(8 083)	-13%	245 299
Transfers and grants	–	30 962	30 932	3 961	4 175	7 733	(3 558)	-46%	30 932
Other expenditure	–	121 231	123 111	9 178	16 526	30 778	(14 252)	-46%	123 111
Total Expenditure	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/(Deficit)	–	(38 055)	(37 888)	(20 063)	55 777	14 199	41 578	293%	(37 888)
Transfers recognised - capital	–	44 178	52 135	–	–	13 034	(13 034)	-100%	52 135
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	–	6 123	14 247	(20 063)	55 777	27 233	28 545	105%	14 247
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	27 233	28 545	105%	14 247
Capital expenditure & funds sources									
Capital expenditure	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
Capital transfers recognised	–	45 678	52 135	1 038	1 947	13 034	(11 087)	-85%	52 135
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	29 148	1 430	3 657	7 287	(3 630)	-50%	29 148
Total sources of capital funds	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
Financial position									
Total current assets	–	156 835	156 835		235 621				235 621
Total non current assets	–	978 519	978 519		972 323				972 323
Total current liabilities	–	115 487	115 487		91 287				91 287
Total non current liabilities	–	155 245	155 245		157 416				157 416
Community wealth/Equity	–	864 621	864 621		959 241				959 241
Cash flows									
Net cash from (used) operating	–	70 001	70 001	(4 014)	37 448	17 500	19 948	114%	70 001
Net cash from (used) investing	–	(71 613)	(71 613)	(3 945)	(97 475)	(17 903)	(79 572)	444%	(71 613)
Net cash from (used) financing	–	(500)	(500)	(119)	17	(125)	142	-113%	17
end	–	89 164	89 164	–	34 252	90 747	(56 495)	-62%	92 650
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605
Creditors Age Analysis									
Total Creditors	728	–	–	–	–	–	–	–	728

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Governance and administration	–	95 002	95 966	4 113	45 838	23 992	21 846	91%	95 969
Finance and administration	–	95 002	95 966	4 113	45 836	23 992	21 844	91%	95 966
Community and public safety	–	156 525	156 925	764	40 354	39 231	1 123	3%	156 925
Community and social services	–	105 912	106 312	152	38 977	26 578	12 399	47%	106 312
Sport and recreation	–	20 394	20 394	602	1 351	5 099	(3 748)	-74%	20 394
Public safety	–	728	728	2	3	182	(179)	-99%	728
Housing	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
Economic and environmental services	–	34 264	35 580	652	1 581	8 895	(7 314)	-82%	35 580
Planning and development	–	3 669	3 669	134	326	917	(591)	-64%	3 669
Road transport	–	30 057	31 214	518	1 254	7 803	(6 549)	-84%	31 214
Environmental protection	–	538	698	–	1	174	(174)	-100%	698
Trading services	–	374 903	381 404	27 883	91 072	95 351	(4 279)	-4%	381 404
Energy sources	–	267 273	267 273	20 489	65 906	66 818	(912)	-1%	267 273
Water management	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
Waste water management	–	26 404	26 404	2 070	8 137	6 601	1 536	23%	26 404
Waste management	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
Total Revenue - Functional	–	660 803	669 985	33 422	178 926	167 496	11 430	7%	669 987
Expenditure - Functional									
Governance and administration	–	120 995	121 766	9 262	24 409	30 442	(6 033)	-20%	121 766
Executive and council	–	28 588	28 518	1 720	4 894	7 129	(2 236)	-31%	28 518
Finance and administration	–	90 177	91 019	7 339	18 843	22 755	(3 911)	-17%	91 019
Internal audit	–	2 230	2 230	204	671	557	114	20%	2 230
Community and public safety	–	99 678	99 134	8 399	16 781	24 784	(8 002)	-32%	99 134
Community and social services	–	26 589	26 564	1 754	5 129	6 641	(1 512)	-23%	26 564
Sport and recreation	–	28 548	28 123	1 773	5 022	7 031	(2 009)	-29%	28 123
Public safety	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Housing	–	35 126	35 076	4 205	4 921	8 769	(3 848)	-44%	35 076
Economic and environmental services	–	69 890	70 940	3 631	11 133	17 735	(6 602)	-37%	70 940
Planning and development	–	11 868	11 888	869	2 516	2 972	(456)	-15%	11 888
Road transport	–	55 632	56 503	2 692	8 472	14 126	(5 654)	-40%	56 503
Environmental protection	–	2 390	2 550	70	145	637	(493)	-77%	2 550
Trading services	–	363 203	362 983	32 193	70 613	90 746	(20 133)	-22%	362 983
Energy sources	–	260 127	259 835	25 103	54 711	64 959	(10 247)	-16%	259 835
Water management	–	28 971	29 256	2 588	5 251	7 314	(2 064)	-28%	29 256
Waste water management	–	31 759	31 329	2 019	4 590	7 832	(3 242)	-41%	31 329
Waste management	–	42 346	42 564	2 483	6 061	10 641	(4 580)	-43%	42 564
Other	–	914	914	–	213	228	(15)	-7%	914
Total Expenditure - Functional	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	3 562	52 215		14 249

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	–	95 002	95 966	4 113	45 838	23 992	21 846	91%	95 969
Finance and administration	–	95 002	95 966	4 113	45 836	23 992	21 844	91%	95 966
Administrative and Corporate Support	–	9	9	–	–	2	(2)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	95 311	4 109	45 823	23 828	21 996	92%	95 311
Human Resources	–	526	526	–	–	131	(131)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	26	(26)	-100%	104
Supply Chain Management	–	17	17	5	12	4	8	187%	17
Community and public safety	–	156 525	156 925	764	40 354	39 231	1 123	3%	156 925
Community and social services	–	105 912	106 312	152	38 977	26 578	12 399	47%	106 312
Aged Care	–	95 119	95 119	86	38 801	23 780	15 021	63%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	26	67	56	11	20%	222
Community Halls and Facilities	–	863	863	33	87	216	(129)	-60%	863
Libraries and Archives	–	9 707	10 107	7	23	2 527	(2 504)	-99%	10 107
Sport and recreation	–	20 394	20 394	602	1 351	5 099	(3 748)	-74%	20 394
Recreational Facilities	–	7 299	7 299	599	1 332	1 825	(493)	-27%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	4	18	3 274	(3 256)	-99%	13 095

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	–	728	728	2	3	182	(179)	-99%	728
Fire Fighting and Protection	–	728	728	2	3	182	(179)	-99%	728
Housing	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
Housing	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
Economic and environmental services	–	34 264	35 580	652	1 581	8 895	(7 314)	-82%	35 580
Planning and development	–	3 669	3 669	134	326	917	(591)	-64%	3 669
Economic Development/Planning	–	250	250	–	–	62	(62)	-100%	250
Town Planning, Building Regulations and Enforcemen	–	2 793	2 793	134	326	698	(372)	-53%	2 793
Project Management Unit	–	626	626	–	–	157	(157)	-100%	626
Road transport	–	30 057	31 214	518	1 254	7 803	(6 549)	-84%	31 214
Police Forces, Traffic and Street Parking Control	–	23 720	23 720	518	1 254	5 930	(4 676)	-79%	23 720
Roads	–	6 337	7 493	–	–	1 873	(1 873)	-100%	7 493
Environmental protection	–	538	698	–	1	174	(174)	-100%	698
Biodiversity and Landscape	–	538	698	–	1	174	(174)	-100%	698
Trading services	–	374 903	381 404	27 883	91 072	95 351	(4 279)	-4%	381 404
Energy sources	–	267 273	267 273	20 489	65 906	66 818	(912)	-1%	267 273
Electricity	–	266 452	266 452	20 489	65 906	66 613	(706)	-1%	266 452
Street Lighting and Signal Systems	–	821	821	–	–	205	(205)	-100%	821
Water management	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
Water Distribution	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
Waste water management	–	26 404	26 404	2 070	8 137	6 601	1 536	23%	26 404
Sewerage	–	23 012	23 012	2 070	8 137	5 753	2 384	41%	23 012
Storm Water Management	–	3 391	3 391	–	–	848	(848)	-100%	3 391
Waste management	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
Solid Waste Removal	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
Total Revenue - Functional	–	660 803	669 985	33 422	178 926	167 496	11 430	7%	669 987

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	–	120 995	121 766	9 262	24 409	30 442	(6 033)	-20%	121 766
Executive and council	–	28 588	28 518	1 720	4 894	7 129	(2 236)	-31%	28 518
Mayor and Council	–	18 767	18 686	1 170	3 300	4 671	(1 371)	-29%	18 686
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 832	549	1 594	2 458	(864)	-35%	9 832
Finance and administration	–	90 177	91 019	7 339	18 843	22 755	(3 911)	-17%	91 019
Administrative and Corporate Support	–	8 615	8 918	1 393	3 379	2 230	1 150	52%	8 918
Asset Management	–	4 392	4 392	4	135	1 098	(963)	-88%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	33 713	34 048	2 710	5 362	8 512	(3 150)	-37%	34 048
Fleet Management	–	2 796	2 796	215	653	699	(46)	-7%	2 796
Human Resources	–	19 972	19 949	1 532	5 397	4 987	410	8%	19 949
Information Technology	–	3 719	3 719	200	533	930	(397)	-43%	3 719
Legal Services	–	1 780	1 780	342	665	445	220	50%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 775	321	898	944	(46)	-5%	3 775
Property Services	–	3 489	3 489	47	146	872	(726)	-83%	3 489
Risk Management	–	421	421	–	–	105	(105)	-100%	421
Supply Chain Management	–	5 970	6 170	551	1 603	1 542	60	4%	6 170
Valuation Service	–	1 680	1 563	24	72	391	(319)	-82%	1 563
Internal audit	–	2 230	2 230	204	671	557	114	20%	2 230
Governance Function	–	2 230	2 230	204	671	557	114	20%	2 230
Community and public safety	–	99 678	99 134	8 399	16 781	24 784	(8 002)	-32%	99 134
Community and social services	–	26 589	26 564	1 754	5 129	6 641	(1 512)	-23%	26 564
Aged Care	–	4 296	4 267	307	757	1 067	(309)	-29%	4 267
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	246	715	829	(114)	-14%	3 317
Child Care Facilities	–	819	823	2	2	206	(204)	-99%	823
Community Halls and Facilities	–	6 080	6 080	422	1 287	1 520	(233)	-15%	6 080
Disaster Management	–	47	47	11	11	12	(1)	-7%	47
Education	–	705	705	0	0	176	(176)	-100%	705
Libraries and Archives	–	11 324	11 324	766	2 356	2 831	(475)	-17%	11 324
Sport and recreation	–	28 548	28 123	1 773	5 022	7 031	(2 009)	-29%	28 123
Community Parks (including Nurseries)	–	6 763	6 763	526	1 536	1 691	(154)	-9%	6 763
Recreational Facilities	–	16 797	16 373	922	2 517	4 093	(1 577)	-39%	16 373
Sports Grounds and Stadiums	–	4 988	4 988	325	969	1 247	(278)	-22%	4 988
Public safety	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Fire Fighting and Protection	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Housing	–	35 126	35 076	4 205	4 921	8 769	(3 848)	-44%	35 076
Housing	–	33 431	33 361	4 192	4 878	8 340	(3 463)	-42%	33 361
Informal Settlements	–	1 695	1 715	13	44	429	(385)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	–	69 890	70 940	3 631	11 133	17 735	(6 602)	-37%	70 940
Planning and development	–	11 868	11 888	869	2 516	2 972	(456)	-15%	11 888
Corporate Wide Strategic Planning (IDPs, LEDs)	–	2 182	2 182	137	378	545	(167)	-31%	2 182
Economic Development/Planning	–	2 227	2 247	254	744	562	183	32%	2 247
Town Planning, Building Regulations and Enforcement	–	4 920	4 920	342	984	1 230	(246)	-20%	4 920
Project Management Unit	–	2 538	2 538	136	409	635	(225)	-36%	2 538
Road transport	–	55 632	56 503	2 692	8 472	14 126	(5 654)	-40%	56 503
Police Forces, Traffic and Street Parking Control	–	31 101	30 815	1 737	4 847	7 704	(2 857)	-37%	30 815
Roads	–	24 531	25 688	955	3 625	6 422	(2 797)	-44%	25 688
Environmental protection	–	2 390	2 550	70	145	637	(493)	-77%	2 550
Biodiversity and Landscape	–	2 390	2 550	70	145	637	(493)	-77%	2 550
Pollution Control	–	–	–	–	–	–	–		–
Trading services	–	363 203	362 983	32 193	70 613	90 746	(20 133)	-22%	362 983
Energy sources	–	260 127	259 835	25 103	54 711	64 959	(10 247)	-16%	259 835
Electricity	–	257 067	256 775	24 862	54 037	64 194	(10 157)	-16%	256 775
Street Lighting and Signal Systems	–	3 060	3 060	242	674	765	(91)	-12%	3 060
Water management	–	28 971	29 256	2 588	5 251	7 314	(2 064)	-28%	29 256
Water Treatment	–	1 557	1 557	2	8	389	(381)	-98%	1 557
Water Distribution	–	24 063	24 048	2 535	4 010	6 012	(2 003)	-33%	24 048
Water Storage	–	3 351	3 651	51	1 233	913	320	35%	3 651
Waste water management	–	31 759	31 329	2 019	4 590	7 832	(3 242)	-41%	31 329
Public Toilets	–	1 710	1 710	119	354	427	(73)	-17%	1 710
Sewerage	–	21 855	21 415	1 423	2 861	5 354	(2 493)	-47%	21 415
Storm Water Management	–	5 720	5 720	475	1 373	1 430	(57)	-4%	5 720
Waste Water Treatment	–	2 475	2 485	2	2	621	(619)	-100%	2 485
Waste management	–	42 346	42 564	2 483	6 061	10 641	(4 580)	-43%	42 564
Solid Waste Disposal (Landfill Sites)	–	16 543	16 539	348	840	4 135	(3 295)	-80%	16 539
Solid Waste Removal	–	24 478	24 699	1 981	4 762	6 175	(1 412)	-23%	24 699
Street Cleaning	–	1 325	1 325	154	459	331	127	38%	1 325
Other	–	914	914	–	213	228	(15)	-7%	914
Licensing and Regulation	–	60	60	–	–	15	(15)	-100%	60
Tourism	–	854	854	–	213	214	(0)	0%	854
Total Expenditure - Functional	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	3 562	52 215	1466%	14 249

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M03 September

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	–	91 210	92 074	3 921	45 299	44 516	784	1,8%	92 074
Vote 2 - Community Services	–	181 732	182 292	1 307	41 737	45 573	(3 836)	-8,4%	182 292
Vote 3 - Corporate Services	–	539	639	–	2	160	(157)	-98,6%	639
Vote 4 - Technical Services	–	385 828	393 486	28 155	91 756	98 371	(6 616)	-6,7%	393 486
Vote 5 - Muncipal Manager	–	1 495	1 495	39	133	374	(241)	-64,5%	1 495
Total Revenue by Vote	–	660 803	669 985	33 422	178 926	188 993	(10 067)	-5,3%	669 985
Vote 1 - Financial Services	–	47 139	47 557	3 321	7 268	11 889	(4 621)	-38,9%	47 557
Vote 2 - Community Services	–	136 762	136 111	10 446	22 480	34 028	(11 547)	-33,9%	136 111
Vote 3 - Corporate Services	–	61 026	61 379	4 840	14 374	15 345	(971)	-6,3%	61 379
Vote 4 - Technical Services	–	397 201	398 139	33 847	76 283	99 535	(23 251)	-23,4%	398 139
Vote 5 - Muncipal Manager	–	12 551	12 551	1 030	2 744	3 138	(394)	-12,6%	12 551
Total Expenditure by Vote	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-24,9%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	25 059	30 718	122,6%	14 247

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M03 September

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	–	72 282	72 282	3 531	43 117	41 741	1 376	3%	72 282
Service charges - electricity revenue	–	265 119	265 119	20 505	65 942	66 280	(337)	-1%	265 119
Service charges - water revenue	–	35 901	35 901	2 570	8 923	8 975	(53)	-1%	35 901
Service charges - sanitation revenue	–	22 085	22 085	1 921	7 695	5 521	2 174	39%	22 085
Service charges - refuse revenue	–	23 849	23 849	2 116	6 237	5 962	275	5%	23 849
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	–	7 567	7 567	460	1 172	1 892	(719)	-38%	7 567
Interest earned - external investments	–	8 695	8 695	77	1 134	2 174	(1 039)	-48%	8 695
Interest earned - outstanding debtors	–	7 891	7 891	1 070	3 169	1 973	1 196	61%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	–	19 482	19 482	(65)	23	4 871	(4 848)	-100%	19 482
Licences and permits	–	165	165	129	337	41	296	719%	165
Agency services	–	5 420	5 420	459	975	1 355	(380)	-28%	5 420
Transfers recognised - operational	–	138 467	138 827	191	38 959	34 707	4 252	12%	138 827
Other revenue	–	9 704	10 568	456	1 244	2 642	(1 398)	-53%	10 568
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	–	616 625	617 850	33 422	178 926	178 133	793	0%	617 850
Expenditure By Type									
Employee related costs	–	188 333	189 006	15 267	46 783	47 252	(468)	-1%	189 006
Remuneration of councillors	–	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Debt impairment	–	33 613	33 613	2 878	1 237	8 403	(7 166)	-85%	33 613
Depreciation & asset impairment	–	47 090	47 090	–	1	11 772	(11 771)	-100%	47 090
Finance charges	–	8 840	8 840	40	40	2 210	(2 170)	-98%	8 840
Bulk purchases	–	229 196	229 196	23 415	50 151	57 299	(7 148)	-12%	229 196
Other materials	–	17 569	16 103	830	3 090	4 026	(935)	-23%	16 103
Contracted services	–	43 731	44 787	3 313	8 067	11 197	(3 130)	-28%	44 787
Transfers and grants	–	30 962	30 932	3 961	4 175	7 733	(3 558)	-46%	30 932
Other expenditure	–	43 888	44 712	2 987	7 222	11 178	(3 956)	-35%	44 712
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/(Deficit)	–	(38 055)	(37 888)	(20 063)	55 777	14 199	41 578	0	(37 888)
Transfers recognised - capital	–	44 178	52 135	–	–	13 034	(13 034)	(0)	52 135
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	–	6 123	14 247	(20 063)	55 777	27 233			14 247
Surplus/(Deficit) attributable to	–	6 123	14 247	(20 063)	55 777	27 233			14 247
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	27 233			14 247

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	3 106	3 106	–	–	776	(776)	-100%	3 106
Vote 4 - Technical Services	–	33 049	38 810	1 266	3 411	9 703	(6 291)	-65%	38 810
Total Capital Multi-year expenditure	–	36 155	41 916	1 266	3 411	10 479	(7 068)	-67%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	–	80	80	1	4	20	(16)	-81%	80
Vote 2 - Community Services	–	15 992	16 800	21	574	4 200	(3 626)	-86%	16 800
Vote 3 - Corporate Services	–	3 380	4 582	71	306	1 145	(840)	-73%	4 582
Vote 4 - Technical Services	–	15 950	17 849	1 110	1 309	4 462	(3 153)	-71%	17 849
Vote 5 - Muncipal Manager	–	56	56	–	–	14	(14)	-100%	56
Total Capital single-year expenditure	–	35 458	39 367	1 202	2 193	9 842	(7 649)	-78%	39 367
Total Capital Expenditure	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	–	2 700	4 203	75	77	1 051	(974)	-93%	4 203
Executive and council	–	150	150	9	11	38	(26)	-70%	150
Finance and administration	–	2 550	4 053	66	66	1 013	(947)	-93%	4 053
Community and public safety	–	18 572	19 372	(10)	544	4 843	(4 299)	-89%	19 372
Community and social services	–	4 190	5 090	9	84	1 273	(1 189)	-93%	5 090
Sport and recreation	–	13 461	13 360	(19)	460	3 340	(2 880)	-86%	13 360
Public safety	–	922	922	–	–	230	(230)	-100%	922
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	–	13 808	13 816	1 434	1 434	3 454	(2 021)	-58%	13 816
Planning and development	–	26	138	28	28	34	(6)	-19%	138
Road transport	–	13 782	13 679	1 406	1 406	3 420	(2 014)	-59%	13 679
Environmental protection	–	–	–	–	–	–	–		–
Trading services	–	36 533	43 891	970	3 550	10 973	(7 423)	-68%	43 891
Energy sources	–	8 700	8 700	167	1 886	2 175	(289)	-13%	8 700
Water management	–	19 581	26 544	34	338	6 636	(6 298)	-95%	26 544
Waste water management	–	7 241	7 341	769	1 325	1 835	(510)	-28%	7 341
Waste management	–	1 010	1 306	–	–	326	(326)	-100%	1 306
Total Capital Expenditure - Standard Cla	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
Funded by:									
National Government	–	38 506	44 267	1 038	1 947	11 067	(9 120)	-82%	44 267
Provincial Government	–	6 672	7 072	–	–	1 768	(1 768)	-100%	7 072
District Municipality	–	500	500	–	–	125	(125)	-100%	500
Transfers recognised - capital	–	45 678	52 135	1 038	1 947	13 034	(11 087)	-85%	52 135
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	29 148	1 430	3 657	7 287	(3 630)	-50%	29 148
Total Capital Funding	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	2018/19	Budget Year 2019/20			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	–	89 164	89 164	34 252	34 252
Call investment deposits	–	–	–	90 000	90 000
Consumer debtors	–	29 579	29 579	96 656	96 656
Other debtors	–	26 690	26 690	5 053	5 053
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 402	11 402	9 660	9 660
Total current assets	–	156 835	156 835	235 621	235 621
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	45 660	45 660	44 492	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	929 659	929 659	925 251	925 251
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 650	2 650	2 030	2 030
Other non-current assets	–	550	550	550	550
Total non current assets	–	978 519	978 519	972 323	972 323
TOTAL ASSETS	–	1 135 353	1 135 353	1 207 944	1 207 944
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	1 518	1 518
Consumer deposits	–	6 418	6 418	7 322	7 322
Trade and other payables	–	69 191	69 191	57 644	57 644
Provisions	–	39 877	39 877	24 803	24 803
Total current liabilities	–	115 487	115 487	91 287	91 287
Non current liabilities					
Borrowing	–	675	675	4 704	4 704
Provisions	–	154 570	154 570	152 712	152 712
Total non current liabilities	–	155 245	155 245	157 416	157 416
TOTAL LIABILITIES	–	270 732	270 732	248 703	248 703
NET ASSETS	–	864 621	864 621	959 241	959 241
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	–	854 266	854 266	948 886	948 886
Reserves	–	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	–	864 621	864 621	959 241	959 241

The cash flows for the year to date are indicated in the following table:

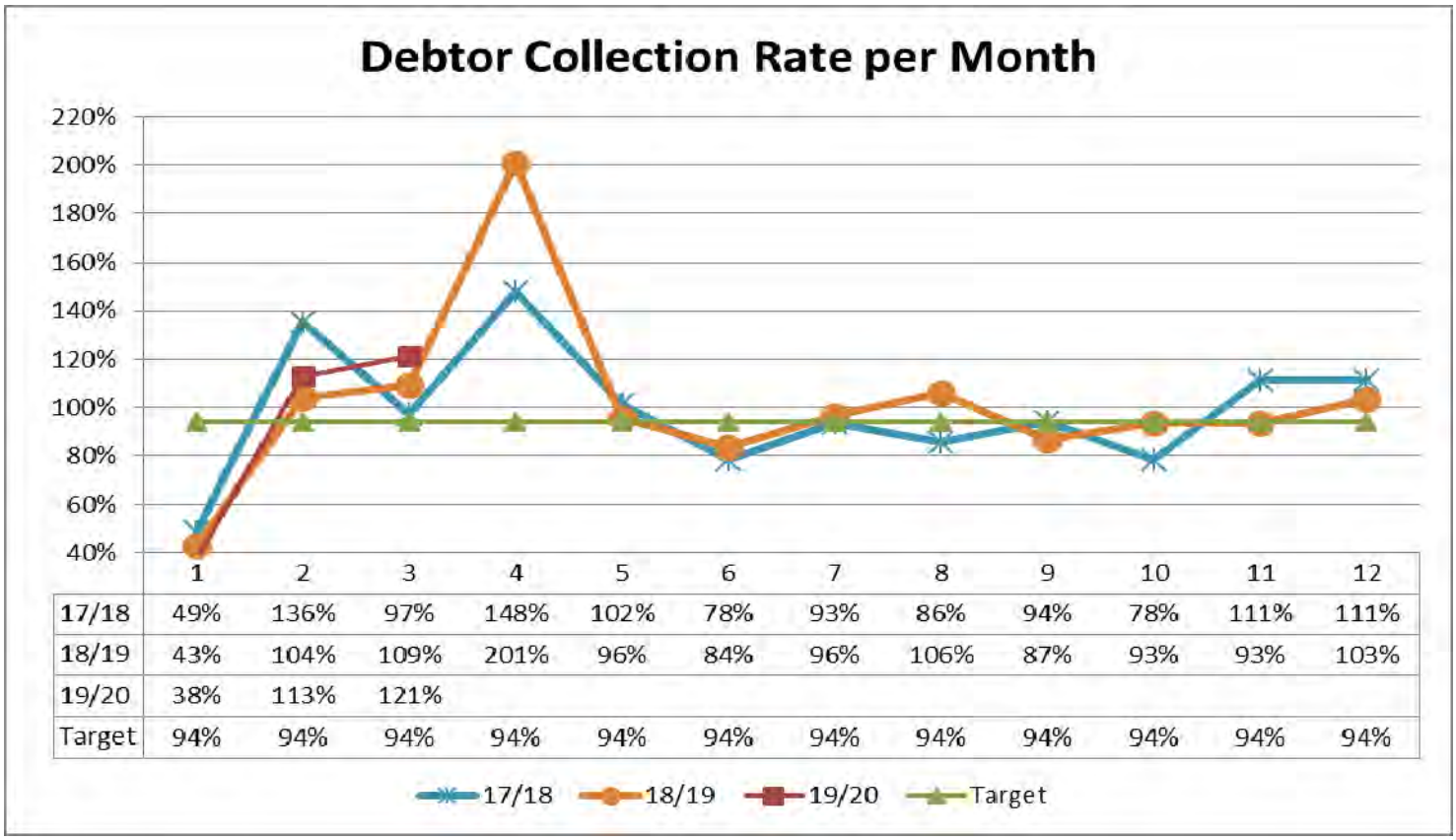
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M03 September

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	–	71 559	71 559	11 734	26 330	17 890	8 440	47%	71 559
Service charges	–	330 950	330 950	35 513	91 416	82 738	8 678	10%	330 950
Other revenue	–	24 158	24 158	2 344	4 155	6 040	(1 884)	-31%	24 158
Government - operating	–	139 169	139 169	–	53 598	34 792	18 806	54%	139 169
Government - capital	–	50 208	50 208	–	14 003	12 552	1 451	12%	50 208
Interest	–	16 565	16 565	77	1 134	4 141	(3 007)	-73%	16 565
Dividends									
Payments									
Suppliers and employees	–	(530 278)	(530 278)	(49 721)	(144 269)	(132 570)	11 700	-9%	(530 278)
Finance charges	–	(1 366)	(1 366)	–	–	(342)	(342)	100%	(1 366)
Transfers and Grants	–	(30 962)	(30 962)	(3 961)	(8 919)	(7 741)	1 179	-15%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	70 001	70 001	(4 014)	37 448	17 500	45 022	257%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(90 000)	–	(90 000)		–
Payments									
Capital assets	–	(71 613)	(71 613)	(3 945)	(7 475)	(17 903)	(10 428)	58%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(71 613)	(71 613)	(3 945)	(97 475)	(17 903)	79 572	-444%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	(97)	39	–	39		–
Payments									–
Repayment of borrowing	–	(500)	(500)	(22)	(22)	(125)	(103)	82%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(500)	(500)	(119)	17	(125)	(142)	113%	17
									–
NET INCREASE/ (DECREASE) IN CASH HELD	–	(2 112)	(2 112)	(8 078)	(60 010)	(528)			(1 612)
Cash/cash equivalents at beginning:	–	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	–	89 164	89 164		34 252	90 747			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M03 September

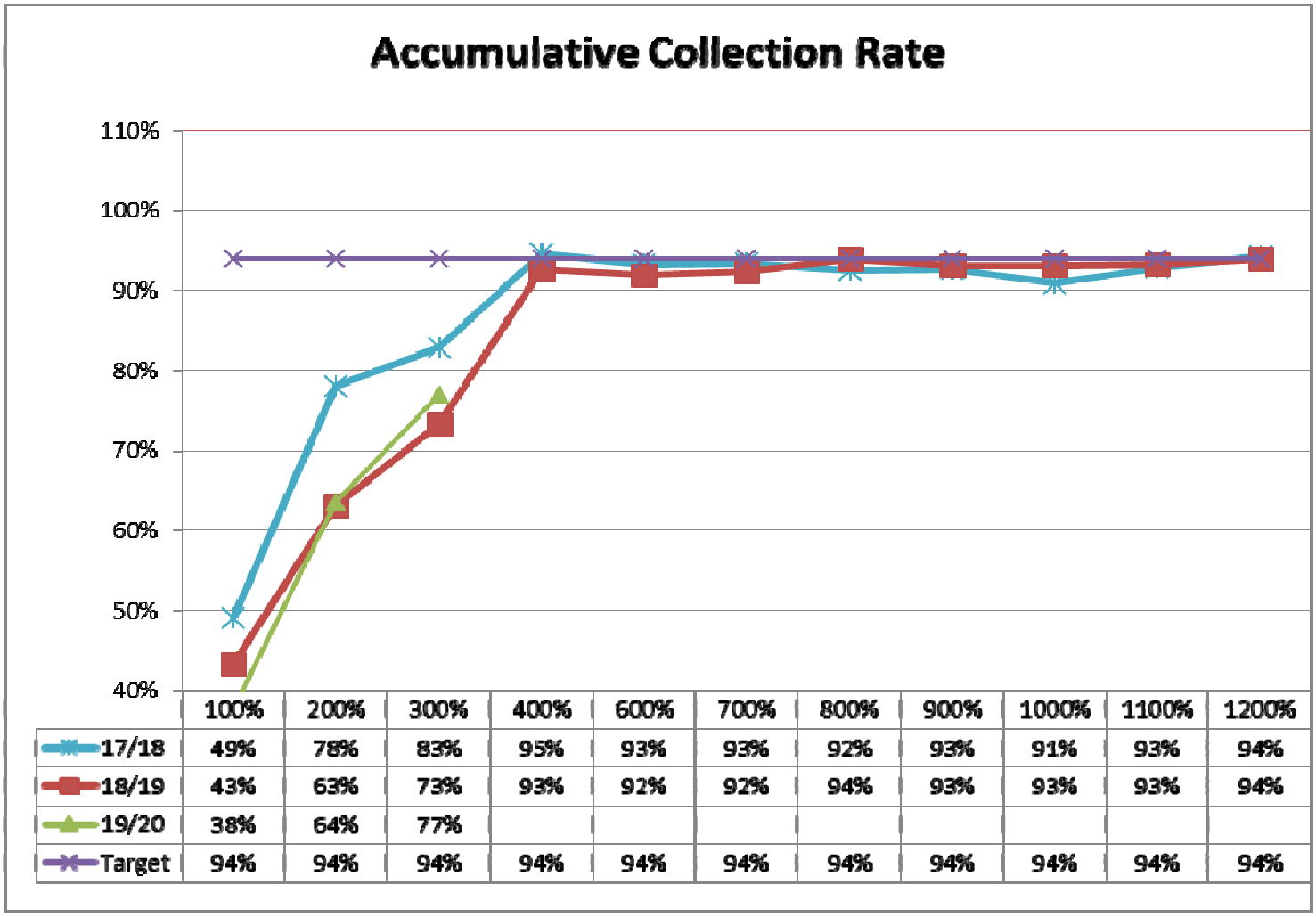
Description		Budget Year 2019/20									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 439	2 100	1 182	955	1 049	1 046	5 291	37 036	57 098	45 378
Electricity	1300	16 318	442	306	231	209	225	1 069	2 571	21 371	4 305
Property Rates	1400	21 396	333	414	215	185	173	989	13 832	37 538	15 395
Waste Water Management	1500	5 322	905	649	621	576	558	3 350	17 760	29 742	22 866
Waste Management	1600	5 893	859	750	696	643	614	3 260	19 021	31 735	24 233
Property Rental Debtors	1700	88	19	12	12	17	16	94	693	952	833
Interest on Arrear Accounts	1810	1 460	103	112	111	129	145	1 151	29 290	32 502	30 827
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 669)	44	39	27	39	38	169	979	(2 333)	1 253
Total By Income Source	2000	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605	145 089
2018/19 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	8 891	148	140	76	83	97	272	3 272	12 978	3 800
Commercial	2300	20 254	644	447	301	276	286	1 613	8 896	32 717	11 371
Households	2400	25 116	3 861	2 740	2 401	2 466	2 412	13 361	106 069	158 426	126 709
Other	2500	988	151	136	90	24	22	129	2 945	4 485	3 209
Total By Customer Group	2600	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605	145 089



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%	121%									
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for September 2019 amounts to 121% in comparison to the previous year 109%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir September 2019 121 % beloop in vergelyking met die vorige jaar 109 %.



	100%	200%	300%	400%	600%	700%	800%	900%	1000%	1100%	1200%
17/18	49%	78%	83%	95%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	64%	77%								
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 77%.

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 94%, terwyl die werklike syfer 77% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M03 September

Description R thousands	NT Code	Budget Year 2019/20								
		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	728	–	–	–	–	–	–	–	728
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	728	–	–	–	–	–	–	–	728

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	20 000
Investec	–	–	–	–		–	–	10 000
Nedbank	–	–	–	–		–	–	20 000
Standard Bank	–	–	–	–		–	–	20 000
FNB	–	–	–	–		–	–	20 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	90 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	97 119	97 119	191	38 959	24 280	14 679	60,5%	97 119
Equitable Share	–	92 850	92 850	–	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [Sc	–	1 400	1 400	105	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Grar	–	2 269	2 269	86	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	150	(150)	-100,0%	600
Provincial Government:	–	39 969	38 469	–	–	9 617	(9 617)	-100,0%	38 469
Housing	–	29 000	29 000	–	–	7 250	(7 250)	-100,0%	29 000
Financial Management	–	330	330	–	–	83	(83)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 639	8 139	–	–	2 035	(2 035)	-100,0%	8 139
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	56	(56)	-100,0%	224
Other grant providers:	–	1 549	1 549	–	–	–	–		1 549
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Total Operating Transfers and Grants	–	138 638	137 138	191	38 959	33 897	5 062	14,9%	137 138
National Government:	–	80 490	92 012	–	–	23 003	(23 003)	-100,0%	92 012
National Government:	–	41 984	47 745	–	–	11 936	(11 936)	-100,0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	4 742	(4 742)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	22 692	–	–	5 673	(5 673)	-100,0%	22 692
Provincial Government:	–	2 666	2 666	–	–	667	(667)	-100,0%	1 944
Provincial Government:	–	1 694	1 694	–	–	423	(423)	-100,0%	972
Housing	–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	–	83 156	94 678	–	–	23 670	(23 670)	-100,0%	93 956
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	221 794	231 816	191	38 959	57 567	(18 608)	-32,3%	231 094

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03 September

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	–	97 119	97 119	191	38 959	24 280	14 679	60,5%	97 119
Equitable Share	–	92 850	92 850	–	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [S	–	1 400	1 400	105	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Gra	–	2 269	2 269	86	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	150	(150)	-100,0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	40 193	38 693	–	–	9 673	(9 673)	-100,0%	38 693
Housing	–	29 000	29 000	–	–	7 250	(7 250)	-100,0%	29 000
Financial Management	–	330	330	–	–	83	(83)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–		–
Regional Social Econimical Pro	–	1 000	1 000	–	–	250	(250)	-100,0%	1 000
Libraries, Archives and Museum	–	9 639	8 139	–	–	2 035	(2 035)	-100,0%	8 139
Community Development Workers	–	–	–	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	56	(56)	-100,0%	224
District Municipality:	–	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–	–		–
Other grant providers:	–	775	775	–	–	–	–		775
Belguim Grant	–	250	250	–	–	–	–		250
Table Mountain Fund	–	525	525	–	–	–	–		525
Total operating expenditure of Transfers and Grants	–	138 087	136 587	191	38 959	33 953	5 006	14,7%	136 587
Capital expenditure of Transfers and Grants									
National Government:	–	38 506	44 267	–	–	11 067	(11 067)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	4 742	(4 742)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	22 692	–	–	5 673	(5 673)	-100,00%	22 692
Integrated National Electrification Programme (Mur	–	2 609	2 609	–	–	652	(652)	-100,00%	2 609
Regional Social Econimical Pro	–	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–	–		–
District Municipality:		–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	–	38 506	44 267	–	–	11 067	(11 067)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANT	–	176 593	180 854	191	38 959	45 020	(6 061)	-13,5%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration R thousands	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	1 823	1 930	(106)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	265	284	(19)	-7%	1 137
Medical Aid Contributions	227	227	16	49	57	(8)	-14%	227
Motor Vehicle Allowance	741	741	–	–	185	(185)	-100%	741
Cellphone Allowance	1 094	1 094	78	235	274	(39)	-14%	1 094
Housing Allowances	487	487	3	10	122	(111)	-92%	487
Other benefits and allowances	54	54	–	–	13	(13)	-100%	54
Sub Total - Councillors	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	624	952	(329)	-35%	3 809
Pension and UIF Contributions	783	783	15	46	196	(149)	-76%	783
Medical Aid Contributions	135	135	6	18	34	(16)	-48%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	41	83	223	(140)	-63%	891
Motor Vehicle Allowance	1 052	1 052	68	203	263	(60)	-23%	1 052
Cellphone Allowance	71	71	–	2	18	(16)	-91%	71
Housing Allowances	154	154	–	–	38	(38)	-100%	154
Other benefits and allowances	115	115	12	36	29	7	24%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	7 010	7 010	350	1 010	1 753	(742)	-42%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	8 395	24 971	26 883	(1 912)	-7%	107 531
Pension and UIF Contributions	16 333	16 333	1 338	4 002	4 083	(81)	-2%	16 333
Medical Aid Contributions	7 364	7 364	608	1 835	1 841	(6)	0%	7 364
Overtime	12 433	12 432	1 372	4 283	3 108	1 175	38%	12 432
Performance Bonus	8 186	8 186	713	2 141	2 047	95	5%	8 186
Motor Vehicle Allowance	4 478	4 478	414	1 211	1 119	91	8%	4 478
Cellphone Allowance	396	396	41	121	99	22	22%	396
Housing Allowances	1 600	1 600	126	375	400	(25)	-6%	1 600
Other benefits and allowances	4 192	4 192	318	980	1 048	(68)	-6%	4 192
Payments in lieu of leave	889	889	201	1 521	222	1 299	584%	889
Long service awards	436	436	141	424	109	315	290%	436
Post-retirement benefit obligations	11 376	11 376	606	1 817	2 844	(1 027)	-36%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 274	43 682	43 803	(121)	0%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 418	47 074	48 420	(1 346)	-3%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	14 624	44 693	45 556	(863)	-2%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M03 September

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734									38 451
Service charges - electricity revenue		17 246	27 274	27 135									161 922
Service charges - water revenue		2 326	2 518	2 559									32 667
Service charges - sanitation revenue		1 520	1 560	3 831									10 299
Service charges - refuse		1 647	1 811	1 988									15 440
Service charges - other		–	–	–									–
Rental of facilities and equipment		240	284	382									4 193
Interest earned - external investments		434	623	77									7 068
Interest earned - outstanding debtors		–		–									2 227
Dividends received		–		–									–
Fines		208	288	300									4 119
Licences and permits		308	8	1 318									2 021
Agency services		–	–	–									4 878
Transfer receipts - operating		47 994	5 605	–									62 372
Other revenue		145	331	344									9 762
Cash Receipts by Source		75 522	51 444	49 668	–	–	–	–	–	–	–	–	355 420
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–	–									45 827
Contributions & Contributed assets		–	–	–									–
Proceeds on disposal of PPE		–	–	–									–
Short term loans		–	–	–									–
Borrowing long term/refinancing		–	–	–									–
Increase in consumer deposits		92	43	(97)									(39)
Receipt of non-current debtors		–	–	–									–
Receipt of non-current receivables		–	–	–									–
Change in non-current investments		–	(90 000)	–									90 000
Total Cash Receipts by Source		89 618	(38 513)	49 571	–	–	–	–	–	–	–	–	491 208
Cash Payments by Type													–
Employee related costs		13 166	13 889	13 576									122 033
Remuneration of councillors		909	910	899									7 991
Interest paid		–		–									1 095
Bulk purchases - Electricity		23 467	30 587	27 112									116 374
Bulk purchases - Water & Sewer		–	–	–									–
Other materials		1 070	1 700	1 073									12 717
Contracted services		2 576	4 884	3 656									43 933
Grants and subsidies paid - other municipalities		–	–	–									–
Grants and subsidies paid - other		4 958	–	3 961									5 475
General expenses		3 937	4 387	3 437									33 894
Cash Payments by Type		50 084	56 357	53 713	–	–	–	–	–	–	–	–	343 512
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945									83 978
Repayment of borrowing		–	–	22									2 978
Other Cash Flows/Payments		(7 040)	107	(31)									6 965
Total Cash Payments by Type		45 389	57 648	57 649	–	–	–	–	–	–	–	–	437 433
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(96 160)	(8 078)	–	–	–	–	–	–	–	–	53 775
Cash/cash equivalents at the month/year beginning:		94 262	138 491	42 330	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252
Cash/cash equivalents at the month/year end:		138 491	42 330	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M03 September

Month	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		6 777	6 774	101	101	6 774	6 673	98,5%	0%
August		6 777	6 774	3 035	3 136	13 547	10 411	76,9%	4%
September		6 777	6 774	2 468	5 604	20 321	14 717	72,4%	7%
October		6 777	6 774	–		27 094	–		
November		6 777	6 774	–		33 868	–		
December		6 777	6 774	–		40 641	–		
January		6 777	6 774	–		47 415	–		
February		6 777	6 774	–		54 189	–		
March		6 777	6 774	–		60 962	–		
April		6 777	6 774	–		67 736	–		
May		6 777	6 774	–		74 509	–		
June		6 777	6 774	–		81 283	–		
Total Capital expenditure	–	81 321	81 283	5 604					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	29-Oct-2019
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019
08/2/17/21	Supply, delivery and offloading of 30kg bags of asphalt filler or similar approved filler	22-Oct-2019
08/2/17/30	Clearing of alien vegetation in Ceres nature reserve	14-Oct-2019
08/2/17/37	Supply and delivery of Electricity metering and related equipment	31-Oct-2019

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/28	Appointment of Architects / Architectural draughtsman for the upgrade and refurbishment of various water and sewerage infrastructure	23-Oct-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	28-Aug-2019	L Nieuwenhuis
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019	06-Sep-2019	E Lintnaar
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019	Awaiting	O Gatyene
08/2/17/05	Training of Municipal officials on Accredited Electrical modular courses	25-Sep-2019	30-Sep-2019	I Barnard
08/2/17/07	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019	Awaiting	N Jacobs
08/2/17/11	The supply, delivery and installation of process aerators / mixers for Witzenberg municipality	20-Sep-2019	Awaiting	N Jacobs

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019	Awaiting	J Jacobs

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
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	02-Aug-2019 25-Sep-2019	R Fick
08/2/17/12	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	06-Sep-2019	19-Sep-2019	M Green
08/2/17/15	Appointment of a service provider for the rebuild/recondition and complete assemble of diesel and petrol engines	27-Sep-2019	Awaiting	O Gatyene
08/2/17/19	Supply of Gear box (recon or exchange unit) and complete new clutch assemble	05-Sep-2019	06-Sep-2019	O Gatyene
08/2/17/24	Service provider for training of municipal officials on various Programmes	30-Sep-2019	Awaiting	I Barnard
08/2/17/31	Lease of the café building in pine forest holiday resort	27-Sep-2019	Awaiting	R Africa
08/2/17/32	Lease of the café building at N'duli and PA Hamlet swimming pools	27-Sep-2019	Awaiting	R Africa

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	25-Sep-2019	27-Sep-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	15-Aug-2019	30-Aug-2019 06-Sep-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	25-Sep-2019	27-Sep-2019
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019	25-Sep-2019	27-Sep-2019

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

The following bid was awarded by the Accounting Officer during the month of September 2019:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/69	30-Sep-2019	Kaap Agri Bedryf Beperk	Supply and delivery of Fuel on Ad hoc basis	Bidder scored the highest points	Based on tendered rates with an estimated value of R 12 667 280.00

The following competitive bids were awarded by the Adjudication Committee during the month of September 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/45	27-Sep-2019	Qwaka Construction	Construction of Ablution Facility at Op-Die-Berg	Bidder scored the highest points	R 1 691 235.40
08/2/16/60	27-Sep-2019	Ikapa Reticulation and Flow CC	Maintenance of Water meters in the Witzenberg area	Bidder scored the highest points	R 3 860 784.00
08/2/16/71	27-Sep-2019	Mernel (Pty)Ltd t/a DJ Electric	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	Bidder scored the highest points	R 4 198 950.00
08/2/16/79	11-Sep-2019	Fuzion Motors	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles *Cluster A: 3 ton tipper truck*	Bidder scored the highest points	R 601 548.47
		Bellmo Trans CC	*Cluster B: Two new 1 ton Light delivery vehicles*	Only responsive bidder	R 597 832.10

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of September 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende September 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/65	06-Sep-2019	Supply and delivery of Traffic Uniforms	No acceptable bids were received
08/2/17/1	11-Sep-2019	Supply and installation of Air conditioning system at Ceres Town Hall	Funds are no longer available to cover the total envisaged expenditure
08/2/17/23	05-Sep-2019	Supply, Deliver and Assemble of Office Furniture	No bids received

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

No written price quotations were approved during the month of September 2019.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende September 2019 nie.

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of September 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/78	02-Sep-2019	Blackbird Trading 480 CC	Supply and delivery of Protective clothing	Only responsive bidder	Based on tendered rates with an estimated value of R 190 000.00	Director: Technical Services
08/2/17/20	11-Sep-2019	TKS Projects (PTY) Ltd	Supply, delivery, installation and configuration of a UPS system for server room	Bidder scored the highest score	R 99 831.50	Director: Corporate Services
08/2/17/34	20-Sep-2019	Xepa Consulting (PTY) Ltd	Supply, delivery, installation and configuration of Trend Micro Enterprise security suite	Bidder scored the highest score	R 76 906.25	Acting Director: Corporate Services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of September 2019 which totals R 1 709 006.97:

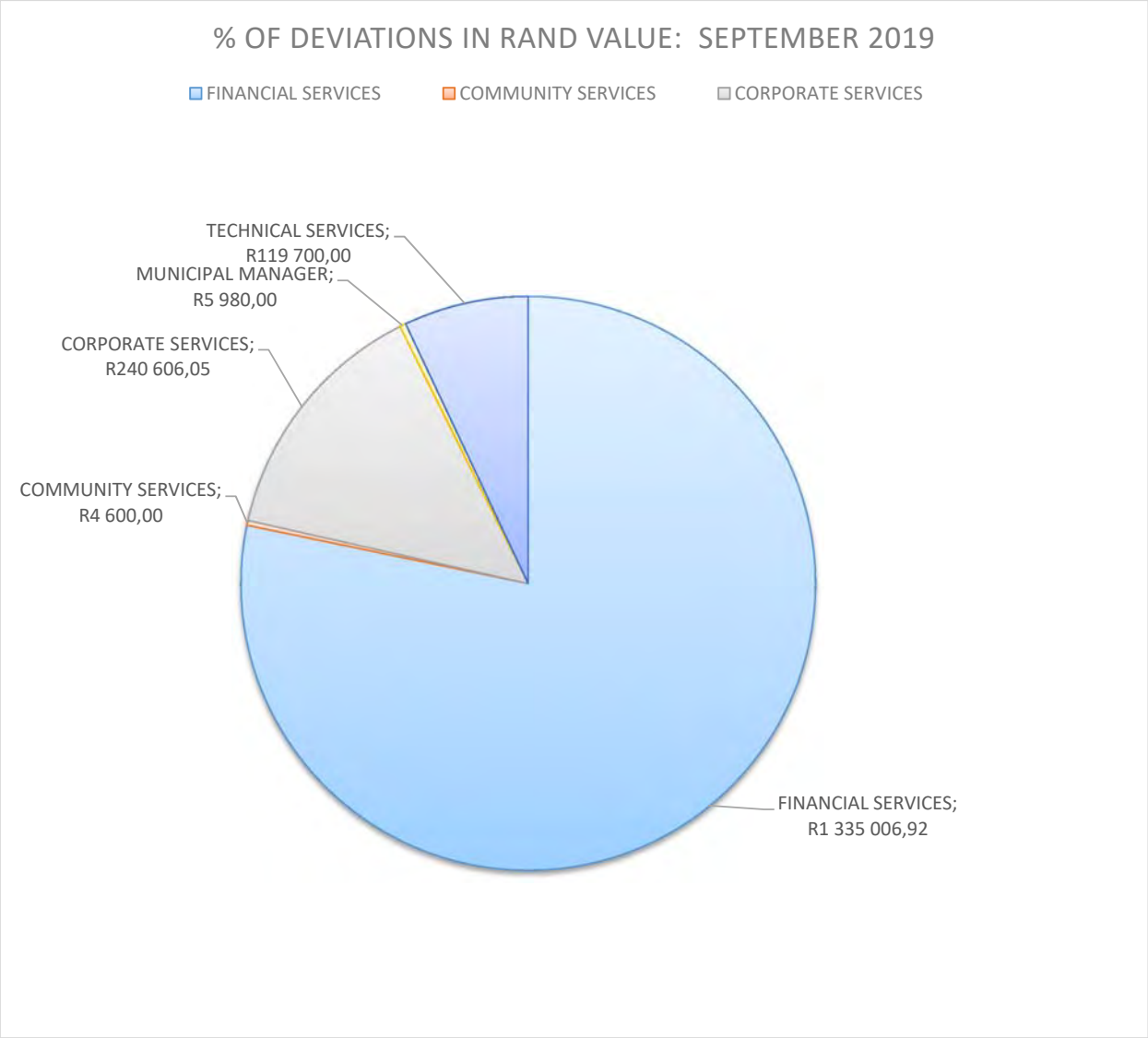
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van September 2019 wat beloop op die totaal van R 1 709 006.97:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
18-Sep-19	PBSA	Refill of franking machine for postage	Single supplier	161798	28,320.00
23-Aug-19	IMESA	Registration fees: IMESA Conference	Single supplier	161858	16,200.00
6-Sep-19	Meniko Records Management Services	HP TRIM Renewal Licenses	Single supplier	161262	210,262.05
3-Sep-19	Witzenberg Herald	Publish Notice: Call for proposals for PAH Business Hub	Single supplier	161577	4,600.00
11-Sep-19	Witzenberg Herald	Publish Notice: Bid 08/2/17/31 and 08/2/17/32	Single supplier	161673	2,392.00
19-Sep-19	Altron TMT (PTY) Ltd T/A Bytes Systems Integration	System Assistance & Annual Maintenance fee	Impractical	161829	1,332,614.92
23-Sep-19	Witzenberg Herald	Publish Notice: Council meeting 25 Sep 2019	Single supplier	161889	2,024.00
20-Sep-19	Multichoice Africa (PTY) Ltd	DSTV Subscription: 6 Months	Single supplier	161864	3,114.00
25-Sep-19	Witzenberg Herald	Publish Notice: IDP and Budget Public participation engagements	Single supplier	161911	5,980.00
30-Sep-19	CT Lab (PTY) Ltd	Web Hosting of Power Quality and NERSA required reports	Single supplier	161951	103,500.00

DEVIATIONS PER DIRECTORATE

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
July 2019	R 368 103.98	R18 104 928.45	2.03%
August 2019	R 246 660.23	R17 804 435.66	1.38%
September 2019	R 1 709 006.97	R15 618 473.18	10.94%



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):

MONTH	July 2019	Aug 2019	Sept 2019
Value of inventory at hand	R 10 304 910.21	R 8 770 559.55	R 8 840 963.52
Turnover rate of total value of inventory	1.28	1.55	1.48
Date of latest stores reconciliation	30 Sep 2019		
Date of last stock count	26 Sep 2019		
Date of next stock count	12 Dec 2019		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of September 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :

Date: 14 October 2019

WITZENBERG
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MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) CHARTER

July 2019

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1. INTRODUCTION

1.1. The Municipal Public Accounts Committee (hereafter referred to as MPAC) is established in terms of Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 as a Committee of Council for the efficient and effective performance of its functions.

1.2. The purpose of the MPAC terms of reference is to promote transparency and public accountability and is required in terms of Section 53 of the Local Government: Municipal Systems Act, Act 32 of 2000.

1.3. MPAC may evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities as instructed by the Council.

1.4. MPAC activities would help to increase Council and public awareness of the financial and performance issues of the municipality..

2. MANDATE

2.1. The authority, duties and functions of MPAC is derived from the following;

2.1.1. Municipal Finance Management Act, Act 56 of 2003;

2.1.1.1. Chapter 4: Municipal Budgets, Section 32: Unauthorised, irregular or fruitless and wasteful expenditure; and

2.1.1.2. Chapter 12: Financial Reporting and Auditing, Section 129: Oversight Reports on Annual Reports.

2.1.2. Council's Rules of Order; and

2.2. The purpose of MPAC is to perform an oversight function on behalf of Council.

3. MEMBERSHIP

3.1. MPAC is a committee of Council and therefore Council determines its composition by a resolution of Council in terms of Section 79 of the Municipal Structures Act, Act 117 of 1998.

3.2. The composition –

3.2.1. The Council shall appoint MPAC Members.

3.2.2. Councillors serving on MPAC should represent a wide range of experience and expertise available in Council, especially with a financial background and should represent the various political affiliations.

3.2.3. The following Councillors will be excluded from the MPAC, i.e. Executive Mayor or Deputy Executive Mayor, Speaker, a member of the Mayoral Committee, Chairpersons of Subcouncil

and Portfolio Committee Chairpersons.

3.3. The Chairperson will be appointed by Council resolution. If the chairperson of the MPAC is absent from a specific meeting of MPAC, the members present must elect a chairperson from the members present to act as chairperson for that meeting.

3.4. Members should be appointed for a term which corresponds to the sitting of Council. If re-elected they may serve for only one further term of office (5 year period). To ensure continuity of expertise in the future, it is proposed that the terms of appointment of two members appointed in the first year, vary.

3.5. When a member of the MPAC cannot for any reason continue as a member he/she shall forthwith be replaced by Council.

3.6. Membership of the MPAC shall be published in the annual report.

4. ROLE AND RESPONSIBILITIES

4.1. MPAC has no executive powers.

4.2. The oversight role of MPAC is to review the Municipality of Witzenberg's Annual Report with specific focus on the financial aspects as contained in the Auditor-General's Report on the Annual Financial Statements of the Municipality and also when instructed by Council to advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

4.3 The Municipality's oversight report as envisaged in Section 129 of the MFMA is prepared for adoption by Council by following due process. MPAC's due process entails -

4.3.1 consider and make recommendations on the Oversight Report to Council regarding the Audit Report of the AGSA and queries, comments and responses in respect thereof;

4.3.2 investigate the alleged financial misconduct by Councillors and report thereon to Council as the case may be;

4.3.3 recommend on any proposals in respect of the oversight process for improving efficiency, effectiveness and economy in the financial sphere of the Municipality; and

4.3.4 liaise with the Performance risk and Audit Committee and any other relevant combined assurance committees and role-players.

4.4 Investigate unauthorised, irregular or fruitless and wasteful expenditure in terms of section 32 of the MFMA, as instructed by Council, and as guided by the National Treasury Circular 68: Unauthorised, Irregular and Fruitless and Wasteful Expenditure. The purpose being to recommend to Council whether such expenditure-

4.4.1 resulted in the Municipality receiving "value-for-money" (i.e. services received within a reasonable price);

4.4.2 is irrecoverable or not (financial implications);

4.4.3 resulted from non-compliance in following due process and subsequent disciplinary action is necessary, including whether legal action (common law) is appropriate; and / or

4.4.4 was as a result of control failures or gaps and what remedial and disciplinary actions are proposed.

4.5 To follow up that corrective action has been taken in respect of the comments and resolutions of MPAC during the oversight reporting process.

4.6 To promote good governance, transparency and accountability on the use of municipal resources.

5. MEETING PROCEEDINGS

5.1. Attendance

5.1.1. At a minimum four (4) meeting shall be held in a year. These meetings shall be included on the annual calendar of the Council. The chairperson may cancel any meeting if the workload of the committee does not justify a meeting. Special meetings can be called when circumstances warrant it.

5.1.2. A quorum shall be the majority of the members.

5.1.3. Conduct shall be in terms of the Rules of Order of Council.

5.1.4. Meetings are open to the public media unless otherwise determined by the Committee.

5.1.5. The applicable Directors (or delegated nominee) must attend as and when necessary, depending on the content and detail of the agenda.

5.1.6. The MPAC is also empowered to invite persons employed by the Municipality with relevant experience to attend its meetings as it deems fit. Where internal resources are not available, external assistance may only be obtained through Council resolution.

5.1.7. The Auditor-General or his or her representative may be invited to attend a meeting as and when circumstances may require. Financial consideration will be taken into account before inviting AGSA.

5.1.8. The Chief Financial Officer must attend all meetings, except where the chairperson, after consultation with the Chief Financial Officer, agrees that his/her presence will not be necessary at the particular meetings.

5.1.9. Internal Audit must attend all meetings, except where the chairperson, after consultation with the Head of Internal Audit, agrees that Internal Audit's presence will not be necessary at the particular meetings.

5.2. Agendas, Minutes and Logistics

5.2.1. Agendas must be distributed at least seven days prior to a meeting for preparation purposes. Notice of the meeting shall be given at least 14 days prior to the meeting.

5.2.2. Municipality Secretariat and Internal Audit provides research, secretarial and administrative support to the Committee. Internal Audit, and on occasion the Auditor-General, provides the Committee with support of a technical nature.

6. REPORTING AND ACCOUNTABILITY

6.1. MPAC investigation findings and recommendations are reported to Council, through the Office of the Speaker, as soon as possible after the MPAC resolution.

6.2. The MPAC must discuss and adopt its report for Council in accordance with the procedures for tabling matters in Council defined in the Rules of Order of Council and Municipality administration secretariat reporting template requirements.

6.3. The names of individuals are not included in its reports, except in exceptional circumstances, and only if all MPAC members agree. These reports would then be considered at in-committee meetings.

6.4. The MPAC may be able to communicate freely with the Audit Committee, Executive Mayor, the Mayoral Committee, the Speaker and Finance Portfolio Committee.

6.5. The MPAC must report to Council at least on all instructions mandated by Council and may bring items before Council as and when necessary.

7. COMMITTEE RESOURCES

7.1. MPAC must have access to –

7.1.1. The financial statements and the Annual Report of the municipality as part of the Committee's oversight process;

7.1.2. audit opinion, other reports and recommendations from the Performance Risk and Audit Committee;

7.1.3. reports in respect of transgressions in terms of the MFMA pertaining Section 32 of the MFMA;

7.1.4. information in respect of transgressions in terms of the MFMA pertaining to the Municipality, i.e. failure to prepare and adopt the Annual Report as well as the submission and auditing of the annual financial statements,

7.1.5. feedback on corrective action taken in respect of recommendations by the MPAC;

7.1.6. information in respect of any disciplinary action taken in terms of the MFMA where it related to an item that is currently serving on or has served before the committee;

7.1.7. any other audit report from the municipality;

7.1.8. performance information of the municipality;

7.1.9. all reports of the Auditor-General;

7.1.10. in-year reports of the Municipality;

7.1.11. legal, technical and any other specialised assistance required to exercise their functions as approved by Council;

7.1.12. direct access to internal and external auditors; and

7.1.13. resolutions and reports of the Audit Committee, Portfolio Committees and Sub Councils (public comments) related to the annual and audit reports.

7.2. The Auditor-General (AG) or his or her representative will provide annual feedback on the AG report during the outset of the oversight process.

7.3. Internal Audit shall assist MPAC in the achievement of the work plan in a technical capacity.

7.4. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the Municipality, the MPAC may call upon the accounting officer of the municipality to appear before it to provide information or clarity.

8. COMMITTEE PERFORMANCE

8.1 The Committee after consultation with the Head of Internal Audit develops a programme of activities annually. The programme is flexible, however, and is often amended to accommodate new priorities. The annual work programme must be approved by Council.

8.2. An evaluation of its work for the year should be done annually for the Committee to determine how effective it had been, through a process of self-evaluation and evaluation by Council.

8.3. The performance of the MPAC must be evaluated by representatives of the Council, through the Office of the Speaker, on an annual basis.

8.4. MPAC performance outcomes are reported to Council, through the Office of the Speaker.

9. GENERAL

9.1. MPAC will formalise operational processes, systems and procedures as necessary for the performance of its terms of reference, in consultation with the Office of the Speaker.

9.2. MPAC uses a schedule of outstanding matters to keep track of the various stages of the Committee's review process with respect to each of the reports or topics under consideration.

9.3. MPAC must deal with all matters, as instructed by Council. It is therefore important to prioritise the items on the schedule of outstanding matters.

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PERFORMANCE, RISK AND AUDIT COMMITTEE

2nd BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2018/2019

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

November 2019

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The Council
Witzenberg Municipality
50 Voortrekker Street
Ceres
6835

Dear Council

1. Purpose

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned.

2. Background

Witzenberg Municipality has opted in terms of section 14(c) of the Local Government Municipal Planning and Performance Regulations, 2001 to utilize the Audit Committee, established in terms of the MFMA, as their Performance Audit Committee.

The role of the Performance Risk and Audit Committee is to assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.

3. Legal framework

In terms of the Municipal Finance Management Act, No. 56 of 2003, section 166(2) (a), *"An audit committee is an independent advisory body which must—*

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(v) performance management;

(viii) performance evaluation;"

In terms of the Local Government Municipal Planning and Performance Management Regulations, 14(4)(a), *"A performance audit committee must –*

(i) *review the quarterly reports submitted to it in terms of sub regulation (1) (c) (ii)*; (Reports submitted by Internal Audit)

(ii) review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and

(iii) at least twice during a financial year submit an audit report to the municipal council concerned."

4. Mandate

In order to fulfil its role, PRAC have the following objectives in terms of section 166(2)(a) (i to ix) of the Municipal Finance Management Act of 2003:

- Advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
  - Internal financial control and internal audits;
  - Risk management;
  - Accounting policies;
  - The adequacy, reliability and accuracy of financial reporting and information;
  - Performance management;
  - Effective governance;
  - Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
  - Performance evaluation; and
  - Any other issues referred to it by the municipality.

In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:

- To advise Council on the functionality of the Performance Management System;
- To advise Council whether the Performance Management System complies with the Act; and
- To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance.

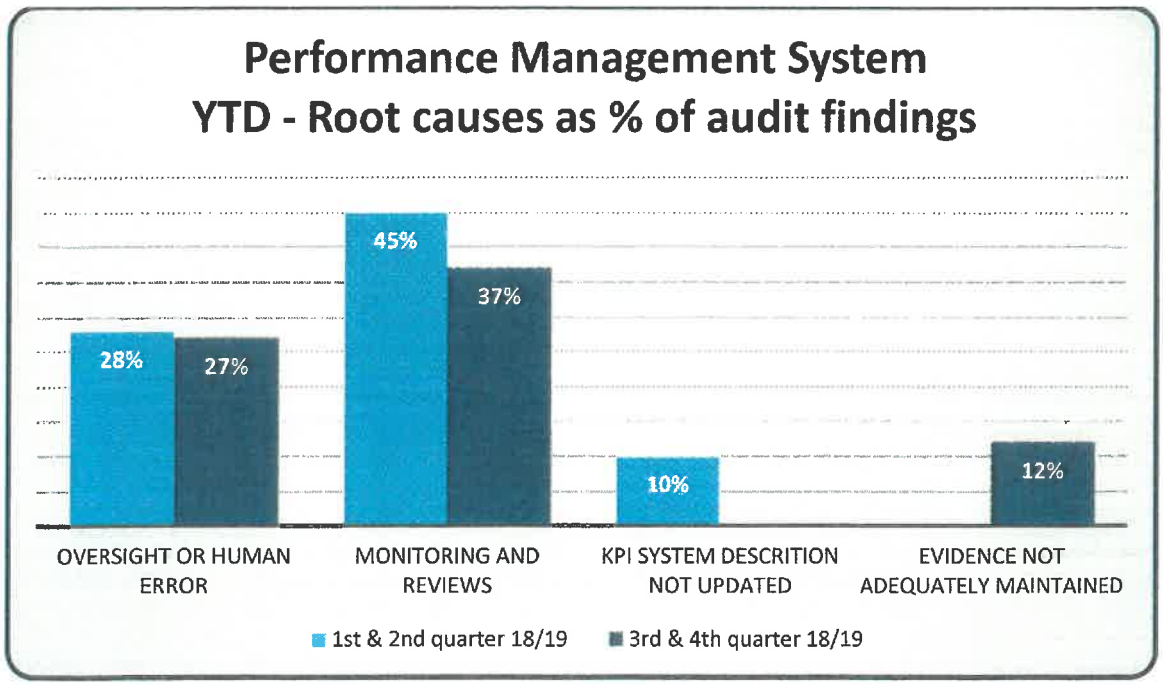
5. PRAC Assessment of Performance Management

PERFORMANCE MANAGEMENT ASSESSMENT		
Performance System Objectives	Period	
	1 July 2018 to 31 December 2018	1 January 2019 to 30 June 2019
Functionality of the performance management system	☺	☺
Performance Management System complies with the Act and regulations	☺	☺
Extent to which the municipality's performance measures are reliable in measuring performance	☹	😐

Legends:

☺	Adequate
😐	Needs improvement
☹	Inadequate

The following top 3 root causes for each period resulted in Performance Management System audit findings for the Year-To-Date (YTD). These root causes negatively affect the reliability of performance measures in place.



6. Comment

For the 2018/2019 Performance Management audit, the Auditor-General South Africa (AGSA) reported that no material findings were identified on the usefulness and reliability of the reported performance information for the following strategic focus area:

- Essential Services

For the third quarter of 2018/2019, Internal Audit has highlighted the following non-compliance and control weaknesses previously reported. Management has indicated that mitigating action plans to address these deficiencies are on-going.

No	Finding	Recommendations	Status
1	Proof of evidence is inadequate*	• KPI submission should be in line with the signed KPI system description by the KPI owner/s.	Repeat finding
2	Proof of evidence incomplete and inaccurate*	• Management should implement adequate reviews to ensure that performance reported agrees with proof of evidence. • Management should review that the most reliable evidence is submitted to support performance reporting that is accurate, valid and complete. • The KPI system description should be updated to include the review steps to be performed by the KPI owner to ensure its accuracy.	Repeat finding
3	Corrective action not yet implemented on underperforming KPIs*	• Management should frequently monitoring under performance of KPIs pertaining to their department to confirm that targets are met and identify the most effective corrective action to be taken in the instances of underperformance. • Management should take into account additional skills required from suppliers in the setting of timeframes as part of the project management planning.	In Progress
4	Inadequate corrective action taken to address KPI underperformance	Management should clearly document the reasons why underperformance took place and document adequate corrective and preventative measures in order to improve performance as required by section 41(1)(d) of the MSA.	In progress

For the 4th quarter performance information audit is limited and based on an agreed upon procedure to provide management with an assessment on the reliability of the portfolio of evidence information for the Top Layer Key Performance Information Indicators before 31 August 2019.

The following summaries the weaknesses identified:

Direcorate	No of Findings	Finding Type		
		Reliability of evidence	Adequacy of evidence	Availability of evidence
Community Services	2	2	-	-
Corporate Services	-	-	-	-
Financial Services	4	-	1	3
Technical Services	4	4	-	-
Office of the Municipal Manager	2	2	-	-
Totals	**12**	8	1	3

Overall Management Comment

Management has taken cognisance of the control deficiencies and will implement the management action plan.

7. Recommendation to Council

To improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies. Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance.

Yours Faithfully

Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

29 November 2019

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 21 OCTOBER 2019 AT 15h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
C. Lottering
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J Barnard (Director: Technical Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor C. Lottering to open the meeting with a prayer.

NOTED

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY (3/1/2/1)

Applications for leave of absence from the meeting were received from Councillors P. Heradien (ICOSA) and G. Laban (WA).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P. Heradien (ICOSA) and G. Laban (WA), be approved and accepted.

3. RESERVED POWERS

3.1 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
(c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 3.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 3.1(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 3.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the

Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 3.1(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 3.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Chairperson constitute the meeting that:

(a) This is only a planning meeting in respect of Council's resolution taken on 23 August 2019: Item 4.4: with regard to an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

(b) To keep the members of the MPAC and Senior Management informed.

(c) To sensitize every one of the sensitivity of the matter; and

(d) To avoid that people from outside cross question the members and / or Senior Management in respect of the matter whilst the investigation is in process.

MODUS OPERANDI WITH REGARD TO THE INVESTIGATION

The Municipal Manager provided a background of the history of the matter and mentioned that his version is only secondary and based on hearsay. One of the role players at the time, and a member of MPAC, is Alderman J.W. Schuurman. Many others left the business or passed away. The municipality is a member of both the Koekedouwdam Irrigation Board (KBI) and the Koekedouwdam Management Board (KMB).

On request of the Chairperson the Municipal Manager explained who is the:

(a) Koekedouwdam Management Board (KMB)
(b) Koekedouwdam Irrigation Board (KIB) and
(c) Rand Merchant Bank (RMB)

The Koekedouw Management Board is a sort of joint venture between the KIB and the former Ceres Municipality and was established in the time of Witzenberg Municipality. The parties agreed to build the Koekedouwdam and each party agreed to contribute to the building of the dam. The Ceres Municipality and the KIB agreed to take up a loan. The loan of the Ceres Municipality for the construction of dam was paid off by September 2017 with Development Bank of South Africa (DBSA).

The Koekedouw Irrigation Board take up a loan with the Koekedouw Management Board and structure their own payment. When the Koekedouw Irrigation Board concluded their agreement they did it on behalf of all its members. Their members have water rights in terms of the land they owned. The member's contribution was determined in terms of the water right they have.

When the loan was taken up it was done in the name of the Vredebes Farm with the consequence that when the municipality bought the Vredebes Farm they took over the liability, the asset and the watering right, because it is inherent to the property. In the sale agreement no mention was made of the water right. In terms of the title deed (P.8) it mention the watering right which is inherent to the property. In terms of Paragraph 3.4 it states that a servitude is registered and that water is subtract for the farm. Any other notorial deed will also be investigated.

The loan of the Witzenberg Municipality was in total redeemed but this is now the loan of Rand Merchant Bank. When the Municipality bought Vredebes Farm they have to contribute to the Koekedouw Irrigation Board. The annual payment was in terms of the loan and their portion of the operational cost. The municipality is still making a contribution for the operational running of the Koekedouwdam. It is now 41% and previously 59%. The other part is the part for the redemption of the loan.

The Koekedouw Irrigation Board went to Rand Merchant Bank to restructure the loan. Farms were sequestrated at the time partly due to the payment of the dam. The former Minister for Water Affairs got involved and paid for the Small Farmers and they pay only for the operational cost. With the

restructuring of the loan it was believe that it is the best model otherwise payments should be for another (ten) 10 years and it could double the amount which should be paid to Rand Merchant Bank. All members settle their loan with Rand Merchant Bank except the municipality. The KIB settled the amount that the Witzenberg Municipality should pay. The municipality did not pay because the matter was referred to the Municipal Public Accounts Committee. The Koekedouw Irrigation Board put a proposal on the table that instead the municipality pay the money and settle the amount. That the watering right be given to some of the Small Farmers. This is the current situation.

Municipal Manager conveyed that the Executive Mayor request for the documentation of the loan between the Koekedouw Irrigation Board and their members. At a meeting between the Municipal Manager and the Director: Technical Services with the Chairperson of the Koekedouw Irrigation Board it was learned that the Board will need time to find such documentation.

Director: Technical Services referred to the letter of the Koekedouw Irrigation Board which states that the municipality must pay R59 326-00 for 15ha of waterrights at Vredebes Farm. Municipal Manager is of the opinion that the letter is not sufficient documentation. There is currently no documentation of an agreement between the previous owner of Vredebes Farm and the Koekedouw Irrigation Board for this 15ha. This is the prove the Mayoral Committee wants to see.

There were two (2) accounts:

1. Koekedouwdam Management Board (KMB)
2. Koekedouw Irrigation Board (KIB)

The Koekedouwdam Management Board run the dam and the Koekedouw Irrigation Board payment was for the Vredebes Farm and the 15ha summer water. The accounts were always received from the KIB. It was for pipelines of the dam.

When the farm was bought in 2002 Vredebes was zoned agricultural. Rezoning take place in 2014 / 2015 to build houses. With the purchase of the farm the water rights was also taken over.

Chairperson and Alderman J.W. Schuurman shared the opinion that the waterrights be ceded to the Small Farmers.

The Director: Technical Services will check on the yearly usage of water by the farmers, and determine if the 15ha of summer water of Vredebes was also used by the farmers. If so, whether it was with the consent of the municipality. The report will be submitted at the next meeting of MPAC.

Municipal Manager mentioned that the terms of the agreement can only be approved by the Department of Water Affairs. Water is an asset which need to go through the Supply Chain process. The Koekedouwdam Management Board and Koekedouwdam Irrigation Board are willing to attend a meeting with the Municipal Public Accounts Committee.

NEXT MEETING

The next meeting of Municipal Public Accounts Committee will be held on Monday, 28 October 2019 in the Council Chambers, Municipal Offices, Ceres at 14h00.

RESOLVED

(a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.

(b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.

(c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

9. ADJOURNMENT

The meeting adjourned at 16h10.

Approved on _____

_____
MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 28 OCTOBER 2019 AT 14:00

PRESENT

Councillors

M. Jacobs (Chairperson)
Alderman J.W. Schuurman
C. Lottering
G. Laban

Officials

Mr. D. Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. M Mpeluza (Director: Corporate Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested Councillor C. Lottering to open the meeting with a prayer.

NOTED

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY (3/1/2/1)

An apology for absence from the meeting was received from the Senior Internal Auditor.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Senior Internal Auditor and be accepted.

3. DELEGATED POWERS

None

NOTED

4. RESERVED POWERS

4.1 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.

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(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.

(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.

(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

(g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

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Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 4.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 4.1(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

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With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

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(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

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Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

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A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 4.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The

municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.1(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

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That the Executive Mayoral Committee recommends to Council:

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Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

(a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.

(b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.

(c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

(i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 4.1(f)**.

(ii) Constitution of Koekedouw Irrigation Board: **Annexure 4.1(g)**.

(iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 4.1(h)**.

The Committee requested that the Acting Chief Financial Officer do a breakdown of the different payments in respect of the Koekedouwdam as well as the final payment and same at the next Municipal Public Accounts Committee (MPAC) meeting.

RESOLVED

that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouwdam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

5. NEXT MEETING

That the next meeting be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 4 November 2019 at 14h00.

6. ADJOURNMENT

The meeting adjourned at 14h10.

Approved on _____

_____
MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 4 NOVEMBER 2019 AT 14:00.

PRESENT

Councillors on the Committee

M. Jacobs (Chairperson)
Alderman J. Schuurman
C. Lottering
G. Laban
P. Heradien

Other Councillors not on the Committee

Alderman H Smit

Officials

Mr D. Nasson (Municipal Manager)
Mr A. Raubenheimer (Acting Director: Finance)
Mr J. Barnard (Director: Technical Services)
Mr M. Mpeluza (Director: Corporate Services)
Mr G. Louw (Head: Internal Auditor)
Ms S. Hendricks (Senior Internal Auditor)
Mr J. Swanepoel (Manager: Projects and Performance)
Mr C. Wessels (Manager: Administration)
Mr C. Titus (Committee Clerk)

Other

Mr D. Goosen (Koekedouw Irrigation Board)
Mr P. du Plessis (Koekedouw Irrigation Board)
Mr H. Conradi (Koekedouw Irrigation Board)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor P. Heradien to open the meeting with a prayer.

NOTED

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY (3/1/2/1)

None

NOTED

3. MINUTES

3.1 Approval of minutes
(03/1/2/3)

The following documents are attached:

(a) The minutes of the Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 3.1(a)**.

(b) The minutes of the Special meeting of the Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 3.1(b).**

RESOLVED

(a) that the minutes of the Municipal Public Accounts Committee, held on 20 August 2019, be approved and signed by the chairperson.

(b) that the minutes of the Municipal Public Accounts Committee meeting, held on 21 October 2019, be approved and signed by the chairperson.

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

None

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

7.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019) (9/1/2/2)

The Quarterly Budget Statement (Section 52(d) Report for the period 1 July 2019 to 30 September 2019, received from the Acting Director: Finance, is attached as **annexure 7.1.**

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

The Municipal Public Accounts Committee (MPAC) consider the section 52(d) report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stand on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

RESOLVED

(a) that the Acting Chief Financial Officer submit a report in terms of spending due to vandalism.

(b) To recommend to the Executive Mayoral Committee and Council:

that notice is taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.

7.2 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(b) Item 8.1.3 of the Council meeting, held on 30 May 2019.

(c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.

(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.

(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.

(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

(g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 7.2(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 7.2(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 7.2(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the

Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 7.2(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 7.2(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

(a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.

(b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.

(c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

(i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 7.2(f)**.

(ii) Constitution of Koekedouw Irrigation Board: **Annexure 7.2(g)**.

(iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 7.2(h)**.

(iv) Dam settlement: **Annexure 7.2(i)**.

(v) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 7.2(j)**.

Mr. D. Goosen, Chairperson of the Koekedouw Irrigation Board, explained the operations of the water rights and how the Farm Vredebes is affected by the irrigation system. The explanation included the loan option the Koekedouw Irrigation Board followed and the involvement of the various farmers and the repayment of their own loans. The representatives of the municipality were present at all meetings. By June 2019 all monies were paid except the part of the Witzenberg Municipality. The Koekedouw Irrigation Board paid the outstanding monies of the municipality in order to adhere to the agreement.

The Koekedouw Irrigation Board propose to the municipality that the emerging farmers need summer water and wish to take over the water from the municipality. The necessary documentation will be completed in order to ensure that the municipality get rid of the debt legally. The modus will benefit both the municipality and the Koekedouw Irrigation Board.

The Municipal Public Accounts Committee (MPAC) caucused from 14:55 until 15:05.

RESOLVED

that Municipal Public Accounts Committee will draft a report in respect of Council's instruction to investigate the settling of the Rand Merchant bank (RMB) loan for the Koekedouw dam and submit thereafter a recommendation to Council.

8. ADJOURNMENT

The meeting adjourned at 15:30.

Approved on _____

_____
MD JACOBS
CHAIRPERSON

lwr

REPORT BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) IN RESPECT OF COUNCIL RESOLUTION 4.4 OF 23 AUGUST 2019

Background:

The Koekedouw Irrigation Board informed the Municipality of the restructuring of their loan account with Rand Merchant Bank and requested the Municipality to make a once off payment that will redeem the Board of its financial loan obligations towards Rand Merchant Bank. The matter was tabled before Council and it was resolved to refer the matter to the MPAC Committee to investigate whether there is any obligation on Council to make payment and to further make any recommendations to Council for consideration.

Legal Mandate

The MPAC Committee was established in terms of section 79 of the Municipal Structures Act, Act 117 of 1998. The Municipal Council, as the supreme authority of the Witzenberg Municipality, requested MPAC to investigate and have discussions with the Koekedouw Irrigation Board on whether there is a legal obligation on Council to make any payment towards the loan taken up with Rand Merchant Bank.

Process of MPAC

1. **First Meeting: 21 October 2019**

1.1 The Committee met on the 21st October 2019 for an internal discussion of all documentation and to plan the way forward.

1.2 A copy of the Title Deed, correspondence from the Koekedouw Irrigation Board to the Municipality, and an email of the chairperson of the Irrigation Board, Mr. Danie Goosen as well an Opinion of Grayston and Elliot was presented to the Committee for discussion.

1.3 The Municipal Manager addressed the Committee to give background on the loan agreement as well as explaining the difference between Koekedouw Management Ward and the Koekedouw Irrigation Board.

1.4 The meeting unanimously resolved to postpone the meeting to the 28th October 2019 and requested that copies of the constitution of the Koekedouw Irrigation Board and the Koekedouw Management Board be obtained and presented to the Committee. The Director Technical Services was requested to present proof of the Notarial Deed confirming the Water Rights of Vredebes farm.

2. **Second Meeting: 28 October 2019**

2.1 All the documentation was perused and examined at the Meeting.

2.2 The Municipal Manager confirmed that there was no formal agreement in the records of the Municipality between either Vredebes farm and or the Municipality with the Koekedouw Irrigation Board.

2.3 It is confirmed by the Committee that there is a clear distinction between the Koekedouw Management Board and the Koekedouw Irrigation Board.

2.4 The Committee also clarified that the loan that was redeemed with Development Bank of South Africa was for the Municipality's own financial obligations towards the construction of the Koekedouw Dam.

2.5 The Koekedouw Management Committee manages the operation side of the Koekedouw Dam and compiles its own budget to which both the Municipality and the Irrigation Board are compelled to contribute.

2.6 The loan amount referred to by the Irrigation Board, which is due to Rand Merchants Bank is as a result of the Municipality acquiring (purchasing) the Vredebes farm.

2.7 The Committee resolved to postpone the further investigation until the 04th November 2019 with the specific purpose of calling members of the Irrigation Board as well as the Koekedouw Management Board to address the Committee. The CFO was also requested to submit a report on all payments made to the Irrigation Board.

3. **Third Meeting: 4th November 2019**

3.1 The current chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen as well as two other members namely Messrs du Plessis and Conradie attended the meeting. Alderman Smith the Municipal representative on the Management Board also attended the meeting.

3.2 Mr Goosen confirmed the correspondence send to the Municipality of the restructuring of the Irrigation Board's loan obligations towards Rand Merchants Bank. Mr Goosen reiterated that the agreement was restructured because of the unfavourable long term financial implications for the members of the Board.

3.3 Mr Goosen further confirm that he was not involved during any discussion when the Municipality acquired ownership of the Vredebes farm. Mr Goosen could also not produce any documentation which the Municipality has signed confirming their responsibility and liability of the loan.

3.4 All the members of the Board's obligations are connected to their water rights which in turn is inherently vested in the ownership of the land. The financial obligations is shared on a pro rata basis according to the registered hectares of water and are approved by the Department of Water Affairs.

3.5 The Witzenberg Municipality's obligation is derived from the 15 hectares of water and which is part of the Notarial Deed and registered against the Title Deed.

3.6 Mr Goosen informed the Committee that all the members, with the exception of Witzenberg Municipality have redeemed their loans with Rand Merchants Bank. The Irrigation Board took a decision to pay on behalf of the Municipality because it was part of the agreement that the full loan be redeemed.

3.7 The Board initially requested the repayment made on behalf of Witzenberg Municipality but has since then requested a trade off the Water Rights in favour of their black farmers for the payment made. The amount that is due by the Municipality is R889 891, 98.

3.8 There were no major points of dispute and only clarification issues.

3.9 The delegation of the Irrigation Board was excused whereafter the Committee deliberated on the evidence presented.

4. **Minutes**

The Minutes of all three meetings are attached to this report.

5. **Recommendation**

The Committee unanimously resolved to recommend to Council:

a) Although no evidence of any agreement could be presented confirming Council's financial obligation to the Board that it be accepted that there was indeed a financial commitment by Council to the Irrigation Board.
b) Previous payment made by the Finance Department confirms the financial obligation.
c) That there is nothing in the conduct of any Party from which it can be deducted that payments made were fruitless, wasteful and or unauthorized nor that it be irregular.
d) In terms of Council's mandate that it will not be wrong to make payment in the amount of R889 891, 98 as a full and final settlement for the outstanding loan obligation to the Board.
e) That the Irrigation Board's proposal that the Water Rights be reallocated to black farmers be considered as a favourable solution for a potential problem between the Council and the Irrigation Board.

SIGNED BY ALL THE MEMBERS OF THE COMMITTEE

Councillor MD Jacobs

Alderman J Schuurman

Councillor P Heradien

Councillor C Lottering

Councillor G Laban

Report of the auditor-general to Western Cape Provincial Parliament and the Council on the Witzenberg Municipality

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Witzenberg Municipality set out on pages 2 to 69, which comprise the statement of financial position as at 30 June 2019, the statement of financial performance, statement of changes in net assets and cash flow statement and statement of comparison of budget and actual amounts for the year ended 30 June 2019, as well as the notes to the financial statements, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Witzenberg Municipality as at 30 June 2019, and its financial performance and cash flows for the year then ended in accordance with South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2017 (Act No. 3 of 2017) (DoRA).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report.

4. I am independent of the municipality in accordance with sections 290 and 291 of the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants* and, parts 1 and 3 of the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)* (IESBA codes) as well as the ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA codes.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Restatement of corresponding figures

7. As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2018 have been restated as a result of errors discovered during 2018-19 in the financial statements of the municipality for the year ended 30 June 2019.

Material losses/Impairments

8. As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R131, 6 million (2017-18: R101,4 million) on receivables from exchange transactions.

9. As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R36,1 million (2017-18: R47 million).

Other matters

10. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unaudited supplementary information

11. The supplementary information set out on pages 70 to 74 of the financial statements does not form part of the financial statements and is presented as additional information. I have not audited this information and, accordingly, we do not express an opinion thereon.

Unaudited disclosure notes

12. In terms of section 125(2)(e) of the MFMA, the municipality is required to disclose particulars of non-compliance with the MFMA in the financial statements. This disclosure requirement did not from part of the audit of the financial statements and accordingly I do not express an opinion thereon.

Responsibilities of Accounting Officer for the financial statements

13. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with SA Standards of GRAP and the requirements of the MFMA and DoRA, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

14. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

15. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

16. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

17. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected strategic objectives presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.

18. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures also did not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

19. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected strategic objective presented in the annual performance report of the municipality for the year ended 30 June 2019:

Strategic objective	Pages in the annual performance report
Strategic objective – essential services	11 - 13

20. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

21. I did not raise any material findings on the usefulness and reliability of the reported performance information for this strategic objective:

    - Essential services

Other matters

22. I draw attention to the matter below.

Achievement of planned targets

23. Refer to the annual performance report on pages 11 to 13 for information on the achievement of planned targets for the year and explanations provided for the under/ over achievement of a significant number of targets.

Report on the audit of compliance with legislation

Introduction and scope

24. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the municipality with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

25. I did not raise material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

26. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report which includes the accounting officer's report and the audit, risk and performance committee's report. The other information does not include the financial statements, the auditor's report and those selected strategic objectives presented in the annual performance report that have been specifically reported in this auditor's report.

27. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion thereon.

28. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected strategic objectives presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

29. I have nothing to report in this regard.

Internal control deficiencies

30. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. I did not identify any significant deficiencies in internal controls.

Signed

Cape Town

30 November 2019

Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements, and the procedures performed on reported performance information for the selected strategic objective and on the municipality's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

   - identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
   - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control
   - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer
   - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Witzenberg Municipality's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a municipality to cease continuing as a going concern
   - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
4. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.

2018/19

WITZENBERG MUNICIPALITY: DRAFT ANNUAL REPORT

WITZENBERG

MUNICIPALITY

2018/19

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VOLUME II: ANNUAL FINANCIAL STATEMENTS

AUDITOR-GENERAL REPORT

PERFORMANCE, RISK & AUDIT COMMITTEE REPORT

CHAPTER 1: MAYOR'S FORWARD & EXECUTIVE SUMMARY

COMPONENT A: EXECUTIVE MAYOR'S FORWARD

"Witzenberg Municipality - A municipality that cares for its community, creating growth and opportunity"

This Annual Report, in my respectful opinion, presents a fair assessment of the activities and state of affairs of the Municipality for the 2018/19 financial year. I want to express my sincere gratitude to the Speaker, Deputy Executive Mayor, members of the Executive Mayoral Committee, Chairperson of MPAC and all Councillors for their concerted effort to make Witzenberg a better place and commitment to serve our community and different constituencies to the best of their ability. We have achieved our seventh consecutive clean audit from the Auditor General of South Africa. The report however highlights the material impairments of receivables from exchange and non-exchange transactions to the value of R167.7 Million. The recoverability of municipal debt remains a major concern for Council and a special task team was appointed to make recommendations to Council for the recovery of same. The water situation in Tulbagh is still gloomy and mostly as a result of the Department of Water Affairs inability to sign off on the project despite the Gazetting and approval by National Treasury of the funding of the construction of a new dam over a three year period. Despite the challenges the Municipality remains committed to the provision of quality water to all its citizens on the same standard and conditions, and for which it has received many accolades, for the years to come. The Municipality have embarked on the review of its Spatial Development Framework and we are excited to adopt the new Spatial Framework in May 2020. The framework will set out the vision for the Witzenberg area for the next number of years and will hopefully also give impetus to new economic developments within our area. The framework will also take into account the strategic goals of the Western Cape Province as well as other strategic policies of both National and Provincial Departments.

We have continued to align our budget with our four key performance areas and objectives as set out in our IDP namely:

- Essential Services.
  - Sustainable provision & maintenance of basic services
  - Provide for the needs of informal settlements through improved services

- Governance
  - Support institutional transformation & development
  - Financial viability
  - To maintain & strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

- Communal Services
  - Provide and maintain facilities that make citizens feel at home

- Socio-Economic Support Services
  - Support the poor and vulnerable through programmes and policy
  - Create an enabling environment to attract investment and support to the local economy.

The relationship with both the Business and Agri-sector is still strong and will continue to grow within the next couple of years. The formal Business sector through CBI is still committed to support Small Businesses from the previously

disadvantaged community and will continue with the Entrepreneur Development programme. The Witzenberg Municipality remains very much dependent on the Agri industry and will continue to find means of broadening our income stream.

Twinning Agreement between Essen and Witzenberg Municipality

The Municipality will continue to strengthen its relationship with the Essen Gemeente Belgium. The focus area of the Twinning Agreement remains Environmental Management and Youth Development.

Extended Public Works Programme

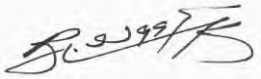
The Witzenberg Municipality is still the beneficiary of a grant to roll out an EPW Project. The Projects are mostly focusing on environmental management and has contributed tremendously to the cleanliness of our towns. A substantial number of unemployed were given employment which we believe also had an impact on our Indigent database.

Green Energy

The Municipality is still focused on implementing projects that will focus on Green Energy. The Municipality has adopted an Energy Policy that will stimulate further development and projects in the Green Energy and Economic Development field.

Conclusion

In conclusion, Witzenberg Municipality faces the future with optimism. I would like to take this opportunity to thank and acknowledge all for their commitment, focus and perseverance to develop our home into a flourishing hub for tourism, business development and agricultural expansion. It gives me great pride to serve Witzenberg as Executive Mayor and I welcome the challenges to come as I know that we will overcome them together.



BARNITO KLAASEN
EXECUTIVE MAYOR WITZENBERG

COMPONENT B: EXECUTIVE SUMMARY

1.1 Municipal Manager's Overview

Report of the Accounting Officer (Municipal Manager) in terms of Section 121 of the Local Government: Municipal Finance Management Act No 56 of 2003 (the MFMA).

Mr. David Nasson, Municipal Manager

The Municipal Finance Management Act (herein referred to as the MFMA) requires the Accounting Officer to do an assessment of any arrears on municipal taxes and service charges as well as the municipality's performance against the measurable performance objects referred to in Section 17 (3)b of the said Act. The latter assessment is dealt with in Chapter 5.1 of the Annual Report.

1.1.1 Arrears Assessment

The Auditor General of South Africa has, in its report on the 2018/2019 financial statements of the Municipal Council, emphasised the material impairment of R131.5 Million on receivables from exchange transactions. As required by the MFMA my assessment of the arrears on municipal taxes and service charges as at 30 June 2019 is as set out below:

- the gross outstanding service debtors in total increased with 19.97% in relation to the 2017/2018 financial year.
- the leading contributors to the outstanding debt are water at 38.06% and sanitation and refuse at 37.78%.
- the effective implementation of the Credit Control Policy in areas where Eskom is a supplier of electricity is playing a major role in the escalation of the service debtors. Council has approved that prepaid water meters be installed in these areas which will assist in the recouping of the service charges.
- the majority of households are working in the Agri sector which has been adversely affected by drought.
- the Municipality will continue to exercise all legal avenues to collect its outstanding debt.
- concerted efforts are therefore being made, inter alia through capacitating our own debt collection to recover debts older than 90 days which constitutes 69.95% of total outstanding debt.

Credit control measures are progressively tightened up, e.g. service provider to perform disconnection on defaulters.

1.1.2 Revenue Collection

The municipality's performance for revenue collection increased from at 94.2% in 2017/18 to 94.8% in the 2018/2019 financial year. We are mindful that the Municipality's financial sustainability is dependent on its ability to optimally collect the budgeted revenue. Public participation is being done on installation of water management devices and the disconnection of illegal electricity meters.

1.1.3 Material losses / Impairments

Electricity

There was a increase in the electricity losses including technical and non-technical losses. The total loss for the financial year was 10.51% compared to the loss of 9.85% in the previous financial year. The electricity losses are mainly the result of ageing infrastructure and theft of electricity in certain areas within the Municipality. The upgrade of the electrical infrastructure will continue in the new financial year which will hopefully lead to a further decrease in

electricity losses. As part of Councils on-going programme to cut down on energy losses the following corrective measures will be undertaken:

- conducting an audit of all meters in Municipal area
- replacing conventional pre-paid meters with split meters
- updating GIS data to monitor electrical distribution
- regular special operations to clamp down on electricity theft.
- setting of competitive feed in tariffs to encourage bulk consumers to feed electricity into our municipal grid for re-sale

Water

The calculated water loss is 17.73%. This is lower than the 17.88% that was recorded in the 2017/2018 financial year. The technical department is robust and vigorously busy improving the effectiveness of water provision by:

- installing water meters at unmetered communal taps
- replacing and repairing bulk meters
- installing data loggers at strategic sites
- collecting and calculating monthly data
- replacing badly leaking/eroded pipes on a program within certain areas.

1.1.4 Incidents of Theft / Fraud / Gross Negligence

No incidents of fraud or gross negligence were reported.

1.1.5 General and Closing Comments

The maintenance of municipal infrastructure remains a major challenge for the municipality. The poor state of our roads, in some of our municipal, and our inability to rehabilitate same is still a major concern. The economic challenges of our Municipal financial resources and effective management of municipal labour will be crucial for Council to overcome the tough economic challenges. I would further like to take this opportunity to thank our Executive Mayor and Political leadership as well as our Directors and other colleagues for their continuous hard work and effort to lift the bar of Good Governance and Service Delivery.

D NASSON
MUNICIPAL MANAGER

1.2 Municipal Functions, Population & Environmental Overview

This report addresses the performance of Witzenberg Municipality, Western Cape, with respect to their core legislative obligations. Local Government has an obligation to create the participatory framework that defines and enhances the relationships between elected leaders and communities. This requires that the Council of the municipality provides regular and predictable reporting concerning performance programmes and the general state of affairs in their locality.

The 2018/19 Annual Report reflects the performance of Witzenberg Municipality for the period 1 July 2018 to 30 June 2019. The Annual report is prepared in terms of Section 121 (1) of the Municipal Finance Management Act (MFMA), in terms of which the municipality must prepare an Annual report for each financial year.

1.2.1 Vision & Mission

Our Vision

A municipality that cares for its community, creating growth and opportunities.

Our Mission:

Witzenberg Municipality is committed to improve the quality of life for the community by:

- Providing and maintaining affordable services.
- Promoting social and economic development
- The effective and efficient use of available resources
- Effective stakeholder and community participation

Value System:

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and Officials in terms of the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

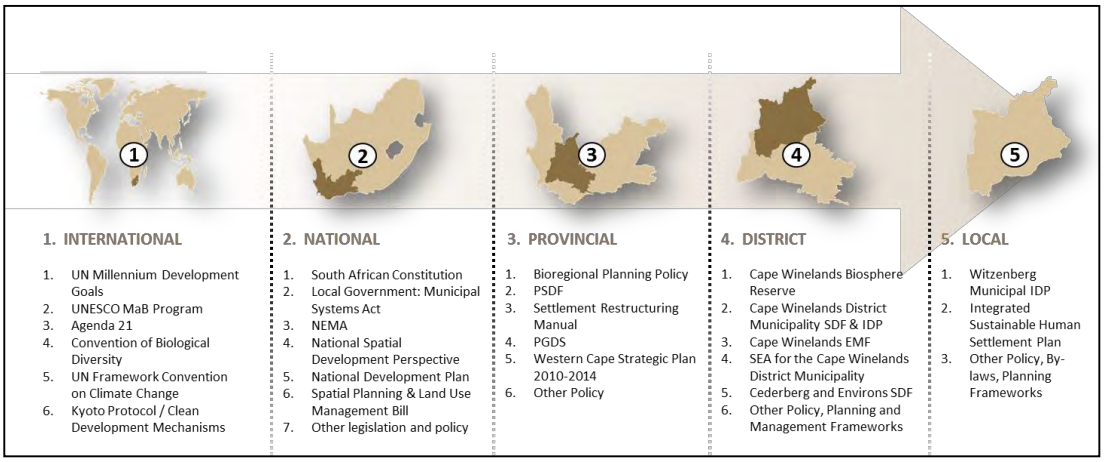
1.2.2 Demographic Information

Witzenberg Local Municipality (LM) was founded in 2000 and is classified as a Category B municipality and is responsible for basic service provision in the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Agter-Witzenberg, Ceres/Tankwa Karoo and the northern portion of Breede River Valley (Land van Waveren).

<u>Municipal geographical information:</u>

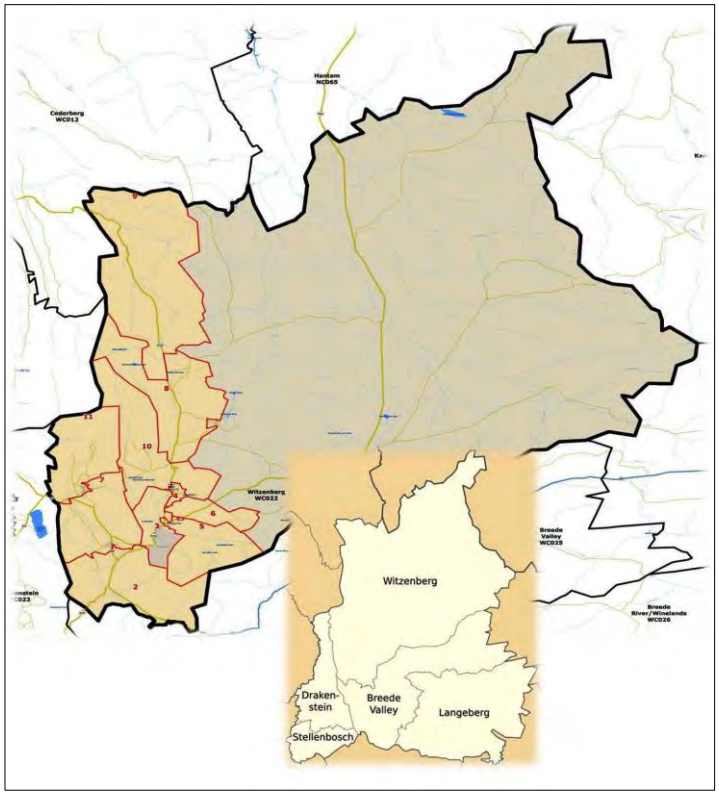
The climate in Witzenberg is known for hot and dry weather during summer. Winds are seasonal and generally North-westerly or South-easterly. The average annual rainfall in Ceres is about 1 088 mm and the average temperature ranges from 2.4°C to 29.9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is renowned for export quality fruit and wine products. The region is also well-known for producing other agronomical products such as olives and grain, and meat products such as beef and pork. Horse and cattle stud farms are also found within the municipal area.



Witzenberg Municipality in geographical context.

Witzenberg LM comprises an area of 10 753 km², and is situated about 150 kilometres North-East of Cape Town. The region is surrounded by three mountain ranges: the Obiqua Mountains to the west, the Winterhoek Mountains to the north and the Witzenberg range to the east. These mountain ranges often receive significant winter snowfall. Witzenberg's natural surroundings are characterized by endemic fauna and flora, forest wilderness and include the catchment areas of three river systems.



Location of Witzenberg Municipality in the Cape Winelands District.

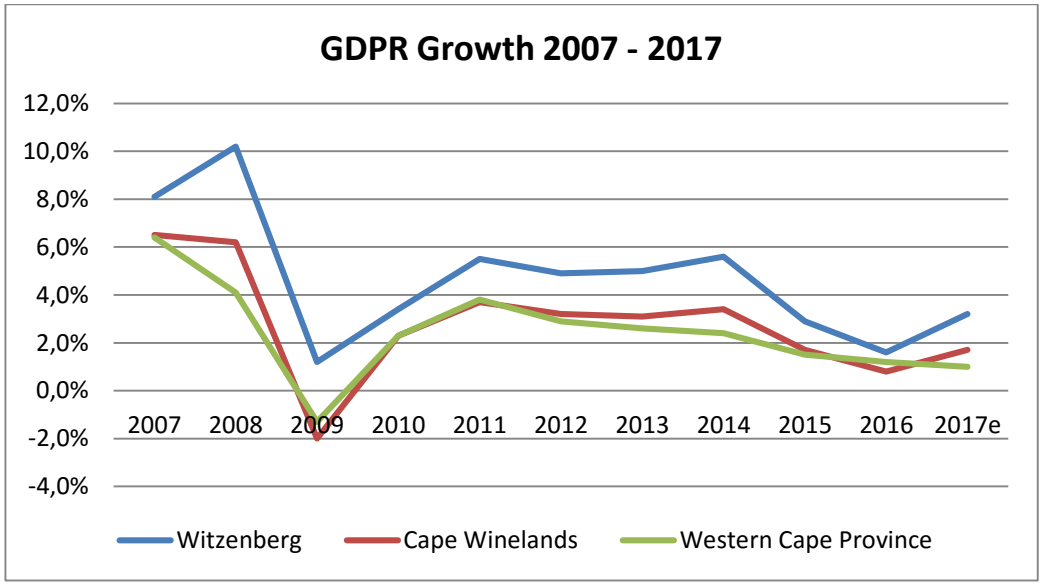
From a spatial perspective, some of the challenges facing the various areas of the municipality are:

- Op-die-Berg and the Koue Bokkeveld: Limited space for human settlement expansion due to bio-physical conditions and the competition for land for various social and agricultural needs.
- Prince Alfred Hamlet: A low overall density of development, with definite bio-physical constraints to expansion such as the need to protect biodiversity resources.
- Ceres: Main administrative centre with largest industrial developments. Low density development with limited opportunities for diversification.
- N'Duli: The scarcity of land to address social needs, and conflict with surrounding agricultural uses.

- Wolseley: Situated alongside major road- and rail transport corridors with the main focus on industrial development. Located on a watershed complicates the provision of services, and the wetland area is unsuitable for development.
- Tulbagh: Historical town with focus on tourism development and heritage conservation.
- Bella Vista: High density development with under-provision of formal business opportunities.

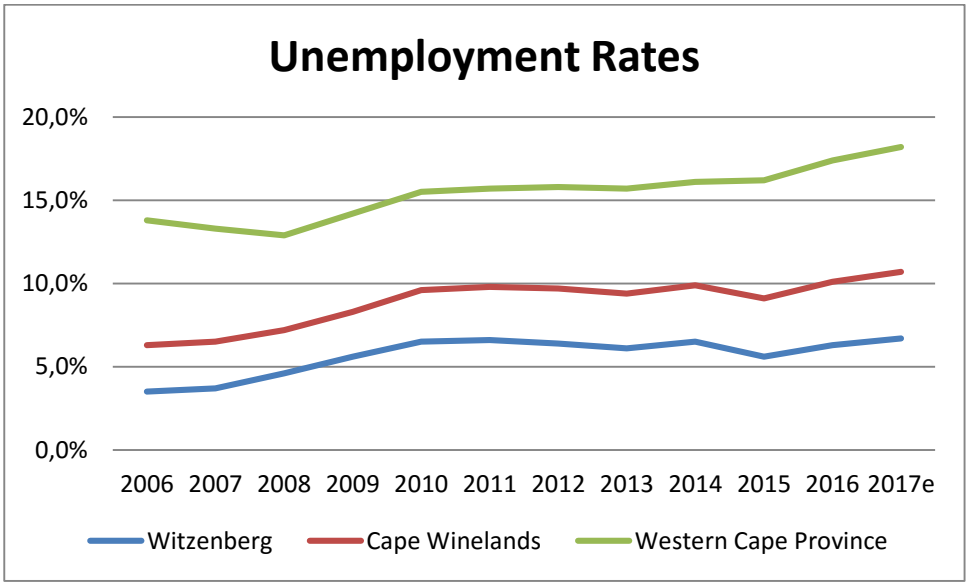
1.2.3 Socio-Economy Summary

Economic growth in the Witzenberg municipal area has been relatively volatile due to its small base and reliance on the agriculture sector which is influenced by national trends and climatic conditions, especially the drought period 2014 to 2017. It is estimated that the economy grew by 3.2 per cent in 2017, which follows the low growth of 1.6 per cent in 2016. The estimated growth in 2017 is mainly due to the boost from the agriculture sector. Despite the local drought, national conditions for this sector were very positive (17.7 per cent) (Quantec Research, 2018), which also influenced sectors on a local level.



Source: Quantec Research, 2018 (e denotes estimate)

Unemployment in the Witzenberg municipal area gradually increased to 6.5 per cent in 2010 and hovered around the 6.0 per cent mark up to 2014, before dipping to 5.6 per cent in 2015 and regressing thereafter to peak at 6.7 per cent in 2017. Notwithstanding the uptick, the Witzenberg unemployment rate in 2017 remains considerably lower than the average for the District and the Province. The local agricultural sector is however highly seasonal with the result that unemployment increases drastically during off-season periods.



Source: Quantec Research, 2018 (e denotes estimate)

Income Inequality (Gini coefficient): The National Development Plan has set a target of reducing income inequality in South Africa from a Gini coefficient of 0.7 in 2010 to 0.6 by 2030. Income inequality has been on the increase in Witzenberg between 2012 and 2017 and currently stands at 0.59.

HDI (Human Development Index): The United Nations uses the Human Development Index (HDI)1 to assess the relative level of socio-economic development in countries. Indicators that measure human development are education, housing, access to basic services and health. Per capita income is the average income. It is income per head of the population per year. Per Capita Income might not be the income of every individual in the state. Life expectancy and Infant Mortality Rate are other important criteria for measuring development. There has been an increase in the HDI in Witzenberg from 0.66 in 2016 to 0.67 in 2017. The HDI shows an overall increase in the Cape Winelands and the whole of the Western Cape from 2008 to 2017.

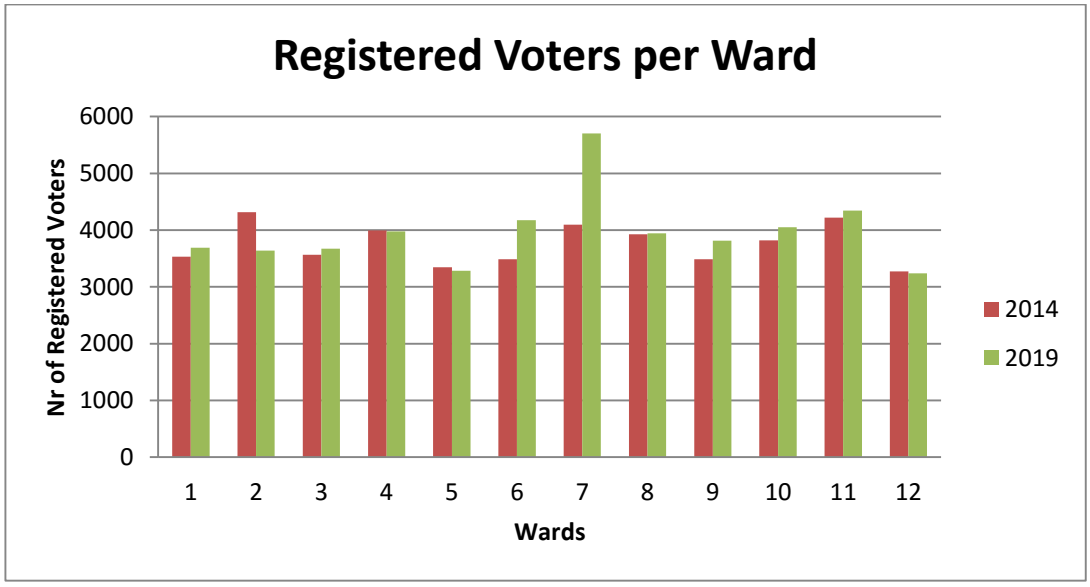
Wards:

The municipality is currently structured into the following 12 wards:

Ward	Areas	Registered Voters 2014	Registered Voters 2019
1	N'Duli - Polo Cross & Primary School	3529	3688
2	Wolseley - WF Loots, Petra, Bothashalt, La Plaisante	4318	3637
3	Ceres - Primary School, Stadsaal, Fairfield School	3564	3671
4	Prince Alfred's Hamlet - Town Hall, Bella Vista High School, Ceres Aartappels	3994	3976
5	Ceres Vallei Church Hall, Achtertuin Primary school	3347	3282
6	Bella Vista - URC Hall & Community Hall	3484	4177
7	Tulbagh - Community Hall. Wolseley - Primary & Secondary School	4098	5700
8	Op-die-Berg, Koue Bokkeveld - Môrester, Bronaar, Rocklands.	3925	3943
9	Tandfontein, Wydekloof, Voorsorg, Kromfontein	3488	3812

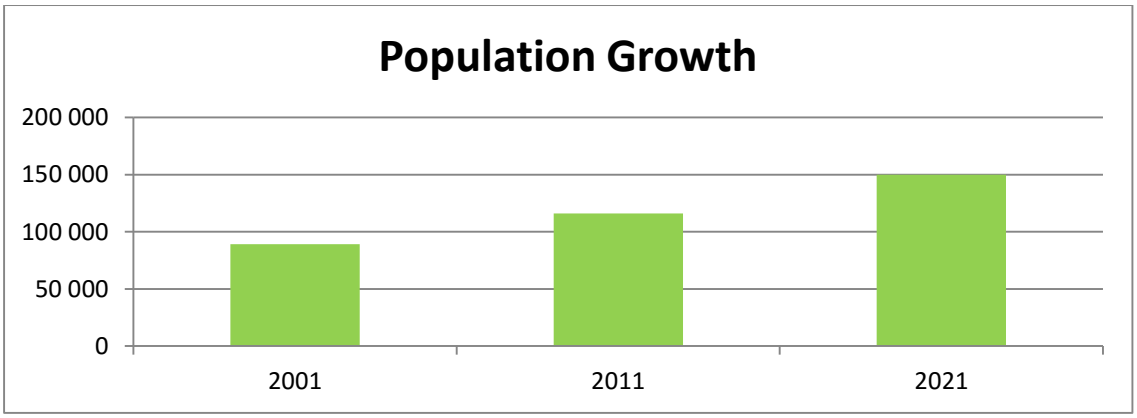
Ward	Areas	Registered Voters 2014	Registered Voters 2019
10	Phase 4 Hamlet, Agter Witzenberg, Koelfontein.	3818	4053
11	Tulbagh - Town Hall & werkestoor, De Agen, Twee Jonge Gezellen.	4222	4346
12	N'Duli - Polo Cross & Primary School	3270	3237
TOTAL Registered Voters		45 057	47 522

Note: In 2014 the norm to determine the size of a ward was 3755 registered voters with a 15% maximum (4318) and minimum (3265).



1.2.4 Population

According to the Department of Social Development's 2018 projections, Witzenberg currently has a population of 140 124, rendering it the second smallest municipal area within the Cape Winelands District. This total is estimated to increase to 160 021 by 2024 which equates to a 2.2 per cent growth rate. The estimated population growth rate of Witzenberg is slightly below the estimated population growth of the Cape Winelands at 2.4 per cent. *(Source: Witzenberg 2018 Socio-economic Profile SEP-LG)*



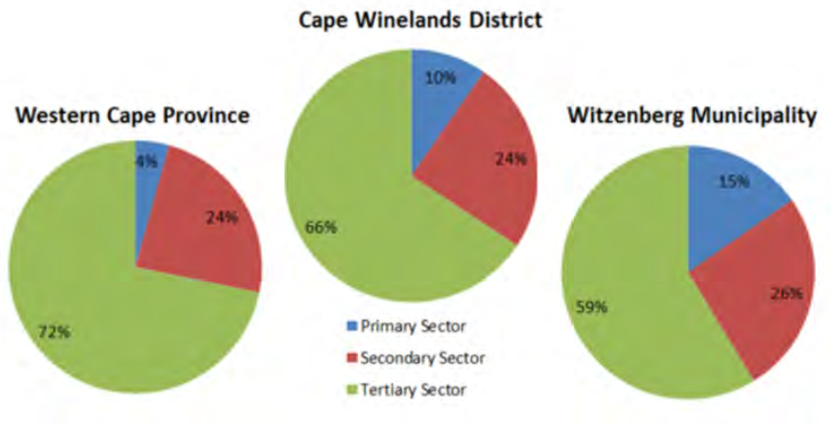
1.2.5 Households

There are 35 976 households in the municipality, with an average household size of 3.6 persons per household. (Socio-Economic Profile 2017)

1.2.6 Key Economic Activities

Witzenberg have a larger primary sector relative to their economy due to the agricultural dominance and therefore have a smaller tertiary sector. Municipal areas with a higher degree of urbanisation and therefore larger towns that serve as service centres for the broader areas, such as Drakenstein and Stellenbosch, have larger tertiary sectors, and larger economies.

The secondary sector forms an important component of any local economy, as it utilises inputs from the primary industry to generate new products and add additional value to raw material – thus creating an opportunity to attract new investment and create jobs. This sector is mainly driven by the manufacturing sector. Witzenberg with the support of the Department of Rural Development has invested significantly especially with regards to the upgrading of roads in the Skoonvlei Industrial Area. The Skoonvlei area has been identified as as Agri-Hub as part of the National AgriParks Concept and has since attract numerous secondary sector initiatives such as packaging facilities and cold storage.



In 2019 the BEAR production facility was opened in Wolseley by Lotus Bakeries. The facility produces BEAR Nibbles which are natural snacks made from pure fruit. Witzenberg Municipality made land available for the factory and supported through the upgrading of linked infrastructure.

BEAR Production Facility in Wolseley

The largest economic sectors in the Witzenberg economy in 2016 included the wholesale and retail trade, catering and accommodation sector (17.4 per cent); the finance, insurance, real estate and business services sector (15.9 per cent); and the agriculture (15.2 per cent). Collectively, these sectors contributed R4.0 billion to the Witzenberg economy (48.5 per cent) in 2016, emphasising the importance of these sectors locally and the impact of the sectoral performance on the overall stability of the Witzenberg municipal area economy.

1.2.7 Municipal Challenges

The following general challenges are experienced by the municipality:

Challenges	Actions to address
Bulk electricity supply from Eskom. The recent growth in the local agro-economy has resulted in the expansion of agro-processing industries in the rural and built environment. Our notified maximum demand limits by Eskom is under pressure and cannot be increased due to the under-capacity of the bulk supply infrastructure managed by them. This has restricted further economic expansion which can only be addressed with the bulk supply infrastructure.	Various deliberations have taken place between the municipality, Eskom, local business and the agricultural sector to address the issue. Discussions with various government departments are underway to obtain funding to upgrade the Eskom bulk infrastructure on a short term basis to address this need up until the upgrade completion in 2021. The Environmental Impact Assessment has been approved and the indication is that upgrades will commence towards the second quarter of 2020.
Waste Management. The operating of the municipal landfill sites and overall management of waste has become a major challenge due to drastically increased maintenance cost of the sites, vandalism, theft and public ignorance on the by-laws. The delay in the establishment of a regional waste site at Worcester also contributes to the uncertainty of strategy to be followed in terms of investment into the current sites or towards a material recovery facility aligned with the regional site. Legal challenges and public ignorance with regards to existing landfill sites contributes to this challenge..	The municipality has started with the implementation of a long-term strategy for waste management in the municipal area. A MIG application has been submitted for the establishment of a material recovery facility and waste transfer stations and will be included in the 2019/20 municipal budget and onwards.
Drought and water sources. The Witzenberg area has experienced a severe drought during 2015/16 to 2017/18 and was declared a disaster area by National- and Western Cape Government. Severe water restrictions were implemented by Council. The limited storage capacity in Tulbagh escalated the problem.	Funding has been secured from DWS for the construction of the raw water dam at Tulbagh. The service provider has been appointed and they are currently busy with designs and tender documentation. The construction will commence during 2019/20.
The requirement for the upgrade of R46 between Ceres & Nduli (which is a provincial road) might delay further implementation of the Vredebes housing project which caters for 2900 subsidised residential plots.	Establishment of steering committee to unlock resources and stumbling blocks with Vredebes
Maintenance and upgrading of municipal roads. The condition of bituminous pavements (roads) has drastically decreased over the past couple of years in certain areas, due to historically poor construction practices and insufficient funding for road maintenance. The existing backlog amounts to R 80 million, with 36% of these roads located in Tulbagh in a poor to very poor structural condition. Many of these roads have deteriorated to the point that they need to be rebuilt	Continued funding through municipal budget.
Debt collection on municipal rates and taxes. The outstanding debt has increased rapidly over the past few years in certain towns due to the inability to implement the debt collection policy. This is especially evident in towns where Eskom supply electricity and the policy cannot be implemented. In certain areas, public hostility has reached fever-pitch and officials are at risk when investigating illegal connections and meter tampering. This is causing a culture of non-payment and apathy towards financial obligations.	The municipality has budgeted for the implementation of water management devices that will limit water flow to supplement the Debt Collection Policy. Water use for humanitarian purposes will still be available, but excessive water usage and non-payment will be addressed.
Maintenance and upgrading of electrical network. The condition of electrical network has drastically decreased over the past couple of years in certain areas, mainly in the older towns. The	Continued funding through municipal budget is essential.

Challenges	Actions to address
existing backlog amounts to R 221 million. The old network has the effect that unplanned interruptions occur, which leaves customers without electrical supply for some unannounced periods.	

The maintenance of the electrical network remains a major challenge especially with regards to illegal connections which result in unplanned interruptions as networks becomes overloaded.

1.3 Service Delivery Overview

The investment in municipal infrastructure has been historically influenced by existing backlogs and this is a consideration for the sustainable service delivery for new developments as well as general upgrading and maintenance. The developmental potential of urban areas plays a major role in guiding infrastructure investment to ensure sustainable service delivery to human settlements. Basic services that include water, sanitation, electricity, refuse, roads and storm water and should be a major focus area for infrastructure budgeting and investment.

Our previous and current investment into services has been well-supported with funding from the Department of Energy (INEP), COGTA (MIG), the Department of Human Settlements (funding for bulk services), Department of Rural development (with regards to infrastructure investment to the AgriPark) and inherent municipal funding.

In terms of bulk services, the following challenges are prominent;

Bulk electrical supply: Eskom cannot supply any additional bulk electricity to Ceres, Tulbagh and Wolseley. We are already exceeding our Notified Maximum Demand in these towns and Eskom can only upgrade their bulk network by 2022. All new developments in Witzenberg are now jeopardised, as Eskom cannot supply additional bulk electrical supply. This is having a major impact on the growth of the economy and intervention at National level is required. In the meantime Eskom increased our NMD at Ceres Power Station with 1,7MVA and we installed our capacitor banks at Bon Chretien Substation which assisted in decreasing max demand by 1.5MVA. We are however still running on the limits of our NMD and are penalties to Eskom not excluded.

The drought is having a severe impact on all towns, especially Tulbagh. A new raw water storage dam needs to be constructed at Tulbagh to alleviate the problem. Funding to the tune of R29M has been secured and construction will commence during 2020.

Upgrade of bulk roads and storm water, electricity, sewerage and water mains for the new Vredebes development are well underway. These services will ensure sustainable capacity for the development and should be completed within the next 3 years. Upgrade of the new roads, storm water, electrical bulk provision, water and sanitation networks, however remain underfunded and should be capacitated through budget allocation and investment.

1.3.1 Basic Services Delivery Highlights

Highlight	Description
Vredebes internal electrical network and LED streetlights.	Completion of electrical network and supply to 322 stands
Infrastructure & upgrades	Replacement of various sewer networks within Witzenberg. Replacement of various water networks within Witzenberg.
Security upgrades at pump stations & WWTW	Security fencing erected at various pump stations and WWTW.
Vredebes Phase F2 Internal Civil Services	Completed internal civil services to 627 RDP erven at Vredebes.
Vredebes, Ceres: New Access Collector, Storm water & Sidewalks Ph2	Class 3 road from intersection with TR22/2 up the access to Phase 2 of the Vredebes development; Sidewalks on both sides of the road; Associated storm water along the proposed road.
Tulbagh - Station avenue	Reconstruction of Station avenue in Tulbagh

1.3.2 Basic Services Delivery Challenges

Service Area	Challenge	Actions to address
Water	Severe drought	Implemented water restrictions, obtained grant funding for various drought interventions and obtained funding for the construction of a raw water dam at Tulbagh
Technical Services	Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.
Electricity	Eskom unable to increase Notified Maximum Demand	Regular interactions with Eskom to speed up their bulk upgrades. Renewable energy policy approved by Council to assist with the demand shortage. Eskom completed their EIA process for the bulk upgrades, construction start date is planned for second quarter of 2019/20.
Solid Waste	Continuous court actions by adjacent owner of the Tulbagh Landfill Site	Variation license amendments submitted to DEADP to obtain height increase for additional volume to increase the storage capacity at Tulbagh landfill, however adjacent owner is continuously appealing these decisions in court, which limits our storage space, as the Worcester Regional Site is not forthcoming.
Town Planning & Building Control	Land Use Control	74 (58%) of House Shops in Witzenberg operate without approval Overriding reason is the shop owner is not property owner (immigrants) Serving of notices are not properly done (law enforcement). Council does not have a demolition team, equipment & suitable vehicles especially to remove structures/containers.

1.3.3 Proportion of urban households with access to basic services

The table below indicates the number of urban households with access to a minimum level of basic services:

Description	2015/16	2016/17	2017/18	2018/19
Electricity - service connections	12 730	12 893	12 543	12 878
Water - available within 200m from dwelling	14 301	14 329	14 242	14 593
Sanitation - Households with at least VIP service	14 380	14 380	14 558	15 714
Waste collection - kerbside collection once a week	13 871	14 057	14 292	14 259

Note: Decrease in 2017/18 figures due to counting of structures in informal areas in previous year and not households.

1.4 Financial Health Overview

1.4.1 Financial viability highlights

Highlight	Description
Debt coverage ratio 147,6	The number of times debt payments can be accommodated within operating revenue. This represents the ease with which debt payments can be accommodated by the municipality
Cost coverage ratio 2.7 months	It explains how many months' expenditure can be covered by cash and other cash equivalents available to the municipality

1.4.2 Financial viability challenges

Challenge	Action to address
Service debtors to revenue 57%	A Revenue Enhancement Strategy will be implemented during the new financial year. . The 2019/20 budget provides for the installation of water management devices which aims to reduce outstanding debt.

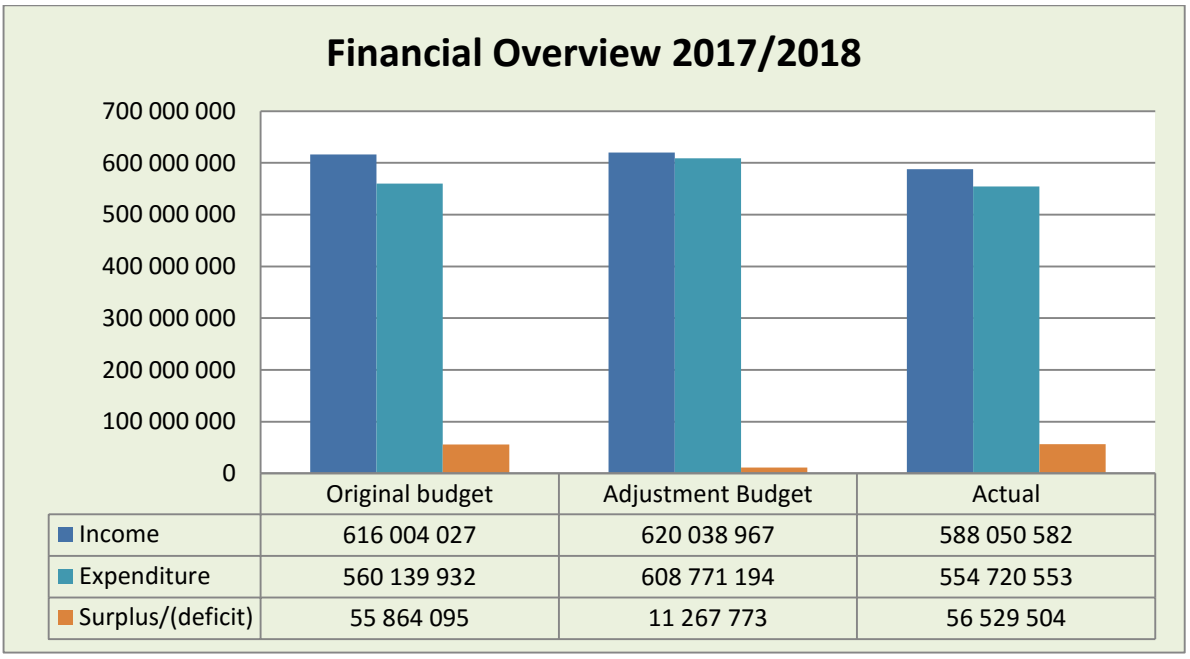
1.4.3 National Key Performance Indicators – Financial Viability (ratio's)

The following table indicates the municipality's performance in terms of the National Key Performance Indicators, required in terms of the Local Government: Municipal Planning and the Performance Management Regulations of 2001 and section 43 of the MSA. These key performance indicators are linked to the National Key Performance Area, Municipal Financial Viability and Management.

KPA & Indicator	2016/17	2017/18	2018/19	Comments
Debt coverage (Total operating revenue - operating grants received: debt service payments due within the year)	39.7 : 1	90.2 : 1	147,6 : 1	This indicator is to determine if the municipality generates sufficient cash to cover outstanding debtors, the higher the ratio, the better
Service debtors to revenue – (Total outstanding service debtors: revenue received for services)	0.54 : 1	0.49 : 1	0.57 : 1	This is the percentage that outstanding debtors are of annual revenue, the lower, the better
Cost coverage (Available cash+ investments: Monthly fixed operating expenditure)	2.4 : 1	2.97 : 1	2.7 : 1	This is the percentage that cash on hands will be able to cover monthly expenditure, the higher, the better

1.4.4 Financial Overview

Details	Original budget	Adjustment Budget	Actual
	R	R	R
Income	**616 004 027**	**620 038 967**	**588 050 582**
Grants	166 999 843	168 884 479	159 378 571
Taxes Levies and tariffs	386 534 422	386 534 421	375 078 614
Other	62 469 762	64 620 067	53 593 397
***Less* Expenditure**	**560 139 932**	**608 771 194**	**554 720 553**
Gains/(Losses)			**23 199 475**
Net surplus/(deficit)	**55 864 095**	**11 267 773**	**56 529 504**

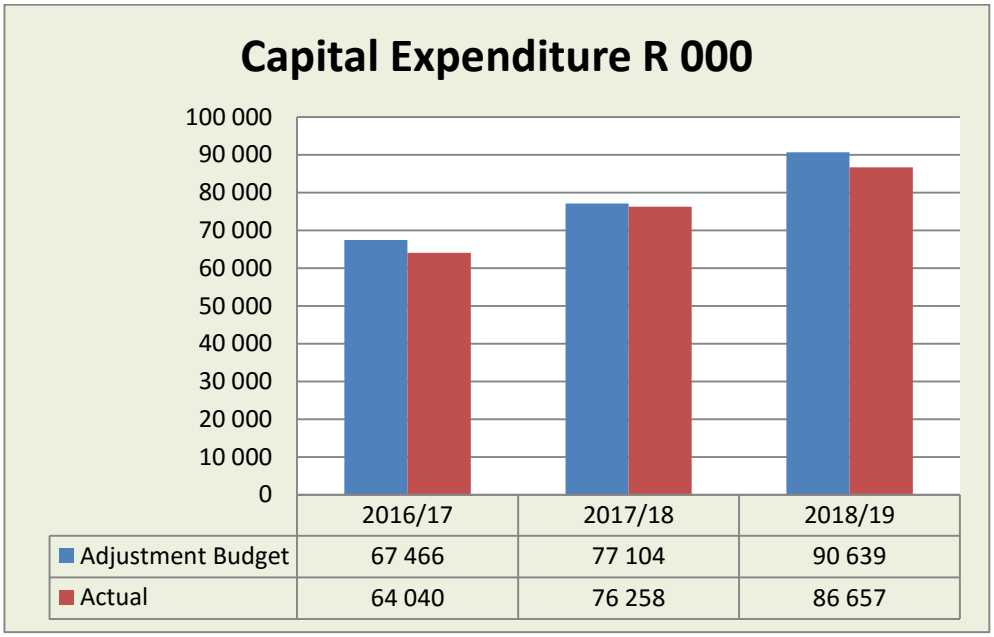


1.4.5 Operating ratio's as a percentage of operating expenditure

Detail	Expected norm	2016/17 Actual	2017/18 Actual	2018/19 Actual	Variance 2018/19 from norm
Employee Cost	30%	26%	29%	30,02%	-0,02
Repairs & Maintenance	20%	4%	4%	3,03%	16,97
Finance charges & depreciation	10%	8%	8%	8,34%	1,66

1.4.6 Total Capital Expenditure

Detail	2016/17	2017/18	2018/19
	R'000		
Original Budget	62 922	52 768	81 321
Adjustment Budget	67 466	77 104	90 639
Actual	64 040	76 258	86 657
Percentage Expenditure	94,9%	98,9%	95,6%



1.5 Organisational Development Overview

1.5.1 Municipal transformation and organisational development highlights

Highlight	Description
Embarking on TASK process. Review of all job descriptions.	Various positions and departments have been evaluated and audited
Realisation of public participation with all relevant wards	Five (5) channels of communication between the municipality and communities
Creation of awareness on Corruption and Fraud Policy	Communication of whistle blower process on a quarterly basis to the community and to personnel
Skilling, capacitating and building of essential personnel	Minimum competency realisation for all key staff and continuous capacity building for strategic personnel

1.5.2 Municipal transformation and organisational development challenges

Challenge	Actions to address
Gap in filling employment equity targeted groups in managerial positions	Specify the recruitments to the targeted in terms of the Employment Equity Plan segment
Low salary (remuneration) equals to lack of attraction of specialized skills	Embarking on salary scale reviews (TASK)
Limited capital budget	Requiring financial support for auxiliary functions from supporting organs of state

1.6 Auditor-General Report

1.6.1 Audited outcomes

The table below detail the audit outcomes for the past sic financial years:

Year	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Status	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified

1.7 Statutory Annual Report Process

No	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Municipal entities submit draft annual reports to MM	
5	Submit draft Annual Performance Report including consolidated annual financial statements to Internal Audit and Auditor-General	August
6	Audit/Performance committee considers draft Annual Performance Report of municipality and entities (where relevant)	
7	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	September
8	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	October
9	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September - October
10	Municipalities receive and start to address the Auditor General's comments	November
11	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	December
12	Audited Annual Report is made public and representation is invited	
13	Oversight Committee assesses Annual Report	January
14	Council adopts Oversight report	
15	Oversight report is made public	
16	Oversight report is submitted to relevant provincial councils	
17	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	March

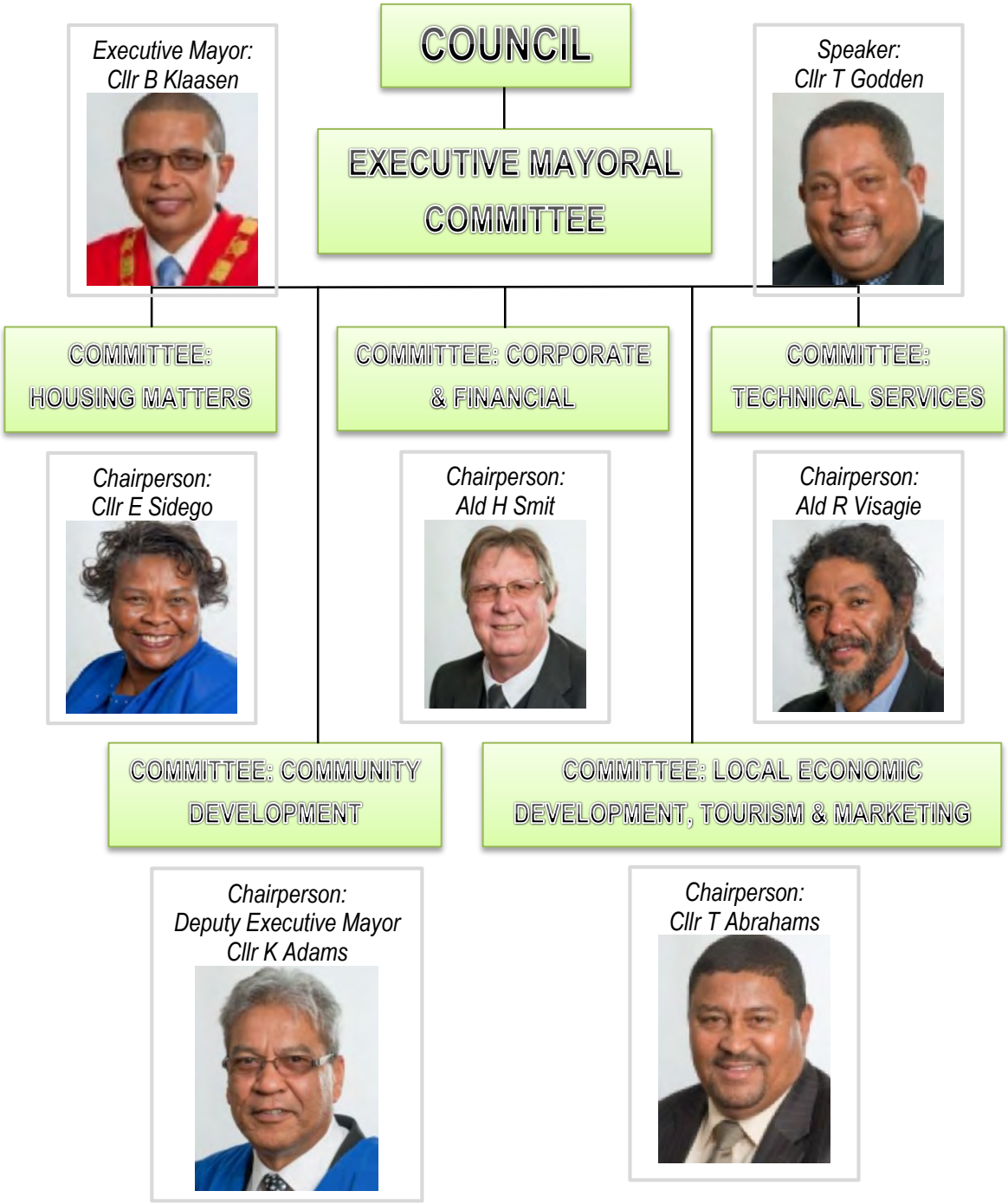
CHAPTER 2: GOVERNANCE

Good governance has eight major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive, and follows the rule of law. It assures that corruption is minimized, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard during decision-making. It is also responsive to the current and future needs of society.

COMPONENT A: POLITICAL & ADMINISTRATIVE GOVERNANCE

2.1 Political Governance Structure

The Council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles, and has delegated its executive function to the Executive Mayor and the Mayoral Committee. Its primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from their functions as policy makers, councillors are also actively involved with community work and various social programmes in the municipal area.



2.1.1 Council

The Witzenberg municipal council consist of 23 Councillors of which 12 are Ward Councillors and 11 Proportional Councillors.

Below is a table that categorises councillors within their specific political parties and wards:

Name of Councillor / Alderman	Capacity	Political Party	Ward representing or proportional
TE Abrahams	Mayco Member 03/08/2016-	DA	Proportional
K Adams	Alderman: Deputy Executive Mayor 03/08/2016-	DA	Ward 6
P Daniels	Councillor 03/08/2016-	DA	Ward 7
TT Godden	Alderman: Speaker 03/08/2016-	Cope	Proportional
P Heradien	Councillor 03/08/2016-	ICOSA	Proportional
SJ Hugo	Councillor 03/08/2016 - 04/12/2018	ANC	Ward 9
DM Jacobs	Councillor 03/08/2016-	EFF	Proportional
D Kinnear	Councillor 03/08/2016-	DA	Proportional
BC Klaasen	Executive Mayor 03/08/2016-	DA	Proportional
GG Laban	Councillor 03/08/2016-	Witzenberg Aksie	Proportional
C Lottering	Councillor 03/08/2016-	DA	Ward 2
M Mdala	Councillor 03/08/2016-	ANC	Ward 12
TP Mgoboza	Councillor 03/08/2016-	ANC	Ward 10
ZS Mzauziwa	Councillor 03/08/2016-	DA	Proportional
MJ Ndaba	Councillor 05/12/2018-	ANC	Ward 9
N Phatsoane	Councillor 03/08/2016-	ANC	Ward 1
JT Phungula	Alderlady 03/08/2016-	ANC	Proportional
JW Schuurman	Alderman 03/08/2016 -	ANC	Proportional
EM Sidego	Mayco Member 03/08/2016-	DA	Ward 11
RJ Simpson	Councillor 03/08/2016-	ANC	Proportional
HJ Smit	Alderman Mayco Member 03/08/2016-	DA	Ward 5
D Swart	Councillor 03/08/2016-	DA	Ward 3
HF Visagie	Councillor 03/08/2016-	ANC	Ward 8
JJ Visagie	Alderman Mayco Member 03/08/2016-	DA	Ward 4

Below is a table which indicates the number of items submitted to Council and meeting attendance for the 2018/19 financial year:

Council Meeting dates	Number of items submitted	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
25 July 2018	45	91%	50%
23 August 2018	5	70%	85%
31 October 2018	52	83%	75%
6 December 2018	17	70%	43%
8 January 2018	2	96%	100%
23 January 2019	15	74%	67%
27 February 2019	23	78%	100%
26 March 2019	12	83%	75%
30 May 2019	28	78%	60%

Appendix A: List of Councillors, Committee allocations & attendance of Council Meetings

2.1.2 Executive Mayoral Committee

The Executive Mayor of the Municipality, Councillor BC Klaasen, assisted by the Mayoral Committee, heads the executive arm of the Municipality. The Executive Mayor is at the centre of the system of governance, since executive powers are vested in him to manage the day-to-day affairs. This means that he has an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, delegated by the Council, as well as the legislative powers assigned to these parties. Although accountable for the strategic direction and performance of the Municipality, the Executive Mayor operates in collaboration with the Mayoral Committee.

Name of member	Capacity
Mayco Member Alderman H Smit 17/08/2016-	Chairperson: Committee for Corporate and Financial Services
Mayco Member Alderman JJ Visagie 17/08/2016-	Chairperson: Committee for Technical Services
Mayco Member Councillor TE Abrahams 17/08/2016-	Chairperson: Committee for Local Economic Development, Tourism and Marketing
Mayco Member Deputy Executive Mayor Alderman K Adams 17/08/2016 -	Chairperson: Committee for Community Development
Mayco Member E Sidego 17/08/2016 -	Chairperson: Committee for Housing Matters

2.1.3 Portfolio Committees

In terms of section 80 of the Municipal Structures Act 1998, if a Council has an executive committee; it may appoint, in terms of Section 79, committees of councillors to assist the executive committee or Executive Mayor. Section 80 committees are permanent committees that specialise in a specific functional area of the municipality and may in some instances make decisions on specific functional issues. They advise the executive committee on policy matters and make recommendations to Council.The table below indicates the dates of the Committee meetings and the number of reports submitted to Council for the 2018 / 2019 financial year:

Committee	Chairperson	Number of minutes submitted to Council	Meeting Date
Committee for Housing Matters	Councillor E Sidego 03/08/2016-	9	6 September 2018 11 October 2018 1 November 2018 8 November 2018 11 December 2018 7 February 2019 16 May 2019 5 June 2019 13 June 2019
Committee for Community Development	Alderman K Adams 03/08/2016-	2	20 September 2018 14 February 2019
Committee for Corporate and Financial Services	Alderman H Smit 03/08/2016-	3	20 September 2018 18 October 2018 19 February 2019
Committee for Technical Services	Alderman J Visagie 03/08/2016-	3	19 September 2018 19 February 2019 22 May 2019
Committee for Local Economic Development, Tourism and Marketing	Councillor T Abrahams 03/08/2016-	2	19 September 2018 20 February 2019

Appendix B: Committees & Committee purposes

2.1.4 Municipal Public Accounts Committee (MPAC)

An Audit Committee has been established that includes Risk- & Performance functionality and is referred to as the Performance-, Risk & Audit Committee (PRAC). A Municipal Public Accounts Committee as an oversight committee has been established compromising from non-executive councillors with the specific purpose of providing Council with comments and recommendations on the Annual Report. The report from the MPAC on the Annual Report for 2018/19 will be provided as an attachment to this report.

Council appointed the Chairperson and members of the MPAC at a Council meeting held on 16 January 2017.

The members of the MPAC are as follows:

Position	Councillor	Political Party
Chairperson	Clr DM Jacobs	EFF
Member	Clr P Heradien	ICOSA
	Ald JW Schuurman	ANC
	Clr GG Laban	Witzenberg Aksie
	Clr C Lottering	DA

Councillor DM Jacobs: Chairperson of MPAC

2.2 *Administrative Governance Structure*

The Municipal Manager is the Accounting Officer of the municipality. He is the head of the administration and primarily has to serve as chief custodian of service delivery and implementation of political priorities. He is assisted by his directorship, which constitutes the management team below:

		KEY AREAS
MUNICIPAL MANAGER ✓ *Performance Agreement Signed*	*D Nasson* 	*Head of administration* *Integrated Development Planning* *Internal Audit* *Legal Services* *Performance & Risk* *Strategic Planning*
DIRECTOR: CORPORATE SERVICES ✓ *Performance Agreement Signed*	*M Mpeluza* 	*Human Resources* *Archives* *Administration* *Traffic* *Law Enforcement* *Communication* *Marketing* *Information Technology*
DIRECTOR: TECHNICAL SERVICES ✓ *Performance Agreement Signed*	*J Barnard* 	*Water & Sanitation* *Roads & Storm water* *Waste Removal & Cleansing* *Town Planning* *Building Control* *Electricity* *Fleet Management*
DIRECTOR: FINANCIAL SERVICES	*Vacant*	*Budget Office* *Financial Administration* *Payroll* *Income: Rates & Taxes* *Supply Chain Management* *Expenditure* *Assets & Valuations*
DIRECTOR: COMMUNITY SERVICES	*Vacant*	*Facilities & Amenities* *Human Settlements (Housing)* *Social Development* *Local Economic Development* *Fire & Disaster Management* *Resorts & Swimming Pools* *Libraries & Environment*

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 Intergovernmental Relations

In terms of the Constitution of South Africa, all spheres of government and all organs of state within each sphere must co-operate with one another, in mutual trust and good faith, fostering friendly relations. They must assist and support one another, inform and consult one another on matters of common interest, coordinate their actions, adhering to agreed procedures and avoid legal proceedings against one another.

2.3.1 Intergovernmental Structures

To adhere to the principles of the Constitution as mentioned above the municipality participates in the following intergovernmental structures:

Name of Structure	Members	Outcomes of Engagements/Topics Discussed
Municipals Managers Forum	SALGA, neighbouring municipality's MMs	District based initiatives
SALGA Working Groups	SALGA, Neighbouring municipality's Technical Directors and experts	Municipal wide information sharing
IDP Managers Forum	Department of Local Government (DPLG), All municipalities in the Western Cape (WC), IDP Managers	Provincial wide information sharing
LED Managers Forum	Cape Winelands Regional LED Forum	Sharing information and best practises on Economic Development, Providing report back of projects implemented, lobbying of support for programmes and projects
WMO Forum	DEADP, All municipalities in the Western Cape (waste management officers), and experts	Municipal wide information sharing with all 3 spheres of government.
Strategic Integrated Municipal Engagement (SIME)	All provincial sector departments, all municipalities in the Western Cape	Provincial, District & local based planning.
Technical Integrated Municipal Engagement (TIME)	All provincial sector departments, all municipalities in the Western Cape	Provincial, District & local based planning.
Ministerial Technical Committee	Provincial Government and Municipal Managers	Provincial programmes and initiatives aligned with municipal performance
Ministerial Mayoral Committee	Provincial Government and Mayors	Provincial programmes and initiatives aligned with municipal performance
District Public Participation and Communication Forum (DPPCOM)	All municipalities in the Cape Winelands District Municipality, DPLG, IDP Manager, local stakeholders for National Government Departments	District wide information sharing
Provincial Public Participation and Communication Forum (PPPCOM)	DPLG, GCIS, all municipalities in the WC, IDP Manager	Provincial wide information sharing
Provincial CommTech	DPLG, GCIS, all communication officials from municipalities in the WC, National Government Departments	Discussion, trend monitoring, training and workshops concerning government communication and technology
SALGA National Communicators Forum	DPLG, GCIS, all communication officials from municipalities in the WC, National Government Departments	Nationwide information sharing and calibration with the strategic focus of the NDP
Internal Audit Forum	All municipal Chief Audit Executive of the province	National, District and Municipal wide information sharing
Risk Management Forum	All municipal Chief Risk Officers of the province	National, District and Municipal wide information sharing

2.3.2 Joint projects and functions with sector departments

All the functions of government are divided between the different spheres namely National, Provincial and Local. The municipality therefore shares their area and community with other spheres of government as well as their various sector departments. This means that the municipality has to work closely with national and provincial departments to ensure the effective implementation of various projects and functions. The table below provides detail of such projects and functions:

Name of Project/ Function	Expected Outcome/s of the Project	Sector Department/s involved	Contribution of Sector Department
Intergovernmental Steering Committee Meeting	Reducing poverty in the 3 poverty nodes	DRDLR, Agriculture department, Education, Social development, Public Works, CoS	• Mobilising resources • Implementing projects to reduce poverty • Sharing information
Small Town Regeneration Program	Revitalization of towns through creating an enabling environment & infrastructure for economic growth	SALGA Provincial & National, COGTA, Social Development, Education, Business, NGO's	• Establish Town Steering Committees in Ceres, Wolseley and Tulbagh • Town Steering committees drafting and implementing Community base projects to reduce unemployment and build social cohesion. • Forcing strong partnerships with IGR partners

COMPONENT C: PUBLIC ACOUNTABILITY & PARTICIPATION

MSA section 51(b) requires a municipality to establish and organize its administration to facilitate a culture of accountability amongst its staff. Section 16(1) states that a municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance. Section 18(1) requires a municipality to supply its community with information concerning municipal governance, management and development.

A Municipal Public Accounts Committee has been established. The internal audit function is capitated with three qualified auditors, employed on a permanent basis, one trainee and one intern. The audit function reports functionally to the Performance Risk and Audit Committee and administratively to the Municipal Manager. The capacity of the Performance, Risk and Audit Committee has been increased with the appointment of qualified and specialized members. A representative from the business sector is also invited to participate in Mayoral Committee meetings. Such participation is required in terms of:

- the preparation, implementation and review of the IDP;
- establishment, implementation and review of the performance management system;
- monitoring and review of the performance, including the outcomes and impact of such performance; and
- preparation of the municipal budget.

2.4 Public Meetings

Apart from bi-annual community meetings & jamborees held in each town, the municipality also communicates through monthly newsletters, loud-hailing, distribution of pamphlets, text messages and public service announcements via community radio.

Nature and purpose of the meeting	Date of events	Number of participating Municipal Councillors	Number of participating municipal administrators	Number of community members attended
IDP & Budget Public Meetings and Municipal Service Delivery Jamborees				
IDP Review Public Participation	Ward 2 & 7 Wolseley -06/1/2018	5	27	237
	Ward 7 & 11 Tulbagh -07 /11/2018	4	41	203
	Ward 4 & 10 P A Hamlet -08/11/2018	5	40	320
	Ward 1 & 12 N'Duli - 13/11/2018	4	34	220
	Ward 4 & 6 Bella Vista - 14/11/2018	4	45	208
	Ward 3 & 5 Ceres - 15/11 /2018	5	40	106
	Ward 8 &9 Op-Die-Berg - 20/11/2018	1	30	94
IDP & Budget Public meetings				
IDP Review Public Participation	Ward 4 & 6 Bella Vista - 08/04/2019	4	8	59
	Ward 1 & 12 N'Duli - 09/04/2019	5	8	19
	Ward 7 & 11 Tulbagh - 10/04/2019	4	10	57
	Ward 3 & 5 Ceres - 15/04 /2019	6	8	9
	Business & Agriculture - 16/04/2019	4	5	14
	Ward Committees - 16/04/2019	7	7	73
	Ward 8 &9 Op-Die-Berg - 17/04/2019	3	5	21

2.4.1 Labour Forum

The table below specifies the members of the Labour Forum for the 2018/19 financial year:

Name of representative	Capacity	Meeting dates
H Smit	Chairperson	
B Klaasen	Executive Mayor	
E Sidego	Mayco Member	
K Adams	Deputy Mayor	
D Nasson	Municipal Manager	
H Kritzinger (ended 31 December 2018)	Director Finance	
A Raubenheimer (from January 2019	Acting Director Finance	
Vacant	Director Community Services	
M Mpeluza	Director Corporate Services	
J Barnard	Director Technical Services	
I Swartbooi	Senior Manager Human Resources	
M. Arendse-Smith	Acting Head: Human Resources	
W Davids	Senior HR Officer: Training & Development	26/09/2018
O Msutu	Senior HR Officer: Health & Safety	29/10/2018
C Titus	Committee Officer	06/02/2019
A Christians	IMATU Secretary	
J Noble	IMATU	
D Boer	IMATU	
Loyiso Ntanjana	IMATU Deputy Chairperson	
M Pieterse	IMATU	
S Joseph	IMATU Chairperson	
K Ntanjana	SAMWU Acting Chairperson	
C Appolis	SAMWU Deputy Chairperson	
A Morkel	SAMWU Secretary	
L Silver	SAMWU Full-time shopsteward	
R Frans	SAMWU	
J Goedeman	SAMWU	

2.4.2 Ward Committees

The purpose of a ward committee is:

- to encourage better participation from the community and to inform council decisions;
- to make sure that there is effective communication between the Council and the community;
- to assist the ward councillor with consultation and feedback to the community.

Ward committees need to be elected by the community they serve. A ward committee may not have more than 10 members and women should be well represented in the membership contingent. The ward councillor serves on the ward committee and acts as the chairperson. Although ward committees have no formal powers, they act as an advisory body to the ward councilor, which enables them to make specific submissions directly to the Council. These committees play a pivotal role in the development and annual revision of the IDP of the area.

The ward committees support the ward councillor who receives reports on development, participate in development planning processes, and facilitate wider community participation. To this end, the municipality constantly strives to ensure that all ward committees function optimally with community information provision; convening of meetings; ward planning; service delivery; IDP formulation and performance feedback to communities.

Appendix E: Ward Committee Governance & Functionality

Appendix F: Ward Committee Performance per Ward

2.5 IDP Participation & Alignment

Refer to item 2.4 for IDP participation meetings.

Refer to items 3.1.4, 3.1.5 & 3.1.6 for IDP alignment.

Municipal Key Performance Area	Strategic Objective	
Essential Services	1.1	Sustainable provision and maintenance of basic infrastructure
	1.2	Provide for the needs of informal settlements through improved services
Governance	2.1	Support institutional transformation and development
	2.2	Ensure financial viability
	2.3	To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.
Communal Services	3.1	Provide and maintain facilities that make citizens feel at home
Socio-Economic Support Services	4.1	Support the poor and vulnerable through programmes & policy
	4.2	Create an enabling environment to attract investment and support to the local economy.

Strategic Alignment between IDP & Service Delivery & Budget Implementation Plan

COMPONENT D: CORPORATE GOVERNANCE

Corporate governance is the set of processes, practices, policies, laws and stakeholders affecting the way an institution is directed, administered or controlled. Corporate governance also encompasses the relationships amongst the various stakeholders involved and the strategic goals governing the institution.

2.6 Risk Management

Section 62(1)(c)(i) of the MFMA states that: "… The accounting officer of the municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control."

Witzenberg Municipality is committed to the optimal management of risk in order to protect our core public service values, achieve our vision, objectives and deliver on our core business functions.
In the course of conducting our daily business operations, we are exposed to a variety of risks. These risks include operational and other material risks which require comprehensive controls and on-going oversight to be properly managed.

To ensure business success the Municipality have adopted an enterprise-wide integrated approach to the management of risks. By embedding the risk management process into key business processes such as planning, operations and new projects, the municipality will be better equipped to identify events affecting our objectives and to manage risks in ways that are consistent with the approved risk appetite.

The top 10 inherent strategic risks of Witzenberg Municipality are:

- Taxi violence
- Inability to provide landfill facility in Witzenberg municipal area
- Major unplanned not disaster related interruptions to service deliver
- Growth in informal settlements
- Eskom's inability to provide increased electricity supply to the municipal area
- Inability to provide bulk water storage capacity to the Tulbagh area
- Illegal invasion and occupation of municipal land
- Poor growth in revenue base
- Un-recoverability of outstanding receivables
- Drought

2.7 Anti-Corruption & Fraud

Section 83(c) of the MSA refers to the implementation of effective bidding structures to minimize the possibility of fraud and corruption and the MFMA, Section 112(1)(m)(i), identify supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair and irregular practices. Section 115(1) of the MFMA states that the accounting officer must take steps to ensure mechanisms and separation of duties in a supply chain management system to minimize the likelihood of corruption and fraud.

The municipality's Audit Committee (Performance, Risk & Audit Committee) recommendations for 2018/19 are set out in **Appendix G.**

2.7.1 Developed strategies

Name of strategy	Developed Yes/No	Date Adopted/Reviewed
Anti-Fraud and Corruption Strategy	Yes	July 2017
Fraud and Corruption prevention policy and response	Yes	July 2017

Name of strategy	Developed Yes/No	Date Adopted/Reviewed
plan		

2.7.2 Implementation of strategies

Strategies to implement	Key Risk Areas	Key measures to curb corruption and fraud
Fraud Prevention Policy	Supply Chain Management	Roll-out of Anti-Fraud and Corruption Policy to internal stakeholders through presentations and internal newsletters
Ethics Awareness Programme	Possible loss of income at traffic due to inactive follow-up on traffic violations	Roll-out of Anti-Fraud and Corruption Policy to external stake holders through outreach programmes
Outreach programme on fighting fraud and corruption	Lack of awareness of fraud amongst staff	Investigation of fraud and corruption cases
Whistle blowing through the National Fraud Hotline	Possible misuse of policy to disclose sensitive information	Monitoring recommendations with regards to disciplinary, criminal and recovery actions. Effective delegation systems
To ensure that all employees and councillors in service of the Witzenberg Municipality has declared all interest/ownership/directorship.	Avoid doing business with employees in service of the municipality who does not declare that they are in service of the municipality	Use Trans Union in order to identify all employees have interest/ownership/ directorship in companies
Regular update of the fraud risk register	Detection and prevention of fraud in the municipality	Monitoring key controls to alleviate fraud and corruption

2.8 Performance, Risk & Audit Committee

Section 166(2) of the MFMA states that an audit committee is an independent advisory body which must –
(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to –

- internal financial control;
- risk management;
- performance management; and
- effective governance.

Section 14(2)(c) of the Local Government Municipal Planning and Performance Management Regulations (R796 dated 24 August 2001) states that a municipality may utilize any Audit Committee established in terms of other applicable legislation as the Performance Audit Committee of the said municipality.

The Public Sector Risk Management framework states that the committee should review and recommend for approval the:

- risk management policy;
- risk management strategy;
- risk management implementation plan; and
- risk appetite

2.8.1 Functions of the Performance, Risk & Audit Committee

Council noted its Performance, Risk and Audit Committee charter on 31 October 2018.
In order to fulfil its role, the Committee advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:

- Internal financial control and internal audits;

- Risk management;
- Accounting policies;
- The adequacy, reliability and accuracy of financial reporting and information;
- Performance management;
- Effective governance;
- Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
- Performance evaluation; and
- Any other issues referred to it by the municipality.

2.8.2 Members of the Performance, Risk & Audit Committee

Name of representative	Capacity	Meeting dates						
		17/08/2018	21/09/2018	26/10/2018	23/11/2018	08/02/2019	08/03/2019	17/05/2019
Mr J. George	Chairperson	✓	✓	✓	✓	✓	✓	✓
Mr J. Basson Appointed for second term w.e.f. 1 August 2018	Member	✓	✓	✓	✓	✓	✓	✓
Mr. T. Lesihla Appointed for second term w.e.f. 1 August 2018	Member		✓	✓	✓		✓	✓
Mr F. Redelinghuys	Member	✓	✓	✓	✓	✓	✓	✓
Ms C. Fagan Appointed w.e.f. 1 August 2018	Member	✓	✓	✓	✓	✓	✓	

2.8.3 Performance, Risk & Audit Committee (PRAC) recommendations

Appendix G: Audit Committee Recommendations

2.9 *Internal Auditing*

An annual risk assessment update was performed during April/June 2018 and all relevant risks were populated into the Witzenberg risk register. Updates were performed on a continuous basis. This risk assessment forms the basis to review the 2018/19 Risk Based Audit Plan.

The results of the 3-year strategic internal audit plan are included below:

Audit Activity	2016/17	2017/18	2018/19
Statutory Internal Audits			
DORA compliance	√	√	√
Performance Management System (quarterly)	√	√	√
Risk based audits			
AGSA Key controls	√	√	Performed by AGSA

Audit Activity	2016/17	2017/18	2018/19
Follow up internal Audit findings	√	√	√
Operation Clean Audit	√	√	√
Risk based audits			
Income & Debtors			√
Supply Chain Management			√
Human Resources (Including Leave and Training)	√		
Asset Management	√	√	
Inventory			√
Maintenance Management		√	
Project & Contract Management		√	
Indigent Management	√		
IT – General controls	√		
Cash Handling			√
Fleet Management		√	
Traffic Services			√
Disaster Management & Business continuity		√	
Overtime	√		
Debt Collection and Credit Control	√		
Time and attendance		√	
Property valuations	√		

Annual Audit Plan

The Audit Plan for 2017/18 was implemented and the table below provides detail on audits completed:

Audit Activity	Estimated hours	Quarter	Status
Statutory Audits			
DORA compliance	200	3	Completed
Performance Management System	1300	All	Completed
Follow up audit work			
Follow up Internal Audit Findings	400	All	Completed
Management Audit Action Plan	150	All	Completed
Risk based audits			
Human Resources	500	-	Work in Progress
Supply Chain Management	350	3	Re-planned for 2019/2020
Cash Handling	500	4	Work in Progress
Traffic Services	50		Re-planned for 2021
AD-Hoc audits			

Audit Activity	Estimated hours	Quarter	Status
Year-end stock count	100	4	Performed by AGSA
Other			
MSCOA	100	-	Continuous
Legislative/Advisory/Committees	416	All	Completed
IA Quality Assessment	200	-	Work in Progress
Compliance system	100	All	Completed
Risk Management	400	All	Completed

2.10 By-Laws

Below is a list of all the policies developed and reviewed during the financial year:

Policies developed/ revised	Date adopted	Public Participation conducted prior to adoption of policy (Yes/No)	Date of Publication
House Shop By-Law	25 Julie 2018	Yes	14 September 2018.

2.11 Supply Chain Management

2.11.1 Competitive bids in excess of R 200 000

Bid Committee meetings

The following table details the number of Bid Committee meetings held for the 2018/19 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
42	55	36

Attendance of members of the Bid Specification Committee, are as follows:

Member	Percentage attendance (%)
Manager Income / Deputy Director Finance / Manager Financial Administration (Chairperson)	100
Manager Supply Chain	100
Relevant technical expert responsible for a function	100

Attendance of members of the Bid Evaluation Committee, are as follows:

Member	Percentage attendance (%)
Manager Income / Deputy Director Finance / Manager Financial Administration (Chairperson)	100
Manager Supply Chain	100
Relevant technical expert responsible for a function	100

Attendance of members of the Bid Adjudication Committee, are as follows:

Member	Percentage attendance (%)
Director Financial Services (Chairperson) / Deputy Director Finance	100

Member	Percentage attendance (%)
Director Technical Services	87,5
Director Community Services	62,5
Director Corporate Services	75
Manager Supply Chain/Deputy Director: Finance	100

Note: The percentages as indicated above include the attendance of those officials acting in the position of a Bid Committee Member.

Awards made by the Bid Adjudication Committee
The Bid Adjudication Committee awarded 34 bids of an estimated value of R 49 777 930

The five highest bids awarded by the Bid Adjudication Committee, are as follows:

Bid number	Title of bid	Directorate and section	Successful Bidder	Value of bid awarded R
08/2/16/08	Electrification of low cost houses in Vredebes, Ceres	Technical – Electricity	Adenco Construction (PTY) Ltd	5 650 097.06
08/2/15/92	Supply and delivery of disposable bags for refuse removal	Stores / Technical – Solid Waste	Memotek Trading CC	4 116 840.00
08/2/16/68	Shortterm Insurance	Financial Services	Silver Lake Trading 305 (PTY) Ltd t/a Opulentia Financial Services	3 771 666.00
08/2/16/02	Supply and delivery of bricks, pavers and readymix concrete Cluster 1: Concrete brick & pavers"	Technical – Streets & Storm Water	SCB Tansport (PTY) Ltd	2 780 310.00
08/2/15/85	Hiring of plant and equipment for the Witzenberg municipal area: Cluster 1 Hiring of Tipper Trucks	Technical – Streets & Storm Water	JC Services	2 714 937.50

Awards made by the Accounting Officer
In terms of paragraph 5(2)(a) of Council's Supply Chain Management Policy, only the Accounting Officer may award a bid which is in excess of R10 million. The power to make such an award may not be sub-delegated by the Accounting Officer.

The following bid was awarded by the Accounting Officer during the 2018/19 financial year:

Bid number	Title of bid	Directorate and section	Successful Bidder	Value of bid awarded R
08/2/16/57	Provision of security services	Corporate – Administration	Mafoko Security Patrol (PTY) Ltd	30 000 000.00
08/2/16/38	Resealing of existing streets in Witzenberg municipal area	Technical – Street & Storm Water	Actophambili Roads (PTY) Ltd	20 000 000.00
08/2/15/78	The Supply, maintenance of digital speed cameras and the administration of the back office	Corporate – Traffic Services	TMT Services & Supplies (PTY) Ltd t/a Traffic Management Technologies	10 000 000.00

Awards made by the Bid Adjudication Committee
No bid was awarded by the Bid Adjudication Committee in terms of paragraph 45 (2) of the Supply Chain Management Policy and paragraph 37 (2) of the Supply Chain Regulations.

Appeals lodged by aggrieved bidders

The following appeals were lodged by aggrieved bidders on awards made in terms of section 62(1) of the Municipal Systems Act (Act 32 of 2000):

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Dismissal	Dealt by
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	14 Nov 2018	Williams Loodgieters	Reason for non-compliance	Appeal was dismissed 29 April 2019	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

Awards made to enterprises within the Witzenberg municipal area

The following table details the value of competitive bids awarded to enterprises within the Witzenberg Municipal Area during the 2018/19 financial year:

Number of contracts awarded to enterprises within the Witzenberg municipal area	Percentage of contracts awarded to enterprises within the Witzenberg municipal area (%)	Value of contracts awarded to enterprises within the Witzenberg municipal area R	Percentage of contract value awarded to enterprises within the Witzenberg municipal area (%)
9	26.47	14 317 493.33	22.72

2.11.2 Formal written price quotations between R 30 000 and R 200 000

Awards made to enterprises within the Witzenberg municipal area

A total of 18 formal written price quotations amounting to R 1 756 773 were awarded.

The following table details the value of formal written price quotations awarded to enterprises within the Witzenberg municipal area during the 2018/19 financial year:

Number of contracts awarded to enterprises within the Witzenberg municipal area	Percentage of contracts awarded to enterprises within the Witzenberg municipal area (%)	Value of contracts awarded to enterprises within the Witzenberg municipal area R	Percentage of contract value awarded to enterprises within the Witzenberg municipal area (%)
4	22.22	399 096.00	33.72

2.11.3 Deviation from normal procurement processes

Paragraph 44 of Council's Supply Chain Management Policy allows the Accounting Officer to dispense with the official procurement process. Deviations amounting to R 11 122 188.47 were approved by the Accounting Officer. The following table provides a summary of deviations approved on an annual and monthly basis respectively:

Type of deviation	Number of deviations	Value of deviations R	Percentage of total deviations value (%)
Single supplier	59	1 553 446.72	13.97
Impossible	0	0.00	0.00
Impractical	92	8 947 680.43	80.45
Emergency	36	621 061.32	5.58

This amount shows a decrease of R 1 540 444.47 compared to the previous year's figure of R 9 581 744.

2.11.4 Logistics management

The system of logistics management must ensure the following:

- the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
- the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Each stock item at the municipal stores, Drommedaris Street, is coded and listed on the financial system. Monthly monitoring of patterns of issues and receipts are performed by the Storekeeper. Inventory levels are set at the start of each financial year. These levels are set for normal operations. In the event that special projects are being launched by departments, such information is not communicated timely to the Stores section in order to gear them to order stock in excess of the normal levels. Internal controls are in place to ensure that goods and service that are received, are certified by the responsible person, which is in line with the general conditions of contract. Regular checks are performed to determine the condition. Quarterly stock counts are performed so that surpluses, deficits, damaged and redundant stock items are identified and reported to Council. As at 30 June 2019, the value of the stock at the municipal stores is calculated at R 10 475 249.88, with a satisfactory stock turnover rate of 1.23. For the 2018/19 financial year, a total of R 2 243.60 was accounted for as damaged and deficit inventory. Surplus items amounted to R 52.14.

2.11.5 Disposal management

The system of disposal management must ensure the following:

- immovable property is sold only at market related prices, except when the public interest or the plight of the poor demands otherwise;
- movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices; whichever is the most advantageous;
- Firearms are not sold or donated to any person or institution within or outside the Republic, unless approved by the National Conventional Arms Control Committee;
- Immovable property is let at market related rates, except when the public interest or the plight of the poor demands otherwise;

- All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property is reviewed annually;
- Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- In the case of the free disposal of computer equipment, the Provincial Department of Education is first approached to indicate within 30 days whether any of the local schools require this equipment.

We are complying with section 14 of the MFMA which deals with the disposal of capital assets.

No disposals took place during the 2018-2019 financial year.

2.11.6 Performance management

The SCM policy requires that an internal monitoring system be established and implemented in order to determine, on the basis of retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.

Monitoring of internal processes is an on-going process. Procedure manuals for various SCM processes has been updated and are awaiting approval for implementation. Monthly reporting concerning appeals received by aggrieved bidders is also done to measure the performance of the bid specification and bid evaluation committees.

The Accounting Officer has appointed the Internal Auditor as the independent observer to attend bid committee meetings. This further enhances transparency with regard to our bid committee system and compliance to all relevant legislation.

No companies were listed as restricted suppliers during the 2018/19 financial year.

2.12 Website

Municipalities are required to develop and maintain a functional website that displays relevant information as per the requirements of Section 75 of the MFMA and Section 21A and B of the MSA as amended.

The website should serve as a mechanism to promote accountability and transparency to communities and therefore information posted should be accurate and timeously updated.

The municipal website is a key communication mechanism in terms of service offering, information sharing and public participation. It is a communication tool that should allow easy and convenient access to relevant information. The municipal website should serve as an integral part of the municipality's Communication Strategy.

The table below gives an indication about the information and documents that are published on our website.

Description of information and/or document	Yes/No
Municipal contact details (Section 14 of the Promotion of Access to Information Act)	
Full Council details	Yes
Contact details of the Municipal Manager	Yes
Contact details of the CFO	Yes
Physical address of the Municipality	Yes
Postal address of the Municipality	Yes
Financial Information (Sections 53, 75, 79 and 81(1) of the MFMA)	
Draft Budget 2017/18	Yes
Adjusted Budget 2017/18	Yes

Description of information and/or document	Yes/No
Asset Management Policy	Yes
Customer Care, Credit control and Debt collection Policy	Yes
Indigent Policy	Yes
Funds and Reserves Policy	Yes
Investment and Cash Management Policy	Yes
Rates Policy	Yes
Supply Chain Management Policy	Yes
Tariff Policy	Yes
Veriment Policy	Yes
Petty Cash Policy	Yes
Long Term Financial Policy	Yes
Borrowing Policy	Yes
SDBIP 2017/18	Yes
Integrated Development Plan and Public Participation (Section 25(4)(b) of the MSA and Section 21(1)(b) of the MFMA)	
Reviewed IDP for 2017/18	Yes
IDP Process Plan for 2017/18	Yes
Supply Chain Management (Sections 14(2), 33, 37 and75(1)(e)and(f) and 120(6)(b)of the MFMA and Section 18(a) of the National SCM Regulation)	
List of capital assets that have been disposed	Yes
Long Term borrowing contracts	Yes
Reports (Sections 52(d), 71, 72 and75(1)(c) and 129(3) of the MFMA)	
Annual Report of 2016/17	Yes
Oversight reports	Yes
Mid-year budget and performance assessment	Yes
Quarterly Reports	Yes
Monthly Budget Statement	Yes
Performance Management (Section 75(1)(d) of the MFMA)	
Performance Agreements for employees appointed as per S57 of Municipal Systems Act	Yes
Assurance Functions (Sections 62(1), 165 and 166 of the MFMA)	
Audit Committee charter	Yes
Risk Management Policy	Yes

2.13 Communication & Public Satisfaction

Local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. The Constitution of the Republic of South Africa Act 1996 and other statutory enactments all impose an obligation on local government communicators and require high levels of transparency, accountability, openness, participatory democracy and direct communication with the communities to improve the lives of all. Good customer care is of fundamental importance to government organisations due to their constant interaction with members of the public. All local government entities strive to uphold the following Constitutional ideals towards the development of acceptable policy and legislative framework regarding service delivery in public service:

- Promoting and maintaining high standards of professional ethics;
- Providing service impartially, fairly, equitably and without bias;
- Utilising resources efficiently and effectively;
- Responding to people's needs; the citizens are encouraged to participate in policy-making; and
- Rendering an accountable, transparent, and development-oriented public administration.

These ideals are achieved through always adhering to the 8 principles of Batho Pele:

Consultation
Consultation is done through various tools is a powerful tool that enriches and shapes government policies such as the Integrated Development Plans (IDPs) and its implementation in Local Government sphere.
Setting service standards
This principle reinforces the need for benchmarks to constantly measure the extent to which citizens are satisfied with the service or products they receive from departments. It also plays a critical role in the development of service delivery improvement plans to ensure a better life for all South Africans. Citizens should be involved in the development of service standards.
Increasing access
One of the primary aims of Batho Pele is to provide a framework for making decisions about delivering public services to the many South Africans who do not have access to them. Batho Pele also aims to rectify the inequalities in the distribution of existing services.
Ensuring courtesy
This goes beyond a polite smile, 'please' and 'thank you'. It requires service providers to empathize with the citizens and treat them with as much consideration and respect, as they would like for themselves.
Providing information
As a requirement, available information about services should be at the point of delivery, but for residents who are located far from the point of delivery, other arrangements will be needed.
Openness and transparency
A key aspect of openness and transparency is that the public should know more about the way national, provincial and local government institutions operate, how well they utilise the resources they consume, and who is in charge.
Redress
This principle emphasises a need to identify quickly and accurately when services are falling below the promised standard and to have procedures in place to remedy the situation. Public servants are encouraged to welcome complaints as an opportunity to improve service, and to deal with complaints so that weaknesses can be remedied quickly for the good of the citizen.
Value for money
Many improvements that the public would like to see often require no additional resources and can sometimes even reduce costs. Failure to give a member of the public a simple, satisfactory explanation to an enquiry may for example, result in an incorrectly completed application form, which will cost time to rectify.

2.13.1 Communication strategy

The Witzenberg Municipality Communication Strategy 2013/2017 illustrates the views of local residents regarding communication and perceptions of the municipality. Many views expressed display dissatisfaction levels with aspects related to elements beyond the scope of local government, for example access to housing, employment opportunities, education and healthcare. However, local government acts as the conduit to expedite issues of this nature to the correct government entities as well as support and invest in various programmes aimed at skills development, youth development, social development and short term temporary employment. Levels of literacy, understanding of language, public apathy, level of education, knowledge of government processes and access to communication tools can also affect how the public formulates perceptions of local government and can potentially hamper how they communicate and assimilate communication, especially within rural environs. A successful communication strategy therefore links local demographics to the municipality's action plan and influences budgetary expenditure according to the needs of the public. The Communication strategy is up for review.

Below is a communication checklist of the compliance to the communication requirements:

Communication activities	Yes/No
Communication unit	Yes

Communication activities	Yes/No
Communication strategy	Yes
Communication Policy	Part of the Strategy
Media communication	Yes
Public participation and ward committees	Yes
Online communication	Yes
Customer satisfaction surveys	Yes
Functional complaint management systems	Yes
Newsletters distributed at least quarterly	Yes

2.13.2 Communication and query/complaint management

Witzenberg Municipality runs a 24 hour control centre that provides assistance to the public, 7 days a week, 365 days a year. The control centre offers the dual function of escalating service delivery queries to the correct departments such as water and sewerage, electrical, streets and storm water, as well as escalates emergency service queries to police, ambulance, fire, traffic. They also perform the function of informing senior management and Council concerning high priority incidents such as shack fires, housing issues, motor vehicle accidents, obstructions and health hazards. This ensures that decisions regarding expenditure and overtime can be executed and monitored. Complaints are also received via fax, email, website, and letters and this communication is routed to the correct sections and personnel to address. Speedy turnaround times and feedback towards clients ensure that they are not disgruntled and have a realistic expectation of when the service will be delivered, its delivery method and how the query will be resolved. This greatly aids in educating the public on how the municipality conducts its operations, how to use the municipality to address issues as well as creating public support. Failure to validate complaints and communicate the reasons for service interruptions can result in discord and protest.

2.13.3 Communication and municipal marketing

The cornerstone of municipal marketing is the quality of service which includes speed of initial response, workmanship of service rendered, duration of address before resolution, feedback to the complainant, professional closure/finishing of the problem addressed. Branding is associated with all types of municipal marketing (logos, uniforms, public engagement, etc.) and as illustrated in the Communication Strategy (2013-2017), the public do not have a negative perception of services rendered by the municipality, but neither do they have a positive perception of the municipality. Thus, marketing efforts will focus upon logo placement on all infrastructure, creation of printed collateral, monthly newsletters, social media engagement, media statements, corporate gifting, etc. The overarching theme projected with communication is to offer the public easy access to services, information, personnel and complaint resolution.

2.13.4 Communication and international relations

Witzenberg Municipality is open towards establishing mutually beneficial partnerships with international organisations and municipalities aimed at skills development, knowledge sharing, local economic empowerment and job creation. The municipality regularly conducts meetings with visiting international delegations to discuss aspects of operations and best practice models. Some of these engagements have resulted in twinning agreements offering developmental support to our vulnerable communities.

2.13.5 Communication and investor relations

Witzenberg Municipality consistently markets it service delivery levels and infrastructure in a bid to attract investors to the area through the promotion of its facilities, management, political stability, water and air quality, natural environment and unskilled and semi-skilled labour force.

2.13.6 Emergency and disaster communication

In the event of an emergency or disaster being declared by the District, Witzenberg Municipality is able to provide communication support through mechanisms of communications relay to line functions within its competence, able to source landscape and geographical mapping of the area in question, gather inputs from visceral line functions and services, perform communication reports to monitor the situation, act as spokesperson, manage and support media relations, drafting articles/statements and providing photographic evidence of the situation if so required.

2.13.7 Financial communication

Witzenberg Municipality engages frequently with the public regarding its expenditure on projects, financial legislation, anti-fraud and corruption mechanisms, the bid and tender processes, through social media and printed collateral. The aim of financial communication is to create transparency regarding our expenditure and asset management. As a municipality our ultimate goal is to comply and, where possible, to exceed the audit standards set forth for local government and maintain our clean audit status. Due to the regulatory nature of financial management, Witzenberg Municipality aims to make this information freely available for the public to access as well as make use of language calibration to ensure that the information disseminated is simple and easily assimilated. Use of graphics and household comparisons are frequently used to illustrate technical information.

2.13.8 Electronic communication

Social media is a cost effective resource used to convey information and is an effective method of relaying municipal communication as many residents are in possession of a cell phone. However, this mode of communication is labour intensive and does not have great penetration in our rural environs due to limited connectivity and access to mobile data/wifi. We also make use of text message communication to residents to convey urgent updates concerning power outages, water interruptions, road closures, dangerous weather conditions, municipal jamborees, etc. Witzenberg Municipality also uploads Council information, minutes of meetings and tender information onto our corporate website.

2.13.9 Interpersonal communication

Witzenberg Municipality conducts internal communication with employees to promote and convey our organisational policies and procedures to staff through internal newsletters. This newsletter covers employee related information concerning long service awards, retirement, information regarding their salary structures and benefits, births, marriages, deaths, sporting achievements, training and educational accolades, health and safety, anti-fraud strategies and whistle blowing. The communication aimed at employees, carries a monthly theme concerning employee wellness to promote better health management and personal welfare. It is also a platform for senior management to engage with employees and relay important information.

2.13.10 Media communication

Witzenberg Municipality creates, promotes and liaises with local and regional media regarding project and programme launches, milestones, municipal issues, local events. We also respond to media queries and requests for statements. All external communication is approved by the Municipal Manager as per his delegation; however, he may appoint spokespersons within the organisation at his discretion.

2.13.11 Communication and legislation

Witzenberg Municipality liaises with the public regarding decisions by Council and Portfolio Committees with impact upon local regulations and by-law generation. The municipality often engages with the public for initial commentary and feedback to aid the municipality with their decision-making on issues highlighted by the public. The municipality also performs official communication to residents and businesses concerning contravention of established by-laws and regulations. The municipality always strives to be open, consistent and transparent regarding legal issues and aims to engage with the parties involved to ensure clarity, mutual understanding and respect of heritage, cultural and religious beliefs, as long as it does not infringe upon the rights of other residents.

2.13.12 Visual communication

Witzenberg Municipality is in the process of developing policies to manage our visual usage and corporate identity. Visual communication is pivotal to our Communication Strategy as a large sector of our demography have

poor literacy levels and relies upon visual communication to understand municipal messages. Visual communication is performed through the use of correspondence, branding, photographs, marketing collateral, videos, industrial theatre, animation and events. Municipal vehicles are branded with decal which identifies them as official conveyances and inspires trust with residents that the work being administered by employees or the information being disseminated by employees is accurate and reliable. It is for this reason that 'loud hailing' is an effective communication practice to relay urgent notifications to the public in the Witzenberg district.

2.13.13 Communication challenges

The Witzenberg Municipality communicates regularly with its target public, but faces financial challenges which hamper the following areas of our communication initiatives:

- Branding of assets, employees and infrastructure
- Limited brand collateral available
- Inability to perform outsourced media scanning
- Development of our intranet
- Poor network coverage due to the topography
- Limited to no free Wi-Fi access
- Access to better technology for our communication systems, brand development, feedback mechanisms and reporting
- No access to communication or perception-specific research regarding language usage and message penetration
- Neglect or exclude small pockets of the community which are located in remote, rural environs

Local government is frequently criticised on their lack of communication and engagement with the community, but although our municipality faces adversity, Witzenberg Municipality is successful in our good governance as we progress each year in this field, due to prioritising the needs of our all our residents; commercial, residential, rural and informal. Our communities are vocal and hold the municipality accountable for our performance and our areas for improvement in our departments. The reputation of the municipality is that we are approachable and accessible to the public and this is largely as a result of our frequent interaction with the public, addressing issues raised by the public, admitting fault, limitation where relevant and building a trust relationship with the public based upon reliability and quality services.

2.13.14 Communication milestones

Witzenberg Municipality strive to continuously communicate municipal related information and news to the Witzenberg community in order to promote the Witzenberg Municipality brand, positively influence perceptions of service delivery, as well as the level of satisfaction with services, rating of communication, suggestions for improvement and utilise the most effective communication channel/s. The 2013-2017 Communication Strategy is currently under review.

CHAPTER 3: SERVICE DELIVERY PERFORMANCE

3.1 Overview of Performance within the Organisation

3.1.1 Introduction

Performance management is prescribed by Chapter 6 of the MSA and the Municipal Planning and Performance Management Regulations, 2001. Regulation 7(1) of the aforementioned regulation states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the responsibilities of the different role players." This framework, inter alia, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance. The municipality adopted a Performance Management Framework that was approved by Council on 13 December 2012. A revision was accepted by Council on 25 July 2018.

The Top Layer SDBIP for 2018/19 was approved by the Mayor on 5 June 2018. Revisions to the SDBIP Top Layer targets was approved by Council on 27 February 2019 and the Adjusted Top Layer SDBIP approved by the Mayor on 1 March 2019. Below are the considerations in the development of the Top Layer SDBIP:

- Alignment with the IDP, National KPA's, Municipal KPA's and IDP objectives
- Alignment with the budget
- Oversight Committee Report on the Annual Report of 2017/18
- The risks identified by the Internal Auditor during the municipal risk analysis
- Areas to be addressed and root causes of the Auditor-General management letter, as well as the risks identified during the audit

Other additional information with regards to performance:

- Functions of the municipality **Appendix D**
- Performance of entities & service providers **Appendix I**
- Service delivery performance at word level **Appendix F**

3.1.2 Organisational Performance

The organisational performance is monitored and evaluated via the SDBIP. An operating procedure for the management and implementation of the SDBIP has been developed. The operating procedure was work-shopped with the relevant KPI owners and senior management. The procedures can be summarised as follows:

- The Performance Administrator informs the relevant KPI owners, senior management and departmental secretaries of the closure date to submit actuals achieved for the preceding month. By the 10th of each month KPI owners must submit their actuals achieved performance information or evidence to the Manager: Projects & Performance. If a specific target was not reached, reasons with corrective measures must be provided.
- The Performance Administrator captures the result on an excel spreadsheet which is updated on a monthly basis after the closure date.
- Within 10 working days after the closure date, the Performance Administrator generate a report from excel and distribute via email to Senior Management for discussion at Senior Management- and Directorate Meetings.
- Results on the Top Layer SDBIP Key Performance Indicators are submitted to the CFO for inclusion in the quarterly Section 52D report that is tabled at Council.

- The quarterly performance report as included in the Quarterly Budget Statement (Section 52d Report), was tabled at Council as follows:
  - 1st Quarterly Budget Statement 31 October 2018
  - 2nd Quarter Budget Statement 23 January 2019
  - Section 72 Midyear report 23 January 2019
  - 3rd Quarterly Budget Statement 30 May 2019
  - 4th Quarterly Budget Statement 31 July 2019

3.1.3 Individual Performance

The Municipal Systems Act, 2000 (Act 32 of 2000) prescribes that the municipality must enter into performance based agreements with the Section 57-employees and that performance agreements must be reviewed annually. This process and the format are further regulated by Regulation 805 (August 2006). The performance agreements for the 2017/18 financial year were signed on 28 July 2017, as prescribed.

The appraisal of the actual performance in terms of the signed agreements, takes place twice per annum as regulated. The mid-year performance of 2017/18 took place on 26 March 2018 and the final evaluation of the 2017/18 financial year will take place after the auditing of the 2017/18 Annual Performance Report and Annual Financial Statements.

The appraisals were done by an evaluation panel as indicated in the signed performance agreements and in terms of Regulation 805. The panel included the following people:

- Executive Mayor
- Portfolio Chairperson
- Chairperson of the Performance, Risk and Audit Committee
- Municipal Manager
- Manager: Human Resources
- Mr. A Paulse, Municipal Manager of Oudtshoorn Municipality, took part in the review of the Municipal Manager

3.1.4 The Integrated Development Plan and the Budget

The IDP for 2018/19 was reviewed and approved on 30 May 2018, whilst the budget for 2018/19 was approved by Council on the same day. The IDP process and the performance management process are integrated. The IDP fulfils the planning stage of performance management. Performance management, in turn, fulfils the implementation management, monitoring and evaluation of the IDP.

The table below provides an analysis of the budget allocation and expenditure per Municipal Key Performance Area (Operational expenditure excludes internal transfers):

Municipal Key Performance Area	Adjusted Capital Budget	Actual Capital Expenditure for 2018/19	Operational Budget (Opex)	Actual Operating Expenditure for 2018/19
	R'000	R'000	R'000	R'000
Essential Services	82 281	80 912	384 928	362 375
Governance	2 031	1 714	126 762	105 823
Communal Services	6 327	4 031	89 148	79 118
Socio-Economic Support Services	0	0	7 933	7 404
Total	**90 639**	**86 657**	**608 771**	**554 721**

3.1.5 Strategic Alignment

Municipal Key Performance Area	Strategic Objective	
Essential Services	1.1	Sustainable provision and maintenance of basic infrastructure
	1.2	Provide for the needs of informal settlements through improved services
Governance	2.1	Support institutional transformation and development
	2.2	Ensure financial viability
	2.3	To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.
Communal Services	3.1	Provide and maintain facilities that make citizens feel at home
Socio-Economic Support Services	4.1	Support the poor and vulnerable through programmes & policy
	4.2	Create an enabling environment to attract investment and support to the local economy.

3.1.6 Key Performance Indicators in approved 2018/19 Top Layer SDBIP per Strategic Objective

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	99% /99,8%	25%	50%	75%	99%	99%
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	96%/98%	10%	40%	60%	96%	96%
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	98%/100%	98%	98%	98%	98%	98%
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	18%/17,9%	18%	18%	18%	18%	18%
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	10%/9,9%	10%	10%	10%	10%	10%
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	3 / 4,4	0	1	2	3	3

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	100/101	100	200	300	529	529
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3	3	3	3
TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Number of informal areas.	All	3/3	3	3	3	3	3
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3	3	3	3
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Percentage of completed subsidised houses connected	All	200/189				95%	95%

2.1) Support institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	96%/98,8%	25%	50%	75%	96%	96%
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality	Quarterly report	All	4/4	1	1	1	1	4

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	90/90	90	90	90	90	90
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	2,8/2,97	2.8	2.8	2.8	2.8	2.8
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/49%	44%	44%	44%	44%	44%
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	1/1	0	0	1	0	1
FinIn15	Increased revenue collection	Percentage revenue collected.	All	95%/94%	94%	94%	94%	94%	94%
MM1	Percentage of budget spent on maintenance.	Percentage of budget spent.	All	98%/99,7%	25%	50%	75%	99%	99%

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
MM2	Percentage spent of capital budget.	Percentage of budget spent.	All	96%/96,4%	10%	40%	60%	96%	96%

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	0	7	0	7	14
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/13	3	6	9	12	12

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
ComAm34	Report on annual customer satisfaction survey on community facilities.	1 Report	All	1/1		1			1
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	99%/99,7%	25%	50%	75%	99%	99%
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	96%/97%	10%	40%	60%	96%	96%

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	3000/2373	2750	2750	4000	4000	4000
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/403	100	200	300	390	390
ComSoc 42	Number of social development programmes implemented	Number of programmes.	All	20/36	5	10	15	20	20
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	107/107	0	0	0	30	30
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/39	10	20	30	40	40

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2017/18	Target for 2018/19				
					Q1	Q2	Q3	Q4	Annual
MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	Quarterly Reports	All	1/1	1	1	1	1	4
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy	Quarterly Reports	All	1/1	1	1	1	1	4

3.1.7 5 Year Corporate Scorecard: Development & Service Delivery Priorities

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Base-line 2017/18	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Essential Services	Sustainable provision & maintenance of basic infrastructure	TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	99,8%	99%	99%	99%	99%	99%
		TecDir3	% Expenditure on Capital Budget by Technical Directorate	98%	96%	96%	96%	97%	97%
		TecWat21	Percentage compliance with drinking water quality standards.	100%	98%	98%	98%	98%	98%
		FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		TecWat20	Decrease unaccounted water losses.	17,9%	18%	18%	18%	16%	16%
		TecEl37	Decrease unaccounted electricity losses.	9,9%	10%	10%	10%	10%	10%
		TecRo7	Kilometres of roads upgraded &	4,4	3	3	3	4	4

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Base-line 2017/18	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
			rehabilitated						
	Provide for the needs of informal settlements through improved services	TecDir2	Number of subsidised serviced sites developed.	101	400	0	100	0	200
		TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	3	3	3	3	2	2
		TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	3	3	3	3	2	2
		TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	3	3	3	3	2	2
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	189	100	100	100	100	100
Governance	Support Institutional Transformation & Development	CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	98,8%	96%	96%	96%	96%	96%
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in	4 reports	4 reports	4 reports	4 reports	4 reports	4 reports
	Ensure financial viability.	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90,2	90	90	90	90	90
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,97	2.8	2.8	2.8	2.8	2.8
		FinFAdm11	Financial viability expressed outstanding service debtors	49%	44%	42%	42%	42%	40%
		FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
		FinIn15	Increased revenue collection	94%	96%	96%	96%	97%	97%
		MM1	Percentage of budget spent on maintenance.	99,7%	99%	99%	99%	99%	99%
		MM2	Percentage spent of capital budget.	96%	96%	96%	96%	97%	97%

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Base-line 2017/18	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.	MMIDP9	Number of IDP community meetings held.	14	14	14	14	14	14
		ComSoc 49	Number of meetings with inter-governmental partners.	13	12	12	12	12	12
Communal Services	Provide & maintain facilities that make citizens feel at home.	ComAm 34	Report on annual customer satisfaction survey on community facilities.	1 report	1 report	1 report	1 report	1 report	1 report
		ComDir1	% Expenditure on Maintenance Budget by Community Directorate	99,7%	98%	99%	99%	99%	99%
		ComDir2	% Expenditure on Capital Budget by Community Directorate	97%	96%	96%	96%	97%	97%
Socio-Economic Support Services	Support the poor & vulnerable through programmes & policy	ComSoc 41	Number of account holders subsidised through the municipality's indigent Policy	2 373	2 750	2 700	2 700	2 500	2 500
		ComLed 8	The number of jobs created through municipality's local economic development initiatives including capital projects.	403	390	400	400	400	420
		ComSoc 42	Number of social development programmes implemented	36	20	20	20	20	20
		ComHS1 4	Number of housing opportunities provided per year.	107	100	100	100	100	100
		ComHS1 5	Number of Rental Stock transferred	39	50	60	60	70	70
	Create an enabling environment to attract investment & support local economy.	MMProp 21	Quarterly report on the alienation of municipal properties to support economic growth.	1	4 reports	4 reports	4 reports	4 reports	4 reports
		ComLed 4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy	1	4 reports	4 reports	4 reports	4 reports	4 reports

3.1.8 Strategic Performance (Top Layer SDBIP) for 2018/19

Strategic performance of the municipality is measured in terms of the municipality's performance on its key performance indicators (KPI) set in the Top Layer SDBIP.

Actual strategic performance (Top Layer) and corrective measures that will be implemented

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	99% /99,8%	99%	99.6%
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	96%/98%	96%	98,3%
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	98%/100%	98%	100%
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	18%/17,9%	18%	17,7%
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	10%/9,9%	10%	10,5%
Reason for under-performance: Increase can be attributed mainly to the theft of electricity in the informal areas of Witzenberg.						
Corrective measures: Addressed in terms of the "Illegal Connection Strategy" that is in the process of being implemented.						
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	3 / 4,4	3	7,3
Currently Witzenberg Municipality make use of an outdated Pavement Management system to indicate road resurfacing priorities. The update of the PMS is still on process. During the year, with the help of inspections, it came to the attention that certain road sections required immediate resealing due to their poor condition. The municipality undertook an in-house slurry surfacing project to address these issues, and this being the reason the target was over achieved.						

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	100/101	529	526
Reason for under-performance: The total number of serviced sites in the project was reduced due to adverse geotechnical conditions in some areas. Original project approval was for 635 sites that have been reduced to 627 sites due to adverse geotechnical conditions. Of the 627 sites, 101 sites were completed in 2017/18, with the result of 526 sites in 2018/19.						
Corrective measures: The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could therefore not be aligned. An addendum will be provided by the Department of Human Settlements to the existing project approval indicating that the project sites have been reduced.						
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The target relates to the construction of serviced sites at the Vredebes subsidised housing development Phase F1 (Project 3199.03). Project approval from the Department of Human Settlements was received on 25/01/2018 with resolution nr 18/03. The project of 635 sites is being implemented over two financial years. In 2017/18, 101 sites were reported to be completed. The target is there for adjusted to less than the remainder of the approved sites as the possibility exists that some sites may not be developed due to geotechnical constraints. The new target is						

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
however an increase to the existing target.						
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.						
TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Number of informal areas.	All	3/3	3	3
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.						
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Percentage of subsidised houses connected.	All	200/189	95%	No applications received
No valid connection applications was received by 30 June 2019, therefor, no connections were done. Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The reason for the change is that the relevant department for the KPI is dependent on the Housing Department & Contractor to submit to them valid applications where electrical connections can be done. Various delays such as construction period and/or handover to beneficiaries cannot be managed by the electrical department. The KPI is therefore changed to a percentage of valid applications that should be connected.						

2.1) Support Institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	96%/98,8%	96%	96%
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	All	4/4	4	4

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	90/90.2	90	250.8
Provide reason for extreme over achievement of target: Debt Service Payments due is low due the low outstanding amount in terms Borrowings. Redemption of loans in in previous financial years and no new borrowings taken up.						
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	2.8/2.97	2.8	2.67
Reason for under-performance: Decrease in cash from R 97 506 000(2017-18) to R94 242 000 (2018-19) and an increase in monthly fixed cost from R32 754 000 (2017-18) to R						

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
35 267 000 (2018-19) has resulted in an deterioration of the ratio in 2018-19.						
Corrective measures: Fixed cost consists of Employee Related cost, Remuneration of councillors, finance charges, bulk purchases and contracted services. The only elements that can be managed to a certain extent is overtime expenditure (Employee Related Cost) and consultant services (Contracted Services). The municipality could only strive to manage overtime that is not related emergencies. In the long term, the municipality can only strive to capacitate in-house employees through training to ensure that less consultancy services are utilised.						
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/49%	44%	50%
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.						
Corrective measures: Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt						
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	Unqualified	Unqualified	Unqualified
FinInc15	Increased revenue collection	Percentage revenue collected.	All	95%/94%	94%	94%
MM1	Percentage of budget spent on overall maintenance.	Percentage of budget spent.	All	99%/99,7%	99%	99.6%
MM2	Percentage spent of overall capital budget.	Percentage of budget spent.	All	96%/96%	96%	95,6%
Reason for under-performance: The overall under spending of 0,4% from the 96% target relates mainly to KPI ComDir2 (expenditure on Community Services Capital Budget) & KPI TecDir2 (Development of serviced sites). The project budget for the serviced sites will be decreased to the value of the serviced sites that could not be developed.						
Corrective measures: Refer to comments under ComDir2: Own funding to be retained as a saving. The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could therefore not be aligned. An addendum will be provided by the Department of Human Settlements to the existing project approval indicating that the project sites have been reduced.						

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	14	14
Note: The result of 14 include jamborees that was held in the 7 towns during November 2018. IDP meetings for Prince Alfred's Hamlet and Wolseley were advertised but cancelled due to poor attendance.						
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/13	12	13

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
ComAm34	Report on annual customer satisfaction survey on community facilities.	Report on survey	All	1/1	1	1
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	99%/99,7%	99%	99%
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	96%/97%	96%	63,7%

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
Reason for under-performance: Projects such as "Aircons Town Hall" (R 500 000) & "Purchase of land for Stray Animal Pound" (R 1 098 000) was not implemented due to increased uneconomical costs.						
Corrective measures: Own funding to be retained as a saving.						

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	3000/2373	4500	3701
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The Indigent Policy that was adjusted by Council in May 2018 had the result that there was a major increase in the number of beneficiaries. The KPI measures the number of actual beneficiaries against a set target of expected beneficiaries. If the actual are less than the target is is viewed as positive as it indicates an increase in the financial health of the community as less people have to rely on the Indigent Subsidy. The target are therefore increased to 4 500 as a result of the expected increase of beneficiaries by year-end due to the change in policy.						
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/403	390	397
ComSoc 42	Number of social development programmes implemented	Number of programmes.	All	20/36	20	25
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	107/107	30	30
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The implementation of the project for the construction of top structures at Vredebes relates. Project nr 3199.02 for 600 houses was approved by the Department of Human Settlements on 11/05/2018. The construction of the houses will be phased over a couple of years. The delay in the implementation of the project relates mainly to the approval of housing typologies by Council as the project included different housing typologies such as walk-ups & semi-attached to adhere to densification principles. After various technical meetings between Council, the community & the Department of Human Settlements, the layout was approved 8/01/2019 and construction started in February 2019. The target for completed houses by end of June 2019 is therefore reduced to 30.						
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/39	40	40
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The target for end of December was 20 properties to be transferred with 19 actual achieved. It is however extremely difficult to get the cooperation of beneficiaries for the signing of contracts and agreements for payment of outstanding debts to obtain rate clearance certificates. The Housing & Finance departments have started with door-to-door campaigns to increase awareness and persuade beneficiaries to sign. It is however foreseen that the original target of 50 will not be achieved under the existing challenges and are therefore reduced to 40.						

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	4 Quarterly Reports	All	1/1	4	4
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy	4 Quarterly Reports	All	1/1	4	4

COMPONENT A: BASIC SERVICES

3.2 Water Services

3.2.1 Introduction

All the towns in the Witzenberg municipal area are equipped with independent water services with their own resources, distribution systems and treatment works.

Ceres

The main water source for Ceres is the Koekedouw Dam. Six boreholes serve as a backup source of supply. Water quality from the Koekedouw is good and it is only chlorinated before distribution. Two reservoirs (3 and 5 Ml) serve as storage reservoirs to the 114km distribution network, with 4 supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes 2 X 2 Ml service reservoirs, a booster pump station to the pressure tower (500kl) at Bella Vista, as well as a 750 kl service reservoir, 4.5Ml reservoir and booster pump station at N'Duli. Three additional boreholes were drilled in Ceres and the Koekedouw borehole equipped.

The Ceres Koekedouw has overflowed for the 1st time in a 4 year drought period during September 2018

Tulbagh

Currently, Klein Berg, Moordenaarskloof and Tierkloof serve as the main sources of water supply to Tulbagh. Construction of the Kleinberg pipeline has been completed to provide an additional supply of 1.2 x 10^6m3/annum from the Klein Berg River. The project will also include a storage dam with a capacity of approximately 1 200 000 m3.

Funding applications has been approved by the Department of Water and Sanitation (DWS) for the construction of the dam. All the water is stored in a 570 Ml raw water dam at present. Two reservoirs (800 kl and 1 Ml) serve as a clear water storage reservoir to the 29km distribution network, with 2 pressure zones. The network includes a booster pump station to the pressure tower (500 kl). A new reservoir for extra storage capacity is planned for construction at a later stage.

Wolseley

Wolseley receives its water supply from the Tierhokkloof weir. No storage facility exists and the dependency on the Tierhokkloof River as a sustainable supply without storage has been identified as a critical risk in water provision for growth in Wolseley. Purification consists of pressure filters and chlorination. The Ceres Road Reservoir (680 kl) and the newly constructed 6 Ml Wolseley Reservoir serves as a storage reservoir to the 44km distribution network, with two pressure zones. The network includes a 4.5 Ml services reservoir (Stamper Street Reservoir), which has been resealed to prevent losses, and a booster pump station. An additional pump station with a capacity of 58 l/s was completed during 2010/11 to enable the transfer of "lei" water during periods of low flow, from the Artois Canal to this reservoir. The project also allows for treatment at the reservoir.

Prince Alfred's Hamlet

Prince Alfred's Hamlet has four water sources. They consist of the Wabooms River Weir, a fountain, 1 borehole and a supply line from the Koekedouw Dam. Due to the quality of the raw water, only chlorination is required. Four 500 kl reservoirs serve as storage reservoirs to the 32km distribution network, with only 1 pressure zone.

Op-die-Berg

Op-die-Berg has three water sources, a fountain and 2 boreholes. Due to the quality of the water, only chlorination is required. A 50kl, 60kl and 500kl reservoir serve as storage reservoirs to the 6km distribution network, with only 1 pressure zone. The new storage reservoir is planned for Op-die-Berg to ensure adequate storage capacity, as well as meeting the peak demands of the town.

All drinking water systems located in the towns within Witzenberg have attained Blue Drop status and have also scored nationally in the top ten rankings.

3.2.2 Highlights

Highlights	Description
Upgrading & replacement of infrastructure	Upgrading of bulk supply pipelines. Replacement of various pipe networks and valves. Meter replacement program. Security upgrades at Prince Alfred's Hamlet reservoirs Water Demand Study to minimise Un-accounted water losses

3.2.3 Challenges

Challenges	Description
Personnel shortage	Number of vacant positions
Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.
Vandalism	Vandalism at various water reservoirs and pump-stations

3.2.4 Water Service Delivery Levels

Total use of water by sector (cubic meters)

Year	All	Unaccountable water losses	Percentage losses
	Cubic meters		
2014/15	7 079 144	1 463 304	20.7%
2015/16	6 088 276	962 345	16%
2016/17	6 508 218	1 259 772	19.36%
2017/18	5 835 602	1 090 102	17.9%
2018/19	6 408 893	1 136 219	17,7%

Water losses decreased from 17.9% in the 2017/18 to 17.7% in the 2018/19 financial year and this volume remains within the target set for the financial year. Management processes are, however, on-going to reduce the rate of water losses even further.

The table below specifies the different water service delivery levels per household for the financial years 2016/17, 2017/18 and 2018/19: Note that the "piped water inside dwelling" figure constitutes the number of accounts and is not a true reflection of the number of households. Other figures represent households. These figures exclude rural areas.

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
***Water:* (above minimum level)**			
Piped water inside dwelling (accounts)	12 016	12 246	12 347
Piped water inside yard (but not in dwelling) (accounts)			
Using public tap (within 200m from dwelling) (households)	2 226	1 714	2 531
Other water supply (within 200m)	0	0	0
Minimum Service Level and Above Sub-total	**14 242**	**13 960**	**14 878**
Minimum Service Level and Above Percentage	**100%**	**98.4%**	**97%**
***Water:* (below minimum level)**			
Using public tap (more than 200m from dwelling)	0	**228	**436
Other water supply (more than 200m from dwelling	0	0	0
No water supply	0	0	0
Below Minimum Service Level Sub-total	**0**	**228**	**436**
Below Minimum Service Level Percentage	**0%**	**1.6%**	**2;9%**
Total number of households (formal and informal)	**14 329**	**14 188**	**15 314**
**Formal households calculated based on accounts issued (excluding informal households which is actual households)*			
***The number of informal households below the minimum level are located adjacent Pine Valley, Wolseley, and was the result of an illegal land invasion. Growth of the settlement continuous without any control. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres.*			

3.2.5 Service Delivery Indicators: Water Services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
TecWat21	Sustainable provision & maintenance of basic infrastructure	Percentage compliance with drinking water quality standards	Percentage compliance	98%/100%	98%	100%	
FinInc17		Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	
TecWat20		Decrease unaccounted water losses	Percentage water losses	18%/18%	18%	17,7%	
TecWat22	Provide for the needs of informal settlements through improved services	Provide basic services - number of informal areas with sufficient communal water services points (taps)	Number of informal areas	3/3	3	3	
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.							

3.2.6 Employees: Water & Sanitation Services

Employees: Water & Sanitation Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 – 3	32	17	3
4 – 6	1	20	5
7 – 9	17	2	0
10 - 12	1	6	1
13 - 15	2	1	0
Total	**59**	**46**	**9**
Employees and Posts numbers are as at 30 June.			

3.2.7 Capital Expenditure: Water Services

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vredebes Housing Internal	4 635 515	7 000 000	7 000 000	0%	8 300 000
Security Upgrades	450 000	710 538	710 538	0%	710 538
Tulbagh Dam	8 260 870	2 500 000	2 499 997	0%	27 000 000
Infrastructure Management System	300 000	526 519	526 519	0%	526 519
Grey Water System		500 000	456 600	(8,8%)	456 000
Network water pipes & valves	1 000 000	1 201 200	1 199 601	0%	1 199 601
Total all	**14 646 385**	**12 428 257**	**12 393 255**	**0%**	
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.3 Waste Water Services (Sanitation)

3.3.1 Introduction

Ceres

Sewerage and industrial effluent is collected from consumers via a sewerage system which is treated at the Ceres Wastewater Treatment Plant. The Plant services the areas of Ceres, N'Duli, Bella Vista and Prince Alfred's Hamlet. The sewerage system includes 9 booster pump stations. A portion of the treated effluent is used for irrigation on communal land, sport fields and the golf course.

Tulbagh

Sewerage is collected from consumers via a sewerage system and treated at the Tulbagh Waste Water Treatment Plant. The sewerage system includes 3 booster pump stations. Treated effluent is partially discharged to a river, under an existing licence and the rest is used for irrigation in Church Street and local sport fields.

Wolseley

Sewerage is collected from consumers via a sewerage system and treated at the Wolseley Waste Water Treatment Plant. The sewerage system includes 6 booster pump stations. Mechanical upgrades to the plant to ensure that the plant performs at an optimum level and to ensure compliance with national standards

Prince Alfred's Hamlet

A significant volume of sewerage generated at Prince Alfred's Hamlet is pumped for treatment to the Waste Water Treatment Works (WWTW) in Ceres. Three pump stations are used for this purpose. A number of erven still use private septic tank systems to deal with the sewerage. These septic tanks are emptied by the municipality on request.

Op-Die-Berg

75% of the consumers are connected to a sewerage network and treated at the WWTW. The rest are managed through private septic tanks. Septic tanks are emptied by the municipality on request. Upgrades to the WWTW have been completed in order to ensure adequate capacity, as well as efficient and effective treatment of the waste water.

All the towns within Witzenberg have attained Green Drop status and have also scored nationally within in the top ten rankings.

3.3.2 Highlights

Highlights	Description
New Infrastructure & upgrades	Replacement of various sewer networks within Witzenberg. Vredebes Sewer Mechanical upgrades to the Wolseley WWTW to ensure that the plant performs at an optimum level and to ensure compliance with national standards Security Upgrades at various sewer pump stations. Purchasing of additional aerators. Purchasing of additional sewer pumps. Grey water study as part of water conservation and demand management. Cleaning of Tulbagh WWTW Final dam

3.3.3 Challenges

Challenges	Description
Personnel shortage	Number of vacant positions
Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.
Vandalism	Vandalism challenges at various sewer pump stations and WWTW's

3.3.4 Waste Water (Sanitation) Service Delivery Levels

The table below specifies the different sanitation service delivery levels per households for the financial years 2016/17, 2017/18 and 2018/19.

Note that the "flushed toilet" figure constitutes the number of accounts and is not a true reflection of the number of households. Other figures represent households. These figures exclude rural areas.

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
***Sanitation:* (above minimum level)**			
Flush toilet (connected to sewerage) (accounts)	11 537	11 544	12 697
Flush toilet (with septic tank) (nr. of erven)	717	717	717
Chemical toilet (only indicate nr of toilets, not included in calculation)	71	58	28
Pit toilet (ventilated)	0	0	0
Other toilet provisions (above minimum service level) (households – informal areas)	2 226	1 714	2 531
Minimum Service Level and Above Sub-total	**14 558**	**13 975**	**15 945**

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
Minimum Service Level and Above Percentage	**100%**	**98.4%%**	**97,3%**
Sanitation: **(below minimum level)**			
Bucket toilet	0	0	0
Other toilet provisions (below minimum service level)	0	0	0
No toilet provisions	0	228	436
Below Minimum Service Level Sub-total	**0**	**228**	**436**
Below Minimum Service Level Percentage	**0%**	**1.6%**	**2,6%**
Total number of households (formal and informal)	**14 558**	**14 203**	**16 381**
**Formal households calculated based on accounts issued (including serviced sites but excluding informal households which is actual households)*			
***The number of informal households below the minimum level are located adjacent Pine Valley, Wolseley, and was the result of an illegal land invasion. Growth of the settlement continuous without any control. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres.*			

3.3.5 Service Delivery Indicators: Waste Water (Sanitation)

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
FinInc18	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	
TecSan13	Provide for the needs of informal settlements through improved services	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets)	Number of informal areas	3/3	3	3	
Note: The indicator measures the availability of toilets within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.							

3.3.6 Capital Expenditure: Waste Water (Sanitation)

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Refurbish WWTW	600 000	725 000	724 995	0%	724 995
Security Upgrades	450 000	843 810	843 810	0%	843 810
Sewer pumps replacement	200 000	273 800	273 798	0%	273 798
Aerator replacement	750 000	625 000	625 000	0%	625 000

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
programme					
Network: Sewer pipe & Valve Replacement	1 000 000	1 029 000	1 025 616	0%	1 025 616
Vredebes Housing Internal	4 635 515	7 000 000	7 000 000	0%	8 300 000
Total all	**7 635 515**	**10 496 610**	**10 493 219**	**0%**	
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.4 Electricity

3.4.1 Introduction

The National Energy Regulator (NERSA) was established to be the custodian and enforcer of the National Electricity Regulatory Framework. NERSA provides the framework for licenses, power generation, transmission, distribution and trading in South Africa.

The upgrading and provision of bulk infrastructure is mainly guided by the implementation of low-cost and private developments and industry.

All erven within the boundaries of Witzenberg Municipality has access to electricity. ESKOM supplies electricity to Op-die-Berg, Prince Alfred Hamlet and the rural areas inclusive of the adjacent low cost housing. The municipality has a license to reticulate electricity to all other developed areas. NERSA has however recently embarked on an AoS (Area of Supply) GIS confirmation project, the guidelines of which were never discussed with Municipalities. Because Witzenberg is of the opinion that the proposed NERSA process is potentially detrimental to the Municipality, Council has decided to not support the process. A letter of objection was sent to NERSA, but since there was no response the matter has been forwarded to SALGA for intervention.

All qualifying and identified indigent households receive free basic water and electricity as per national government policy. However, servicing informal settlements with electricity is a continuous struggle.

The Electricity Master Plan for Ceres, Wolseley and Tulbagh has recently been completed and is thus up-to-date. It also included a condition assessment of the major network components, information that will be considered critical when determining future budget requirements.

Local government plays an integral role in the provision of electricity. Section 153 of the Constitution, places the responsibility on municipalities to ensure the provision of services to communities in a sustainable manner for economic and social support.

3.4.2 Highlights

Highlights	Description
Council adopted Illegal Connection Strategy	Once the process of implementation is achieved it will result in both a safer community and reduction in losses
Electrical network – Vredebes	Completion of 322 connections to the RDP housing project
Upgrading of Nduli network (Additional transformers [mini-sub] and feeders)	Reduction of nuisance tripping
Upgrading of Vos street - streetlights	Improved safety of the roads and community

Highlights	Description
Refurbishment of section of Eselfontein overhead line	Improved reliability of the network in the area
New Large consumer established in Wolseley	Food processing plant – 500kVA mini-sub supply
Application for Increase of NMD (Notified Maximum Demand)	Applied for Eskom increased our NMD at Tulbagh and Wolseley for 1MVA and 0,7MVA respectively, which helps at the short term to supply in the high demand for electricity.

3.4.3 Challenges

Challenges	Description
Eskom unable to increase Notified Maximum Demand	Regular interactions with Eskom to speed up their bulk upgrades. Renewable energy policy approved by Council to assist with the demand shortage. Eskom commenced with their EIA process for the bulk upgrades to take place.
Availability of vehicles	An aging fleet results in some vehicles spending extended periods in the workshop. Spares availability and reliability is an added extenuating challenge
Filling of vacant posts	Some posts remain vacant for extended periods before filling, but this is currently being addressed
Aging Electrical Network	Much of the existing electrical network exceeds its useful life and is even considered hazardous to operate in some instances. The new Master plan will assist in identifying the hazardous equipment.
Recapitalization of the Electrical Network	Available funding to replace aging equipment is always a challenge within the Municipal environment, but with heightened awareness, this will be addressed
Network protection settings	Settings and protection grading needs serious attention as unnecessary outages are being experienced at the moment

Major Towns	Notified Maximum Demand (NMD)	Maximum Demand Growth (NMD)	Maximum Demand Peak (NMD)
Ceres	36,5MVA (Additional 5 MVA applied for May 2019)	+2.9	36.33 MVA
Wolseley	4.5 (Additional 0,7 MVA applied for)	+0.1	4.43 MVA
Tulbagh	4.5 (Additional 1 MVA received May 2019)	+0.96	4.03 MVA

The energy losses for the 2017/18 financial year were 9,85%. The losses increased to 10,5% in 2018/19, with illegal connections the major contributing factor for the increase.. Management processes are, however, on-going to reduce the rate of losses.

3.4.4 Electricity Service Delivery Levels

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
***Energy:* (above minimum level)**			
Electricity (at least minimum service level - accounts)	2 366	1 831	2 353
Electricity - prepaid (minimum service level)	10 177	10 419	10 525
Minimum Service Level and Above Sub-total	**12 543**	**12 250**	**12 878**
Minimum Service Level and Above Percentage	**100%**	**100%**	**100%**
***Energy:* (below minimum level)**			
Electricity (< minimum service level)	0	0	0

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
Electricity - prepaid (< min. service level)	0	0	0
Other energy sources	0	0	0
Below Minimum Service Level Sub-total	**0**	**0**	**0**
Below Minimum Service Level Percentage	**0%**	**0%**	**0%**
Total number of households (formal and informal)	**12 543**	**12 250**	**12 878**
**The below minimum service level cannot be determined as the number of pre-paid meters installed in informal areas is unknown. Therefor it cannot be determined the number of households in informal areas without electricity. Dept. of Energy does not fund these connections if households are not on a formalised plot.*			

3.4.5 Electricity Service Delivery Indicators

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
FinInc19	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	
TecEl37		Decrease unaccounted electricity losses	Percentage electricity losses	10%/10%	10%	10,5%	
Reason for under-performance: Increase can be attributed mainly to the theft of electricity in the informal areas of Witzenberg.							
Corrective measures: Addressed in terms of the "Illegal Connection Strategy" that is in the process of being implemented.							
TecEl36	Provide for the needs of informal settlements through improved services	Percentage of houses in a subsidised housing project connected to the electrical network.	Percentage of completed subsidised houses connected	200/189	95%	No application received	
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The reason for the change is that the relevant department for the KPI is dependent on the Housing Department & Contractor to submit to them valid applications where electrical connections can be done. Various delays such as construction period and/or handover to beneficiaries cannot be managed by the electrical department. The KPI is therefore changed to a percentage of valid applications that should be connected.							

3.4.6 Electricity Service: Employees

Employees: Electricity Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 – 3	17	16	1

Employees: Electricity Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
4 - 6	2	3	1
7 - 9	2	6	0
10 - 12	9	9	0
13 - 15	0	0	0
16 - 18	2	2	0
Total	**32**	**36**	**2**
Employees and Posts numbers are as at 30 June.			

3.4.6 Electricity Service: Capital Expenditure

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
MV Substation Equipment	1 500 000	800 000	796 947	0%	796 947
Upgrade of LV Network Cables	1 400 000	1 450 000	1 362 702	(6%)	1 362 702
MV Network Equipment	1 000 000	2 480 000	2 411 158	(3%)	2 411 158
Upgrade of MV Cables	1 400 000	570 000	566 572	0%	566 572
Upgrade of Streetlights	350 000	537 000	535 336	0%	535 336
Electrical Network Housing Project	4 347 826	4 347 826	4 135 777	(5%)	4 135 777
Vredebes Streetlights	1 536 522	852 092	852 091	0%	1 536 522
Vredebes Streetlights		708 741	708 333	0%	708 333
Total all	**11 534 348**	**11 745 659**	**11 368 916**	**(3%)**	
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.5 Waste Management (Collection, Disposal, Recycling & Cleaning)

3.5.1 Introduction

The Witzenberg Integrated Waste Management Plan is a statutory requirement of the New National Environmental Management: Waste Act 2008 (Act No. 59 of 2008) which came into effect on 1 July 2009. This Act aims to transform waste management collection and disposal to a sustainable practice focusing on waste avoidance and environmental sustainability. The primary objective of IWM planning is to integrate and optimize waste management, in order to maximise efficiency and to minimise the associated environmental impact, financial cost and to improve the quality of life of all residents within Witzenberg Municipality. Witzenberg conducts refuse removal through curb-side collection on

a weekly basis to address 100% of the domestic waste generated. A standard collection plan was implemented where collection in each town takes place on separate days.

Witzenberg also employed temporary employees from local communities to perform cleaning services in the streets, open spaces and around waste removal skips. A service is rendered to formal and informal settlements that include:

- A black bag and green bag system
- Public awareness and education
- Waste disposal (landfill sites)
- Cleansing of streets and public toilets in Central Business Districts and skips (garden refuse)

The current waste management system in the municipality is fairly successful in the collection and disposal of municipal solid waste, however, limited effort is made to reduce the generation of waste within the municipal area.

The economic feasibility of waste recovery through recycling and composting should be carefully investigated, to reduce the relatively small amounts of waste generated by the population. The existing private recycling enterprise is successful only because it sources materials that have been separated at source and is therefore uncontaminated with wet waste.

The analyses of the current waste management system have shown the following:

- all formal, urban residential erven are receiving a weekly door-to-door waste collection service
- all collected municipal waste is disposed at the municipality's engineered and licensed waste disposal sites near Tulbagh and Prince Alfred Hamlet for building and green waste.
- no significant waste recovery is performed, except for private enterprises and recycling bins in Tulbagh, Wolseley and Ceres.
- no significant waste avoidance is conducted
- a Solid Waste Management Master Plan has been completed.

Witzenberg Municipality currently operates three landfills. The Tulbagh landfill site is licensed as a GSB- site and receives waste from all towns in Witzenberg. The Prince Alfred Hamlet site is licensed as a GCB- operated by a private contractor appointed by the municipality for building and garden refuse. The OP Die Berg site is licenced as a G;C;B + and receives only green bags from Op Die Berg.

3.5.2 Highlights

Highlights	Description
New Compactor truck procured	Service all areas with collecting households refuse.
Appoint Waste Ambassadors in all wards	Do awareness and education from door to door around recycling and composting.
External audits scores.	Tulbagh site score 89% and Op Die Berg site 86% on permit conditions.
Wheelie bin system implemented at all businesses in Witzenberg	2 type of bins at businesses with 240 l and 770l.

3.5.3 Challenges

Challenges	Description
Waste recovery facilities (drop-offs or transfer station- Ceres) in planning phase	Separation of waste for recycling & composting
Regional Landfill Site in Worcester (Waste licence issued) – appeal.	Investigation into the costs for required infrastructure and tipping fee at gate.

Challenges	Description
Non-compliance of landfill sites	Rehabilitation of landfill sites –budget of R72m

3.5.4 Waste Management - Service Delivery Levels

The table below indicates the different waste management (refuse collections, waste disposal, street cleaning and recycling) service delivery standards of the municipality:

Description	2016/17	2017/18	2018/19
	Actual	Actual	Actual
Household			
***Refuse removal:* (above minimum level)**			
Removed at least once a week (accounts and informal households)	14 292	13 981	14 259
Minimum Service Level and Above Sub-total	**14 292**	**13 981**	**14 259**
Minimum Service Level and Above Percentage	**100%**	**100%**	**100%**
***Refuse removal:* (below minimum level)**			
Removed less frequently than once a week	0	0	0
Using communal refuse dump	0	0	0
Using own refuse dump	0	0	0
Other rubbish disposal	0	0	0
No rubbish disposal	0	0	0
Below Minimum Service Level Sub-total	**0**	**0**	**0**
Below Minimum Service Level Percentage	**0%**	**0%**	**0%**
Total number of households (formal and informal)	**14 292**	**13 981**	**14 259**

3.5.5 Waste Management - Service Delivery Indicators

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
FinInc20	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	
TecRef31	Provide for the needs of informal settlements through improved services	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service	Number of informal areas	3/3	3	3	

3.5.6 Waste Management - Employees

Employees: Waste Management Services		
Job Level	**2017/18**	**2018/19**

	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	6	0	0
0 – 3	59	62	10
4 – 6	2	4	1
7 – 9	12	2	2
10 - 12	1	1	0
13 - 15	0	0	0
Total	**80**	**69**	**13**
Employees and Posts numbers are as at 30 June.			

3.5.6 Waste Management – Capital Expenditure

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vehicle Replacement	550 000	550 000	509 375	(7%)	509 375
New material recovery facility / drop off	621 180	621 180	621 180	0%	19 000 000
Op-Die-Berg Public Toilets	500 000	200 000	0	(100%)	1 200 000
Total all	**1 671 180**	**1 371 180**	**1 130 555**	**(17,5%)**	
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.6 Housing

3.6.1 Introduction

Phase F1, Vredebes, which consists of 635 serviced plots was completed at a total value of R 35m. The 1st Phase to construct houses in Vredebes has started and 30 houses were completed by end of June 2019. The 1st phase of houses consists of 600 top structures which will be implemented by constructing 200 houses per year.

3.6.2 Highlights

Highlights	Description
Vredebes Housing Project: Phase F1 – 635 serviced sites	Completion of 635 services sites at a total cost of R 35m
Vredebes Housing Project: Phase 1 – 600 Top Structures	Completion of 30 top structures as part of the 200 top structures planned annually
Approval of the UISP Project for 188 sites in N'duli	Planning money made available to the amount of R500 000 by DoHS. Layout for the project has been completed

The construction of the 1st phase of houses as Vredebes Housing development has commenced.

3.6.3 Challenges

Challenges	Description
Selling and renting of RDP houses	Beneficiaries are in desperate need for money and this is a way to generate an extra income. Sales are made illegally without houses being transferred which hampers the transfer processes because in some case the beneficiaries who received the subsidy are gone or deceased. No definite guidelines from the DoHS which must enforce the pre-emptive right
Transfer of rental stock	Outstanding debts of tenants to get rates clearance. Unforeseen documents needed by attorneys to expedite the registration process eg. registration of mother erven and lost original title deeds
Emergency housing for evictees (private and farm workers)	Emergency camp are planned as part of the Vredebes Housing Development, but no immediate solution available because of project funding for bulk infrastructure which will take ± 3 years to be completed depending on additional fund allocations
Immigration control in informal settlements. Increased illegal invasion of land in Wolseley and unfortunately we have no control because these structures are erected overnight and eviction through the court process costly and lengthy.	A response team need to be budgeted for and advertised via the tender process. Existing Community Committees needs to be co-operative. A "breakdown & monitoring team" consisting out of 8 temporary workers has been appointed to assistance the housing officials and law enforcement with controlling illegalities in the informal. A budget has been approved (2018/19) to an amount of R1 million for the services of a response team.
GAP housing opportunities need to be are increased because of household incomes rising on a yearly basis	The income band between R3 501 – R22 000 who is potential beneficiaries for GAP market do not qualify so easily for a bank loan although linked to the FLIPS subsidy because of their credit worthiness. The policy changed in 2018 to allow beneficiaries to make use of the pension funds as a warrantee to qualify for a bond or bank loan.
National Policy around persons younger than 40 years receiving houses/serviced sites	Although a National Policy, it is very difficult to implement specifically in informal areas. Policy however changed in 2016 and aged limit were lowered to 35 years the challenge stays the same because of the limited opportunities.

3.6.4 Housing Service Delivery Levels

Financial Year	*Nr of households in formal dwellings	*% of households in formal dwellings	Households in informal settlements	Nr of people on housing waiting list	% Housing waiting list increase (decrease)
2014/15		86.7%	2 077	9 065	(3.75)%
2015/16			1 945	10 421	14.96%
2016/17	29 969	83.3%	2 200	10 736	3%
2017/18	27 295	86.8%	1 942	9 568	(10%)
2018/19	29 969	83.3%	2 967	9 546	0%

** Witzenberg Socio-Economic Profile (Western Cape Government) Including rural areas*

A summary of houses constructed and sites serviced under the subsidisation programme includes:

Financial year	Allocation (Budget)	Amount spent	% spent	Number of houses built	Number of sites serviced
	R'000	R'000			
2014/15 (Capital)	34 885	34 885	100%		470
2014/15 (Operational)	15 017	15 017	100%	42	
2015/16 (Capital)	28 930	27 449	94%		763
2015/16 (Operational)	0	0	0%	0	
2016/17 (Capital)	7 711	7 522	98%		0
2016/17 (Operational)	24 963	24 264	97%	200	
2017/18 (Capital)	7 155 472	7 155 472	100%		In process
2017/18 (Operational)	15 573 699	12 643 351	81%	107	
2018/19 (Capital)	26 163 613	26 163 613	100%		635
2018/19 (Operational)	12 098 000	12 098 000		30	

3.6.5 Service Delivery Indicators: Housing

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
TecDir2	Provide for the needs of informal settlements through improved services	Number of subsidised serviced sites developed	Number of serviced plots	100/101	529	526	
Reason for under-performance: The total number of serviced sites in the project was reduced due to adverse geotechnical conditions in some areas.							
Corrective measures: The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could there-for not be aligned. No Corrective measures are required.							
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 27/02/2019. Motivation: The target relates to the construction of serviced sites at the Vredebes subsidised housing development Phase F1 (Project 3199.03). Project approval from the Department of Human Settlements was received on 25/01/2018 with resolution nr 18/03. The project of 635 sites is being implemented over two financial years. In 2017/18, 101 sites were reported to be completed. The target is there for adjusted to less than the remainder of the approved sites as the possibility exists that some sites may not be developed due to geotechnical constraints. The new target is however an increase to the existing target.							
ComHS14	Support the poor & vulnerable through	Number of housing opportunities provided per	Number of top structures	107/107	30	30	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
	programmes & policy	year					
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 27/02/2019. Motivation: The implementation of the project for the construction of top structures at Vredebes relates. Project nr 3199.02 for 600 houses was approved by the Department of Human Settlements on 11/05/2018. The construction of the houses will be phased over a couple of years. The delay in the implementation of the project relates mainly to the approval of housing typologies by Council as the project included different housing typologies such as walk-ups & semi-attached to adhere to densification principles. After various technical meetings between Council, the community & the Department of Human Settlements, the layout was approved 8/01/2019 and construction started in February 2019. The target for completed houses by end of June 2019 is therefore reduced to 30.							
ComHS15	Support the poor & vulnerable through programmes & policy	Number of Rental Stock transferred	Number of properties transferred	60/39	40	40	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 27/02/2019. Motivation: The target for end of December was 20 properties to be transferred with 19 actual achieved. It is however extremely difficult to get the cooperation of beneficiaries for the signing of contracts and agreements for payment of outstanding debts to obtain rate clearance certificates. The Housing & Finance departments have started with door-to-door campaigns to increase awareness and persuade beneficiaries to sign. It is however foreseen that the original target of 50 will not be achieved under the existing challenges and are therefore reduced to 40.							

3.6.6 Employees: Housing

Employees: Housing Management Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	1	0
0 - 3	3	1	0
4 - 6	5	3	1
7 - 9	2	4	0
10 - 12	0	0	0
13 - 15	1	1	0
Total	**11**	**10**	**1**
Employees and Posts numbers are as at 30 June.			

3.7 Free Basic Services & Indigent Support

Witzenberg acknowledges that priority must be given to the basic needs of the community and that the social and economic development of the community is supported in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Section 151(1)(b) and 153(b).

Free basic services are provided to households with a combined monthly income of less than R3 000.

A household may apply with the relevant forms and once their application has been approved, they are entitled to free basic services for one year. If they still qualify after the year has lapsed, they need to complete the application process again.

The aim of the Indigent Policy is to ensure a sound and sustainable manner in which to provide affordable basic services to the poor through financial assistance within the legal framework of the powers and functions of the

municipality. This is done in an effort to improve the standard of living and creating a prosperous municipality that is free from the scourge of poverty.

THE OBJECT OF THIS POLICY IS TO:

- Ensure a transparent, accountable and sustainable manner to assist the poor with access to basic services as defined in the policy;
- Ensure a sustainable manner to assist the poor with the burial costs, transfer duties and to change the municipal accounts in the cases of death, legal separation, divorce, etc. when necessary; and to
- Ensure that a fair portion of the equitable share, as provided by National Government, is spent as a contribution towards poverty alleviation.

THE QUALIFICATION CRITERIA FOR URBAN HOUSEHOLDS IN ORDER TO RECEIVE ASSISTANCE ARE AS FOLLOWS:

- The head of the household must be a South African citizen;
- The household, except in the case of rural households, must receive an account from Witzenberg Municipality;
- An application on the prescribed form must be duly completed and submitted, with the required information and signature;
- No member of the household may own a fixed property, other that the site on which the household resides; and
- The household's joint gross income may not exceed R3 000 per month.

THE QUALIFICATION CRITERIA FOR OLD AGE HOMES IN ORDER TO RECEIVE ASSISTANCE ARE AS FOLLOWS:

- More than 50% of the residents within the old age home must receive less than R3 000.00 per month.
- The qualification criteria for electricity consumers within Witzenberg Municipality, but who reside in areas where the municipality is not the supplier of electricity, is that their connection may not exceed 20 Amps.

BENEFITS:

- **Property rates**
  In terms of the Property Rates Act, Act 6 of 2004, Section 17(h) all residential sites are exempt from the first R15 000 of the market value on a property. As an additional subsidy, the municipality will increase this level subsidized to R120 000.
- **Electricity**
  A subsidy equal to the amount charged for the first 50 kWh consumed per month.
- **Water**
  A subsidy equal to the amount charged for the first 6 kilolitres consumption per month as well as 100% subsidy on the basic charge for water, where the municipality is the service provider.
- **Sanitation**
  A subsidy equal to 100% of the amount charged for the service per month where the municipality is the service provider.
- **Refuse removal**
  A subsidy equal to 100% of the amount charged for the service per month where the municipality is the service provider.
- **House rental**
  A subsidy equal to 100% of the amount charged in the case of municipal sub economical rental stock as house rental per month.
- **Burial costs**
  A subsidy equal to 100% of the amount charged for burial cost. The subsidy can be provided in terms of every deceased member of the household.

- **Transfer costs**
  A subsidy equal to 100% of the amount charged for transferring the municipal service accounts, as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit. A subsidy equal to 100% of the costs of an attorney to transfer the property into the spouse name. This subsidy is provided as a result of death of the head of the household, whilst approved as an indigent household and the current registration is not in registered at the Deed's Office in the name of both parties. The appointment of the attorney is entirely the prerogative of the municipality.

3.7.1 Access to Free Basic Services

Free Basic Services To Low Income Households									
Year	Number of households								
	Total no. of HH	Households earning less than R 3 000 per month							
		Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse Removal	
		Access	%	Access	%	Access	%	Access	%
2015/16	14 085	4 614	33	4 614	33	4 614	33	4 614	33
2016/17	14 085	4 510	32	4 510	32	4 510	32	4 510	32
2017/18	14 391	4 591	32	4 591	32	4 591	32	4 591	32
2018/19	15 388	6 742	43	6 742	43	6 742	43	6 742	43

Rates						
Financial year	Indigent Households			Non-indigent households		
	No of HH	Exempt Valuation	Value R'000	No of HH	Exempt Valuation	Value R'000
2015/16	4 614	100 000	2 272	11 385	100 000	9 677
2016/17	4 510	100 000	2 573	11 304	100 000	9 677
2017/18	4 591	100 000	2 277	11 914	100 000	11 806
2018/19	6 742	120 000	3 600	12 875	120 000	12 746

Electricity									
Financial year	Indigent Households			Non-indigent households			Households in Eskom areas		
	No of HH	Unit per HH (kwh)	Value R'000	No of HH	Unit per HH (kwh)	Value R'000	No of HH	Unit per HH (kwh)	Value R'000
2015/16	2 673	50	1 518	10 228	0	0	1 618	50	919
2016/17	2 565	50	1 526	10 493	0	0	1 458	50	828
2017/18	2 345	50	1 547	9 905	0	0	1 766	50	1 165
2018/19	3 697	50	2 606	9 626			1 851		

Water						
Financial year	Indigent Households			Non-indigent households		
	No of HH	Unit per HH (kl)	Value R'000	No of HH	Unit per HH (kl)	Value R'000
2015/16	4 614	6	5 510	9 444	0	0
2016/17	4 510	6	5 386	9 575	0	0
2017/18	4 591	6	8 263	9 901	0	0
2018/19	6 742	6	12 669	8 646		

Sanitation						
Financial year	Indigent Households			Non-indigent households		
	No of HH	R value per HH	Value R'000	No of HH	Unit per HH per month	Value R'000
2015/16	4 614	179.38	9 932	9 444	0	0
2016/17	4 510	190.14	10 290	9 575	0	0
2017/18	4 591	176.8	9 740	9 901	0	0
2018/19	6 742	187.41	15 162	8 646		

Refuse Removal						
Financial year	Indigent Households			Non-indigent households		
	No of HH	Service per HH per week	Value R'000	No of HH	Unit per HH per month	Value R'000
2015/16	4 614	1	10 936	9 444	0	0
2016/17	4 510	1	8 021	9 575	0	0
2017/18	4 591	1	7 591	9 901	0	0
2018/19	6 742	1	11 817	8 646		

COMPONENT B: ROAD TRANSPORT

This component includes roads and storm water management.

3.8 Road Services

3.8.1 Introduction

The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District Integrated Transport Plan (DITP) 2016- 2021.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all planning authorities must prepare an Integrated Transport Plan for their area for a five year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport. Witzenberg Municipality has been classified as a level 3 planning authority and is therefore required in terms of the National Land Transport Act to prepare a LITP.

Transport Status Quo

Witzenberg Municipality has a total population of approximately 115 000 persons with an economic growth rate of 2.64%. The primary economic activities which take place in the agricultural sector and are subject to seasonal changes. Witzenberg Municipality has a number of public transport services operating within municipal area. The most used mode of transportation is the minibus taxi. Other modes used in Witzenberg are rail, non-motorised transport and private vehicles. Witzenberg Municipality also experiences high volumes of freight transport travelling through the municipality. At present, the municipality has both formal and informal public transport facilities of which some formal facilities are currently not utilised by public transport operators. Witzenberg Municipality has three minibus taxi associations operating within the area; the Ceres Taxi Association, the Nduli Taxi Association and the Tulbagh Taxi Association.

The transport needs of Witzenberg are similar to those of its neighbouring municipalities. The primary issue in Witzenberg are that there is a limited public transport service during off peak periods, forcing people to wait for long periods of time before being able to travel. The safety of passengers and pedestrians as well as the affordability of taxi services are also issues impeding transportation. The municipal transport budget for Witzenberg indicates that there is approximately R8 million allocated toward transport related improvements. The budget mainly focuses on roads improvements in residential areas within the municipality.

Road network and traffic

The road network in Witzenberg Municipality consists of provincial roads, owned and managed by the provincial road authority, which is the PGWC. Apart from the provincial roads, which are also known as the rural road network, the upgrade and maintenance of the local street network is the responsibility of the local authority. Condition of the road surface indicated that 66% of the surfacing is in good or very good condition. The corresponding value for road structure is 79%. If road surface conditions deteriorate too much, the road structure will be adversely affected. Therefore, upkeep to protection of the structure through regular maintenance is very important. Fruit and vegetables are brought from various farms around Wolseley, from Op-die Berg and Tulbagh to the factory in Ceres to be packed. This creates an inflow of heavy vehicles to Ceres. From Wolseley and Tulbagh, heavy vehicles travel to Ceres via the Mitchell‘s Pass.

The Pass has a high quality surface, able to withstand high volumes of traffic. In contrast, the proclaimed road through Ceres is of a different standard and must accommodate the same high volume of heavy vehicles. In the urban streets

of Ceres, special NMT signage restricts heavy vehicles from entering the urban areas. A Pavement Management System (PMS) is used for maintaining the roads in the area through an assessment of the network based on methodical visual ratings of each pavement section. The priorities is divided into routine maintenance (e.g. patching), to normal maintenance (resurfacing) through to heavy rehabilitation (e.g. thick overlays and reconstruction). This is supported by visual inspections which are performed according to a schedule and data is recorded and prioritised for implementation. Limited and funding backlogs are the greatest challenge faced in maintaining the road network.

Roads Master Planning

Currently the Municipality does not have Roads masterplans. The Department of Local Government and the Development Bank of South Africa (DBSA) through a partnership agreement has granted planning support to the Municipality for the development of Roads Master Plans. The purpose of the Roads Master Plan is to compile an implementation strategy, with goals and objectives, which will be followed by a Business Plan detailing the objectives in such a way that clear direction is given to implementation of the recommendations on priority projects.

- The Master Plan will include the evaluation and analysis of existing documents, the determination of existing backlogs, current demands and capacity.
- It will include a funding model and a programme for the implementation of all the projects identified and prioritized.
- It will evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation, and to identify new infrastructure required, and to propose time lines regarding when such infrastructure will be required.
- The assessments will address the primary and secondary networks, and the primary and secondary equipment needed to deliver a reliable, safe and affordable service to all existing and future consumers within the area.

3.8.2 Highlights

Highlights	Description
Vredebes, Ceres: New Access Collector, Storm water & Sidewalks Ph2	Class 3 road from intersection with TR22/2 up the access to Phase 1 of the Vredebes development; Sidewalks on both sides of the road; Associated storm water along the proposed road; 492 meters.
Vredebes Phase F1 Roads and Storm water	Internal road network with a total length of 4285 meters with associated storm water.
Reconstruction of Piet Retief Street, Tulbagh	Piet Retief street is flanked by numerous residential housing and some commercial buildings, as well as the Magistrates Court, SAPS and Tulbagh high School in the east. The length of road reconstructed was 598 meters from Waveren Street to Rossouw Street.
Traffic calming measures	Constructed 15 speed-humps in Witzenberg

3.8.3 Challenges

Challenges	Description
Funding backlogs on bituminous pavements	Pavement Management System 2010, all bituminous pavements, resealing and upgrading of roads backlogs amount to R52 million
Deteriorated Tulbagh roads	4.35km Deteriorated roads needs to be upgraded
Roads master plan	No roads master plans makes proper development planning difficult, also evaluation of new town planning applications
Upgrading needs on provincial roads, TR22/2 as a result of new developments	No funding or assistance from Department of Transport and Public Works
Upgrading needs for public transport infrastructure	No funding for proposals from Transport Assessment Plans

3.8.4 Service delivery levels: New roads & maintenance of existing roads

The following tables give an overview of the total kilometres of roads maintained and new roads tarred:

Tarred/paved roads:

Financial year	Total km tarred roads	Km of new tar & paved roads	Km existing tar roads re-tarred	Km of existing tar roads re-sheeted	Km tar roads maintained
2014/15	216.76	3.119	2.377	0.88	213.64
2015/16	222.43	5.67	8.22	0	216.76
2016/17	222.43	0	1.58	2.63	222.43
2017/18	222.66	0.235	1.00	0	222.26
2018/19	227.43	4.77	1.818	0.605	222.66

Gravel roads:

Financial year	Total km gravel roads	Km new gravel roads constructed	Km gravel roads upgraded to tar / block paving	Km gravel roads graded/maintained
2014/15	10.31	0	0.19	10.50
2015/16	10.50	0	0	10.50
2016/17	10.50	0	0	10.50
2017/18	10.50	0	0	10.50
2018/19	10.50	0	0	10.50

The table below shows the costs involved for the maintenance and construction of roads within the municipal area:

Financial year	New & Replacements	Resealed	Maintained
	R'000	R'000	R'000
2014/15	12 684	2 029	3 541
2015/16	6 121	5 753	5 780
2016/17	16 806	7 698	7 804
2017/18	8 102	3 109	8 007
2018/19	32 114	105	5 990

3.8.5 Service Delivery Indicators: Road Services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
TecRo7	Sustainable provision & maintenance of basic infrastructure	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	3 / 4.4	3	7,3	
Currently Witzenberg Municipality make use of an out-dated Pavement Management system to indicate road resurfacing priorities. The update of the PMS							

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
is still on process. During the year, with the help of inspections, it came to the attention that certain road sections required immediate resealing due to their poor condition. The municipality undertook an in-house slurry surfacing project to address these issues, and this being the reason the target was over achieved							

3.8.6 Employees: Roads & Storm water

Employees: Roads & Storm water Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	4	0	0
0 – 3	17	13	3
4 – 6	8	9	2
7 – 9	4	4	2
10 - 12	3	7	1
13 - 15	0	2	0
16 - 18	1	1	0
Total	**38**	**36**	**8**
Employees and Posts numbers are as at 30 June.			

3.8.7 Capital Expenditure: Roads & Storm water

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Vredebes Housing Internal Roads	5 406 079	8 163 613	8 163 613	0%	9 500 000
Rehabilitation Streets - Tulbagh	9 000 000	11 172 543	11 152 044	0%	12 500 000
Vredebes Access Collector Phase 1	9 130 434	10 360 611	10 360 611	0%	12 000 000
Vehicle replacement	1 000 000	1 000 000	991 000	(1%)	991 000
Upgrade Van Breda bridge	1 842 609	2 303 261	2 241 660	(2,7%)	24 000 000
Vredebes Housing Internal Storm water	2 648 866	4 000 000	4 000 000	0%	6 000 000
Vredebes Bulk storm water channel	8 034 782	8 088 039	8 088 003	0%	11 000 000
Network storm water	300 000	300 000	300 000	0%	300 000
Total all	**37 362 770**	**45 388 067**	**45 296 931**	**0%**	

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.9 *Waste Water (Storm Water Drainage)*

3.9.1 Introduction

Currently the Municipality only have Storm water masterplans for Prince Alfred's Hamlet and Tulbagh.

The Department of Local Government and the Development Bank of South Africa (DBSA) through a partnership agreement has granted planning support to the Municipality for the development Storm Water Master Plans for all areas.

The purpose of the Storm Water Master Plan is to compile an implementation strategy, with goals and objectives, which will be followed by a Business Plan detailing the objectives in such a way that clear direction is given to implementation of the recommendations on priority projects.

- The Master Plan will include the evaluation and analysis of existing documents, the determination of existing backlogs, current demands and capacity.
- It will include a funding model and a programme for the implementation of all the projects identified and prioritized.
- It will evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation, and to identify new infrastructure required, and to propose time lines regarding when such infrastructure will be required.
- The assessments will address the primary and secondary networks, and the primary and secondary equipment needed to deliver a reliable, safe and affordable service to all existing and future consumers within the area.

The municipality also have maintenance plans for these areas through scheduled inspections and prioritisation for implementation. Cleaning of infrastructure is done in accordance with a scheduled programme.

3.9.2 Highlights

Highlights	Description
Development of Storm water Master Plans for all areas.	The Department of Local Government and the Development Bank of South Africa (DBSA) through a partnership agreement has granted planning support to the Municipality for the development Storm Water Master Plans for all areas

3.9.3 Challenges

Challenges	Description
Wolseley Montana Channel upgrade	No funding for portal culverts that has an enormous financial implication
Vandalism storm water drainage	Covers being stolen and sold at scrap metal yards.

Challenges	Description
Trees damage storm water pipes/sidewalks and roads	Trees with aggressive root systems
Storm water blockages	Manholes/catch pits being used as dirt dumping places

3.9.4 Service Delivery Levels: Infrastructure & cost of construction/maintenance

Storm water infrastructure

The table below shows the total kilometres of storm water maintained and upgraded as well as the kilometres of new storm water pipes installed:

Financial year	Total km storm water measures	Km new storm water measures	Km storm water measures upgraded	Km storm water measures maintained
2014/15	139.00	0.97	0	138.03
2015/16	139.83	0.83	0	139.00
2016/17	139.83	0	0	139.83
2017/18	139.83	0	0	139.83
2018/19	139.83	4.95	0	139.83

Cost of construction maintenance:
The table below indicates the amount of money spend on storm water projects:

Financial year	Storm water measures	
	Capital	Maintained
	R'000	R'000
2014/15	3 626	1 227
2015/16	9 662	952
2016/17	0	1 359
2017/18	2 008	1 834
2018/19	11 350	1 532

COMPONENT C: PLANNING & DEVELOPMENT

Witzenberg Municipality does not have a single department that includes all strategic services. The LED section is managed by the Social & Economic Development section that is situated in the directorate for Community Services. The IDP, Internal Audit and Organisational Performance sections report to the Municipal Manager. Tourism and marketing are situated in the directorate for Corporate Services. Building control, town planning, spatial planning and GIS falls under the section Town Planning & Building Control situated in the directorate for Technical Services.

3.10 Planning

3.10.1 Introduction

In June 2017, the Witzenberg Spatial Development Framework (WSDF) was approved as part of the IDP in terms of section 34 of the MSA. The WSDF will guide the spatial form and structure of Witzenberg (the way in which we use the space available for urban growth) in the future. This 5 year plan will enable Witzenberg to manage new growth and change in its area, to ensure sustainability and equitability. The objectives of the WSDF are to:

- Give spatial effect to the provisions of the Witzenberg IDP and guide implementation of its anchor projects.
- Provide guidance to public and private infrastructure investment in the municipality, taking cognisance of the growth and development potential of the various settlements in the municipality.
- Spatially co-ordinate and direct the activities and resources of the municipality.
- Describing the existing and desired future spatial patterns that provide for integrated, efficient and sustainable settlements in the municipality.
- Guiding the investment of public resources (capital) through the following:
- Providing a credible context for public investments
- Promoting equitable development of areas that have lagged behind.
- Providing certainty to all stakeholders regarding spatial and socio-economic implications of future development in the municipality.
- Providing a basis for coordinated decision-making and policy-formulation regarding future land-use.

The table below sets out the main elements of Witzenberg planning strategies:

Strategy	Description
Industry	Enhance the use of Ceres as an agri-industrial hub and portal to the export markets situated in the City of Cape Town
Tourism	Promote development of tourism-related amenities and activities along the main routes through the Municipality
Major routes	Ensure the upkeep of the R43, R46, R303 and R355 as major economic transport routes and scenic routes
Land use management	Ensure that changes in land-use maintain the integrity, authenticity and accessibility of significant cultural landscapes. Contain urban sprawl and restrict urban development to within designated urban edge. Integrate low-cost housing within the urban area to combat urban sprawl and reduce negative visual impact on the cultural landscapes
Agriculture	Encourage local processing of farm products and the provision of local farm services to enhance the rural economy, increase the viability of agricultural production and reduce rural poverty
Social housing	Improve the quality of subsidised housing settlements through innovative urban planning and design. Such settlements should include areas suitable for informal and formal public activities such as streets, boulevards and squares should be created in well located highly accessible spaces in urban settlements

3.10.2 Highlights

Highlights	Description
Re-drafting of the SDF as core component of the IDP	In terms of the Systems Act SDF is a core component of the IDP and adheres to the same planning cycle as the IDP. Municipality adopted its '4th generation' IDP's that will span the 5 year period beginning on 1 July 2017 and ending on 30 June 2022. Certain changes in legislative and policy requirements necessitates that the SDF needs re-drafting. Process to re-draft the SDF initiated during April 2019 with envisaged completion date April 2020.

3.10.3 Synthesis of Key Spatial Challenges

- Biophysical Environment

  The fertile soils of the WM have given rise to the progressive agricultural sector that drives the municipality's economy. These agricultural land patterns are distributed between the settlements and found in the valleys. Options to expand the agricultural sector horizontally are limited by the mountain ranges that enclose the current agricultural landscapes.

  The integrity of the Cape Floristic Kingdom is threatened by fragmentation and degradation of the land. Upgrading of settlements and infrastructure are in an important consideration in to relieving pressure off of the natural vegetation that surrounds the sensitive environments. As such the use of centralised land plays an important role preventing urban expansion into the protected areas, and decreasing the erosion of agricultural and natural assets.

- Socio-Economic Environment

  The upgrading and extension of basic services for poorer citizens remains a priority. With the Department of Human Settlements plan to provide social housing, there is a need to link this roll out with the provision of bulk service infrastructure. Given the backlog in the maintenance of infrastructure and servicing existing residents, Witzenberg Municipality is challenged in meeting the current demand for services. With the infrastructure budget declining in future periods, an urban structure and form which minimizes municipal servicing and maintenance cost is critical. The dispersed settlement patterns have proven low mobility between the various towns, especially to Ceres.

  The growth of the informal economy and local economic development opportunities remain as the only means to ensure livelihoods to poorer citizens within the municipality. This is expected to continue with the economic sectors accommodating unskilled workers (especially those in the manufacturing and agriculture sectors) that show slow growth. The potential to enhance development nodes within town centres is limited by the dispersed provision and mono-functional use of social services and amenities.

  The approved and in progress development of Vredebes and settlement improvement in Nduli, will require spatial interventions to improve access to social facilities and employment opportunities.

  There is an increased need for a stimulation of economic opportunities. Land use and management requires an intervention that would welcome new businesses and/or industries to increase the revenue base of the municipality and to assist in reducing unemployment.

  Establishment of farming opportunities for existing small scale livestock farmers.

- Built Environment

  There is an increased need for improved transport linkages within the municipality, to strengthen the linkages between settlements. There is a need for pedestrian routes within the Ceres, Bella Vista and Nduli town cluster.

Bulk water infrastructure upgrades and improvement is required for the provision of future housing developments as per the Department of Human Settlements plan.

- Institutional Context

The municipal budget is relatively small considering the depth, range and variability of citizen needs, specifically in relation to the needs of poorer citizens. The municipality does not have the funds to fundamentally reverse backlogs or negative trends in shelter or infrastructure needs.

Significant partnering between the municipality and the private sector is required to address current needs, and in the restructuring of settlement patterns. This is especially the case in spatial linkages between Bella Vista and Ceres main town, and between Nduli and Ceres main town.

Sector planning remains fragmented, especially in relation to spatial and transport planning.

3.10.4 Service Delivery Statistics

Type of service	2015/16	2016/17	2017/18	2018/19
Town Planning and Building Control				
Building plan applications processed	282	574	279	455
Total surface (m^2)	55 624m²	74 386m²	42 818m²	58 318m²
Approximate value	R193 590 378	R 188 058 508	R 182 232 666	*R 3 232 931 532
New residential dwellings	21	318 (Due to subsidized housing project)	50	167
Residential extensions	94	96	77	87
New Business buildings	3	2	3	1
Business extensions	6	9	10	1
Rural applications	47	56	45	73
Land use applications processed	27	33	34	31

*Drastic increase due to submission of building plans for Paardekraal Windfarm to a value of R3b.

3.10.5 Employees: Town Planning & Building Control

Employees: Town Planning & Building Control			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
7 - 9	1	0	1
10 - 12	3	4	1
13 - 15	1	1	0
16 - 18	1	1	0
Total	**6**	**6**	**2**
Employees and Posts numbers are as at 30 June.			

3.11 Local Economic Development

The table below gives a brief description of all the achievements within Local Economic Development (LED) during the 2018/19 financial year:

Achievement/Highlight	Description
Council approved a five year lease agreement for a Honeybee co-operative	Assisted with application process of co-operative, which included co-operative training and facilitation of private sector partnership
Linked 22 smme`s with SEDA basic business training	Training comprised of the basics of entrepreneurship and the important aspects to consider in managing a business. The objective was to introduce the participants to the essential concepts and for them to apply these in their respective businesses.
Seven local entrepreneurs received seed fund from Cape Winelands municipality	The aim of the seed fund is to support local entrepreneurs to grow and develop by providing them with resources and a mentorship Program.
Arranged a SARS tax workshop for 22 SMME's	The following aspects were discussed: Different business registrations, Employees tax incentives, Small Business Corporation Incentive and Tax Clearance.
Linked four smme`s successfully on the Central Supplier Database	• To assist smme`s to be compliant with government procurement processes • Link smme`s with provincial and national tenders to enable them to have better access to government tenders
Successful SMME Indaba on 1 December 2018	Provided opportunity for 12 SMME's to exhibit their products at a Prince Alfred's Hamlet festival in Witzenberg. The SMME Indaba created a good platform for smme`s to market their businesses and to sell their products. Presentations from businesses were conducted to inspire the attendees regarding their business operations. A total of 214 people visited the SMME indaba tent.
Created opportunity for the community to sell products at stalls at Witzenberg Kersmark	Provided opportunity for 59 people to sell and trade at the annual Witzenberg Kersmark
Successful future scenario workshops that were done by the Centre of Excellence (in association with UCT)	The aim of the future scenario workshops is to contribute in regards to food security for Witzenberg. Attended by various private and public sector representatives
Successful quarterly Integrated Steering committee meetings	Local government and government departments have engagements to liaise and partner in projects
Linked 19 SMME's with basic business training facilitated by Seda	The following aspects were discussed: Basics of entrepreneurship, Setting up and managing your business, Challenges, Action plan
Fourteen local entrepreneurs completed the business learnership (New Venture creation) that was facilitated by Trioplus Development	A certificate ceremony was held on 17 April 2019 at the Ceres Town Hall and was attended by Witzenberg municipality, Trioplus Development, the participants and CBI. After-programme assistance were given for ongoing support.
Linked SMME's with Seda business consultations	Seda visited the area once a month to give business support to local entrepreneurs
Three entrepreneurs and two small farmers have been approved for seed fund	The Seedfund proposal information were distributed to SMME's in Witzenberg Municipality. The purpose of the funds is to grow and develop emerging small businesses
Arranged Supplier registration sessions 2019 with new and established entrepreneurs, as well as 5 youth of a Youth placement Programme	Provided supplier registration information to SMME's in order to successfuly register on the supplychain database in order to access opportunities with local government
Implemented Business Process Assessment	The programme is about red tape reduction and how municipal services that

Achievement/Highlight	Description
Project with DEDAT	have an effect on investment and business can be simplified and fine- tuned in order to attract investment, improve government to business interaction and improving business related service processes and legislation. Process analysis was conducted on Supplychain database registration & Building control process.
1 SMME that was linked with corporate funding opportunity was successful with application	Linked several SMME's with corporate funding programme; assisted with online application process. (SAB Tholoana Enterprise Programme)
Successful pilot for Witzenberg Pop-Up dining with the locals initiative at Ceres Half Marathon.	The concept is to present home-made traditional and cultural food, with a long table to be present to create a dining atmosphere. The event was branded during the Marathon in order for visitors to become aware of this initiative.
Assisted SMME's in applying online for funding applications	Arranged with local E-centre for SMME's to apply for funding via electronic platform. Included assistance given with the online application. This is conducted as soon as funding opportunities are available that entail electronic platform (web-based) applications.
Initiated construction of first Witzenberg SMME Hub in Prince Alfred's Hamlet	Entail development of 7 rental light industry business units for SMME's

The table below gives a brief description of all the challenges within Local Economic Development (LED) during the 2018/19 financial year:

Description	Actions to address
Insufficient office resources and unstable office location	Provision of a stable office environment and sufficient resources
Lack of sufficient funding for led projects	To make provision for sufficient funding to ensure sustainability of projects
Internal departments working in silos	Address the issue of effective communication and promote transversal LED

The LED Strategy along with the LED process plan is in the process of being implemented. Witzenberg Municipality has an established LED Forum comprising of a diverse membership from various sectors of society. The LED Strategy is built upon commitment to develop a climate in which economic development and economic growth can prosper. The LED Strategy for the next financial year (2018/19) has been reviewed and is ready to be implemented.

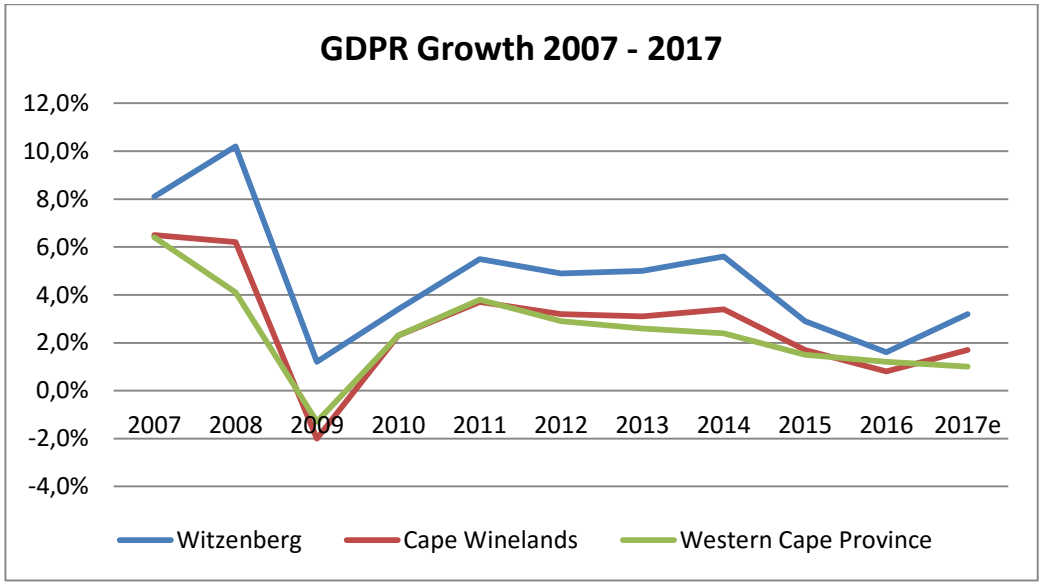
The LED Strategy identifies various issues and strategic areas for intervention such as (3 top service delivery priorities):

Strategic areas	Description
Creating an enabling business environment	Review the institutional framework
Addressing the key development challenges	Reviewing the LED Strategy
Creating sustainable job opportunities	Implementing skills development programmes and capacitating entrepreneurs with business skills. Assisting SMME's with access to private sector supply chain opportunities and financial support

3.11.1 Economic Activity

Economic growth in the Witzenberg municipal area has been relatively volatile due to its small base and reliance on the agriculture sector which is influenced by national trends and climatic conditions, especially the drought period 2014 to 2017. It is estimated that the economy grew by 3.2 per cent in 2017, which follows the low growth of 1.6 per cent in

2016. The estimated growth in 2017 is mainly due to the boost from the agriculture sector. Despite the local drought, national conditions for this sector were very positive (17.7 per cent) (Quantec Research, 2018), which also influenced sectors on a local level.



Source: Quantec Research, 2018 (e denotes estimate)

3.11.2 LED Initiatives

During 2018/19, 502 work opportunities were created via the Community Works Programme (CWP).

There are 4 different sectors that comprise the CWP projects in Witzenberg:

- social
- education
- local government
- environment

The projects within these sectors include:

- Early childhood development crèche assistance
- NGO support (which include: women group assistance, nutritional support, HIV support, disabled support)
- school support (which include: food scheme, site cleaning)
- street cleaning (which include river banks cleaning)

The CWP provide beneficiaries with nutrition and facilitate the training and the experience necessary for market entry, which includes:

- health and safety;
- waste management;
- food garden; and
- financial training

3.11.3 LED Statistics

Additional statistics on LED:

Type of service	2015/16	2016/17	2017/18	2018/19
Small businesses assisted	110	150	210	150
SMME's trained	150	170	175	70
Community members trained for tourism	0	39	18	7
Local artisans and crafters assisted	1	3	1	3

Job creation through the Extended Public Works Programme (EPWP) projects		
Details	**EPWP Projects**	**Jobs created through EPWP projects**
2014/15	35	351
2015/16	40	427
2016/17	32	398
2017/18	37	403
2018/19	34	397

3.11.4 Service Delivery Indicators: LED

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2017/18		
					Target	Actual	R
Com Led4	Create an enabling environment to attract investment & support local economy	Quarterly report on the implementation of strategies & planned actions as identified in the Witzenberg LED Strategy.	4 Quarterly reports	New	4 Reports	4 Reports	

3.12 Tourism

3.12.1 Aim & Function of the Tourism Sector

Witzenberg Municipality has a service level agreement with one local tourism entity operating in all five towns, which conduct marketing of the municipal area and local established businesses to draw investment and trade to the area. Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership to this organisation holds businesses accountable to ethical norms and standards for the industry as well as to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with District, Provincial and National stakeholders to develop the brand through tourist attraction, awareness campaigns, road-shows, expos, events and festivals. Tourism also aims to train and skill local entrepreneurs to meet tourism-related demands and provide requisite services and products to promote local trade and economic development.

3.12.2 Training & Development

Tourism runs educational packages with schools, front of house staff and local stores to promote clientele service. Tourism also sources training courses in areas such as first aid, communication, administration and hospitality to help local businesses improve output and skill levels in collaboration with various stakeholders. With regards to a route development initiative by the Witzenberg Municipality, Tourism will provide marketing support to promote the route to ensure that areas of alternative and lifestyle tourism are expanded, to include rural, agricultural and township locations.

3.12.3 Destination Marketing

Tourism will continue producing tear off maps that are distributed to points of sale with high traffic thoroughfare, providing location and contact details of local tourist attractions. They have also produced and will continue updating a joint brochure called the Witzenberg Meander, covering activities across the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh have also created their own brochures with niche marketing of their towns and, with social media promotion through Facebook and website. For more details visit www.visitwitzenberg.co.za. Tourism has been successful in marketing the destination as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism to visitors within South Africa. Tourism also conducts on an ad hoc basis, educational visits to the areas to tourism authorities outside of our borders as well as journalists, media groups and bloggers to review and publicise our activities and services.

3.12.4 Tourism Awareness/events

Annual events taking place in the Witzenberg municipal region:

Annual Event	Date
Ramkiekie Farmer's Market – Soetes en Sop	21 July 2018
Wolseley MTB Challenge	11 August 2018
Michell's Pass Half Marathon	15 September 2018
Tulbagh Horse & Flower Show	26-29 September 2018
Tulbagh Arts Festival	28 September 2018
Eselfontein Outdoor Festival	12-14 October 2018
Gydo Christmas Light Festival	23-24 November 2018
Ceres Cherry Route Fair	24-25 November 2018
Hamlet Arts & Culture Festival	30 Nov – 1 Dec 2018
Witzenville Faire Tulbagh	7 December 2018
Witzenberg Christmas Market	December 2018
AfrikaBurn	29 April – 5 May 2019
Tulbagh Vintage & Vine Faire	25 May 2019
Christmas in Winter	22-23 June 2019

3.12.5 Challenges to Tourism

Witzenberg Municipality and Tourism do not have the autonomy, budget or infrastructure to roll-out Wi-Fi across the entire municipal area. Whilst some visitors seek out areas of limited coverage, most visitors have the expectation that

Wi-Fi is easily accessible and is available free of charge. Not all local businesses are registered with Tourism and thus are not accountable to their code of conduct or service standards. Most establishments and services are not user-friendly to travellers with special needs, i.e. sight impaired, mobility limited, speech impairment, communication specialists (sign language, isiXhosa, German, etc). Many establishments and services do not cater for multi-generational needs of visitors i.e. infants (cribs, feeding chairs, baby monitor, walking rings etc), teenagers (DSTV access, cell phone chargers, cellular airtime vouchers, video games and consoles), the aged (wheel chairs, zimmer frames, magnifying glasses, large print menus/bibles etc). Witzenberg Municipality does not have a formal tourism corridor through the township sectors of the municipal area. The financial support provided to Tourism contributes largely to the salaries of staffing and is thus is not fully focused on the areas of tourism development, promotion and destination marketing.

3.12.6 Opportunities for Tourism

A key action towards tourism growth and integration will be finalising the route development; aimed at job creation, social inclusion and strategic partnerships with tourism industry partners. This will formalize tourism corridors for travellers to experience a holistic tour of the region, ensuring a balance of revenue spend, exposure to rural and urban settings, demographic engagement and diversification of tourism involvement. This will further aid the municipality in realizing its aims towards social cohesion and poverty eradication. The themes projected for these routes will be heritage/culture/nature and agriculture/fruit/nature.

COMPONENT D: COMMUNITY & SOCIAL SERVICES

3.13 Libraries & Community Facilities

Libraries are managed by the section, Library Services, located in the directorate of Community Services. All towns have a library, with mini libraries at Op-die-Berg, Laastedrif and Agter Witzenberg.

3.13.1 Service Statistics - Libraries

Type of service	2016/17	2017/18	2018/19
Libraries			
Number of Libraries	9 and 2 mini libraries	9 and 2 mini libraries	9 and 3 mini libraries
Library members	25 440	26 764	29 158
Books circulated	208 476	213 167	313 145
Exhibitions held	231	252	251
Internet access points	34	34	40
New library service points or Wheelie Wagons	0	1	1
Children programmes	110	120	124
Visits by school groups	768	870	566
Community Facilities			
Number of Community Facilities – Community- and Town Halls	12	12	12

3.13.2 Employees – Libraries & Community Facilities

Employees: Libraries and Community facilities			
Job Level	**2017/18**	**2018/19**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	1	0	0
0 – 3	6	0	0
4 – 6	0	5	2
7 – 9	11	13	1
10 – 12	12	10	0
13 – 15	0	1	0
Total	**30**	**29**	**2**
Employees and Posts numbers are as at 30 June.			

3.14 Cemeteries

Cemeteries in all towns are managed by the municipality, except Op-die-Berg which is managed by a church. Ceres Cemetery and N'Duli Cemetery have reached full capacity. The cemetery at Bella Vista will cater for these two towns in future. Wolseley Cemetery has been extended. No crematoriums are managed.

3.14.1 Service Statistics - Cemeteries

Type of service	2016/17	2017/18	2018/19
Number of Cemeteries	4 open 2 closed	4 open 2 closed	4 open 2 closed
Number of private burials		520	576
Number of poor burials	48	27	25
Number of indigent burials	74	41	43
#Stats are for all towns			

3.14.2 Employees – Cemeteries

Employees: Cemeteries			
Job Level	**2017/18**	**2018/19**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	0	0	0
0 - 3	14	12	2
4 - 6	3	3	0
7 - 9	0	0	0
10 - 12	0	0	0
13 - 15	0	0	0
Total	**17**	**15**	**2**
Employees and Posts numbers are as at 30 June.			

3.15 Child Care, Aged Care & Social Programmes

The Socio Economic Unit is responsible for:

- the initiation and strengthening of early childhood development (ECD) programmes and support of the ECD Forum;
- capacity building of crèches;
- strengthening awareness programs regarding the aged abuse and access to indigent services;
- strengthening and support of youth development with the focus on job creation and skills development;
- strengthening and support of persons with disabilities through skills development; and
- support HIV/AIDS awareness

Christmas Market: Held annually and gives exposure to local talent and youth

3.15.1 Service Statistics: Child Care, Aged Care & Social Programmes

2017/18	2018/19
Soup kitchens established or supported	
8 soup kitchens was financially supported	No soup kitchens were financially supported
Initiatives to increase awareness on child abuse	
5 x Awareness and Prevention Programmes focusing on Child abuse; Child neglect and Child abduction, 3 x Holiday Programmes with activities and information about life skills relevant to these target group, 2x skills programmes with children, 2 x Holiday Programmes with children, 4x Puppet theatres and face-painting activities with relevant life -skills presented at crèches in the area	10 x child protection programmes focussing on child abuse, child neglect, child abductions and crimes against children, 2 x holiday programme with children focusing on the rights of children, 2 x programmes with children focusing on awareness regarding children with disabilities and promoting inclusivity at mainstream schools
Youngsters educated and empowered	
Provided +-1044 youth with youth related opportunity information across Witzenberg via the Youth Focal Points, +-2389 youth was exposed to youth programmes across Witzenberg Municipal areas, Train the Trainer Training, Entrepreneurship Training for youth x 3, Life skills Program: Sex Education x 6, domestic valance, Substance abuse awareness x6, 16 days of activism campaign, World Aids Day x4 door-to-door programmes, 5 Holiday Programmes, Matriculant Top Achievers Event, Substance Abuse Program x9, Motivational Programmes x15, Awareness: HIV&AIDS x4, Charity Event (hand-out of old clothes), Back to School Project, Career guidance (grade 10), First Aid Training, Safety Programme, Distribution of job opportunities information at youth in neighbourhoods, Awareness: Healthy life style x5,	Nation Building Training, Job Preparation Workshop for 5 youth, Health &safety accredited training for 4 youth, Herbicide application accredited training for 4 youth, Talent show x2, First Aid Training x2 (for 24 youth), Accredited Carpentry training for 5 youth, Hosted Cape Winelands Drama Festival, Job Placement Certificate Ceremony, WMF Golf day, Sexting Workshop, Informal Sport Day, Leadership Training for 42 youth, Life skills: Social awareness, Self-esteem x2, Job readiness x4, importance of obedience, Awareness on gangsterism, Life skills: Safe sex x4, Substance abuse x20, Mandela day x7, Afterschool program x9, Motivation session with school drop-outs x2, Choosing the right friends, Obstacle course, Peer pressure x11, Problem solving & decision making, Time management x2, HIV/AIDS x3, Behaviour problems x2,

Valentine's day youth event, Assisted with Indigent Campaigns, Life skills: Goals, self-esteem, anger management., Awareness: Water Crisis x2, Arts and craft Programmes x11, HIV/Aids Awareness, After school Program: Life Skills, Life Skills: Self Development, Arts and Craft program, Talent Show auditions, Road Safety Awareness, Career Guidance Programme, Life Skills: Sport Skills development at schools, Conflict Management, Assisted with Green Fingers Program, Humans' Rights Program, After school Program, Awareness: Crime prevention x5, Support Group: Caretakers of people with Disabilities (with APD), Afterschool Program x3, Drug Abuse awareness at neighbourhoods, Sport Program, Life skills programme: Starting your own garden, Life Skills programme: Peer Pressure, religion, chasing dreams, communicating skills, celebrating freedom day, my identity, Nation Building Training for youth focal point programme, Soft skills: Giving back (Social responsibility) and values, Attitude Guidance (mobile Style), Support Group: Emotional & physical activities with APD, After school program x2, Mobile style – Road Safety, Application Forms& Post Programme at –centre, Life skills: Peer pressure/ Bullying, Job preparation for Grade 12 learners, Agriculture training x3, Soft skills: Mothersday program, Soft skills: Reading program, Soft skills: Sportsday program, Soft skills: Health and Wellness x15, Educational Fieldtrip, Youth Focal Point celebration event, Youth day programme (dance competition), Anti-Crime (giving information to the community), APD – Disabled Support Group, Informal Rugby session (Health and Fitness week)	Challenges, Character building, What does the community mean to me, Goal setting x2, Relationship with parents, Stereotypes and gender roles, ATM safety, Importance of Education x3, Breaking cycles x2, Good coping skills' Relationships' Anger management' Study methods, Mothers, Awareness on Human trafficking, Child Protection Law, Dreams & time, Awareness on abuse, Chasing dreams, Morals & values, Who am I, Personal, family and community values, Communication barriers, Safety tips, FAS (Fetal Alcohol syndrome), School drop-outs, Team work x5, Cultural intelligence x2, Soft skills: Needle work x3, Celebrating women session, Research session about countries and animals, Heritage day programs x3, Fund raiser, Crime prevention programs x5, Information sessions x2, Cansa awareness, Social responsibility programs x7, Encourage reading sessions x3, Holiday programs x8, Arts and craft programs x7, Sport development programs x40, Basic computer skills x4, Motivational programs x14, Indigenous games x6, Health & safety programs x13, Awareness on Teenage pregnancy x9, Entrepreneurship day (school program), Career guidance sessions x3, 16 Days of activism programs x4, Awareness on TB x5, Community concert, Educational trip to the Museum, Road safety program x3, Youth intervention, Breast cancer & testicle cancer awareness, Back to school program, Recycling session x2, Valentine's day program x3, Save water program, Support group: young parents x3, Online course: Servant leadership, Drill practice, Recruitment for ABET (total of 17 youth), Provided +-2191 youth with youth related opportunity information across Witzenberg via the Youth Focal Points
Initiatives to increase awareness on disability	
3 x skills programmes with People with disabilities. The focus was be on hand skills; life skills and social skills, 3x Programmes aimed at supporting parents who have children with disabilities, 2x programme creating awareness regarding mental disabilities affecting the whole community	3 x Parent support programmes for parents/caregivers of children with special needs, 2x face painting and "poppekas" programmes for children with disabilities, 2x awareness programmes about prevention and treatment of mental disabilities, 5 x life skill and arts and crafts programmes with young people with disabilities
Initiatives to increase awareness on women	
1x Woman's day programme for Women with Disabilities, 7 x Awareness and Prevention Programmes – creating awareness regarding the different types of violence against women and children as well as Human Trafficking, Official Launch of the 16 days of Violence against women and children as well as programmes and door to door activities in the different towns, 4 x Women's day Celebration Programmes supported and facilitated.	2x Awareness programmes on breast cancer prevention and treatment, 8 x Awareness and prevention programmes- Gender Violence/Domestic Violence, 2x Programmes –Human Trafficking, 3x Women's day celebration programmes focusing on self-care and health issues that affects women, 2x awareness programmes- 16 Days of activism against violence against women and children
Initiatives to increase awareness on HIV/AIDS	
9 x HIV awareness programs in Witzenberg	9 x HIV awareness programs in Witzenberg, 1 x Workshop on HIV with relevant role-players
Initiatives to increase awareness on Early Childhood Development	
4 x Facilitating ECD quarterly forum meeting, 1 x Workshop on importance of reading, 1 x Training workshop for cooks of ECD centres in food preparation and hygiene, Site visits to ECD centres in municipal building, 1 x Educational trip for	4x ECD quarterly Forum meeting, 1 x Fire Safety workshop for ECD practitioners, 1x First Aid training for ECD practitioners, 1 x Workshop for cooks in food preparation and hygiene, 1 x Workshop in milestone development for 0-3 years for ECD

ECD learners to Kleinplasie, 1 x Workshop for ECD managers on by-laws of CWDM, 1 x Acknowledgement ceremony for ECD practitioners	practitioners, 1 x Awareness program on child safety and child trafficking, 1 x Workshop on stimulation for children 0-3years, Site visits to ECD centres in municipal buildings, 1 x Awareness program on water safety for ECD children, 1x Awareness program on emotional intelligence for parents of ECD children
Initiatives to increase awareness on substance abuse and high drug and alcohol related crimes	
3 x Awareness programs on Fetal Alcohol syndrome, 9 x Awareness program on substance abuse, 1 x Workshop on establishing and functioning of drug support group	6 x Awareness programs on Fetal Alcohol Syndrome, 6 x Awareness programs on substance abuse
Special events hosted	
Elderly lunch on 6 December	Elderly Lunch on 5 December 2019

3.15.2 Service Delivery Indicators: Child Care, Aged Care & Social Programmes

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
ComSoc41	Support the poor & vulnerable through programmes & policy	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders	3000/2373	4 500	3 701	
ComLed8		The number of jobs created through municipality's local economic development initiatives including capital projects	Number of jobs created	390/403	390	397	
ComSoc 42		Number of social development programmes implemented	Number of programmes	20/36	20	25	

The Day for the Aged that is held annually in recognition of our Senior Citizens.

3.15.3 Employees: Socio-Economic

Employees: Socio-Economic			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
4 – 6	5	5	0
7 – 9	1	1	0
10 – 12	4	4	0
13 – 16	0	0	1
Total	**10**	**10**	**1**
Employees and Posts numbers are as at 30 June.			

3.16 Community Services: Other

3.16.1 Capital Expenditure – Community Services: Other

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Ceres Town Hall aircons		500 000	20 592	(96%)	

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Tulbagh Town Hall stage curtains		89 786	89 786	0%	89 786
Sportsground development		637 197	636 907	0%	636 907
Resurface netball courts		290 000	289 910	0%	289 910
Upgrade sport facilities		260 869	260 869	0%	260 869
Total all	**1 050 000**	**1 777 852**	**1 298 064**	**(27%)**	

Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.

COMPONENT E: ENVIRONMENTAL PROTECTION

The section Facilities and Environment manages environmental protection which includes environmental education, aesthetics and wild animal management such as baboons, as well as the protection of fauna and flora. The department is in the process of developing an Environmental Management Plan.

3.17 Pollution Control

Environmental officers within the department are responsible for environmental and pollution control. The focus is mainly upon pollution, illegal dumping and the protection of fauna and flora. The municipality is part of the Regional Air Quality Forum and has an official appointed as an Air Quality Officer. The municipality places emphasis on education and training of the youth and school learners. The section is strives to ensure environmental conservation as well as compliance to legislation.

3.17.1 Service Statistics – Pollution Control

Type of service	2016/17	2017/18	2018/19
Pollution Control			
Number of environmental education initiatives held	7	10	9
Number of baboon damage incidents	0	0	0

3.18 Parks, Public Open Spaces & River Management

Parks management is responsible for the management and maintenance of parks in the municipal area. New parks are designed and developed by this section. The function also includes river maintenance and conservation of municipal nature areas. The municipality has more than 50 hectares of official parks and many more open spaces and areas that requires maintenance. Parks scheduled for cutting every 3 weeks. Rivers are maintained to prevent pollution and regular clearings of alien vegetation takes place.

3.18.1 Employees: Parks, Public open spaces & river management

Employees: Parks, public open spaces & river management			
Job Level	**2017/18**	**2018/19**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	10	9	1
0 - 3	37	36	1
4 - 6	12	13	0
7 - 9	3	3	1
10 - 12	1	1	0
13 - 15	0	0	0
Total	**64**	**66**	**3**
Employees and Posts numbers are as at 30 June.			

3.18.2 Capital Expenditure: Parks, Public open spaces & river management

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Cherry picker	500 000	1 480 280	1 470 000	0%	1 470 000
Brushcutters	100 000	93 300	93 214	0%	93 214
Total all	**600 000**	**1 573 580**	**1 563 214**	**0%**	

Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.

COMPONENT F: SECURITY & SAFETY

This component includes: Traffic; Fire; Disaster Management, Licensing and control of animals, and Control of public nuisances, etc.

3.19 Traffic & Vehicle Licensing

Our top service delivery priorities are reducing the number of road deaths caused by accidents through traffic law enforcement, speed enforcement and road traffic safety education at schools and other institutions. Another priority is to improve service delivery at the Traffic Centre. This will be achieved through service excellence and through identification of shortcomings and addressing these through training initiatives.

3.19.1 Service Statistics – Traffic Services

Type of service	2015/16	2016/17	2017/18	2018/19
Number of road traffic accidents during the year	875	807	618	471
Number of by-law infringements attended	96	311	293	138
Number of Traffic officers in the field on an average day	8	9	6	10
Number of Traffic officers on duty on an average day	11	15	11	21
Animals impounded	0	0	0	0
Motor vehicle licenses processed	24 885	26 116	27 458	26 838
Learner driver licenses processed	2 794	2 449	2 445	2 270
Driver licenses processed	2 561	2 401	1 865	1 829
Driver licenses issued	906	684	686	581
Fines issued for traffic offenses	12 670	41 813	56 816	25 111
R-value of fines collected	2 365 320	3 268 504	4 448 590	2 429 886*
Operational call-outs/Complaints	471	409	528	763
Roadblocks held	29	10	13	24
Special Functions – Escorts	36	72	78	89
Awareness initiatives on public safety	6	18	21	10

*Note: Reason for decrease – appointment of service provider was delayed.

3.19.2 Employees – Traffic- & Law Enforcement Services

Employees: Traffic and Law Enforcement Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	5	0	0
0 – 3	0	1	0
4 – 6	8	6	0
7 – 9	32	16	2
10 – 12	4	19	4
13 – 15	1	2	0

Employees: Traffic and Law Enforcement Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Total	**50**	**44**	**6**
Employees and Posts numbers are as at 30 June.			

3.20 Fire Services

The Fire Services function is provided in conjunction with the Cape Winelands District Municipality. An agreement was reached where support from the District Municipality would be enlisted as and when required by Witzenberg Municipality. Witzenberg Municipality mainly attends to urban fires in built areas and the District Municipality attends to fires outside urban areas. Support does, however, take place as and when needed. Personnel capacity does hamper the delivery of proper services, but a satellite fire station was implemented in Tulbagh and Ceres to address this issue.

3.20.1 Service Statistics – Fire Services

Type of service	2016/17	2017/18	2018/19
Total fires attended in the year	616	669	712
Average turnout time - urban areas	10min	10min	10min
Average turnout time - rural areas	20min	20min	20min
Fire fighters in post at year end	8	10	14
Total fire appliances at year end	5	7	6
Total Operational call-outs	536	681	890*
Reservists and volunteers not trained	0	0	0
Awareness Initiatives on Fire Safety	100	98	74
EPWP Fire Fighters	0	0	16

*Increase due to additional drinking water provision on farms

3.20.2 Employees – Fire and Disaster Services

Employees: Fire and Disaster Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	0
0 - 3	0	0	0
4 - 6	3	5	1
7 - 9	6	7	0
10 - 12	2	2	0
13 - 15	1	0	1
Total	**12**	**14**	**2**

Employees: Fire and Disaster Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Employees and Posts numbers are as at 30 June.			

3.21 Other (Disaster Management, Animal Control &, Control of Public Nuisances

The Disaster Management function is developed and performed by the Manager: Disaster & Fire Services. The function is delivered in conjunction with the Cape Winelands District Municipality, Fire Services and Traffic Department. The municipality completed a Disaster Management Plan and which Council has approved for implementation. No serious disasters were experienced during the past year. Support is given to families in informal areas where fires have demolished structures. Support depends on the extremity of the situation, but includes temporary housing in community facilities and food parcels being distributed to support the displaced families.

The municipality does not enforce animal licensing at this stage. Animal control is, however, problematic as the municipality does not manage an animal pound and it is too expensive to impound animals in neighbouring towns which do manage pounds. At this stage, as a control measure, the municipality has appointed 10 animal monitors in the different areas. Monitors function on the basis of the EPWP programme. The function of these monitors is to ensure that the animals are not a problem to residents or a danger to road traffic. The biggest challenge is roaming cattle and horses. Several accidents were reported where cows and goats was involved in collisions with motor vehicles. The municipality is, however, looking at possible service level agreements with other institutions, as mentioned in Section 76(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000). Animals have been already impounded in terms of Section 6(1)(e) of the Witzenberg Municipality, By-law Relating to Pounds, No 7404 of 19 June 2015, where a land owner on whose property the animals were trespassing, is authorised to impound these animals. Another challenge is the monitoring of animals during weekends and after hours during week days. Animal complaints average 4 per week and may vary depending on the situation. At this stage, meetings are being held with roaming animal owners and in some instances, compliance notices are served. The municipality is continuously looking at alternatives in combatting these challenges.

Public nuisances' are addressed by the Traffic Department. Complaints on nuisances received are documented and reported on in the Traffic Monthly Report.

COMPONENT G: SPORT & RECREATION

This component includes: community parks; sports fields; sports halls; stadiums; swimming pools; and camp sites.

The municipality manages one resort, the Pine Forest Resort. This resort offers the following facilities for visitors and the local community:

- 97 accommodation units that can house 557 people with day braais.
- 21 normal camping sites and 280 sites for long-term rentals
- 1 recreation hall
- conference halls with seating of 30 and 80
- 1 Olympic size and 2 smaller for kids, swimming pools
- The recreation area includes a play park for kids, putt-putt, trampolines, table tennis, badminton and squash courts

The number of visitors for 2018/19 applicable to accommodation units and normal camping sites, amounted to R 4 537 863 (43 205 bed nights).

Besides the swimming pools in Pine Forest Resort, six more swimming pools are available to the local community in:

- Ceres (one)
- Tulbagh (one)
- Wolseley (one)
- Bella Vista (one)
- PA Hamlet (one)
- N'Duli (one)

According to ticket sales 1 970 adults and 35 468 kids visited the outside pools during 2018/19. (Revenue of R110 340 for the period November 2018 to April 2019).

All pools are maintained daily to ensure clean and safe pools for visitors.

3.22 Sport & Recreation

3.22.1 Service Delivery Indicators: Sport & Recreation

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
ComAm34	Provide & maintain facilities that make citizens feel at home	Customer satisfaction survey - community facilities	Survey	1/1	1	1	

3.22.1 Employees: Sport & Recreation

Employees: Sport and recreation			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	8	6	0

Employees: Sport and recreation			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 - 3	16	14	2
4 - 6	10	8	3
7 - 9	1	1	0
10 - 12	0	0	1
13 - 15	1	1	0
Total	**36**	**32**	**5**
Employees and Posts numbers are as at 30 June.			

Pine Valley Sportfield: An increase in vandalism especially at community facilities are of great concern and are the municipality in the process to expand on security and safety programmes.

COMPONENT H: CORPORATE POLICY OFFICES & OTHER SERVICES

3.23 Financial Services

An important factor considered by investors in relocating to an area is the ability of the authorities to demonstrate adequate provision of services, financial discipline, affordable tariffs, adherence to statutory requirements, timely preparation and production of financial statements, adherence to generally accepted accounting practices and unqualified audit reports.

Operational financing
Council's policy is to fund operating expenses from normal revenue streams with short term borrowing being used as a last resort for capital expenditure. It is expected that strong financial management including accurate cash forecasting will obviate the need to resort to short-term borrowings.

Working Capital
It is Council's intention to create sufficient cash reserves by way of good financial management including the setting aside of adequate provisions for working capital.

Revenue raising strategy
The guidance on how to improve the payment ratio of the area can be found in the Credit Control and Debt Collection Policy. This Policy highlights the procedures to be followed in the collection of all money owed to the Municipality.

Expenditure Management
To reduce expenditure on non-core functions, by considering Public Private Partnerships.

3.23.1 Service statistics – Financial Services

Debt Recovery						
Details of the types of account raised and recovered	2017/18			2018/19		
	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %
R'000						
Property Rates	64,648	63,618	98,4%	69 859	68 279	98%
Electricity	215,396	215,628	100,1%	224 475	221 598	99%
Water	53,832	40,039	74,4%	41 390	32 205	78%
Sanitation	30,817	26,208	85,0%	28 369	23 990	85%
Refuse	28,035	21,112	75.3%	27 316	21 984	80%
Other	4,309	4,727	109.7%	1.440	1.345	93%
Total	**397,036**	**371,332**	**93.5%**	**391,410**	**368,057**	**94%**
The proportion of account value billed is calculated by taking the total value of the year's revenues collected against the bills raised in the year by the year's billed revenues						

3.23.2 Service Delivery Indicators – Financial Services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
FinInc17	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0%	<1%	0%	
FinInc18	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0%	<1%	0%	
FinInc19	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0.0%	<1%	0%	
FinInc20	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0%	<1%	0%	
FinFAdm10	Ensure financial viability	Financial viability expressed as Debt-Coverage ratio	Ratio	90/90	90	250.8	
Debt Service Payments due is low due the low outstanding amount in terms Borrowings. Redemption of loans in in previous financial years and no new borrowings taken up.							
FinFAdm9	Ensure financial viability	Financial viability expressed as Cost-Coverage ratio	Ratio	2.8/2.97	2.8	2.67	
Reason for under-performance: Decrease in cash from R 97 506 000(2017-18) to R94 242 000 (2018-19) and an increase in monthly fixed cost from R32 754 000 (2017-18) to R 35 267 000 (2018-19) has resulted in an deterioration of the ratio in 2018-19.							
Corrective measures: Fixed cost consists of Employee Related cost, Remuneration of councillors, finance charges, bulk purchases and contracted services. The only elements that can be managed to a certain extent is overtime expenditure (Employee Related Cost) and consultant services (Contracted Services). The municipality could only strive to manage overtime that is not related emergencies. In the long term, the municipality can only strive to capacitate in-house employees through training to ensure that less consultancy services are utilised.							
FinFAdm11	Ensure financial viability	Financial viability expressed outstanding service debtors	Ratio	44%/49%	44%	50%	
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.							
Corrective measures: Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt							
FinDir3	Ensure financial viability	Opinion of the Auditor-General on annual financial statements of the previous year	Opinion of AG	1/1	1	1	
FinInc15	Ensure financial viability	Increased revenue collection	Percentage revenue collected	95%/94%	94%	94%	

3.23.2 Employees – Financial Services

Employees: Financial Services			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	16	5	0
0 - 3	0	0	0
4 - 6	26	28	4
7 - 9	5	7	1
10 - 12	2	6	0
13 - 15	2	2	2
16 - 18	1	3	0
Total	**56**	**51**	**2**
Employees and Posts numbers are as at 30 June.			

3.24 Human Resource Services

The section for Human Resources within Witzenberg Municipality incorporates the following disciplines:

- Recruitment and selection
- Leave administration
- Benefit administration
- Labour relations
- Training and development
- Health and safety performance management
- Work study administration

3.24.1 Service Statistics – Human Resources

Details	2015/16	2016/17	2017/18	2018/19
Number of HR policies reviewed	0	0	1	3
Number of total permanent employees	495	519	516	538
Number of total temporary employees	43	74	72	27
Number of total injuries (injury on duty cases)	52	70	62	87
Number of total approved annual leave days taken	11 203.75	10 243.5	11 575.25	12 112.75
Number of family responsibility leave days taken	525.5	462.75	470.25	542.50
Number of total Health and Safety Representatives	19	18	20	20
Number of total First Aiders	20	38	39	56
Number of sick days leave taken	4 064.5	4 147.75	4 118	4 490.25*

Details	2015/16	2016/17	2017/18	2018/19
Number of termination	31	39	1	3
Number of new employees appointed - permanent	29	74	47	41
Number of new employees appointed - Interns	2	1	2	2
Number of new employees appointed - Temporary	38	44	22	38
Number of total employees trained	271	328	195	284
Number of total female employees trained	71	131	56	79
Number of total male employees trained	200	197	139	205
Number of total learner ships enrolled	4	7	10	8
Number of total training courses rolled out	17	45	26	46

*Increase due to severe illness related to cancer, heart disease & TB.

3.24.2 Service Delivery Indicators – Human Resources

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2017/18	Overall Performance 2018/19		
					Target	Actual	R
CorpHR12	Support institutional transformation & development	Percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	4/4	4	4	
CorpHR13		Percentage budget spent on implementation of Workplace Skills Plan	Percentage of budget spent	96%/99%	96%	96%	

3.24.3 Employees – Human Resources

Employees: Human Resources			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	2	0	0
0 - 3	0	0	0
4 - 6	1	0	0
7 - 9	2	1	0
10 – 12	4	4	1
13 – 15	1	1	0
16 – 18	1	1	0
Total	**11**	**7**	**1**

Employees: Human Resources			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Employees and Posts numbers are as at 30 June.			

3.25 *Information & Communication Technology (ICT) Services*

The department's functions include:

- Management and maintenance of the IT infrastructure that includes hardware and software
- Update and maintenance of municipal website
- Upkeep and maintenance of LAN and WAN
- Administration of the electronic documents system (TRIM)
- Manage service providers for outsourced functions.

3.25.1 Service Statistics – ICT Services

Details	2015/16	2016/17	2017/18	2018/19
Desktop support	271	304	415	435
Network support	265	289	589	605
Network downtime experienced	4 hours	5 hours	8 hours	12 hours
Server downtime experienced (total for 15 servers)	30 hours	27 hours	62 hours	48 hours
File restores requested	33	51	94	128

3.25.2 Employees – ICT Services

Employees: ICT			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	0
0 – 3	0	0	0
4 – 6	0	0	0
7 – 9	0	0	0
10 – 12	1	1	1
13 – 15	0	0	0
16 - 18	0	0	1
Total	**1**	**1**	**2**
Employees and Posts numbers are as at 30 June.			

3.26 Internal Audit & Risk Management

Witzenberg Municipality does not have a Risk Management sub-directorate. The responsibility for Risk Management and the duties of a Chief Risk Officer has been delegated to the Chief Financial Officer and Internal Audit. Internal Audit is assisting the Chief Risk Officer with the development of the risk management policy, strategy and implementation plan, facilitating identification and assessment of risks, and disseminating risk reports. Portfolio directors and risk owners are responsible to maintain controls, the implementation of action plans to mitigate risk and to improve controls.

The risk register of the municipality is reviewed and updated on a continuous basis and reassessed annually to form the basis for the compilation of the 3 year audit strategy and the annual Risk Based Audit Plan.

Internal Audit is an independent in-house function that performs internal audits based on the approved Risk Based Audit Plan and other statutory audits as required by the MFMA and MSA.

The Internal Audit function reports functionally to the Performance, Risk and Audit Committee and administratively to the Municipal Manager.

3.26.1 Service Statistics – Internal Audit

Details	2015/16	2016/17	2017/18	2018/19
Compilation of the Risk Based Audit and 3 year strategic plans	1	1	1	1
Internal Audits	19	17	18	14

3.26.2 Employees – Internal Audit

Employees: Internal Audit			
Job Level	2017/18	2018/19	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	
Trainees	1	2	
0 - 3	0	0	0
4 - 6	0	0	0
7 - 9	0	0	0
10 - 12	1	1	0
13 - 15	1	1	0
16 - 18	1	1	0
Total	**4**	**5**	**0**
Employees and Posts numbers are as at 30 June.			

3.27 Legal Services

Legal Services manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Legal Services. This is

achieved through co-ordination of operations against departmental, statutory and audit guidelines to ensure that the service is managed and maintained in accordance with laid down quality standards, customer focused to ensure legal compliance and provide legal direction in ensuring effective and efficient service delivery.

The main objectives are as follows:

- To distribute all new legislation and proclamations to all Departments;
- To promulgate by-laws;
- To provide legal opinions and input on policies, agreements, legislation, bylaws and authorities; and
- Attend to on-going litigant matters within the legislative timeframes.

The highlights for the year under review were as follows:

- No big civil matters / claims against the municipality

The challenges for the year under review were as follows:

- Increase in illegal invasion of land, lengthy and expensive legal procedures;
- Proper funding and budget control to ensure that the department operate on both an optimum and efficient level;
- Increase in illegal house shops, lengthy and expensive legal procedures.

3.28 Strategic Support: Other

3.28.1 Capital Expenditure – Strategic Support: Other

Capital Projects	2018/19				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					
Office Furniture – Witzenberg	30 000	260 000	212 034	(18%)	212 034
IT Equipment	350 000	600 000	583 122	(3%)	583 122
Signage & Billboards	80 000	156 919	103 310	(34%)	103 310
Total all	**460 000**	**1 016 919**	**898 466**	**(12%)**	

Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate).

CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE

4.1 INTRODUCTION TO THE MUNICIPAL WORKFORCE

Witzenberg Municipality currently employs **566** officials, (permanent + temporary employees), excluding councillors, who individually and collectively contribute to the achievement of the municipality's objectives. The primary objective of Human Resource Management is to render an innovative HR service that addresses both skills development and an administrative function.

4.1.1 Employment Equity

The Employment Equity Act (1998) Chapter 3, Section 15 (1) states that affirmative action measures are measures designed to ensure that suitable qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to: "Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

Employment Equity targets/actual

African			Coloured			Indian			White		
Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached
33%	27%	77%	49.6%	68%	71%	1%	0%	1%	16%	5%	33%

2018/19 EE targets/Actual by racial classification

Male			Female			Disability		
Target June	Actual June	Target reach	Target June	Actual June	Target reach	Target June	Actual June	Target reach
53.48%	68%	121.48%	50.56%	31.52%	82.08%	0	0	0

2018/19 EE targets/actual by gender classification

Employment Equity vs. Population

Description	African	Coloured	Indian	White	Total
Population numbers (WC Province)	1 912 547	2 840 404	60 761	915 053	5 728 765
% Population	**33.4%**	**49.6%**	**1.1%**	**15.9%**	**100%**
Number for positions filled	148	362	2	27	539
% for Positions filled	**27%**	**67%**	**0.4%**	**5.1%**	**100%**
Note: The total population numbers is based on projection done by Global Insight					

EE population 2018/19

Occupational Categories – Race

Below is a table that indicates the number of employees by race within the specific occupational categories (including the Councillors):

Posts filled									
Occupational	Male				Female				Total
Categories	A	C	I	W	A	C	I	W	
Legislators, senior officials and managers	3	23	0	9	5	5	0	2	**47**
Professionals	0	9	0	0	4	12	0	2	**27**
Technicians and associate professionals	2	20	0	1	1	6	0	0	**30**
Clerks	6	23	1	0	11	17	0	8	**66**
Service and sales workers	21	29	0	2	12	26	0	0	**90**
Craft and related trades workers	5	22	1	2	0	0	0	0	**30**
Plant and machine operators and assemblers	8	29	0	0	1	0	0	0	**38**
Elementary occupations	62	100	0	1	20	28	0	0	**211**
Total permanent	**107**	**255**	**2**	**15**	**54**	**94**	**0**	**12**	**539**
Non-permanent employees	9	22	0	0	4	13	1	1	50
Grand total	**116**	**277**	**2**	**15**	**58**	**107**	**1**	**13**	**589**

Occupational Levels - Race

The table below categorize the number of employees by race within the occupational levels (excluding 23 councillors)

Occupational	Male				Female				Total
Levels	A	C	I	W	A	C	I	W	
Top Management	0	1	0	0	0	0	0	0	**1**
Senior management	1	0	0	1	0		0	0	**2**
Professionally qualified and experienced specialists and mid- management	0	12	0	1	4	15	0	2	**34**
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	13	50	1	5	4	11	0	2	**86**
Semi-skilled and discretionary decision making	36	115	1	0	17	61	0	6	**236**
Unskilled and defined decision making	**48**	**76**	**0**	**2**	**25**	**29**	**0**	**0**	**180**
Total permanent	**98**	**254**	**2**	**9**	**50**	**116**	**0**	**10**	**539**
Non- permanent employees	3	8	0	0	3	12	0	1	27
Grand total	101	262	2	9	53	128	0	11	**566**

Departments - Race

The following table categorize the number of permanent employees by race within the different departments (excluding 23 councillors):

Department	Male				Female				Total
	A	C	I	W	A	C	I	W	
Office of the Municipal Manager	0	3	0	2	1	4	0	1	**11**
Corporate Services	17	30	0	1	3	35	0	1	**87**
Financial Services	1	19	1	1	7	24	0	5	**59**
Community Services	28	68	0	3	25	56	0	2	**182**
Technical Services	55	116	1	6	8	13	0	1	**200**
Total permanent	**101**	**236**	**2**	**13**	**44**	**132**	**0**	**10**	**539**

4.1.2 Vacancy Rate

The approved organogram for the municipality has **865** posts for the **2018/19** financial year. The actual positions filled are indicated in the tables below by post level and by functional level. Budgeted vacant posts were **60** vacant at the end of **2018/19,** resulting in a vacancy rate of **6.9%.**

Below is a table that indicates the vacancies within the municipality:

PER POST LEVEL		
Post level	**Filled**	**Vacant Budgeted Positions**
MM & MSA section 57 & 56	3	2
Middle management	23	3
Professionals	34	3
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	81	15
Semi-skilled and discretionary decision making	212	13
Unskilled and defined decision making	186	24
Total	**539**	**60**
PER FUNCTIONAL LEVEL		
Functional area	**Filled**	**Vacant Budgeted Positions**
Office of the Municipal Manager	12	0
Corporate Services	59	8
Financial Services	56	5
Community Services	195	14
Technical Services	217	33
Total	**539**	**60**

The table below indicates the vacancies per Section 57 and 56 posts:

Salary Level	Number of Section 57 and 56 vacancies	Vacancy % (as a proportion of the total Section 57 and 56 posts)
Municipal Manager	0	**0**
Chief Financial Officer	1	**20%**

Salary Level	Number of Section 57 and 56 vacancies	Vacancy % (as a proportion of the total Section 57 and 56 posts)
Director: Corporate Services	0	**0**
Director: Community Services	1	**20%**
Director: Technical Services	0	**0**
Total	2	**40%**

4.1.3 Employee Turnover Rate

A high turnover may be costly to a municipality and might negatively affect productivity, service delivery and institutional memory/organizational knowledge. Below is a table that shows the turnover rate within the municipality. The turnover rate shows a decrease from 4.8% in 2017/18 to 4.3% in 2018/19.

The table below indicates the employee turnover rate over the last three years:

Financial year	Total no appointments at the end of each Financial Year	New appointments (Permanent Appointments)	No Terminations during the year	Turnover Rate
2014/15	559	38	42	**7.5%**
2015/16	561	29	31	**5.5%**
2016/17	543	74	39	**7%**
2017/18	516	47	25	**4.8%**
2018/19	539	41	23	**4.3%**

4.2 MANAGING THE MUNICIPAL WORKFORCE

Managing the municipal workforce refers to analysing and coordinating employee behaviour.

4.2.1 Injuries on duty

An occupational injury is a personal injury, disease or death resulting from an occupational accident. Compensation claims for such occupational injuries are calculated according to the seriousness of the injury/disease and can be costly to a municipality. Occupational injury will influence the loss of man hours and therefore financial and productivity performance.

The injury rate shows a increase for the 2018/19 financial year of 82 employees compared to 62 employees in the 2017/18 financial year.

Incidents are investigated to determine whether there was any negligence involved to ensure that it is an actual injury on duty.

The table below indicates the total number of injuries within the different directorates:

Directorates	2016/17	2017/18	2018/19
Office of the Municipal Manager	0	0	1
Corporate Services	3	5	6
Financial Services	1	3	7
Community Services	28	23	30

Directorates	2016/17	2017/18	2018/19
Technical Services	38	31	44
Total	**70**	**62**	**88**

4.2.2 Sick Leave

The number of day's sick leave taken by employees has service delivery and cost implications. The monitoring of sick leave identifies certain patterns or trends. Once these patterns are identified, corrective action can be taken.

The total number of sick leave days that have been taken during the 2018/19 financial year shows a increase when compared with the 2017/18 financial year.

The table below indicates the total number sick leave days taken within the different directorates:

Department	2016/17	2017/18	2018/19
Office of the Municipal Manager	52.5	43.5	91.5
Corporate Services	428.75	560.5	619.25
Financial Services	356	305	330.5
Community Services	1 406	1545	1647.5
Technical Services	1 904.5	1664	1801.5
Total	**4 147.75**	**4118**	**4490.25**

4.2.3 HR Policies and Plans

Policies and plans provide guidance for fair and consistent staff treatment and a consistent approach to the management of staff.

The table below shows the HR policies and plans that are approved and that still needs to be developed:

Approved policies	
Name of policy	**Date approved**
Attendance and Punctuality	4 August 2010
Employment Practice	4 August 2010
Employment Equity	4 August 2010
Employees under the Influence of Intoxicating Substances	4 August 2010
Legal Aid Policy	4 August 2010
Relocation Policy	4 August 2010
HIV/Aids Policy	4 August 2010
Internal Bursary	4 August 2010
Occupational Health And Safety	4 August 2010
Incapacity due to Poor Work Performance	4 August 2010
Sexual Harassment Policy	4 August 2010
Incapacity: Due to Ill Health/Injury Policy	4 August 2010
Private Work and Declaration of Interests	4 August 2010
Overtime Policy	31 May 2012
Proposed Scares Skills Policy	31 May 2012

Approved policies	
Name of policy	**Date approved**
Employee Assistance Policy	31 May 2012
Employment Policy	29 February 2012
Remuneration Policy	To be developed
Training and Development Policy	developed
Personnel Protective Equipment Policy	developed
Time and Attendance Policy	5 December 2017
Fraud & Corruption Prevention & Response Policy	26 July 2017
Fraud & Corruption Prevention Strategy	26 July 2017
Leave Policy	To be approved
Retirement Policy	To be approved
Mayoral Bursary Policy	To be approved

4.3 CAPACITATING THE MUNICIPAL WORKFORCE

Section 68(1) of the MSA states that a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way. For this purpose the human resource capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 20 1999 (Act No. 28 of 1999).

4.3.1 Skills Matrix

The table below indicates the number of employees that received training in the year under review:

Management level	Gender	Number of employees identified for training at start of the year	Number of Employees that received training
MM and S57	Female	0	0
	Male	0	0
Legislators, senior officials and managers	Female	3	3
	Male	4	5
Professionals	Female	3	11
	Male	2	5
Associate professionals and Technicians	Female	4	4
	Male	20	22
Clerks	Female	10	33
	Male	14	9
Service and sales workers	Female	8	9
	Male	27	32
Craft and related trade workers	Female	0	0
	Male	16	23
Plant and machine	Female	0	0

Management level	Gender	Number of employees identified for training at start of the year	Number of Employees that received training
operators and assemblers	Male	25	25
Elementary occupations	Female	29	19
	Male	128	84
Sub total	**Female**	**58**	**79**
	Male	**236**	**205**
Total		**294**	**284**

4.3.2 Skills Development – Training Provided

The Skills Development Act (1998) and the Municipal Systems Act, (2000), require employers to supply employees with the necessary training in order to develop its human resource capacity. Section 55(1)(f) states that as head of administration the Municipal Manager is responsible for the management, utilization and training of staff.

Occupational categories	Gender	Number of employees as at the beginning of the financial year	Training provided within the reporting period						
			Learner ships		Skills programmes & other short courses		Total		
			Actual	Target	Actual	Target	Actual	Target	% achieved
MM and S57	Female	0	0	0	0	0	0	0	100
	Male	4	0	0	0	0	0	0	100
Legislators, senior officials and managers	Female	12	0	2	3	3	3	5	60
	Male	30	0	1	5	2	5	3	166
Professionals	Female	19	1	1	10	1	11	2	550
	Male	9	0	0	5	3	5	3	60
Technicians and associate professionals	Female	7	0	1	4	3	4	4	100
	Male	23	11	13	11	7	22	20	110
Clerks	Female	63	3	1	30	8	33	9	366
	Male	28	1	4	8	11	9	15	60
Service and sales workers	Female	29	0	0	9	8	9	8	112
	Male	39	0	0	32	27	32	27	118
Craft and related trade workers	Female	0	0	0	0	0	0	0	100
	Male	29	0	0	23	16	23	16	143
Plant and machine operators and assemblers	Female	1	0	0	0	0	0	0	100
	Male	40	16	5	9	20	25	25	100
Elementary occupations	Female	57	5	5	14	24	19	29	65
	Male	196	18	31	66	97	84	128	65
Sub total	**Female**	**188**	9	10	70	47	79	57	138
	Male	**398**	46	54	159	183	205	237	86
Total		**586**	**55**	64	229	230	284	294	96

4.3.3 Skills Development – Budget Allocation

The table below indicates that a total amount of R 1 000 000.00 were allocated to the workplace skills plan and that 96.44% of the total amount was spent in the 2018/19 financial year:

Year	Total workplace skills plan budget	Total Allocated	Total Spend	% Spend
2017/18	R 1 225 000	R 565 883	R 565 9125.53	98.8%
2018/19	R 1 000 000.00	R 1 000 000.00	R 964 411.82	96.44%

4.3.4 Employee Performance Rewards

In accordance with regulation 32, a performance bonus, based on affordability, may be paid to an employee, after -

- The annual report for the financial year under review has been tabled and adopted by the municipal council;
- an evaluation of performance in accordance with the provisions of regulation 23; and
- approval of such evaluation by the municipal council as a reward for outstanding performance.
- The evaluation of the performance of Section 57 managers forms the basis for rewarding outstanding performance.

The table below shows the total number of Section 57 employees that received performance rewards during the 2018/19 financial year.

Race	Gender	Number of beneficiaries	Total number of employees received performance rewards	% Employees received performance rewards
African	Female	0	0	**0%**
	Male	1	1	**100%**
Asian	Female	0	0	**0%**
	Male	0	0	**0%**
Coloured	Female	1	1	**0%**
	Male	1	1	**100%**
White	Female	0	0	**0%**
	Male	2	2	**100%**
Disability	Female	0	0	**0%**
	Male	0	0	**0%**
Total		**5**	**5**	**100%**

4.4 MANAGING THE MUNICIPAL WORKFORCE EXPENDITURE

Section 66 of the MSA states that the accounting officer of a municipality must report to the Council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits. This is in line with the requirements of the Public Service Regulations, (2002), as well as National Treasury Budget and Reporting Regulations SA22 and SA23.

4.4.1 Personnel Expenditure

The percentage personnel expenditure is essential in the budgeting process as it reflects on current and future efficiency. The table below indicates the percentage of the municipal budget that was spent on salaries and allowance for the past four financial years and that the municipality is well below the national norm of between 35 to 40%:

Financial year	Total Expenditure salary and allowances	Total Operating Expenditure	Percentage
	R'000	R'000	%
2015/16	120 121	451 210	26.6
2016/17	132 456	455 063	29.1
2017/18	157 404	563 945	27.9
2018/19	175110	502367	34.86

Below is a summary of Councillor and staff benefits for the year under review:

Financial year	2017/18	2018/19		
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000	R'000	R'000	R'000
Councillors (Political Office Bearers plus Other)				
Allowance	7 006	7213	7213	7242
Pension Contributions	1 018	1063	1063	1049
Medical Aid Contributions	137	212	212	184
Motor vehicle allowance	0	692	692	0
Cell phone allowance	934	1023	1023	931
Housing allowance	73	455	455	52
Other benefits or allowances	1	50	50	0
In-kind benefits	0	0	0	0
Sub Total - Councillors	**9 170**	**10 709**	**10 709**	**9459**
% increase/ (decrease)	**3.3%**	**17%**	**17%**	**3%**
Senior Managers of the Municipality				
Salary	4 112	3594	3294	3011
Pension Contributions	534	718	718	179
Medical Aid Contributions	104	127	127	67
Motor vehicle allowance	0	993	993	812
Cell phone allowance	26	67	67	26
Housing allowance	0	145	145	0
Performance Bonus	642	840	840	568
Other benefits or allowances	1 576	130	110	162
In-kind benefits				
Sub Total - Senior Managers of Municipality	**6 993**	**6614**	**6294**	**4825**
% increase/ (decrease)	**6.6%**	**-5%**	**-10%**	**-31%**

Financial year	2017/18	2018/19		
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000	R'000	R'000	R'000
Other Municipal Staff				
Basic Salaries and Wages	91 894	108 292	102 237	100 053
Pension Contributions	13 253	15 480	15 480	14 759
Medical Aid Contributions	6 648	17 888	17 888	18 354
Motor vehicle allowance	0	4099	4129	4580
Cell phone allowance	497	378	378	488
Housing allowance	1 446	1541	1541	1448
Overtime	10 227	8200	8425	11 166
Other benefits or allowances	21 503	17 371	17 354	19 437
Sub Total - Other Municipal Staff	**150 411**	**17 251**	**167 432**	**170 285**
% increase/ (decrease)	**18.9%**	**15%**	**11%**	**13%**
Total Municipality	**157 404**	**190 573**	**184 434**	**184 568**
% increase/ (decrease)	**18.3%**	**21%**	**17%**	**17%**

4.5 MFMA COMPETENCIES

In terms of Section 83 (1) of the MFMA, the accounting officer, senior managers, the chief financial officer, and other financial officials of a municipality must meet the prescribed financial management competency levels that are key to the successful implementation of the Municipal Finance Management Act. National Treasury has prescribed such financial management competencies in Government Notice 493 dated 15 June 2007.

To assist the above-mentioned officials to acquire the prescribed financial competencies, National Treasury, with the collaboration of various stakeholders and role players in the local government sphere, developed an outcomes-based NQF Level 6 qualification in municipal finance management. In terms of the Government Notice 493 of 15 June 2007, "(1) No municipality or municipal entity may, with effect 1 January 2013 (exempted until 30 September 2015 as per Government Notice 179 of 14 March 2014), employ a person as a financial official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations."

The table below provides details of the financial competency development progress as required by the regulation:

Financial Competency Development: Progress Report				
Description	**Total number of officials employed by municipality (Regulation 14(4)(a) and (c))**	**Competency assessments completed (Regulation 14(4)(b) and (d))**	**Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))**	**Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))**
Financial Officials				
Accounting Officer	1	1	1	1

Financial Competency Development: Progress Report				
Description	**Total number of officials employed by municipality (Regulation 14(4)(a) and (c))**	**Competency assessments completed (Regulation 14(4)(b) and (d))**	**Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))**	**Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))**
Chief Financial Officer	0	0	0	0
Senior Managers	2	2	2	2
Any other financial officials	4	4	4	4
Supply Chain Management Officials				
Heads of supply chain management units	0	0	0	0
Total	**7**	**7**	**7**	**7**

CHAPTER 5 – FINANCIAL PERFORMANCE

Municipal financial offices at Wolseley

COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

The Statement of financial performance provides an overview of the financial performance of the municipality and focuses on the financial health of the municipality.

5.1 FINANCIAL SUMMARY

The table below indicates the summary of the financial performance for the 2018/19 financial year:

Financial Summary						R' 000
Description	2017/18	2018/19			2018/19 Variance	
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
	AA	AH	AG	AF		
Financial Performance						
Property rates	63 835	70 128	68 317	69 879	(0,35)	2,29
Service charges	306 170	316 407	318 218	305 199	(3,54)	(4,09)
Investment revenue	8 122	8 194	8 194	8 551	4,35	4,35
Transfers recognised - operational	94 207	135 381	115 971	105 201	(22,29)	(9,29)
Other own revenue	59 490	54 275	56 426	67 909	25,12	20,35
Total Revenue (excluding capital transfers and contributions)	**531 824**	**584 385**	**567 125**	**556 740**	**(4,73)**	**(1,83)**
Employee costs	153 240	174 040	170 402	166 502	(4,33)	(2,29)
Remuneration of councillors	9 170	10 709	10 709	9 458	(11,69)	(11,69)
Depreciation & asset impairment	29 217	43 032	44 165	30 415	(29,32)	(31,13)
Finance charges	15 676	11 020	16 002	15 847	43,79	(0,97)
Materials and bulk purchases	179 705	197 541	197 541	188 783	(4,43)	(4,43)
Transfers and grants	14 160	14 407	14 163	10 019	(30,46)	(29,26)
Other expenditure	125 103	109 391	155 789	133 365	21,92	(14,39)
Total Expenditure	526 272	560 140	608 771	554 388	(1,03)	(8,93)
Surplus/(Deficit)	5 552	24 245	(41 646)	2 352	(90,30)	(105,65)
Transfers recognised - capital	34 481	31 619	52 914	54 177	71,34	2,39
Contributions recognised - capital &	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	40 034	55 864	11 268	56 530	1,19	401,69
associate					–	–
Surplus/(Deficit) for the year	40 034	55 864	11 268	56 530	1,19	401,69
Capital expenditure & funds sources						
Capital expenditure						
Transfers recognised - capital	34 472	44 892	55 488	60 951	35,77	9,85
Public contributions & donations					–	–
Borrowing		2 500	–	–	(100,00)	–
Internally generated funds	29 384	33 929	35 151	25 706	(24,24)	(26,87)
Total sources of capital funds	63 855	81 321	90 639	86 657	6,56	(4,39)

R' 000

Description	2017/18	2018/19			2018/19 Variance	
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
Financial position						
Total current assets	182 524	128 678	131 864	183 674	42,74	39,29
Total non current assets	903 070	868 750	868 062	965 334	11,12	11,21
Total current liabilities	82 068	55 551	58 049	91 452	64,63	57,54
Total non current liabilities	158 016	159 348	159 348	155 516	(2,40)	(2,40)
Community wealth/Equity	845 510	782 529	782 529	902 040	15,27	15,27
Cash flows						
Net cash from (used) operating	84 032	69 050	68 362	81 900	18,61	19,80
Net cash from (used) investing	(60 065)	(69 728)	(69 040)	(83 389)	19,59	20,78
Net cash from (used) financing	(2 795)	(9 736)	(9 736)	(1 745)	(82,07)	(82,07)
Cash/cash equivalents at the year e	97 506	52 699	52 699	94 272	78,89	78,89
Cash backing/surplus reconciliation						
Cash and investments available	97 506	52 699	55 885	94 272	78,89	68,69
Application of cash and investments	178 499	(12 003)	(12 878)	183 187	(1 626,18)	(1 522,46)
Balance - surplus (shortfall)	(80 993)	64 702	68 763	(88 916)	(237,42)	(229,31)
Asset management						
Asset register summary (WDV)	854 456	892 745	900 930	918 262	2,86	1,92
Depreciation & asset impairment	29 217	43 032	44 165	30 415	(29,32)	(31,13)
Renewal of Existing Assets	4 011	5 073	7 753	7 132	40,61	(8,00)
Repairs and Maintenance	–	18 740	18 742	16 787	(10,42)	(10,43)
Free services						
Cost of Free Basic Services provide	23 593	34 439	35 935	34 828	1,13	(3,08)
Revenue cost of free services provi	28 123	38 222	38 222	37 754	(1,22)	(1,22)
Households below minimum service level						
Water:	Nil	Nil	Nil	Nil	Nil	Nil
Sanitation/sewerage:	Nil	Nil	Nil	Nil	Nil	Nil
Energy:	Nil	Nil	Nil	Nil	Nil	Nil
Refuse:	Nil	Nil	Nil	Nil	Nil	Nil

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A1

T5.1.1

Statements of Revenue Collection Performance by vote and by source **Appendix K**

The table below shows a summary of performance against budgets:

Financial Year	Revenue excluding capital transfers				Operating expenditure			
	Budget	Actual	Diff.	%	Budget	Actual	Diff.	%
	(R'000)				(R'000)			
2017/18	519 934	531 824	11 890	2,29	557 033	526 272	30 762	5,52
2018/19	567 125	556 740	(10 385)	(1,83)	608 771	554 388	54 384	8,93

The table below indicates the Operational services performance for the 2018/19 financial year:

Financial Performance of Operational Services						
						R '000
Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustments Budget
	AA	AH	AG	AF		
Operating Cost						
Water	28 107	29 221	36 717	37 704	(29,03)	(2,69)
Waste Water (Sanitation)	24 256	24 408	30 297	29 316	(20,11)	3,24
Electricity	199 670	223 698	220 993	205 463	8,15	7,03
Waste Management	40 605	34 614	44 515	44 634	(28,95)	(0,27)
Housing	16 477	19 186	18 785	12 954	32,48	31,04
Component A: sub-total	309 115	331 127	351 306	330 072	0,32	6,04
Waste Water (Stormwater Drainage)	6 062	5 621	5 462	6 491	(15,49)	(18,86)
Roads	21 304	25 071	26 427	24 140	3,71	8,65
Transport					–	–
Component B: sub-total	27 366	30 691	31 888	30 632	0,19	3,94
Planning					–	–
Local Economic Development					–	–
Component B: sub-total					–	–
Planning	1 141	1 189	1 366	1 494	(25,61)	(9,34)
Local Economic Development	1 921	2 215	2 563	1 570	29,15	38,76
Component B: sub-total	3 061	3 405	3 929	3 064	10,02	22,03
Planning (Strategic & Regulatory)	16 830	19 032	18 969	17 932	5,78	5,47
Enviromental Proctection	1 320	1 747	2 716	649	62,85	76,12
Health	–	–	–	–	–	–
Security and Safety	38 982	33 291	32 899	31 630	4,99	3,86
Sport and Recreation	23 335	29 121	28 456	24 885	14,55	12,55
Corporate Policy Offices and Other	106 263	111 726	138 606	115 525	(3,40)	16,65
Component D: sub-total	186 729	194 917	221 647	190 621	2,20	14,00
Total Expenditure for the year	**526 272**	**560 140**	**608 771**	**554 388**	**1,03**	**8,93**
In this table operational income (but not levies or tarrifs) is offset agaist operational expenditure leaving a net operational expenditure total for each service as shown in the individual net service expenditure tables in chapter 3. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.						T5.1.2

The bulk of the municipality's expenditure is spent on basic service delivery functions such as electricity, water, waste water management and waste management.

5.2 FINANCIAL PERFORMANCE PER MUNICIPAL FUNCTION

The tables below show the financial performance according to municipal functions:

Vote Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Executive and Council						
Total Operational Revenue	–	–	–	–	–	–
Expenditure:						
Employees	(6 028)	(6 604)	(6 591)	(6 472)	2,00	1,81
Repairs and Maintenance	(0)	(14)	(11)	(2)	88,37	85,12
Other	(14 873)	(18 862)	(17 517)	(15 707)	16,73	10,33
Total Operational Expenditure	(20 902)	(25 479)	(24 119)	(22 180)	12,95	8,04
Net Operational (Service) Expenditure	(20 902)	(25 479)	(24 119)	(22 180)	12,95	8,04
Budget and Treasury Office						
Total Operational Revenue	83 511	89 434	88 829	86 082	3,75	3,09
Expenditure:						
Employees	(16 955)	(29 009)	(21 520)	(19 369)	33,23	9,99
Repairs and Maintenance	(26)	(46)	(155)	(51)	(9,28)	67,23
Other	(12 463)	(18 121)	(23 288)	(16 943)	6,50	27,25
Total Operational Expenditure	(29 444)	(47 177)	(44 962)	(36 363)	22,92	19,13
Net Operational (Service) Expenditure	54 067	42 258	43 867	49 719	(17,66)	(13,34)
Corporate Services						
Total Operational Revenue	755	1 416	1 516	1 057	25,38	30,30
Expenditure:						
Employees	(20 868)	(20 026)	(24 124)	(19 474)	2,76	19,27
Repairs and Maintenance	(372)	(1 014)	(717)	(515)	49,27	28,27
Other	(19 633)	(22 445)	(28 811)	(23 328)	(3,93)	19,03
Total Operational Expenditure	(40 873)	(43 486)	(53 653)	(43 317)	0,39	19,27
Net Operational (Service) Expenditure	(40 118)	(42 069)	(52 137)	(42 260)	(0,45)	18,94
Community and Social Services						
Total Operational Revenue	81 107	98 876	97 158	96 746	2,15	0,42
Expenditure:						
Employees	(21 368)	(22 723)	(22 653)	(21 804)	4,04	3,75
Repairs and Maintenance	(494)	(643)	(502)	(327)	49,15	34,78
Other	(4 117)	(6 066)	(5 921)	(3 077)	49,28	48,04
Total Operational Expenditure					–	–
Net Operational (Service) Expenditure	81 107	98 876	97 158	96 746	2,15	0,42
Sport and Recreation						
Total Operational Revenue	7 600	9 300	9 261	6 962	25,15	24,83
Expenditure:						
Employees	(14 507)	(18 030)	(18 055)	(16 066)	10,89	11,01
Repairs and Maintenance	(571)	(608)	(721)	(567)	6,64	21,24
Other	(8 613)	(10 484)	(9 681)	(8 627)	17,71	10,89
Total Operational Expenditure	(23 691)	(29 121)	(28 456)	(25 261)	13,26	11,23
Net Operational (Service) Expenditure	(16 092)	(19 821)	(19 195)	(18 299)	7,68	4,67
Public Safety						
Total Operational Revenue	28 309	21 294	21 294	18 238	14,36	14,36
Expenditure:						
Employees	(16 923)	(15 506)	(16 710)	(20 923)	(34,94)	(25,22)
Repairs and Maintenance	(637)	(645)	(675)	(261)	59,52	61,32
Other	(24 855)	(7 995)	(19 447)	(14 220)	(77,87)	26,88
Total Operational Expenditure	(42 415)	(24 145)	(36 832)	(35 404)	(46,63)	3,88
Net Operational (Service) Expenditure	(14 107)	(2 851)	(15 537)	(17 167)	(502,23)	(10,49)

Vote Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Housing						
Total Operational Revenue	13 006	33 612	13 394	9 049	73,08	32,44
Expenditure:						
Employees	(2 888)	(3 156)	(3 156)	(3 022)	4,23	4,23
Repairs and Maintenance	(175)	(200)	(212)	(130)	34,73	38,43
Other	(13 414)	(15 831)	(15 418)	(9 801)	38,09	36,43
Total Operational Expenditure	(16 477)	(19 186)	(18 785)	(12 954)	32,48	31,04
Net Operational (Service) Expenditure	(3 471)	14 425	(5 391)	(3 905)	127,07	27,56
Health						
Total Operational Revenue	–	–	–	–	–	–
Expenditure:						
Employees	–	–	–	–	–	–
Repairs and Maintenance	–	–	–	–	–	–
Other	–	–	–	–	–	–
Total Operational Expenditure	–	–	–	–	–	–
Net Operational (Service) Expenditure	–	–	–	–	–	–
Planning and Development						
Total Operational Revenue	1 004	2 380	2 138	1 191	49,95	44,27
Expenditure:						
Employees	(4 503)	(5 127)	(4 599)	(4 936)	3,74	(7,33)
Repairs and Maintenance	–	–	–	–	–	–
Other	(621)	(962)	(1 163)	(700)	27,27	39,80
Total Operational Expenditure	(5 124)	(6 090)	(5 762)		100,00	100,00
Net Operational (Service) Expenditure	(4 120)	(3 710)	(3 624)	1 191	132,11	132,87
Road Transport						
Total Operational Revenue	4 189	19 871	27 050	19 952	(0,41)	26,24
Expenditure:						
Employees	(4 747)	(5 361)	(4 988)	(5 900)	(10,05)	(18,28)
Repairs and Maintenance	(7 105)	(6 020)	(7 228)	(7 012)	(16,49)	2,99
Other	(9 487)	(13 690)	(14 210)	(11 228)	17,98	20,99
Total Operational Expenditure	(21 339)	(25 071)	(26 427)	(24 140)	3,71	8,65
Net Operational (Service) Expenditure	(17 149)	(5 200)	623	(4 188)	19,46	771,98
Environmental Protection						
Total Operational Revenue	2	12	1 192	88	(628,90)	92,64
Expenditure:						
Employees	(1 084)	(1 350)	(1 378)	(967)	28,39	29,84
Repairs and Maintenance	–	–	–	–	–	–
Other	(235)	(396)	(1 338)	318	180,33	123,78
Total Operational Expenditure	(1 320)	(1 747)	(2 716)	(649)	62,85	76,12
Net Operational (Service) Expenditure	(1 318)	(1 734)	(1 525)	(561)	67,65	63,20
Electricity						
Total Operational Revenue	211 203	241 812	241 402	227 520	5,91	5,75
Expenditure:						
Employees	(10 250)	(11 986)	(11 810)	(11 646)	2,83	1,39
Repairs and Maintenance	(1 567)	(3 030)	(1 628)	(1 487)	50,93	8,67
Other	(187 853)	(208 499)	(207 554)	(192 330)	7,75	7,34
Total Operational Expenditure	(199 670)	(223 515)	(220 993)	(205 463)	8,08	7,03
Net Operational (Service) Expenditure	11 534	18 297	20 409	22 056	(20,55)	(8,07)
Water						
Total Operational Revenue	67 545	52 679	54 716	49 654	5,74	9,25
Expenditure:						
Employees	(6 531)	(7 275)	(6 996)	(7 016)	3,56	(0,27)
Repairs and Maintenance	(2 878)	(2 663)	(1 708)	(1 592)	40,22	6,82
Other	(18 707)	(14 680)	(28 013)	(29 096)	(98,21)	(3,87)
Total Operational Expenditure	(28 116)	(24 617)	(36 717)	(37 704)	(53,16)	(2,69)
Net Operational (Service) Expenditure	39 430	28 062	17 999	11 950	57,41	33,60

Vote Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Waste Water Management						
Total Operational Revenue	42 108	22 674	38 353	46 166	(103,61)	(20,37)
Expenditure:						
Employees	(11 345)	(10 618)	(10 618)	(12 812)	(20,66)	(20,66)
Repairs and Maintenance	(3 159)	(3 345)	(4 566)	(4 242)	(26,81)	7,08
Other	(14 439)	(13 252)	(18 976)	(17 321)	(30,71)	8,72
Total Operational Expenditure	(28 943)	(27 215)	(34 160)	(34 376)	(26,31)	(0,63)
Net Operational (Service) Expenditure	13 165	(4 541)	4 192	11 790	359,65	(181,23)
Waste Management						
Total Operational Revenue	25 965	22 643	23 736	25 347	(11,94)	(6,79)
Expenditure:						
Employees	(15 242)	(17 269)	(17 203)	(16 093)	6,81	6,45
Repairs and Maintenance	(536)	(512)	(620)	(601)	(17,53)	3,02
Other	(26 202)	(16 079)	(28 290)	(29 372)	(82,67)	(3,82)
Total Operational Expenditure	(41 980)	(33 859)	(46 113)	(46 066)	(36,05)	0,10
Net Operational (Service) Expenditure	(16 014)	(11 217)	(22 377)	(20 719)	(84,72)	7,41

5.3 GRANTS

5.3.1 Grant Performance

The table below indicates the projects implemented under MIG funding for the past 3 years:

Project Name	Budget (VAT Excl) '000			Comments
	2016/17	2017/18	2018/19	
Vredebes Bulk Water Supply	6 997	6 796		Provisdion of bulk & external services for the Vredebes subsidised housing project.
Vredebes Bulk Sanitation	2 018	6 674		
Vredebes Access Collector	3 252	2 272	10 360	
Vredebes Bulk Storm Water	270		8 088	
Vredebes Streetlights			708	
Vredebes Busroutes	77			
Bella Vista Bulk Water Supply	5 168	4 191		Project Completed
Bella Vista Bulk Sanitation	1 378			
Bella Vista Bulk Storm Water	1 547			
Streetlights for Housing Projects	909			
Project Management Unit	216	11		

The table below indicates the grant performance for the 2018/19 financial year:

Grant Performance							R' 000
Description	2016/17	2017/18	2018/19			2018/19 Variance	
	Actual	Actual	Original Budget	Adjustments Budget	Actual	Original Budget (%)	Adjustments Budget (%)
National Government:	**–**	**73 043**	**88 231**	**87 752**	**87 481**	**0,85**	**0,31**
Equitable share		70 412	84 602	84 602	84 602	–	–
Municipal Systems Improvement		–	–	–	–	–	–
Department of Water Affairs		–	–	–	–	–	–
Regional Bulk Infrastructure Grant		–	–	–	–	–	–
Other transfers/grants [insert description]		–	–	–	–	–	–
Finance Management Grant		1 139	1 550	1 400	860	44,53	38,59
Transformation Funds		–	–	–	–	–	–
Municipal Infrastructure Grant		–	531	–	–	100,00	–
Housing		–	–	–	–	–	–
INEP		–	–	–	–	–	–
Rural Development		–	–	–	–	–	–
Expanded Public Works		1 493	1 548	1 750	2 019	(30,47)	(15,39)
Neighbourhood Development Plan		–	–	–	–	–	–
Provincial Government:	**–**	**21 164**	**46 862**	**24 036**	**17 720**	**62,19**	**26,28**
Regional Socio-economic Projec		1	2 000	–	0	99,99	–
Housing		12 643	32 839	12 621	8 771	73,29	30,50
Regional Social Economic Project		–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–
Municipal Infrastructure Support		–	–	–	–	–	–
Library Services		8 050	9 342	8 882	8 942	4,28	(0,68)
CDW		110	148	–	6	95,64	–
Mainroads		120	1 843	1 843	–	100,00	100,00
Draught Relief		–	–	–	–	–	–
Municipal Infrastructure Support Grant		–	–	–	–	–	–
Finance Management Support Grant		240	360	360	0	99,98	99,98
MSCOA Grant		–	330	330	–	100,00	100,00
Multipurpose Centre		–	–	–	–	–	–
District Municipality:	**–**	**–**	**–**	**600**	**–**	**–**	**100,00**
Water & Sanitation Informal Area		–	–	500	–	–	100,00
Housing Consumer Education Training		–	–	–	–	–	–
Sport and Recreation		–	–	–	–	–	–
Tourism		–	–	100	–	–	100,00
Solid Waste		–	–	–	–	–	–
Other grant providers:	**–**	**295**	**288**	**3 583**	**575**	**(99,59)**	**83,95**
Belgium & China		295	288	1 083	575	(99,59)	46,90
Table Mountain Fund		–	–	700	–	–	100,00
Development Bank of South Africa		–	–	1 800	–	–	100,00
Total Operating Transfers and Grants	**–**	**94 503**	**135 381**	**115 971**	**105 776**	**21,87**	**8,79**

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.

T5.3.1

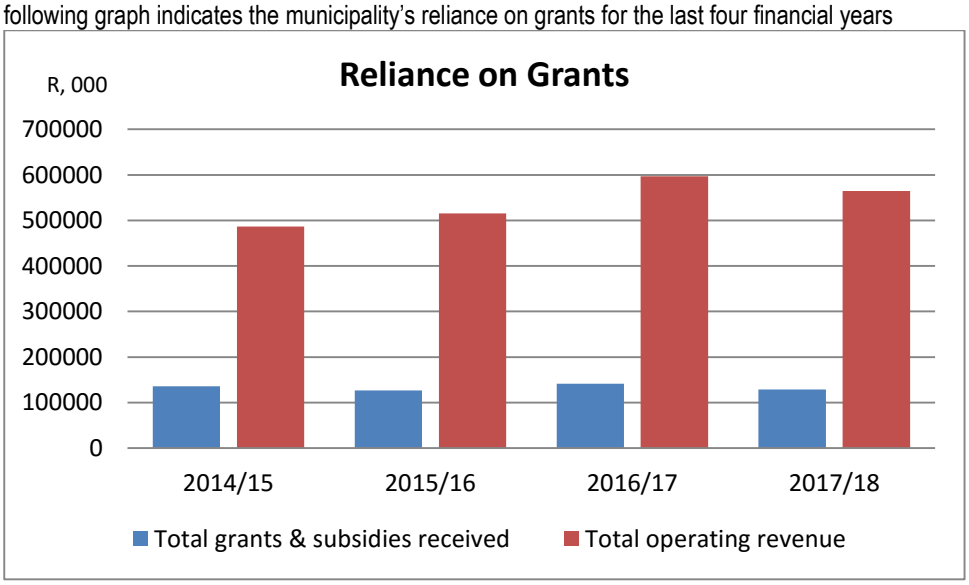
The table below indicates the projects implemented under Human Settlements funding for the past 3 years:

Project Name	Budget (VAT Excl) '000			Comments
	2016/17	2017/18	2018/19	
Vredebes 627 serviced sites		7 155	26 163	Project completed
Vredebes top structures			8 248	In Progress
Vredebes Bulk Sanitation	5 606	2 708		Project completed
Vredebes Bulk Water		4 305		Project completed
Nduli Planning	260			
Bella Vista Bulk (Serviced sites)	2 089			Project Completed
Bella Vista Bulk (308 units)	23 813	12 464		Project Completed

5.3.2 Level of Reliance on Grants & Subsidies

Financial year	Total grants and subsidies received	Total Operating Revenue	Percentage
	(R'000)		(%)
2017/18	128 689	566 305	22,72%
2018/19	159 379	610 917	26,09%

The following graph indicates the municipality's reliance on grants for the last four financial years



Witzenberg Municipality is reliant on grants. Without the grants the Municipality would not have been in a position to upgrade infrastructure.

5.4 ASSET MANAGEMENT

The responsibility for asset management lies with both finance and the different functional/departmental managers. The Finance section is responsible for the record keeping and reporting on the assets, whereas the functional managers are responsible for the physical safeguarding of assets, the maintenance, acquisition and disposal of assets.

It is of utmost importance that these two functional areas communicate on a regular basis regarding all movement of assets. Especially in respect of the annual assets count, where information regarding the existence, condition and useful lives regarding assets is reviewed and reported on.

The implementation of GRAP (accounting standard for municipalities) remains a challenge to the Municipality due to the cost and time factors.

5.4.1 Treatment of the Three Largest Assets

Asset 1		
Name	A - Vredebes Housing	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2017/18	2018/19
Capital Implications	**R 49 970 046**	
Future Purpose of Asset	New Housing Development in Vredebes	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

Asset 2		
Name	B -Rehabilitation - Streets Tulbagh	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2017/18	2018/19
Capital Implications	**R 11 152 044**	
Future Purpose of Asset	Improved Road Infrastrucutre	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

Asset 3		
Name	C - Tulbagh Dam	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2017/18	2018/19
Capital Implications	**R 2 529 177**	
Future Purpose of Asset	Improved Water Infrastructure	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

5.4.2 Repairs and Maintenance

Repair and Maintenance Expenditure: 2018/19				R' 000
	Original Budget	Adjustment Budget	Actual	Budget variance
Repairs and Maintenance Expenditure	18 740	18 742	16 787	10,42
				T5.3.4

The future expenditure on repairs and maintenance needs to be expanded to ensure that assets are maintained in a condition that is conducive for service delivery.

5.5 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

5.5.1 Liquidity Ratio

Description	Basis of calculation	2016/2017	2017/2018	2018/2019
		Audited outcome	Audited outcome	Pre-audit outcome
Current Ratio	Current Assets/Current Liabilities	1,85	2,22	2,01
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1,67	2,17	1,96
Liquidity Ratio	Monetary Assets/Current Liabilities	1,11	1,19	1,03

Current Ratio:

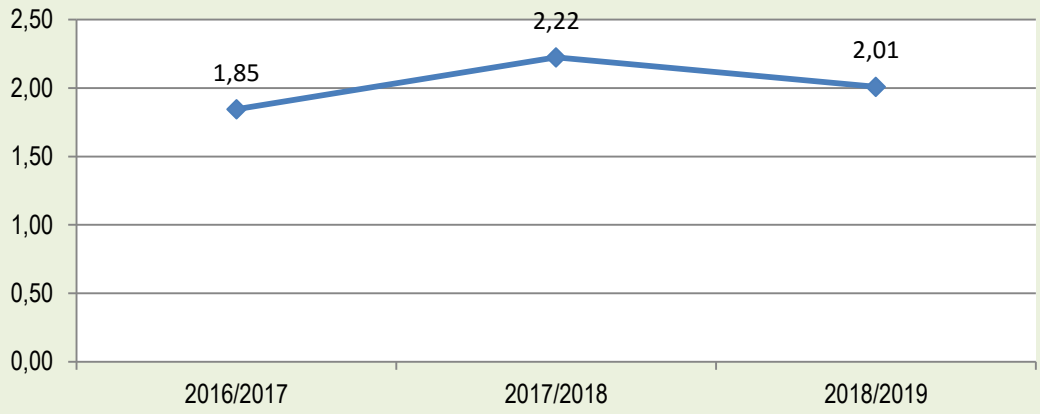
Financial year	Net current assets	Net current liabilities	Ratio
	(R)		
2016/2017	160 758	87 086	1,85
2017/2018	182 524	82 068	2,22
2018/2019	183 674	91 452	2,01

Current Ratio adjusted for aged debtors:

Financial year	Net current assets	Net current liabilities	Ratio
	(R)		
2016/2017	145 704	87 086	1,67
2017/2018	178 235	82 068	2,17
2018/2019	179 385	91 452	1,96

Liquidity Ratio:

Financial year	Monetary Assets	Net current liabilities	Ratio
	(R)		
2016/2017	97 040	87 086	1,11
2017/2018	97 506	82 068	1,19
2018/2019	94 272	91 452	1,03

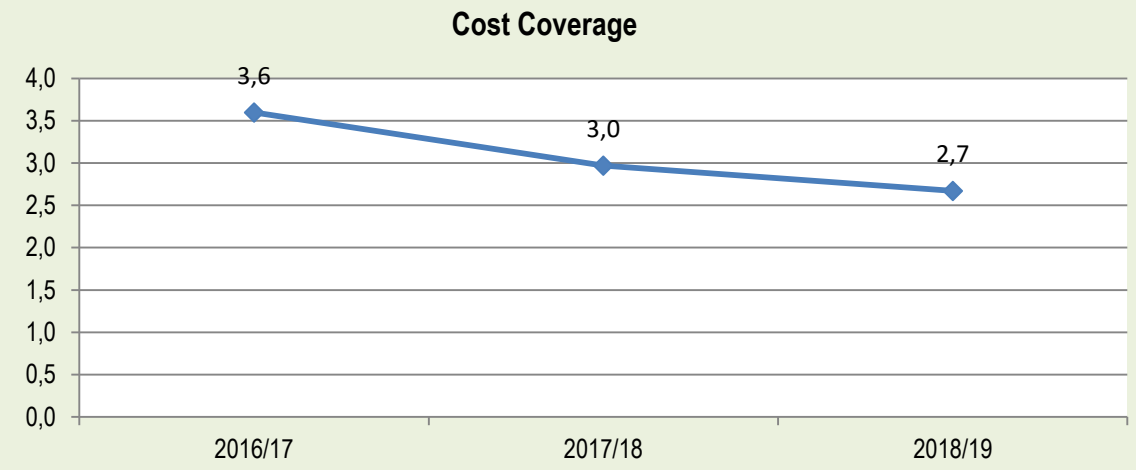


Liquidity Ratio – Measures the municipality's ability to pay its bills and is calculated by dividing the monetary assets (due within one year) by the municipality's current liabilities. A higher ratio is better.

The current ratio and the current ratio adjusted for aged debt are the same as the debtors per the statement of financial performance and have already been impaired (reduced with the doubtful debt).

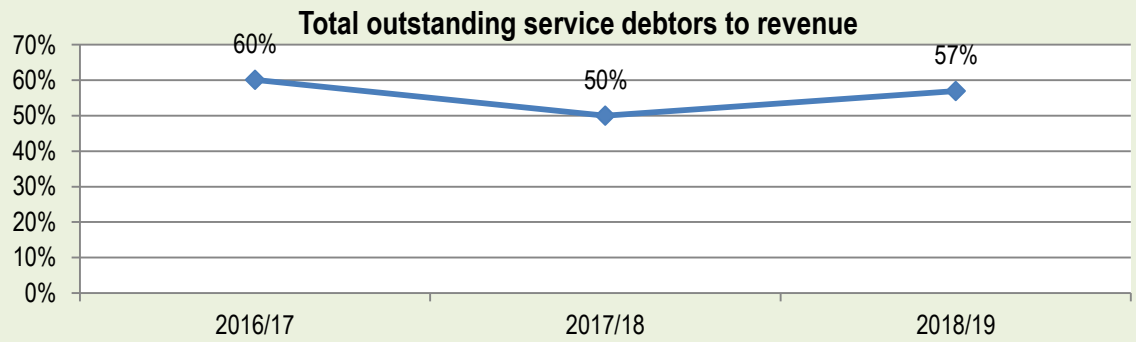
5.5.2 IDP Regulation Financial Viability Indicators

Description	Basis of calculation	2016/17	2017/18	2018/19
		Audited outcome	Audited outcome	Pre-audit outcome
Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	3,6	3,0	2,7
Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	28,8	114,6	147,6
O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	60%	50%	57%

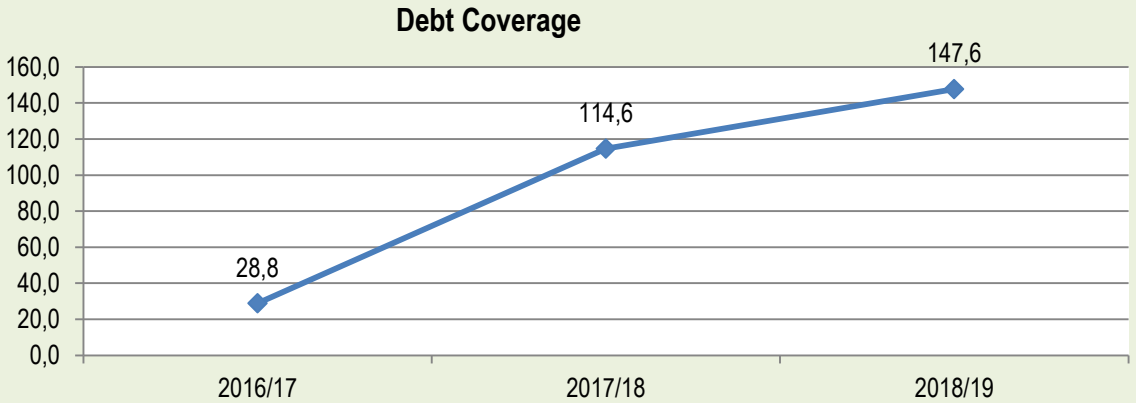


Cost Coverage– It explains how many months expenditure can be covered by the cash and other liquid assets available to the Municipality excluding utilisation of grants and is calculated

Data used from MBRR SA8



Total Outstanding Service Debtors – Measures how much money is still owed by the community for water, electricity, waste removal and sanitation compared to how much money has been paid for these services. It is calculated by dividing the total outstanding debtors by the total annual revenue. A lower

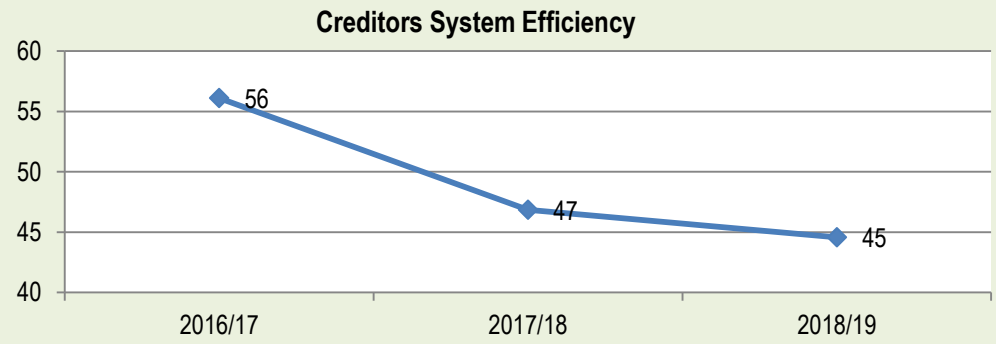


Debt Coverage– The number of times debt payments can be accomodated within Operating revenue (excluding grants) . This in turn represents the ease with which debt payments can be accomodated by the municipality

5.5.3 Creditors Management

Description	Basis of calculation	2016/17	2017/18	2018/19
		Audited outcome	Audited outcome	Pre-audit outcome
Creditors System Efficiency	% of Creditors Paid Within Terms (within`MFMA' s 65(e))	56	47	45

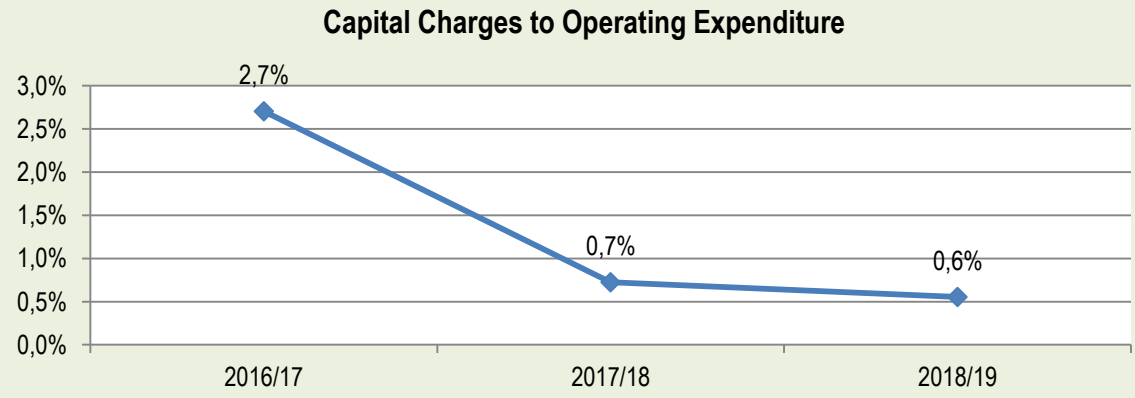
The following graph indicates the percentage of all creditors paid within terms:



Creditor System Efficiency – The proportion of creditors paid within terms (i.e. 30 days). This ratio is calculated by outstanding trade creditors divided by credit purchases multiplied by 365.

5.5.4 Borrowing Management

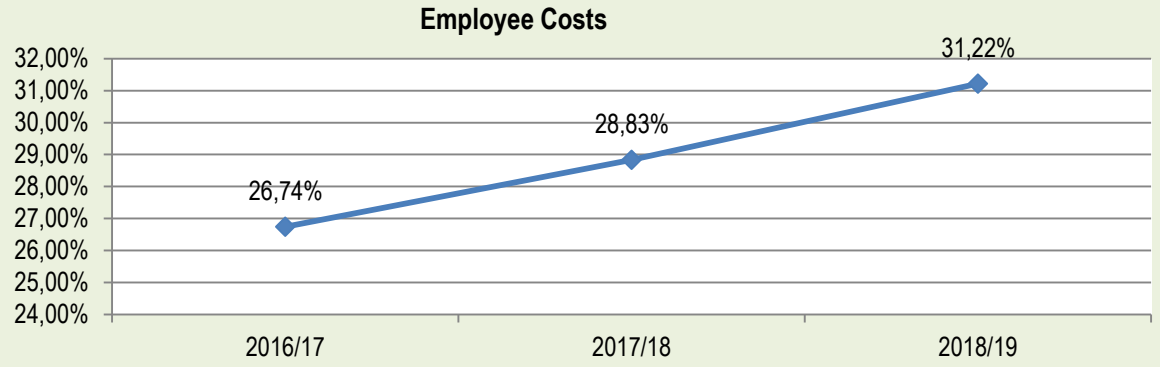
Description	Basis of calculation	2016/17	2017/18	2018/19
		Audited outcome	Audited outcome	Pre-audit outcome
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2,7%	0,7%	0,6%



Capital Charges to Operating Expenditure ratio is calculated by dividing the sum of capital interest and principle paid by the total operating expenditure.

5.5.5 Employee costs

Description	Basis of calculation	2016/17	2017/18	2018/19
		Audited outcome	Audited outcome	Pre-audit outcome
Employee costs	Employee costs/(Total Revenue - capital revenue)	26,74%	28,83%	31,22%

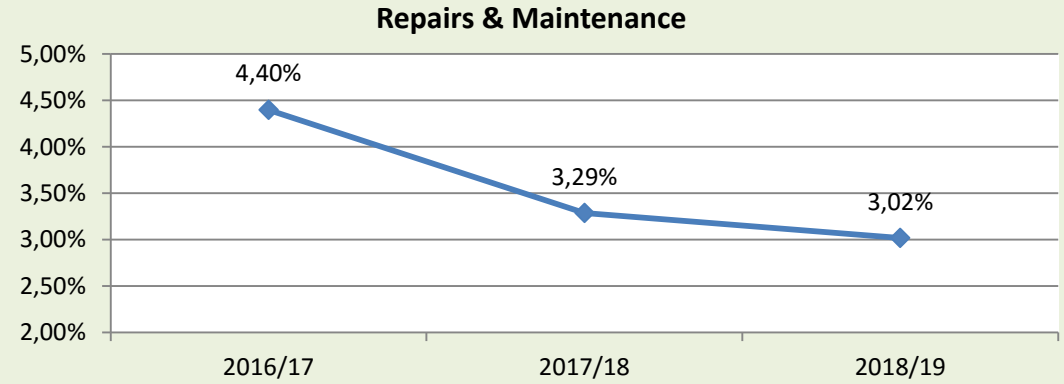


Employee cost – Measures what portion of the revenue was spent on paying employee costs. It is calculated by dividing the total employee cost by the difference between total revenue and capital revenue.

5.5.6 Repairs & Maintenance

Description	Basis of calculation	2016/17	2017/18	2018/19
		Audited outcome	Audited outcome	Pre-audit outcome
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	4,40%	3,29%	3,02%

The expenditure on repairs and maintenance are below the required standard. The financial position of the municipality must improve to make more funds available for this very important expense item.



Repairs and Maintenance – This represents the propotion of operating expenditure spent and is calculated by dividing the total repairs and maintenace expenditure by total revenue excluding capital revenue. The municipalities internal cost spend on repairs and maintenance are clasified per nature and is not included in the amount of repairs and maintenance.

COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

5.6 CAPITAL EXPENDITURE

R million	Original Budget	Adjustment Budget	Un-audited Full Year Total	Original Budget variance	Adjusted Budget Variance
Capital Expenditure	81 321	90 639	86 657	-6,6%	4,4%
Operating Expenditure	560 140	608 771	554 388	1,0%	8,9%
Total expenditure	641 461	699 410	641 044	0,1%	8,3%

5.7 SOURCES OF FINANCE

The table below indicates the capital expenditure by funding source for the 2018/19 financial year:

Capital Expenditure - Funding Sources to 2018/19						R' 000
		2018/19				
Details	Actual 2017/18	Original Budget (OB)	Adjustment Budget (AB)	Actual	OB to AB Variance (%)	Actual to OB Variance (%)
Source of finance						
External loans	–	2 500	–	–	100,00	–
Public contributions and donations	–	–	–	–	–	–
Grants and subsidies	34 472	44 892	55 488	60 951	(35,77)	(9,85)
Other	29 384	33 929	35 151	25 706	24,24	26,87
Total	63 855	81 321	90 639	86 657	**-6,56%**	**4,39%**
Percentage of finance						
External loans	0,0%	3,1%	0,0%	0,0%	100,0%	
Public contributions and donations	0,0%	0,0%	0,0%	0,0%		
Grants and subsidies	54,0%	55,2%	61,2%	70,3%	-27,4%	-14,9%
Other	46,0%	41,7%	38,8%	29,7%	28,9%	23,5%
Capital expenditure						
er N Water and sanitation	16 820	47 526	37 751	37 300	21,52%	1,19%
Electricity	–	2 350	4 742	7 162	-204,77%	-51,03%
Housing	359	200	359	359	-79,50%	0,00%
er Roads and storm water	9 266	20 880	11 109	11 000	47,32%	0,98%
Other	37 411	10 365	36 678	30 836	-197,49%	15,93%
Total	63 855	81 321	90 639	86 657	**-6,56%**	**4,39%**
Percentage of expenditure						
Water and sanitation	26,3%	58,4%	41,6%	43,0%		
Electricity	0,0%	2,9%	5,2%	8,3%		
Housing	0,6%	0,2%	0,4%	0,4%		
Roads and storm water	14,5%	25,7%	12,3%	12,7%		
Other	58,6%	12,7%	40,5%	35,6%		
						T5.6.1

5.8 CAPITAL SPENDING ON FIVE LARGETS PROJECTS

Projects with the highest capital expenditure in 2018/19:

Capital Expenditure of 5 largest projects*					R' 000
Name of Project	Current Year: 2018/19			Variance Current Year: 2018/19	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance (%)	Adjustment variance (%)
A - Vredebes Housing	40 376	50 521	49 970	-24%	-25%
B -Rehabilitation - Streets Tulbagh	9 000	11 173	11 152	-24%	-24%
C - Tulbagh Dam	8 261	2 530	2 529	69%	69%
D- Electrification of MV & LV Network	5 300	5 300	5 009	5%	0%
E - Upgrade of Van Breda Bridge	1 843	2 303	2 242	-22%	-25%
** Projects with the highest capital expenditure in Year 1*					

Name of Project - A	A - Vredebes Housing
Objective of Project	The Provision of Housing & Basic Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - B	B -Rehabilitation - Streets Tulbagh
Objective of Project	The Provision of Basic Road Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - C	C - Tulbagh Dam
Objective of Project	The Provision of Basic Water Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - D	D- Electrification of MV & LV Network
Objective of Project	The Provision of Basic Electrical Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - E	E - Upgrade of Van Breda Bridge
Objective of Project	The Provision of Basic Road Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

5.9 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS OVERVIEW

All the residents in the urban areas have access to minimum basic services. Some areas still need to be upgraded to waterborne sewerage systems. Housing delivery is still a challenge, although it is a function of the Provincial Government. Service delivery to informal areas needs to be improved, serviced plots might be the only solution.

5.9.1 Service Backlogs

Service Backlogs as at 30 June 2019				Households (HHs)
	*Service level above minimun standard		**Service level below minimun standard	
	No. HHs	% HHs	No. HHs	% HHs
Water	12343	100%	0	0%
Sanitation	12697	100%	0	0%
Electricity	12810	100%	0	0%
Waste management	13151	100%	0	0%
Housing	14322	88%	1945	12%
*% HHs are the service above/below minimum starndard as a proportion of total HHs. 'Housing' refrs to * formal and ** informal settlements.*				T5.8.2

Schools & clinics with access to basic services **Appendix P**

Schools & clinics with access to basic services where other spheres of government are responsible for the provision

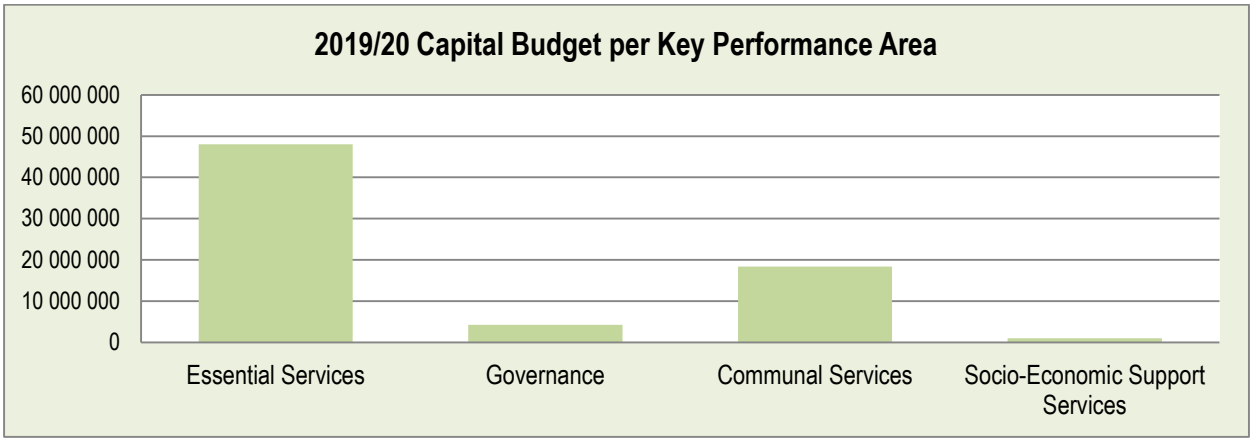
Appendix Q

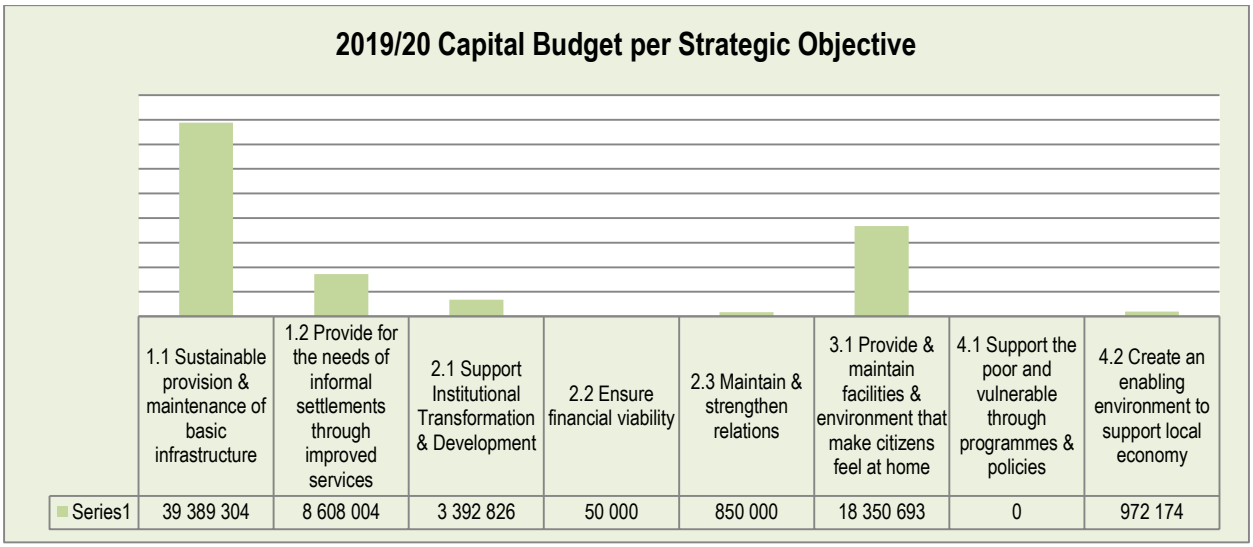
CAPITAL INVESTMENT FRAMEWORK

The Capital Budget for the 2019/20, 2020/21 and 2021/22 financial years are dominated by projects linked to the implementation of social housing projects. Major projects mainly include the upgrade of bulk infrastructure to support these developments, internal network infrastructure of the developments as well as other network upgrading such as the upgrading of certain roads in Tulbagh that have been in a state of severe deterioration for the past couple of years.

Witzenberg will further continue with the upgrading of existing infrastructure and facilities and will also start with the implementation of a Material Recovery Facility as part of a new waste strategy in the second year.

In terms of the Witzenberg Strategic Map, the bulk of the funding is allocated to the key performance area of Essential Services with the strategic objectives related to the provision of services and upgrading of informal settlements receiving the majority of capital funding as indicated in the graphs below:





	1.1 Sustainable provision & maintenance of basic infrastructure	1.2 Provide for the needs of informal settlements through improved services	2.1 Support Institutional Transformation & Development	2.2 Ensure financial viability	2.3 Maintain & strengthen relations	3.1 Provide & maintain facilities & environment that make citizens feel at home	4.1 Support the poor and vulnerable through programmes & policies	4.2 Create an enabling environment to support local economy
Series1	39 389 304	8 608 004	3 392 826	50 000	850 000	18 350 693	0	972 174

Detailed three-year Capital Budget

New works & renewal programme	**Appendix M**
Full programme of full capital projects	**Appendix N**
Alignment of projects to Wards	**Appendix O**

5.9.2 Municipal Infrastructure Grant (MIG)

Municipal Infrastructure Grant (MIG)* Expenditure 2018/19 on Service backlogs						R' 000
Details	Budget	Adjust-ments Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjust-ments Budget	
Infrastructure - Road transport	17 165	18 449	18 449	**6,96%**	**0,00%**	
Roads, Pavements & Bridges	9 130	10 361	10 361	11,87%	0,00%	
Storm water	8 035	8 088	8 088	0,66%	0,00%	
Infrastructure - Electricity	1 537	709	708	**-116,92%**	**-0,06%**	
Generation	–	–	–			
Transmission & Reticulation	–	–	–			
Street Lighting	1 537	709	708	-116,92%	-0,06%	
Infrastructure - Water	**–**	**–**	**–**			
Dams & Reservoirs	–	–	–			
Water purification	–	–	–			
Reticulation	–	–	–			
Infrastructure - Sanitation	**–**	**–**	**–**			
Reticulation	–	–	–			
Sewerage purification	–	–	–			
Infrastructure - Other	–	–	–			
Waste Management	–	–	–			
Transportation	–	–	–			
Gas	–	–	–			
Other Specify:	**20**	**–**	**–**			
Sport Facilities Wolseley	–	–	–			
Pine Valle Hall	–	–	–			
Project Management Equipment	20	–	–			
Operating Expenditure	–	–	–			
Total	**18 722**	**19 157**	**19 157**	**2,27%**	**0,00%**	

** MIG is a government grant program designed to fund a reduction in service backlogs, mainly: Water; Sanitation; Roads; Electricity. Expenditure on new, upgraded and renewed infrastructure is set out at Appendix M; note also the calculation of the variation. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.*

T5.8.3

COMPONENT C: CASHFLOW MANAGEMENT AND INVESTMENTS

Cash flow budgeting and management is of the utmost importance to ensure sufficient cash to meet obligations.

5.10 CASH FLOW

Cash Flow Outcomes				R'000
Description	2017/18	Current Year: 2018/19		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
CASH FLOW FROM OPERATING ACTIVITIES				
Receipts				
Ratepayers and other	371 832	370 536	405 658	364 853
Government - operating	94 207	97 846	115 971	105 201
Government - capital	38 699	63 230	59 830	58 274
Interest	19 166	13 112	10 430	19 096
Payments				
Suppliers and employees	(438 872)	(938)	(1 095)	(464 873)
Finance charges	(1 000)	(587)	(14 394)	(651)
Transfers and Grants	–	–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES	**84 032**	**543 199**	**576 398**	**81 900**
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Proceeds on disposal of PPE	–	–	–	–
Decrease (Increase) in non-current debtors	–	–	–	–
Payments				
Capital assets	(60 065)	(81 321)	(90 639)	(83 389)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(60 065)**	**(81 321)**	**(90 639)**	**(83 389)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Short term loans	–			–
Borrowing long term/refinancing				
Increase (decrease) in consumer deposits	1 023	–	–	731
Payments				
Repayment of borrowing	(3 818)	–	3 000	(2 477)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(2 795)**	**–**	**3 000**	**(1 745)**
NET INCREASE/ (DECREASE) IN CASH HELD	**21 173**	**461 878**	**488 759**	**(3 234)**
Cash/cash equivalents at the year begin:	76 333	97 506	97 506	97 506
Cash/cash equivalents at the year end:	**97 506**	**559 384**	**586 265**	**94 272**
Source: MBRR SA7				T5.9.1

5.11 GROSS OUTSTANDING DEBTORS PER SERVICE

Financial year	Rates	Trading services (Electricity and Water)	Economic services (Sanitation and Refuse)	Housing rentals	Other	Total
	(R'000)					
2017/18	23 957	92 869	54 825	1 199	3 804	176 654
2018/19	26 671	107 726	69 199	1 526	4 737	209 859
Difference	2 714	14 857	14 374	327	933	33 205
% growth year on year	**11%**	**16%**	**26%**	**27%**	**25%**	**19%**

Note: Figures excludes provision for bad debt

5.12 TOTAL DEBTORS AGE ANALYSIS

Financial year	Less than 30 days	Between 30-60 days	Between 60-90 days	More than 90 days	Total
	R'000	R'000	R'000	R'000	R'000
2017/18	47 169	5 090	3 806	120 589	176 654
2018/19	48 353	7 281	3 655	150 570	209 859
Difference	1 184	2 191	(151)	29 980	33 205
% growth year on year	**3%**	**43%**	**-4%**	**25%**	**19%**

Note: Figures excludes provision for bad debt

The Auditor-General of South Africa has, in its report on the 2018/2019 financial statements of the Municipal Council, has emphasised the municipality has provided for an impairment of R131,6 million (2017-18: R101,4 million) on receivables from exchange transactions and for impairment of receivables from non-exchange transactions of R36,1 million (2017-18: R47 million).

The gross outstanding service debtors in total increased with 19% in relation to the 2017/2018 financial year. The main contributing factor for the increase is the due to the increase in indigent households

The leading contributors to the outstanding debt are water, sanitation and refuse.

The effective implementation of the Credit Control Policy in areas where Eskom is a supplier of electricity is playing a major role in the escalation of the service debtors. Council has approved that prepaid water meters be installed in these areas which will assist in the recouping of the service charges. Council is also investigating the possibility of implementing an Revenue Enhancement Strategy

The majority of households are working in the Agricultural sector of which a major portion thereof is seasonal workers. This has a direct impact on the ability of consumers to pay for municipal services

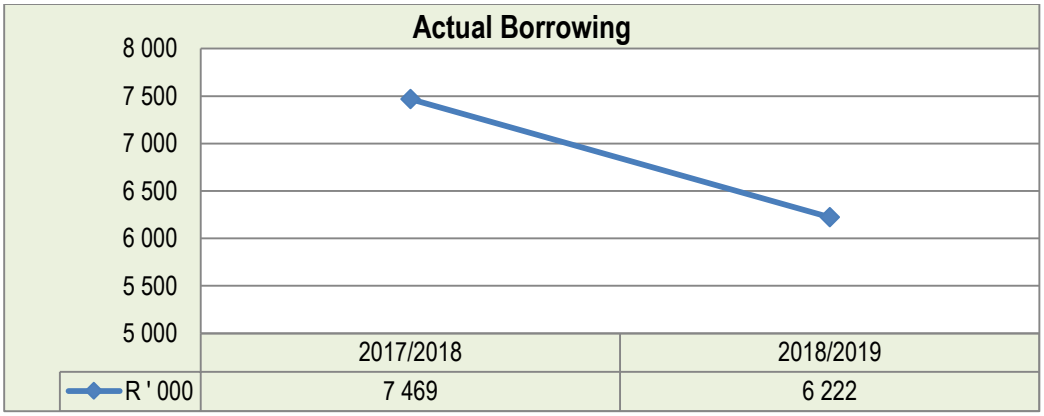
Concerted efforts are being made to recover debts older than 90 days,

5.13 BORROWINGS AND INVESTMENT

5.13.1 Actual Borrowings

Instrument	2017/2018	2018/2019
	R'000	
Long(Term Loans (annuity/reducing balance)	7 469	6 222
Long(Term Loans (non(annuity)	0	0
Local registered stock	0	0
Instalment Credit	0	0
Financial Leases	0	0
PPP liabilities	0	0
Finance Granted By Cap Equipment Supplier	0	0
Marketable Bonds	0	0
Non(Marketable Bonds	0	0
Bankers Acceptances	0	0
Financial derivatives	0	0
Other Securities	0	0
Municipality Total	**7 469**	**6 222**

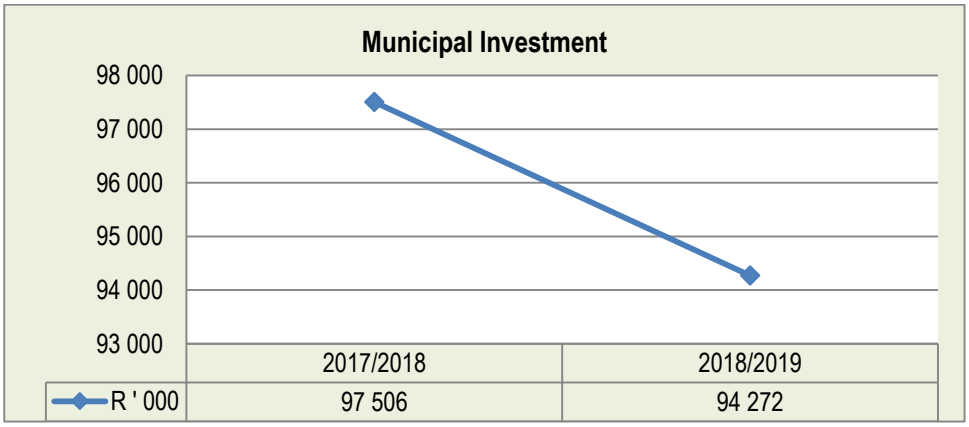
The following graph shows the municipal actual borrowings for the past two years:



5.13.2 Municipal Investments

Investment type	2017/2018	2018/2019
	R'000	R'000
Securities (National Government	-	-
Listed Corporate Bonds	-	-
Deposits (Bank	97 506	94 272
Deposits (Public Investment Commissioners	-	-
Deposits (Corporation for Public Deposits	-	-
Bankers Acceptance Certificates	-	-
Negotiable Certificates of Deposit (Banks	-	-
Guaranteed Endowment Policies (sinking)	-	-
Repurchase Agreements (Banks	-	-
Municipal Bonds	-	-
Other	-	-
Municipality Total	**97 506**	**94 272**

Witzenberg Municipality needs to increase the available investments in order to be financially more viable. This can only be achieved if the payment for rates and taxes improve.



COMPONENT D: OTHER FINANCIAL MATTERS

5.14 SUPPLY CHAIN MANAGEMENT

Witzenberg Municipality implemented policies and practices in compliance with the guidelines stipulated by the SCM Regulations 2005. No councillors are members of any committees handling supply chain processes.

5.15 GRAP COMPLIANCE

GRAP is the acronym for Generally Recognized Accounting Practice and it provides the accounting standards by which municipalities are required to maintain their financial accounts. Successful GRAP compliance will ensure that municipal accounts are comparable and more informative for the municipality. It will also ensure that the municipality is more accountable to its citizens and other stakeholders.

CHAPTER 6 – AUDITOR-GENERAL AUDIT FINDINGS

COMPONENT A: AUDITOR-GENERAL OPINION 2018/19

6.1 AUDITOR-GENERAL REPORTS 2017/18

Auditor-General Report on Financial Performance 2017/18	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R101 ,4 million (2016-17: R129,4 million) on receivables from exchange transactions.	Water management devices were procured and will be installed to help consumers to manage their water consumption.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R68 million (2016-17: R53,5 million).	The bulk of the outstanding receivables from non-exchange transactions are in respect of traffic fines. A report must be submitted to Council to consider the write off of irrecoverable fines.
Restatement of corresponding figures	
As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2017 have been restated as a result of the municipal standard charts of account (mSCOA) implementation and errors discovered during 2017-18 in the financial statements of the municipality for the year ended 30 June 2018.	None

6.2 AUDITOR-GENERAL REPORTS 2018/19

Auditor-General Report on Financial Performance 2018/19	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in note 3 to the financial statements, the municipality has provided for an impairment of R131,6 million (2017-18: R101,4 million) on receivables from exchange transactions	Water management devices were procured and will be installed to help consumers to manage their water consumption.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions of R36,1 million (2017-18: R47 million).	The bulk of the outstanding receivables from non-exchange transactions are in respect of traffic fines and property rates. Fines is the bulk of the outstanding not recovered will be written off in terms of communication from National Prosecution Authority. Stringent collection processes needs to be implemented for the recovery of property rates.
Restatement of corresponding figures	
As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2018 have been restated as a result of errors discovered during 2018-19 in the financial statements of the municipality for the year ended 30 June 2019	None

LIST OF ABBREVIATIONS

AG	Auditor-General
CAPEX	Capital Expenditure
CBP	Community Based Planning
CFO	Chief Financial Officer
DPLG	Department of Provincial and Local Government
DWA	Department of Water Affairs
EE	Employment Equity
GAMAP	Generally Accepted Municipal Accounting Practice
GRAP	Generally Recognised Accounting Practice
HR	Human Resources
IDP	Integrated Development Plan
IFRS	International Financial Reporting Standards
IMFO	Institute for Municipal Finance Officers
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
MAYCO	Executive Mayoral Committee
MFMA	Municipal Finance Management Act (Act No. 56 of 2003)
MMC	Member of the Mayoral Committee
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MRF	Material Recovery Facilities
MSA	Municipal Systems Act No. 32 of 2000
MTECH	Medium Term Expenditure Committee
NGO	Non-governmental organisation
NT	National Treasury
OPEX	Operating expenditure
PMS	Performance Management System
PPP	Public Private Partnership
PT	Provincial Treasury
SALGA	South African Local Government Organisation
SAMDI	South African Management Development Institute
SCM	Supply Chain Management
SDBIP	Service Delivery and Budget Implementation Plan
SDF	Spatial Development Framework

APPENDICES

APPENDIX A: Councillors; Committee Allocation and Council Attendance

See also Chapter 2.1.1 of Annual Report

Name of Councillor / Alderman	Capacity	Committee	% Attendance of Council Meetings 2018/19
TE Abrahams	Mayco Member / Councillor	Local Economic Development, Tourism and Marketing	100%
K Adams	Deputy Executive Mayor / Alderman	Community Development	89%
P Daniels	Councillor	Community Development	89%
TT Godden	Speaker / Alderman		100%
P Heradien	Councillor	Local Economic Development, Tourism and Marketing	56%
SJ Hugo	Councillor (01/07/2018 – 28/08/2018)	Corporate and Financial Services	0%
DM Jacobs	Councillor	Technical Services	100%
D Kinnear	Councillor	Corporate and Financial Services	100%
BC Klaasen	Executive Mayor / Councillor		89%
GG Laban	Councillor	Community Development	89%
C Lottering	Councillor	Local Economic Development, Tourism and Marketing	89%
M Mdala	Councillor	Technical Services	56%
TP Mgoboza	Councillor	Corporate and Financial Services	89%
ZS Mzauziwa-Mdishwa	Councillor	Housing Matters	89%
MJ Ndaba	Councillor (05/12/2018 – 30/06/2019)	Corporate and Financial Services	33%
N Phatsoane	Councillor	Community Development	89%
JT Phungula	Alderlady	Housing Matters	67%
JW Schuurman	Alderman	Corporate and Financial Services	55%
EM Sidego	Mayco Member / Councillor	Housing Matters	100%
RJ Simpson	Councillor	Technical Services	67%
HJ Smit	Mayco Member / Alderman	Corporate and Financial Services	89%
D Swart	Councillor	Technical Services	78%
HF Visagie	Councillor	Local Economic Development, Tourism and Marketing	44%
JJ Visagie	Mayco Member / Alderman	Technical Services	89%

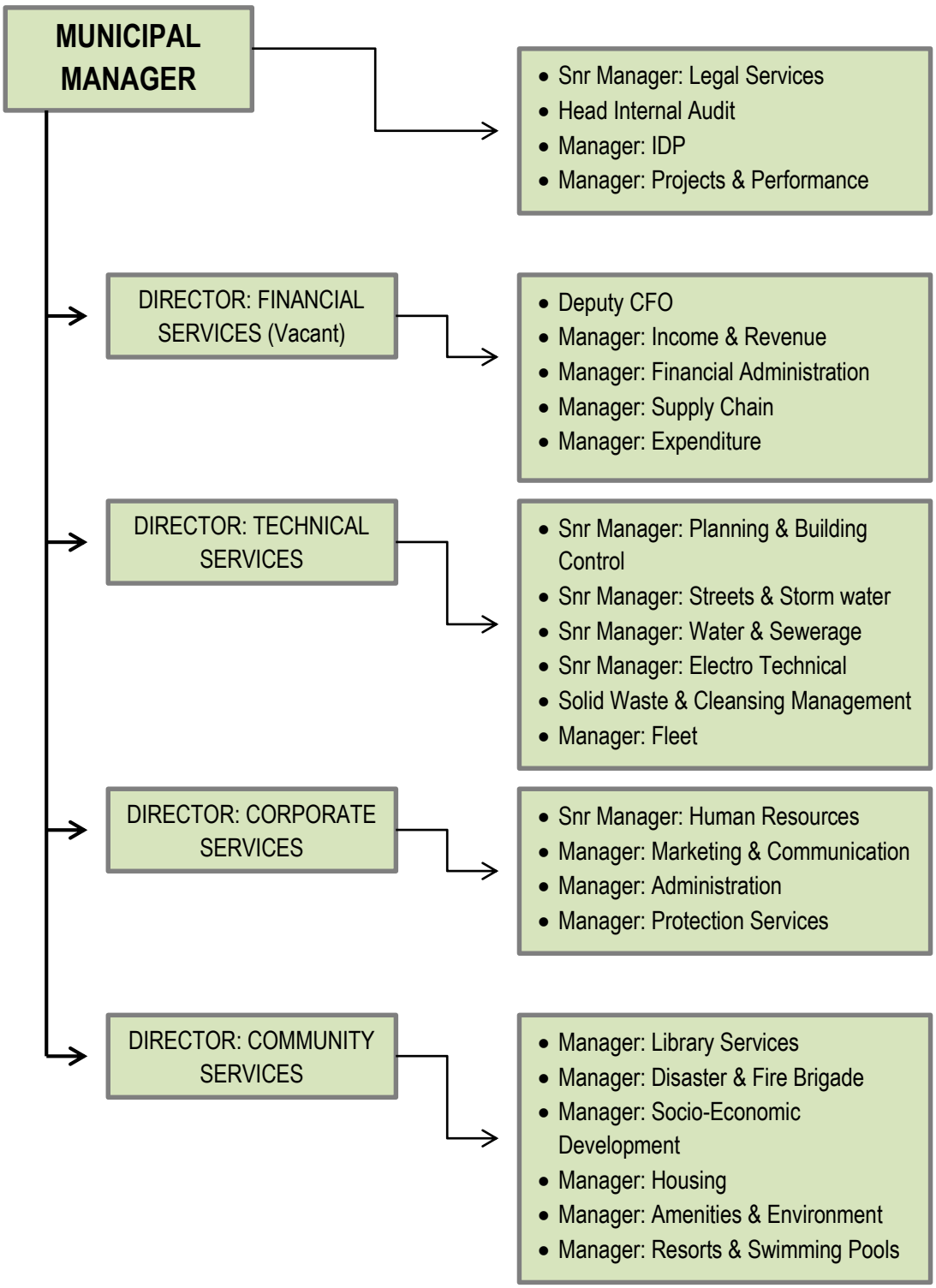
Council Meeting dates	Number of items submitted	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
25 July 2018	45	91%	50%
23 August 2018	5	70%	85%
31 October 2018	52	83%	75%
6 December 2018	17	70%	43%
8 January 2018	2	96%	100%
23 January 2019	15	74%	67%
27 February 2019	23	78%	100%
26 March 2019	12	83%	75%
30 May 2019	28	78%	60%

APPENDIX B: Committees & Committee Purposes

See also Chapter 2.1.1 of Annual Report

Name of Committee	Purpose
Corporate and Financial Services	Administrative & Financial Support Services Traffic (finances) Information Technology IDP & Public Participation Labour Relations Human Resources Budget, Insurance, Assets & Valuations Supply Chain Management Internal Audit Property Management Performance Management Archives Industrial Development
Housing Matters	Housing Management Needs determination Community Participation (Housing) Placement & Allocation Project Management (Housing) Lease & Subsidy Administration Illegal Occupancy & Squatter Control
Local Economic Development, Tourism & Marketing	Local Economic Development Marketing Communication Tourism Museums
Technical Services	Cleansing & Solid Waste Expanded Public Works & Infrastructure Electricity Mechanical Services Civil Services Water & Sanitation Roads & Storm Water Project Management Town Planning & Land Use Building Control
Community Development	Protection Services Traffic Fire Fighting Disaster Management Social Services Child Care Facilities Elderly Support Community Safety Youth Development Night Shelter Stray Animal Management Law Enforcement Library Services Municipal Facilities & Community Halls Parks & Sport Facilities Cemeteries Resorts & Swimming Pools Non-Governmental Organisations Socio-Economic Development Environmental Management Public Transport

APPENDIX C: Third Tier Administrative Structure



APPENDIX D: Functions of the Municipality

The municipal functional areas are as indicated below:

Municipal Function	Municipal Function: Yes / No
Constitution Schedule 4, Part B functions:	
Air pollution	Yes
Building regulations	Yes
Child care facilities	No (support)
Electricity and gas reticulation	Yes
Fire fighting services	Yes
Local tourism	No (support)
Municipal airports	No
Municipal planning	Yes
Municipal health services	No
Municipal public transport	No (only planning & operating licenses)
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	Yes
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	No
Storm water management systems in built-up areas	Yes
Trading regulations	Yes
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Yes
Constitution Schedule 5, Part B functions:	
Beaches and amusement facilities	Yes
Billboards and the display of advertisements in public places	Yes
Cemeteries, funeral parlours and crematoria	Yes
Cleansing	Yes
Control of public nuisances	Yes
Control of undertakings that sell liquor to the public	Yes
Facilities for the accommodation, care and burial of animals	Yes
Fencing and fences	Yes
Licensing of dogs	Yes
Licensing and control of undertakings that sell food to the public	No
Local amenities	Yes
Local sport facilities	Yes
Markets	No
Municipal abattoirs	No
Municipal parks and recreation	Yes
Municipal roads	Yes

Municipal Function	Municipal Function: Yes / No
Noise pollution	Yes
Pounds	Yes
Public places	Yes
Refuse removal, refuse dumps and solid waste disposal	Yes
Street trading	Yes
Street lighting	Yes
Traffic and parking	Yes

APPENDIX E: Ward Committee Governance & Functionality

Ward committee members are paid a monthly stipend and transport is provided, where necessary. This stipend is to aid ward committee members with attend meetings and functions where public participation, through the ward committee system, is required.

Venues have been established for the ward meetings and support personnel. The Community Liaison Officers and Community Development Workers are available for support, if necessary. Refreshments are provided at the ward committee meetings.

The table below provides information on the establishment of ward committees and their functionality:

Ward Number	Committee established: Yes / No	Number of reports submitted to the Speakers/IDP Office	Number meetings held during the year	Committee functioning effectively: Yes / No
1	Yes	6	9	Yes
2	Yes	6	10	Yes
3	Yes	8	9	Yes
4	Yes	4	9	Yes
5	Yes	4	6	Yes
6	Yes	6	8	Yes
7	Yes	5	9	Yes
8	Yes	8	12	Yes
9	Yes	3	5	Yes
10	Yes	6	10	Yes
11	Yes	5	10	Yes
12	Yes	4	8	Yes

The table below provides information on each ward with regards to representatives and the capacity representing:

Ward 1: N'Duli (Polo Cross Hall)

Name of representative	Capacity representing	Number meetings held during the year
Sipho Mdange	Sport & Culture	9
Cynthia Davids	Health & Social	
Raymond Stuurman	Safety	
Andile Gili	Youth	
Mandisa Hinana	Education	
Kenneth Mbangula	Business Community	
Noxolo Mbali	Women	

Name of representative	Capacity representing	Number meetings held during the year
Thubalakhe Mhlakwapalwa	Churches	
Johannes Busakwe	Civics & Taxes	
Lungisile Kondlo	Disabled& Elderly	

Ward 2: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
	Safety	10
Audrey Longman	Education	
Lucille Classen	Health & Social	
Elizabeth Van Rooyen	Disability & Eldery	
Annemien Bezuidenhout	Civics & Taxes	
Elizabeth Wynand	Women	
Katrina Van Rensburg	Business Community	
Cornelia Moses	Youth	
Adan Maarman	Sport & Culture	
Brian Albertus	Churches	

Ward 3: Ceres (Rietvallei Library)

Name of representative	Capacity representing	Number meetings held during the year
Adriaan Williams	Business Community	9
Mark Mentoor	Health & Social	
Marinda Mankapan	Women	
Hendrik Titus	Churches	
Lorencia Jacobs	Safety	
Mariaan Van Rooi	Youth	
Elizabeth Velensky	Disabled & Elderly	
Saartjie Franse	Sport & Culture	
Amanda Whitebooi	Education	
Ronald Ross	Civics & Taxes	

Ward 4: Prince Alfred's Hamlet (Kliprug Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Alma Goosen	Business Community	9
David Mentoor	Civics & Taxes	
Johan Jacobs	Youth	
Jane Haas	Women	
	Safety	
Anneline Smit	Churches	
Jerome Barends	Sport & Culture	
Moses Davids	Health & Social	
Jacobus de Wee	Disabled & Elderly	
Le-Marco Smit	Education	

Ward 5: Ceres (John Steyn Library)

Name of representative	Capacity representing	Number meetings held during the year
Hyno Baartman	Health & Social	6
Amelia Abrahams	Disabled & Elderly	
Angeline Wildschut	Youth	
Marius Koopman	Civics & Taxes	
Rudolf Nel	Sport & Culture	
Fiona Hardneck	Churches	
Sylvia Cupido	Women	
Jonathan Nel	Safety	
Ronnie Philander	Education	
Alistair Nasson	Business & Community	

Ward 6: Bella Vista (Bella Vista Library)

Name of representative	Capacity representing	Number meetings held during the year
Frederika Koopman	Youth	8
Joey Jantjies	Churches	
Melanie Bé	Disabled & Elderly	
Sara Krotz	Sport & Culture	
Chantel Pietersen	Health & Social	

Name of representative	Capacity representing	Number meetings held during the year
Johannes Crotz	Safety	
Oelsen Seroot	Business & Community	
Sylvia Minnaar	Women	
Letichia Crotz	Education	
Alwyn Fransman	Civics & Taxes	

Ward 7: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
Deborah Hlongwana	Churches	9
Magdalena Julius	Business Community	
Jacquelina Fortuin	Youth	
Edward Nchephe	Safety	
Kenneth Carelse	Sport & Culture	
Paulina Basson	Health & Social	
Anne Swarts	Women	
Lambertus Johnson	Civics &Taxes	
Piet Klink	Disable &Elderly	
	Education	

Ward 8: Op -Die-Berg (Op-die-Berg Aksent Office)

Name of representative	Capacity representing	Number meetings held during the year
Brendon Maqhina	Disable & Elderly	12
Lena Pieters	Sport & Culture	
Ayanda Teni	Business Community	
Magrieta Baardman	Women	
Elzaan Ruiters	Youth	
Legina Baleni	Churches	
Albertus Nel	Safety	
Chriszelda Mars	Health & Social	
Gert Jantjies	Education	
Johannes Fransman	Civic & taxis	

Ward 9: Op-die-Berg

Name of representative	Capacity representing	Number meetings held during the year
Francic Mackenzie	Churches	5
Carlo Galant	Health &Social	
Ndelelo Shweni	Disabled & Elderly	
Annie Jansen	Women	
Tom Persens	Education	
Jika Bongiswa	Civics & Taxes	
Mzwandile Phuphuma	Safety	
Aneline Arries	Youth	
	Business Community	
Chrisjan Fortuin	Sport & Culture	

Ward 10: PA Hamlet (Council Chambers)

Name of representative	Capacity representing	Number meetings held during the year
	Youth	10
	Women	
Sophia De Bruin	Health & Social	
Juliana Appollis	Civics & Taxes	
Clive Young	Education	
Berend Skippers	Sport &Culture	
Bruce Salvester	Business Community	
Jacob Faro	Churches	
Leonard Baardman	Safety	
Clara Swarts	Disable &Elderly	

Ward 11: Tulbagh (Council Chamber)

Name of representative	Capacity representing	Number meetings held during the year
Sittimio Louw	Education	10
Jonathan Fransman	Sport & Culture	
Gerald Davids	Sport & Culture	
Rosina Jooste	Churches	

Name of representative	Capacity representing	Number meetings held during the year
Raymond Malapo	Women	
Ann Myburgh	Disabled & Elderly	
Daniel Thomas	Civics &Taxes	
Nceba Nyosana	Youth	
Theo Lombaard	Business Community	
Sittimio Louw	Safety	

Ward 12: N'Duli (Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Zingiswa Senoamali	Education	8
Mncedisi Gili	Disabled &Elderly	
Jevon Lukas	Churches	
Thembakazi Ncaphayi	Health & Social	
Kholekile Mrwetyana	Business Community	
Humphry Ndwanya	Safety	
Namhla Mdala	Sport & Culture	
N Ruth Yisa	Women	
Siyabonga Gaba	Civics & Taxes	
Bulelwa Mzwakali	Youth	

Ward Number	Committee established: Yes / No	Number of reports submitted to the Speakers/IDP Office	Number meetings held during the year	Committee functioning effectively: Yes / No
1	Yes	6	9	Yes
2	Yes	6	10	Yes
3	Yes	8	9	Yes
4	Yes	4	9	Yes
5	Yes	4	6	Yes
6	Yes	6	8	Yes
7	Yes	5	9	Yes
8	Yes	8	12	Yes
9	Yes	3	5	Yes

Ward Number	Committee established: Yes / No	Number of reports submitted to the Speakers/IDP Office	Number meetings held during the year	Committee functioning effectively: Yes / No
10	Yes	6	10	Yes
11	Yes	5	10	Yes
12	Yes	4	8	Yes

APPENDIX F: Service delivery performance at Ward level

Basic service provision per ward/town (within urban edge).

Wards	Town	Nr. of Accounts				*Informal Households	Housing Waiting List
		Water	Sanitation	Electricity	Refuse		
1,12	*Nduli*	1 119	1 126	1 745	1 113	1 096	1 524
3,5	*Ceres*	2 381	2 734	3 332	3 079		2 256
4,6	*Bella Vista*	2 554	2 579	2 533	2 568		
4,10	*Hamlet*	1 374	1 342	ESKOM	1 331		1 152
9	*Op-Die-Berg*	543	475	ESKOM	520		820
7,11	*Tulbagh*	1 826	1 835	2 244	1 920	812	1 031
2,7	*Wolseley*	2 550	2 606	2 750	2 620	1 059	1 343
TOTALS		12 347	12 697	12 604	13 151	2 967	9 546

*Informal Households – nr of households in informal areas (excluding backyarders)

Top four service delivery priorities per ward/town.

Wards	Town	Priority Name & Detail	Progress During 2018/19
1,12	Nduli	Sewer network needs to be improved	Periodic maintenance. Overload will decrease with re-establishment of informal settlement.
		Sports grounds needs to be restored/ upgraded	On-going vandalism & theft prohibits restoration
		Electrical theft needs to be clamped down	Illegal connections remain high priority to be addressed through newly developed Illegal electricity connection & theft strategy
		Provide street/security lights in unsafe areas	Periodic maintenance.
3,5	Ceres	Weekends the Town Main Roads have too much traffic	Spatial Development Plan in progress
		Housing need	635 Serviced sites completed & top structures being developed at Vredebes
		Rotational skip removal	New Waste Management Policy
		Playgrounds	Borehole for park irrigation
4,6	Bella Vista	Gang activity becoming a problem	Increasing law enforcement & coordination with SAPS
		Vandalizing of Municipal property	Increasing law enforcement & coordination with SAPS
		Business hub/mini CBD for Bella Vista	Discussions with Rural Development for funding
		Clamp down on illegal dumping of refuse.	New Waste Management Policy
4,10	Hamlet	Animal control in all areas	Increased law-enforcement
		Business hub/mini CBD for Kliprug area	Spatial Development Plan in progress
		Xhosa medium school for PA Hamlet area	Conveyed to Provincial Government
		Housing need	Development at Vredebes
9	Op-Die-Berg	The location of public ablutions facilities in the CBD area	New ablutions budgeted for in 2019/20
		More municipal services to be rendered at Op Die Berg offices	New office opened at Nuykintaba Hall
		Illegal shebeens need to be closed	Continued law enforcement & inspections
		Speed calming still a problem	Increased law enforcement
7,11	Tulbagh	More ablution facilities needed in Chris Hani area, and ASLA Camp	Upgrade of Informal Settlements project underway for Chris Hani
		Informal households utilising storm water as a means to dump their grey water & waste water, which contaminates river. Storm water network in	Formal housing to be included in housing pipeline to alleviate problem.

		Tulbagh needs to be maintained regularly	
		Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance
		Speed calming needed along main street walkway routs	Increased law-enforcement
2,7	Wolseley	Taxi rank placements to be investigated	Spatial Development Plan in progress
		Public bathroom facilities in the CBD	Spatial Development Plan in progress
		Back yard dwellers still a problem, housing need	Housing project planned for 2020/21
		Illegal shebeens need to be closed	Continued law enforcement and inspections

APPENDIX G: Audit Committee recommendations

Date of the PRAC meetings	Committee recommendations during 2018/19	Recommendations adopted (enter Yes) If not adopted (provide explanation)
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Annual Risk Assessment Report and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Directorate Finance for April, May and June 2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Directorate Finance for July and August 2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Internal Audit Overtime Report and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Quarterly Section 52(d) report of the Executive Mayor on the implementation of the budget and state of affairs of the municipality for the third quarter of 2017/2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the fourth quarter of 2017/2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the annual review of the Internal Audit Charter for the period 1 July 2018 until 30 June 2019 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the annual review of the Performance, Risk and Audit Committee Charter for 2018/2019 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Internal Audit Report in respect of the year-end stock count for 2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the PRAC Performance evaluations for 2017/2018 and same be accepted.	Yes
21 Sep 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Internal Audit Report in respect of the Compliance with Division of Revenue Act, 2017 (DORA) and same be accepted.	Yes
26 Oct 18	That the Performance, Risk and Audit Committee takes notice of the Fraud and Corruption Prevention Strategy and accepts same.	Yes
26 Oct 18	that the Performance, Risk and Audit Committee takes notice of the Fraud and Corruption Prevention Policy and Response Plan and same be	Yes

Date of the PRAC meetings	Committee recommendations during 2018/19	Recommendations adopted (enter Yes) If not adopted (provide explanation)
	accepted.	
26 Oct 18	that the Performance, Risk and Audit Committee takes notice of the Whistle Blowing Policy and same be accepted.	Yes
26 Oct 18	That the Performance, Risk and Audit Committee to recommend to the Executive Mayoral Committee and Council that the Section 71 monthly report of the Directorate Finance for September 2018 be approved and accepted	Yes
26 Oct 18	That the Performance, Risk and Audit Committee takes notice of the Internal Audit Report in respect of Disaster Management Compliance and same be accepted.	Yes
26 Oct 18	That the Performance, Risk and Audit Committee takes notice of the Internal Audit Methodology, Supervision and Quality Control review and same be accepted.	Yes
26 Oct 18	That the Performance, Risk and Audit Committee takes notice of the Status of implementation report on the Internal Audit Risk Based Audit Plan (RBAP) for the first quarter of 2018/2019 and same be accepted.	Yes
11 Nov 18	To recommend to the Executive Mayoral Committee and Council that notice be taken of the AGSA Audit Report for 2017/2018 and same be accepted	Yes
11 Nov 18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that the Section 71 monthly report of the Directorate Finance for October 2018 be noted and accepted.	Yes
11 Nov 18	that the Performance, Risk and Audit Committee finalise the Performance, Risk and Audit Committee report and submit the signed report to the Municipal Manager for attachment to the final Annual Report 2017/2018	Yes
08 Feb 19	To recommend to the Executive Mayoral Committee and Council that notice be taken of the Section 71 Monthly Budget Statement Reports for November and December 2018 and same be approved and accepted.	Yes
08 Feb 19	The Performance, Risk and Audit Committee advised that Council look at the matter of debt on a regular basis and reassess the situation and recommend to Executive Mayoral Committee and Council that the Performance, Risk and Audit Committee takes notice of Council's ad hoc committee on finance and advises that Council look on a regular basis at the matter of debt and reassess the situation.	Yes
17 May 19	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January, February and March 2019 and, after consideration, same be approved and accepted.	Yes
17 May 19	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Third Quarter of 2018/2019 (1 January until 31 March 2019) and, after consideration, same be approved and accepted.	Yes

Audit Committee recommendations on Fraud & Financial Misconduct for 2018/19

Minutes: Performance, Risk & Audit Committee Meeting, 17 May 2019, Item 4.3

"The Performance, Risk and Audit Committee resolved on 8 February 2019 that matters of fraud be a standing item on the PRAC agenda.

The PRAC Charter states that the Performance, Risk and Audit Committee must:

1. Gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process;
2. Review the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately.

The Audit Committee Annual Report guideline suggests reporting the following:

The municipality has adopted aggressive anti-corruption measures to curb the frequency and magnitude of fraud and corruption.
The audit committee considered the quarterly reports from the forensic investigations unit of the municipality on the investigations conducted, the nature of the incidents and the outcomes of the investigations.
Based on the above-mentioned it is recommend that the Performance, Risk and Audit Committee consider the following to be added to the PRAC agenda (In-committee):

Heading: Fraud and financial misconduct

In terms of the PRAC Charter the committee must:
Gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process;
Review the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately.

The following related information is for consideration:

- HR register for case types fraud/theft and financial misconduct.
- Finance registers on Irregular, Fruitless and Wasteful expenditure ("None" will be reported if no cases were registered).
- Fraud Risk register (Risk and control).

The Performance, Risk and Audit Committee oversight and review over the anti-fraud policies will also take place under this heading.

- The Performance, Risk and Audit Committee requested that the Fraud and Risk registers be kept as separate and standing items on the agenda.
- That the municipality does not have a forensic investigations unit, but if needed, that the matter will be outsourced.
- That all theft matters be reported in the HR register.
- That matters of financial misconduct be regarded as much more serious.
- That fraud and financial misconduct be added to the PRAC agendas as a standing item with two sub-items, i.e HR register and
- Financial misconduct

RESOLVED

(a) that the Fraud and Risk registers be kept as two separate and standing items on the agenda.
(b) that the item on fraud will have two sub-items, namely:
(i) HR register and
(ii) Financial misconduct
(c) that the Performance, Risk and Audit Committee, after consideration, takes notice of the resolutions register and same be accepted.

APPENDIX H: Long Term Contracts and Public Private Partnerships

Only one long term contract for the provision of banking services as awarded to First National Bank under Bid nr. 08/2/15/23. No Public Private Partnership was entered to by end of June 2018/19.

APPENDIX I: Service delivery performance of entities & service providers

Section 76(b) of the MSA states that KPIs should inform the indicators set for every municipal entity and service provider with whom the municipality has entered into a service delivery agreement. A service provider:

- means a person or institution or any combination of persons and institutions which provide to or for the benefit of the local community
- External service provider means an external mechanism referred to in Section 76(b) which provides a municipal service for a municipality
- Service delivery agreement means an agreement between a municipality and an institution or person mentioned in Section 76(b) in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality

During the year under review, the municipality did not appoint any service providers who provided municipal services to or for the benefit of the local community on behalf of the municipality and thus, this report contains no information in this regard. All other contract appointments are regularly monitored in terms of Section 51(3) of the Supply Chain Management Policy which stipulates that vendor performance must be monitored as follows:

- Each project manager shall monitor the supplier's compliance and performance to the set of specifications.
- If the supplier fails to perform in accordance with the specification requirements, the project manager must report such failure to the supplier in writing immediately upon becoming aware of such non-compliance for them to correct the situation.

The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.

If vendors fail to deliver in terms of paragraph 23(1)(a) of the General conditions of the contract, the municipality reserves the right to make use of remedies at its disposal in terms of applicable law.

APPENDIX J: Disclosure on Financial Interests

Schedule 1, Section 7 as well as Schedule 2, Section 5A of the Municipal Systems Act states that when a councillor is elected or appointed or a person appointed in terms of section 56 or a municipal manager, he or she must within 60 days declare in writing to the municipal manager or the chairperson of the municipal council the following financial interests held:

- shares and securities in any company;
- membership of any close corporation;
- interest in any trust;
- directorships;
- partnerships;
- other financial interests in any business undertaking
- employment and remuneration;
- interest in property;
- pension; and
- subsidies, grants and sponsorships by any organisation.

Any change in the nature or detail of the financial interests of any councillor or official must be declared in writing to the municipal manager or to the chairperson of the municipal council annually. The municipal Council must determine which of the financial interests referred in the above-mentioned list must be made public, whilst balancing the need for confidentiality and disclosure in the public interest.

The following table lists the disclosure of financial interests of the administrative and strategic role players of the municipality which were deemed to be disclosed for public interest:

Disclosures of Financial Interests		
2018/2019		
Name	**Description of Financial interests***	
Executive Mayor		
Cllr BC Klaasens	Shares and securities in any	NASPERS and SASOL
	Directorships	Klaasen Incorporated
	Employment and Remuneration	Witzenberg Municipality; Klaasen Incorporated
	Property	2 Beets Street, Ceres 45 Trekker Street, Plettenberg Bay
	Pension	Consolidated Retirement Fund
Member of Mayoral Committee / Executive Committee		
Alderman K Adams	Employment and Remuneration	Witzenberg Municipality
	Property	853 Vrede Street, Bella Vista
	Pension	Consolidated Retirement Fund
Alderman T Godden	Share and Security in any company	Klein Begin Viswinkel
	Directorship	Klein Begin Viswinkel; Rimary Co-operative Limited
	Employment and Remuneration	Witzenberg Municipality
	Interest in Property	214 Hoop Street , Koue Bokkeveld
	Pension	Consolidated Retirement Fund

Disclosures of Financial Interests		
2018/2019		
Name	Description of Financial interests*	
Cllr TE Abrahams	Shares and securities in any	MTN; SASOL; Peninsula Hotel Time shares
	Close Corporation	Trevor Farming CC; Dwarsrivier Berries CC
	Interest in any trust	Abrahams Family Trust
	Directorships	Breede Gouritz Catchment Management Agency
	Employment and Remuneration	Witzenberg Municipality & Breede Gouritz Catchment Management Agency
	Property	7 Fortuin Street, Ceres, 1 Cloete Street, Ceres
	Pension	Consolidated Retirement Fund
Alderman HJ Smit	Employment and Remuneration	Witzenberg Municipality
	Property	28 Tall Timber Avenue, Ceres
	Pension	Consolidated Retirement Fund
Alderman JJ Visagie	Employment and Remuneration	Witzenberg Municipality
	Property	Skuinsbaai, Prince Alfred's Hamlet
	Pension	Consolidated Retirement Fund
Cllr EM Sidego	Employment and Remuneration	Witzenberg Municipality
	Property	9 Michael Street, Tulbagh
	Pension	Consolidated Retirement Fund
Councillor		
Cllr M Mdala	Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr P Daniels	Employment and Remuneration	Witzenberg Municipality and Cape Wineland District Municipality
	Property	7th Avenue Wolseley
	Pension	Consolidated Retirement Fund
Cllr S Hugo (From 1 July 2018 until 28 Augustus 2018)	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Alderman J Schuurman	Employment and Remuneration	Witzenberg Municipality and Cape Wineland District Municipality
	Property	35 Long Street, Bella Vista
	Pension	Consolidated Retirement Fund
Cllr GG Laban	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr Z Mzauziwa	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr TP Mgoboza	Employment and Remuneration	Witzenberg Municipality

Disclosures of Financial Interests		
2018/2019		
Name	Description of Financial interests*	
	Pension	Consolidated Retirement Fund
Cllr Kinnear	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund & Telkom
	Property	3 Kort Street, Wolseley
Cllr DM Jacobs	Employment and Remuneration	Witzenberg Municipality
	Property	Co-Owner: 158 Phakamisa Street, Nduli Co-Owner: 26 Hollenbach Street, Worcester
	Pension	Consolidated Retirement Fund
Cllr C Lottering	Employment and Remuneration	Witzenberg Municipality
	Property	23 Belverdere Single, Wolseley
	Pension	Consolidated Retirement Fund
Cllr P Heradien	Shares and Securities in any company	Colbalt
	Employment and Remuneration	Witzenberg Municipality and Leasing of property, 44 Lyell Street Ceres
	Property	44 Lyell Street Ceres; 42 Lyell Street Ceres
	Pension	Consolidated Retirement Fund; ABSA Pension Fund
Cllr N Phatsoane	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr H Visagie	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Alderlady JT Phungula	Employment and Remuneration	Witzenberg Municipality
	Property	8 Buckingham Street, Ceres
	Pension	Consolidated Retirement Fund
Cllr RJ Simpson	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr D Swart	Shares and securities in any company	Crispy Farming
	Employment and Remuneration	Witzenberg Municipality and Cape Wineland District Municipality
	Property	2 St James Street, Ceres
	Pension	Consolidated Retirement Fund
Cllr M Ndaba (From 5 December 2018-)	Shares and securities in any	Disselfontein Eyethuintaba Farm Project
	Directorships	Disselfontein Eyethuintaba Farm Project
	Partnership	Partnership with Donkerbos Landgoed at Eyethuintaba Farm Project
	Employment and Remuneration	Donkerbos Landgoed and Witzenberg Municipality

Disclosures of Financial Interests		
2018/2019		
Name	**Description of Financial interests***	
	Pension	Consolidated Retirement Fund
Chief Accounting Officer		
Mr D Nasson	Shares and securities in any company	Old Mutual
	Property	Residential
Chief Financial Officer		
Vacant		
Directors		
Mr JF Barnard	Property	Residential (Small Holding); Farm
Mr M Mpeluza	Property	Residential
** Financial interests to be disclosed even if they incurred for only part of the year. See MBRR SA34A*		

APPENDIX K: Statements of Revenue Collection Performance by vote & source

Revenue collection by vote

The table below indicates the Revenue collection performance by vote:

Vote Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Vote1 - Executive and Council	–	–	–	1 143	–	–
Vote2 - Budget and Treasury Office	83 511	89 434	88 829	86 082	(3,75)	(3,09)
Vote3 - Corporate Services	755	1 416	1 516	23 966	1 592,36	1 480,73
Vote4 - Planning and Development	1 004	2 092	1 561	1 191	(43,06)	(23,69)
Vote5 - Public Safety	28 309	21 294	21 294	18 004	(15,45)	(15,45)
Vote6 - Health	–	–	–	–	–	–
Vote7 - Community and Social Services	81 107	99 164	98 241	96 746	(2,44)	(1,52)
Vote8 - Sports and Recreation	7 600	9 300	9 261	6 962	(25,15)	(24,83)
Vote9 - Housing	13 006	33 612	13 394	9 049	(73,08)	(32,44)
Vote10 - Waste Management	25 965	22 643	23 470	25 347	11,94	8,00
Vote11 - Road Transport	4 189	19 871	27 050	19 913	0,21	(26,38)
Vote12 - Waste Water Management	42 108	22 674	38 353	46 150	103,53	20,33
Vote13 - Water	67 545	52 679	54 716	49 654	(5,74)	(9,25)
Vote14 - Electricity	211 203	241 812	241 402	227 520	(5,91)	(5,75)
Vote15 - Environmental Management	2	12	952	88	628,90	(90,78)
Total Revenue by Vote	566 305	616 004	620 039	611 814	(0,68)	(1,33)

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

Revenue collection by Source

The table below indicates the Revenue collection performance by source for the 2018/19 financial year:

Vote Description	2017/18	2018/19			2018/19 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Property rates	63 835	70 128	68 317	69 879	(0,35)	2,29
Property rates - penalties & collection cha	671	–	–	1 133	–	–
Service Charges - electricity revenue	210 359	235 714	235 937	221 840	(5,89)	(5,97)
Service Charges - water revenue	45 429	41 882	42 180	35 547	(15,13)	(15,72)
Service Charges - sanitation revenue	26 997	17 387	18 116	24 904	43,23	37,46
Service Charges - refuse revenue	23 384	21 424	21 985	22 909	6,93	4,20
Service Charges - other	–	–	–	–	–	–
Rentals of facilities and equipment	5 990	10 198	10 198	5 441	(46,65)	(46,65)
Interest earned - external investments	8 122	8 194	8 194	8 551	4,35	4,35
Interest earned - outstanding debtors	10 373	7 457	7 457	9 413	26,23	26,23
Dividends received	–	–	–	–	–	–
Fines	23 670	18 904	18 904	13 452	(28,84)	(28,84)
Licences and permits	1 164	155	155	1 125	624,57	624,57
Agency services	3 586	8 293	8 293	3 789	(54,32)	(54,32)
Transfers recognised - operational	94 207	135 381	115 971	105 776	(21,87)	(8,79)
Other revenue	14 036	9 268	11 418	32 983	255,89	188,87
Gains on disposal of PPE	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	531 824	584 385	567 125	556 740	(4,73)	(1,83)

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

APPENDIX L: Conditional Grants excluding MIG

Conditional Grants: excluding MIG						R' 000
Details	Budget	Adjustments Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjustments Budget	
Regional Bulk Infrastructure Grant – DWS – Tulbagh Dam	0	2 500	2 500	n/a	100%	n/a
Public Transport Infrastructure and Systems Grant	2 346	2 346	2 116	90%	90%	n/a
Integrated National Electricity Programme	5 000	5 000	4 849	97%	97%	n/a
Human Settlement Development Grant	33 278	33 278	34 515	103%	103%	n/a
Expanded Public Works Programme	1 750	1 750	2 026	115%	115%	n/a
Libraries	9 342	9 342	8 426	90%	90%	n/a
District – Waste Water Management	500	500	525	105%	105%	n/a
Parks and Recreation	300	300	300	100%	100%	n/a
Total	52 516	55 016	55 257	100%	100%	

** This includes Neighbourhood Development Partnership Grant, Public Transport Infrastructure and Systems Grant and any other grant excluding Municipal Infrastructure Grant (MIG) which is dealt with in the main report, see T 5.8.3. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. Obtain a list of grants from national and provincial government.*

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APPENDIX M: New Capital works & renewal programme

APPENDIX N: Full programme of capital projects

APPENDIX O: Alignment of projects to wards

The following tables show the individual budgeted projects as allocated per ward:

(NOTE: Extract from the 2019/20 IDP Revision. Budget below only includes capital projects related to infrastructure upgrades to address backlogs.)

Key Performance Area: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 SUSTAINABLE PROVISION & MAINTENANCE OF BASIC INFRASTRUCTURE

Programme	Department	Project	Funding Source	Ward	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023
1.1a Upgrading of bulk resources & infrastructure	Elec Admin	MV Substation Equipment	CRR	All	1 500 000		1 500 000	
	Sewerage	Aerator replacement programme	CRR	All	500 000		500 000	
	Sewerage	Refurbishment WWTW	CRR	All	600 000		750 000	
	Sewerage	Security upgrades	CRR	All	300 000	450 000		300 000
	Solid Waste	New Material Recovery Facility/Drop Off	Belgium	3	1 000 000			
	Water	Security upgrades	CRR	All	350 000	1 200 000		450 000
	Water	Tulbagh Dam	RBIG	11	16 931 304	20 000 000		
	Solid Waste	New Material Recovery Facility/Drop Off	MIG	All		15 000 000		
	Water	Op-Die-Berg Reservoir	MIG	8			7 500 000	
	Water	Tulbagh Reservoir	MIG	7,11			6 000 000	7 000 000
	Water	Tierhokskloof bulk pipeline	MIG	7				5 000 000
	Water	Tulbagh Dam (own)	CRR	7,11			5 000 000	
1.1b Upgrade & maintenance of network infrastructure	Elec Admin	Upgrade of LV Network Cables	CRR	All	1 000 000	1 000 000		1 000 000
	Elec Admin	MV Network Equipment	CRR	All	1 000 000	1 000 000	1 000 000	
	Elec Admin	Upgrade of MV Cables	CRR	All	60 000	800 000	550 000	
	Elec Admin	Tools & Equipment	CRR	All	160 000		100 000	
	Elec Str Lights	Upgrade of Streetlights	CRR	All	350 000	350 000	350 000	300 000
	Sewerage	Sewer Pumps-replacement	CRR	All	200 000	200 000	200 000	250 000
	Sewerage	Sewer Network Replacement	CRR	All	1 000 000	2 000 000	1 500 000	1 000 000
	Sewerage	Tools & Equipment	CRR	All	100 000	100 000	50 000	100 000
	Water	Infrastructure Management System	CRR	All	200 000		200 000	
	Water	Tools & Equipment- New	CRR	All	100 000	100 000	50 000	50 000
	Water	Network- Water Pipes & Valve Replacemer	CRR	All	1 000 000	2 000 000	1 500 000	1 000 000
	Water	Grey Water System	CRR	All			3 000 000	
	Elec Admin	Electrical Network Refurbishment	CRR	All	1 200 000			1 500 000
	Water	Fencing	CRR	All	1 000 000			1 000 000
	Water	Vehicle replacement	CRR	All	10 000			
	Solid Waste	Drop-offs Transfer stations	CRR	All			3 000 000	4 000 000
	Solid Waste	30ton Bins & Truck For Mrf	CRR	All			3 500 000	

Programme	Department	Project	Funding Source	Ward	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023
1.1c Transport management & road maintenance	Roads	Network streets	CRR	All	5 000 000	2 500 000	2 000 000	2 500 000
	Roads	Pedestrian Route along R46/Nduli	RSEP	1	870 000			
	Stormwater	Network - Storm Water Upgrading	CRR	All	450 000	450 000	450 000	450 000
	Roads	Upgrade Pavement Vosstr From Retief To I	RSEP	5	2 608 000			
	Roads	Upgrade Pavement Vosstr From Retief To I	CRR	5	1 400 000			
	Roads	New taxi facility Ceres	MIG	5		4 880 000	2 120 000	
	Roads	Upgrade Van Breda bridge	CRR	3,5		4 000 000		
	Roads	Tools & Equipment	CRR	All			50 000	50 000
	Roads	Pavement Upgrading	District	All	500 000			
	Roads	NMT Sidewalks Ceres	CRR	3,5			500 000	

Strategic Objective: 1.2 PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES

Programme	Department	Project	Funding Source	Ward	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023
1.2a Implementation of human settlement plan (serviced sites)	Elec Admin	Vredebes Electrical Network	INEP	5	2 608 696	5 565 218	4 347 826	3 500 000
	Elec Str Lights	Vredebes Streetlights	MIG	5	821 481			1 800 000
	Stormwater	Vredebes New Storm water Channel & Det	MIG	5	3 391 441			
	Roads	Vredebes Ph1 Busroutes	MIG	5	1 786 386			
	Roads	Nduli Housing Roads	IHHSDG	1,12			1 739 130	
	Sewerage	Nduli Housing Sanitation	IHHSDG	1,12			1 739 130	
	Water	Nduli Housing Sanitation	IHHSDG	1,12			1 739 130	
	Storm water	Nduli Housing Storm water	IHHSDG	1,12			1 739 130	
	Water	Vredebes Internal Bulk	MIG	5				750 000
	Storm water	Vredebes Internal Bulk	MIG	5				1 500 000
	Roads	Vredebes Internal Bulk	MIG	5				2 500 000
	Sewerage	Vredebes Internal Bulk	MIG	5				1 100 000
	Roads	Vredebes Access Collector	MIG	5				
	Roads	Vredebes Housing Roads	IHHSDG	5		10 000 000		
	Water	Vredebes Housing Water	IHHSDG	5		10 000 000		
	Storm water	Vredebes Housing Storm water	IHHSDG	5		10 000 000		
	Sewerage	Vredebes Housing Sewerage	IHHSDG	5		10 000 000		

Department	Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
Admin	20170609046569	Upgrade Council chambers	CRR	81 149	69 808	11 341	86%
Dir Corp	20170609046446	Office Equipment	CRR	260 000	212 034	47 966	82%
IT	20170609046467	IT Equipment	CRR	600 000	583 122	16 878	97%
Marketing & Co	20170808070116	Camera and photographic equiment	CRR	23 774	23 774	-	100%
Marketing & Co	20170808070119	Access Control - Furniture and Equipme	CRR	77 192	20 448	56 744	26%
Marketing & Co	20170609046518	Signage & Billboards	CRR	156 919	103 310	53 609	66%
Totals				R 1 199 034	R 1 012 496	R 186 538	84%

Department	Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
Halls And Facilities	20170808070128	Ceres Town Hall: Aircons	CRR	500 000	20 592	479 408	4%
Halls And Facilities	20170609046590	Tulbagh Town Hall: Stage curtains	CRR	89 786	89 786	-	100%
Halls And Facilities	20170808070107	Equipment	CRR	64 197	63 398	799	99%
Dir Com	20170609046506	Office Equipment	CRR	30 000	26 804	3 196	89%
Enviroment	20170609046458	Develop Pound for stray animals	CRR	1 098 933	-	1 098 933	0%
Library	20180707024074	Upgrade Wolseley Library	Prov Grant	400 000	-	400 000	0%
Parks	20170808070041	Cherry picker	CRR	1 480 280	1 470 000	10 280	99%
Parks	20170808070080	Chainsaws	CRR	37 664	37 664	-	100%
Parks	20170609046470	Irrigation (kruipspuite)	CRR	2 375	-	2 375	0%
Parks	20170808070104	Brushcutters	CRR	93 300	93 214	86	100%
Parks	20180707024065	Sportsground Development & Upgrading	CRR	637 197	636 907	290	100%
Parks	20170609046575	Resurface netball courts	CRR	290 000	289 910	90	100%
Parks	20170808070083	Plant & Equipment	CRR	91 809	90 156	1 653	98%
Pine Forest : Administration	20180707024002	Furniture Chalets	CRR	192 000	164 492	27 508	86%
Pine Forest : Administration	20170609046596	Plant & Equipment	CRR	220 000	187 261	32 739	85%
Swimming Pools	20170609046392	Eiland Swimming Pool	CRR	101 982	88 081	13 901	86%
Recreational Land	20190227983231	Upgrade of Sport Facilities	Prov Grant	260 869	260 869	-	100%
L E D	20170609046482	Skoonvlei Economic Hub	CRR	602 404	550 946	51 458	91%
Parks	20181207015944	Plant & Equipment	CRR	-	8 756	-8 756	#DIV/0!
Recreational Land	20190412024547	Upgrade of Sport Facilities	CRR	134 400	85 000	49 400	63%
Totals				R 6 327 196	R 4 163 836	R 2 163 360	66%

Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
20170808070062	Vredebes Electrical Network	INEP	4 347 826	4 135 778	212 048	95%
20180707023957	MV Substation Equipment	CRR	800 000	796 948	3 052	100%
20180707023960	Upgrade of LV Network Cables	CRR	1 450 000	1 362 702	87 298	94%
20180707023963	MV Network Equipment	CRR	2 480 000	2 411 159	68 841	97%
20180707023999	Upgrade of MV Cables	CRR	570 000	566 573	3 427	99%
20170609046557	Tools & Equipment	CRR	120 000	115 858	4 142	97%
20180707023966	Upgrade of Streetlights	CRR	537 000	535 337	1 663	100%
20190227983228	Vredebes Streetlights	CRR	852 092	852 091	1	100%
20180707023969	Vredebes Streetlights	MIG	708 741	708 333	408	100%
Totals			R 11 865 659	R 11 484 779	R 380 880	97%

Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
20170808070071	Aerator replacement programme	CRR	625 000	625 000	-	100%
20180707023987	Vredebes Housing Sanitation	IHHSDG	7 000 000	7 000 000	-	100%
20170609046431	Refurbishment WWTW	CRR	725 000	724 995	5	100%
20170609046494	Sewer Pumps-replacement	CRR	273 800	273 798	2	100%
20170609046527	Sewer Network Replacement	CRR	1 029 000	1 025 616	3 384	100%
20170609046539	Security upgrades	CRR	843 810	843 810	-	100%
20170609046551	Tools & Equipment	CRR	127 000	119 942	7 058	94%
Totals			R 10 623 610	R 10 613 161	R 10 449	100%

Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
20180707024011	Vredebes Housing Roads	IHHSDG	8 163 613	8 163 613	0	100%
20180707024020	Upgrade Van Breda Bridge	Prov Grant	1 842 609	1 841 660	949	100%
20180707024026	Upgrade Van Breda Bridge	CRR	460 652	400 000	60 652	87%
20170609046409	Vredebes Acces Collector	MIG	10 360 611	10 360 611	0	100%
20170609046548	Rehabilitation - Streets Tulbagh	CRR	11 172 543	11 152 044	20 499	100%
20170609046440	Network streets	CRR	269 000	269 000	0	100%
20170609046563	Traffic Calming	CRR	150 000	150 000	0	100%
20170609046593	Digger loaders	Loans	1 000 000	991 000	9 000	99%
20180707024035	Vredebes Housing Storm water	IHHSDG	4 000 000	4 000 000	0	100%
20180707024041	Vredebes New Storm water Chann	MIG	8 088 039	8 088 003	36	100%
20170609046635	Network - Storm Water Upgrading	CRR	300 000	300 000	0	100%
Totals			R 45 807 067	R 45 715 931	R 91 136	100%

Unique number	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
20170609046434	Op Die Berg Public Toilets	CRR	200 000	0	200 000	0%
20180707023993	New Material Recovery Facility/Drop Off	Belgium	621 180	621 180	0	100%
20170609046473	Vehicle Replacement Programme	Loans	550 000	509 375	40 625	93%
Totals			R 1 371 180	R 1 130 555	R 240 625	82%

Unique nr	Description	Funding Source	Amended Budget 2018/19	Actual as on 30/06/2019	Unspent	% Expenditure
20170609046503	Office Equipment (Director)	CRR	45 058	45 058	-	100%
20180707023978	Vredebes Housing Water	IHHSDG	7 000 000	7 000 000	-	100%
20170609046626	Infrastructure Management System	CRR	526 519	526 519	-	100%
20170609046419	Tools & Equipment- New	CRR	100 000	99 980	20	100%
20170609046536	Security upgrades	CRR	710 538	710 538	-	100%
20170609046614	Network- Water Pipes & Valve Replacement	CRR	1 201 200	1 199 601	1 599	100%
20170609046578	Tulbagh Dam	RBIG	2 500 000	2 499 997	3	100%
20190625993803	Tulbagh Dam	CRR	30 000	29 180	820	97%
20180911065513	Grey Water System	CRR	500 000	456 600	-	91%
Totals			R 12 613 315	R 12 567 473	R 45 842	100%

APPENDIX P: Schools & clinics with access to basic services

There are no service connection backlogs to schools and clinics within urban areas where Witzenberg Municipality are responsible for services. The situation of service connections in rural areas are however unknown.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0.05%	<1%	0%	
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	

APPENDIX Q: Schools & clinics with access to basic services where other spheres of government are responsible for the provision

This Appendix relates to all service backlogs experienced by the community where another sphere of government is responsible for providing the service, this information is provided to assist the national and provincial departments improve planning, budgeting and implementation.

Information can however not be provided as the type of service, backlog & backlog criteria are unknown to the municipality.

APPENDIX R: Declaration of Loans and Grants Made by the Municipality

No loans or grants were granted by the municipality.

APPENDIX S: Declaration of Returns not Made in due Time under MFMA s71

Section 71 of the MFMA requires municipalities to return a series of financial performance data to the National Treasury at specified intervals throughout the year.

The Chief Financial Officer states that these data sets have been returned according to the reporting requirements/ with no exceptions for the 2018/19 financial year.

Signed (Acting Chief financial Officer) 02/10/2019 Date

A Raubenheimer

APPENDIX T: National and Provincial Outcome for local government

This Appendix covers information not addressed in any of the other areas of the Annual Report, relating to municipal powers and functions that can be used by the National and Provincial Spheres to monitor and evaluate service delivery performance. This should indicate the progress to date, numbers and percentage achieved.

All major service delivery functions are measured through key performance indicators as reported on under Chapter 3.1.7.

The tables below provide the results on these indicators as well as reasons for under-performance where targets were not achieved.

Actual strategic performance (Top Layer) and corrective measures that will be implemented

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	99% /99,8%	99%	99.6%
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	96%/98%	96%	98,3%
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	98%/100%	98%	100%
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	18%/17,9%	18%	17,7%
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	10%/9,9%	10%	10,5%
Reason for under-performance: Increase can be attributed mainly to the theft of electricity in the informal areas of Witzenberg.						
Corrective measures: Addressed in terms of the "Illegal Connection Strategy" that is in the process of being implemented.						
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	3 / 4,4	3	7,3
Currently Witzenberg Municipality make use of an outdated Pavement Management system to indicate road resurfacing priorities. The update of the PMS is still on process. During the year, with the help of inspections, it came to the attention that certain road sections required immediate resealing due to their poor condition. The municipality undertook an in-house slurry surfacing project to address these issues, and this being the reason the target was over achieved.						

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	100/101	529	526
Reason for under-performance: The total number of serviced sites in the project was reduced due to adverse geotechnical conditions in some areas. Original project approval was for 635 sites that have been reduced to 627 sites due to adverse geotechnical conditions. Of the 627 sites, 101 sites were completed in 2017/18, with the result of 526 sites in 2018/19.						
Corrective measures: The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could therefore not be aligned. An addendum will be provided by the Department of Human Settlements to the existing project approval indicating that the project sites have been reduced.						
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The target relates to the construction of serviced sites at the Vredebes subsidised housing development Phase F1 (Project 3199.03). Project approval from the Department of Human Settlements was received on 25/01/2018 with resolution nr 18/03. The project of 635 sites is being implemented over two financial years. In 2017/18, 101 sites were reported to be completed. The target is there for adjusted to less than the remainder of the approved sites as the possibility exists that some sites may not be developed due to geotechnical constraints. The new target is however an increase to the existing target.						
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.						
TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Number of informal areas.	All	3/3	3	3
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 (436 current) illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 (436 current) structures were therefor not included in the result above.						
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Percentage of subsidised houses connected.	All	200/189	95%	No applications received
No valid connection applications was received by 30 June 2019, therefor, no connections were done. Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The reason for the change is that the relevant department for the KPI is dependent on the Housing Department & Contractor to submit to them valid applications where electrical connections can be done. Various delays such as construction period and/or handover to beneficiaries cannot be managed by the electrical department. The KPI is therefore changed to a percentage of valid applications that should be connected.						

2.1) Support Institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	96%/98,8%	96%	96%
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	All	4/4	4	4

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	90/90.2	90	250.8
Provide reason for extreme over achievement of target: Debt Service Payments due is low due the low outstanding amount in terms Borrowings. Redemption of loans in in previous financial years and no new borrowings taken up.						
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	2.8/2.97	2.8	2.67
Reason for under-performance: Decrease in cash from R 97 506 000(2017-18) to R94 242 000 (2018-19) and an increase in monthly fixed cost from R32 754 000 (2017-18) to R 35 267 000 (2018-19) has resulted in an deterioration of the ratio in 2018-19.						
Corrective measures: Fixed cost consists of Employee Related cost, Remuneration of councillors, finance charges, bulk purchases and contracted services. The only elements that can be managed to a certain extent is overtime expenditure (Employee Related Cost) and consultant services (Contracted Services). The municipality could only strive to manage overtime that is not related emergencies. In the long term, the municipality can only strive to capacitate in-house employees through training to ensure that less consultancy services are utilised.						
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/49%	44%	50%
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.						
Corrective measures: Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt						
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	Unqualified	Unqualified	Unqualified
FinInc15	Increased revenue collection	Percentage revenue collected.	All	95%/94%	94%	94%
MM1	Percentage of budget spent on overall maintenance.	Percentage of budget spent.	All	99%/99,7%	99%	99.6%
MM2	Percentage spent of overall capital budget.	Percentage of budget spent.	All	96%/96%	96%	95,6%
Reason for under-performance: The overall under spending of 0,4% from the 96% target relates mainly to KPI ComDir2 (expenditure on Community Services Capital Budget) & KPI TecDir2 (Development of serviced sites). The project budget for the serviced sites will be decreased to the value of the serviced sites that could not be developed.						
Corrective measures: Refer to comments under ComDir2: Own funding to be retained as a saving. The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could therefore not be aligned. An addendum will be provided by the Department of Human Settlements to the existing project approval indicating that the project sites have been reduced.						

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	14	14
Note: The result of 14 include jamborees that was held in the 7 towns during November 2018. IDP meetings for Prince Alfred's Hamlet and Wolseley were advertised but cancelled due to poor attendance.						
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/13	12	13

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
ComAm34	Report on annual customer satisfaction survey on community facilities.	Report on survey	All	1/1	1	1
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	99%/99,7%	99%	99%
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	96%/97%	96%	63,7%
Reason for under-performance: Projects such as "Aircons Town Hall" (R 500 000) & "Purchase of land for Stray Animal Pound" (R 1 098 000) was not implemented due to increased uneconomical costs.						
Corrective measures: Own funding to be retained as a saving.						

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	3000/2373	4500	3701
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The Indigent Policy that was adjusted by Council in May 2018 had the result that there was a major increase in the number of beneficiaries. The KPI measures the number of actual beneficiaries against a set target of expected beneficiaries. If the actual are less than the target is is viewed as positive as it indicates an increase in the financial health of the community as less people have to rely on the Indigent Subsidy. The target are therefore increased to 4 500 as a result of the expected increase of beneficiaries by year-end due to the change in policy.						
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/403	390	397
ComSoc 42	Number of social development programmes implemented	Number of programmes.	All	20/36	20	25
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	107/107	30	30
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The implementation of the project for the construction of top structures at Vredebes relates. Project nr 3199.02 for 600 houses was approved by the Department of Human Settlements on 11/05/2018. The construction of the houses will be phased over a couple of years. The delay in the implementation of the project relates mainly to the approval of housing typologies by Council as the project included different housing typologies such as walk-ups & semi-attached to adhere to densification principles. After various technical meetings between Council, the community & the Department of Human Settlements, the layout was approved 8/01/2019 and construction started in February 2019. The target for completed houses by end of June 2019 is therefore reduced to 30.						
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/39	40	40
Note: Key Performance Indicator was adjusted as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.2 of meeting held on 27/02/2019. Motivation: The target for end of December was 20 properties to be transferred with 19 actual achieved. It is however extremely difficult to get the cooperation of beneficiaries for the signing of contracts and agreements for payment of outstanding debts to obtain rate clearance certificates. The Housing & Finance departments have started with door-to-door campaigns to increase awareness and persuade beneficiaries to sign. It is however foreseen that the original target of 50 will not be achieved under the existing challenges and are therefore reduced to 40.						

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2017/18	Target for 2018/19	Overall actual performance for 2018/19
MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	4 Quarterly Reports	All	1/1	4	4
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy	4 Quarterly Reports	All	1/1	4	4

VOLUME II: ANNUAL FINANCIAL STATEMENTS

2019

WITZENBERG
Municipality • Munisipaliteit • UMasipala Was

Annual Financial Statements

30 June 2019

2019 -11- 29
AUDITOR - GENERAL
SOUTH AFRICA

AUDITED 30 AUG 2019
WC022 – WITZENBERG MUNICIPALITY

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

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SOUTH AFRICA

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

GENERAL INFORMATION

NATURE OF BUSINESS

Witzenberg Municipality is a local municipality performing the functions as set out in Part B of Schedules 4 & 5 of the Constitution of the Republic of South Africa. (Act No. 108 of 1996)

COUNTRY OF ORIGIN AND LEGAL FORM

South African Category B Municipality (Local Municipality) as defined by the Municipal Structures Act. (Act no 117 of 1998)

JURISDICTION

The Witzenberg Municipality includes the following areas:

Ceres
Op-die-Berg
Prince Alfred's Hamlet
Tulbagh
Wolseley

MUNICIPAL MANAGER

D Nasson

CHIEF FINANCIAL OFFICER

HJ Kritzinger (31 December 2018)
AJ Raubenheimer (Acting)

REGISTERED OFFICE

50 Voortrekker Street, Ceres, 6835

AUDITORS

Auditor-General South Africa

PRINCIPAL BANKERS

ABSA Bank
Standard Bank, Ceres
First National Bank

RELEVANT LEGISLATION

The Constitution of the Republic of South Africa
Municipal Finance Management Act (Act no 56 of 2003)
Division of Revenue Act
The Income Tax Act
Value Added Tax Act
Municipal Structures Act (Act no 117 of 1998)
Municipal Systems Act (Act no 32 of 2000)
Municipal Systems Amendment Act (Act no 7 of 2011)
Municipal Planning and Performance Management Regulations
Water Services Act (Act no 108 of 1997)
Housing Act (Act no 107 of 1997)
Municipal Property Rates Act (Act no 6 of 2004), as amended
Electricity Act (Act no 41 of 1987)
Skills Development Levies Act (Act no 9 of 1999)
Employment Equity Act (Act no 55 of 1998)
Unemployment Insurance Act (Act no 30 of 1966)
Basic Conditions of Employment Act (Act no 75 of 1997)
Supply Chain Management Regulations, 2005
Collective Agreements
Municipal Regulations on Standard Chart of Accounts
Municipal Budget and Reporting Regulations
SALBC Leave Regulations
Remuneration of Public Office Bearers Act
Workman's Compensation Act

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WITZENBERG MUNICIPALITY

COUNCILLORS OF THE WITZENBERG MUNICIPALITY

Position	Surname	Party	Seat type
Executive Mayor	Klaasen, BC	DA	PR
Deputy Executive Mayor	Adams, K	DA	Ward 6
Speaker	Godden, TT	COPE	PR
Member of Mayoral Committee	Sidego, EM	DA	Ward 11
Member of Mayoral Committee	Alderman Smit, HJ	DA	Ward 5
Member of Mayoral Committee	Visagie, JJ	DA	Ward 4
Member of Mayoral Committee	Abrahams, T	DA	PR
Ordinary Councillor	Kinnear, D	DA	PR
Ordinary Councillor	Laban, G	WA	PR
Ordinary Councillor	Alderman Schuurman, J W	ANC	PR
Ordinary Councillor	Phungula, JT	ANC	PR
Ordinary Councillor	Jacobs, DM	EFF	PR
Ordinary Councillor	Herandien, P	ICOSA	PR
Ordinary Councillor	Simpson, RJ	ANC	PR
Ordinary Councillor	Mzauziwa, Z	DA	PR
Ordinary Councillor	Phatsoane, N	ANC	Ward 1
Ordinary Councillor	Lottering, C	DA	Ward 2
Ordinary Councillor	Swart, D	DA	Ward 3
Ordinary Councillor	Daniels, P	DA	Ward 7
Ordinary Councillor	Visagie, H	ANC	Ward 8
Ordinary Councillor	Hugo, SJ (5 September 2018)	ANC	Ward 9
Ordinary Councillor	MJ Ndaba (5 December 2018)	ANC	Ward 9
Ordinary Councillor	Mgoboza, TP	ANC	Ward 10
Ordinary Councillor	Mdala, M	ANC	Ward 12

APPROVAL OF FINANCIAL STATEMENTS

I am responsible for the preparation of these annual financial statements, in terms of Section 126 (1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors as disclosed in the notes of these annual financial statements are within the upper limits of the framework envisaged in Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.

D Nasson
Accounting Officer

Date 30/08/19

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SOUTH AFRICA

WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

	Notes	2019 R	Restated 2018 R
ASSETS			
Current Assets		**183 673 691**	**182 524 425**
Cash and Cash Equivalents	2	94 271 685	97 505 902
Trade and other Receivables from Exchange Transactions	3	51 610 725	51 307 415
Receivables from non-exchange transactions	4	15 022 951	11 219 033
Inventory	5	11 692 619	11 401 816
Unpaid Conditional Government Grants and Receipts	6	4 036 901	2 379 678
VAT Receivable (net)	7	7 038 810	8 710 581
Non-Current Assets		**965 333 573**	**903 070 083**
Property, Plant and Equipment	8	918 262 370	854 455 911
Intangible Assets	9	2 029 417	2 403 442
Investment Property	10	44 491 786	45 655 635
Heritage assets	11	550 000	550 000
Operating Lease Asset	12	-	5 095
Total Assets		**1 149 007 264**	**1 085 594 508**
LIABILITIES			
Current Liabilities		**91 451 629**	**82 068 153**
Trade and Other Payable Exchange Transactions	13	48 188 737	45 832 731
Consumer Deposits	14	7 149 735	6 418 394
Current Employee benefits	15	21 800 761	20 024 537
Unspent Conditional Government Grants and Receipts	6	10 575 042	5 750 091
Unspent Public Contributions	16	2 219 296	1 865 504
Current Portion of Borrowings	17	1 518 058	2 176 896
Non-Current Liabilities		**155 515 986**	**158 016 209**
Borrowings	17	4 704 351	5 291 772
Non-Current Provisions	18	86 471 213	71 466 568
Employee benefits	19	64 340 422	81 257 869
Total Liabilities		**246 967 615**	**240 084 362**
Net Assets		**902 039 649**	**845 510 145**
Capital Replacement Reserve	20	10 354 788	10 354 788
Accumulated Surplus		891 684 861	835 155 357
Total Net Assets and Liabilities		**1 149 007 264**	**1 085 594 508**

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WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 (Actual) R	2018 (Restated) R	2018 Correction of error R	2018 (Previously reported) R
REVENUE					
Revenue from Non-exchange Transactions		**249 874 482**	**222 287 572**	**1 907 850**	**220 379 722**
Taxation Revenue		**71 011 769**	**64 506 631**	**-**	**64 506 631**
Property rates	21	69 879 235	63 835 379	-	63 835 379
Property Rates - penalties imposed and collection charges		1 132 534	671 252	-	671 252
Transfer Revenue		**178 862 713**	**157 780 941**	**1 907 850**	**155 873 091**
Fines, Penalties and Forfeits		13 451 575	23 669 620	1 667 850	22 001 770
Licences or Permits		1 124 925	1 164 358	-	1 164 358
Surcharges and Taxes		4 332 729	3 963 004	-	3 963 004
Government Grants and Subsidies - Capital	22	54 177 081	34 481 262	-	34 481 262
Government Grants and Subsidies - Operating	22	105 201 490	94 207 249	240 000	93 967 249
Public Contributions and Donations		574 913	295 448	-	295 448
Revenue from Exchange Transactions		**338 176 100**	**344 017 697**	**(11 391)**	**344 029 088**
Service Charges	23	305 199 379	306 169 634	62	306 169 572
Rental from Fixed Assets		5 440 550	5 989 524	-	5 989 524
Interest earned - External investments		8 550 943	8 121 547	-	8 121 547
Interest Income and Dividends		9 412 548	10 372 977	-	10 372 977
Agency Services		3 788 514	3 586 464	-	3 586 464
Operational Revenue	24	1 329 587	4 565 000	(11 453)	4 576 453
Sales of Goods and Rendering of services	25	4 454 579	5 212 551	-	5 212 551
Total Revenue		**588 050 582**	**566 305 269**	**1 896 459**	**564 408 810**
EXPENDITURE					
Employee related costs	26	166 502 097	153 239 739	841 956	152 397 783
Remuneration of Councillors	27	9 457 582	9 170 071	-	9 170 071
Impairment	28	40 315 985	41 396 696	1 825 550	39 571 146
Inventory Consumed		15 554 191	15 173 830	574	15 173 256
Operational Cost	35	35 036 721	31 550 426	(1 931)	31 552 357
Depreciation and Amortisation	29	30 414 647	29 216 760	518 187	28 698 573
Finance Charges	31	15 846 505	15 675 980	-	15 675 980
Bulk Purchases	32	188 783 412	179 705 387	-	179 705 387
Contracted Services	33	41 971 204	36 100 762	-	36 100 762
Transfers and Subsidies: Operational Expenditure	34	10 018 643	14 160 192	240 000	13 920 192
Rent on Land		33 170	25 833	-	25 833
Operating Leases		780 043	855 912	-	855 912
Bad Debts Written Off		6 353	-	-	-
Total Expenditure		**554 720 553**	**526 271 588**	**3 424 336**	**522 847 252**
Gain / (loss) on disposal of assets		1 157 232	(1 377 920)	(289 394)	(1 088 526)
(Impairment loss) / Reversal of impairment loss	30	(824 251)	(20 192)	-	(20 192)
Gain / (loss) on Adjustment of Provision		262 545	5 184 679	-	5 184 679
Inventories: (Write-down) / Reversal of write-down		(2 244)	274	-	274
Gain / (loss) on Actuarial Valuations	19	22 606 193	2 554 149	-	2 554 149
NET SURPLUS FOR THE YEAR		**56 529 504**	**46 374 671**	**(1 817 271)**	**48 191 942**

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WITZENBERG MUNICIPALITY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 30 JUNE 2019

	Notes	Capital Replacement Reserve	Accumulated Surplus/(Deficit)	Total
		R	R	R
Balance at 1 JULY 2017		**10 354 788**	**788 873 955**	**799 228 743**
Correction of error	**36.25**	-	(93 269)	(93 269)
Restated Balance at 1 JULY 2017		**10 354 788**	**788 780 686**	**799 135 474**
Transfers to/from Accumulated		25 706 031	(25 706 031)	-
Property, Plant and Equipment purchased		(25 706 031)	25 706 031	-
Restated Net Surplus for the year		-	46 374 671	46 374 671
Balance at 30 JUNE 2018		**10 354 788**	**835 155 357**	**845 510 145**
Transfers to/from Accumulated		32 517 057	(32 517 057)	-
Property, Plant and Equipment purchased		(32 517 057)	32 517 057	-
Net Surplus for the year		-	56 529 504	56 529 504
Balance at 30 JUNE 2019		**10 354 788**	**891 684 861**	**902 039 649**

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WITZENBERG MUNICIPALITY

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2019

	Notes	30 JUNE 2019 R	30 JUNE 2018 R
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts			
Taxation		71 497 725	67 555 097
Sales of goods and services		293 354 872	304 277 190
Government Grants		163 475 004	132 906 152
Interest		19 096 025	19 165 776
Payments			
Employee costs		(166 966 557)	(149 680 259)
Suppliers		(297 906 588)	(289 191 858)
Finance charges		(650 532)	(999 745)
Cash generated by operations	37	**81 899 949**	**84 032 353**
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment		(85 897 566)	(63 667 495)
Purchase of Intangible Assets		(758 988)	(187 741)
Proceeds on Disposal of Fixed Assets		3 267 699	3 790 327
Increase/(Decrease) in Long-term Receivables		-	-
Net Cash from Investing Activities		**(83 388 855)**	**(60 064 909)**
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid		(2 476 652)	(3 817 652)
New loans raised		-	-
Increase in Consumer Deposits		731 341	1 022 973
Net Cash from Financing Activities		**(1 745 311)**	**(2 794 679)**
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALENTS		**(3 234 217)**	**21 172 765**
Cash and Cash Equivalents at the beginning of the year		97 505 902	76 333 137
Cash and Cash Equivalents at the end of the year	2	94 271 685	97 505 902
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		**(3 234 217)**	**21 172 765**

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STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2019

	Actual 2019 R	Approved budget 2019 R	Adjustments 2019 R	Final budget 2019 R	Difference between final budget and actual	Actual 2018 R
ASSETS						
Current Assets	**163 673 691**	**65 801 412**	**98 548 865**	**164 350 277**	**12%**	**182 524 425**
Cash	94 271 685	83 129 371	8 145 810	91 275 181	3%	97 505 902
Call investment deposits		46 835	(46 835)	-		
Consumer debtors	66 633 676	(33 749 541)	68 732 583	34 983 042	90%	62 526 448
Other debtors	11 075 711	14 939 892	11 750 346	26 690 238	-59%	11 090 259
Current portion of long-term receivables	-	-	-	-		-
Inventory	11 092 619	1 434 855	9 966 961	11 401 816	3%	11 401 816
Non-Current Assets	**965 333 573**	**38 293 486**	**913 387 417**	**951 680 903**	**1%**	**903 070 083**
Investments	-	4 014	(4 014)	-		-
Investment Property	44 491 786	(625 824)	46 285 663	45 659 839	-3%	45 655 635
Property, Plant and Equipment	918 262 370	38 950 920	863 870 401	902 821 321	2%	854 455 911
Intangible Assets	2 029 417	(35 624)	2 685 368	2 649 744	-23%	2 403 442
Other non-current assets	550 000	-	550 000	550 000	0%	555 095
Total Assets	**1 149 007 264**	**104 094 898**	**1 011 936 282**	**1 116 031 180**	**3%**	**1 085 594 508**
LIABILITIES						
Current Liabilities	**91 451 629**	**55 489 285**	**46 298 611**	**101 787 896**	**-10%**	**82 068 153**
Borrowings	1 518 058	-	-	-		2 176 896
Consumer Deposits	7 149 735	-	6 418 394	6 418 394	11%	6 418 394
Trade and Other Payable Exchange Transactions	60 983 075	46 998 436	19 905 533	66 903 969	-9%	53 448 326
Provisions	21 800 761	8 490 849	19 974 684	28 465 533	-23%	20 024 537
Non-Current Liabilities	**155 515 986**	**15 233 368**	**140 511 969**	**155 745 337**	**0%**	**158 016 209**
Borrowings	4 704 351	2 200 258	(1 025 279)	1 174 979	300%	5 291 772
Provisions	150 811 635	13 033 110	141 537 248	154 570 358	-2%	152 724 437
Total Liabilities	**246 967 615**	**70 722 653**	**186 810 580**	**257 533 233**	**-4%**	**240 084 362**
Net Assets	**902 039 649**	**33 372 245**	**825 125 703**	**858 497 948**	**5%**	**845 510 145**
Accumulated Surplus	891 684 861	33 372 245	814 770 915	848 143 160	5%	835 155 357
Reserve	10 354 788	-	10 354 788	10 354 788	0%	10 354 788
Total Net Assets and Liabilities	**1 149 007 264**	**104 094 898**	**1 011 936 282**	**1 116 031 180**	**3%**	**1 085 594 507**

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STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2019

	Actual 2019 R	Approved budget 2019 R	Adjustments 2019 R	Final budget 2019 R	Difference between final budget and actual	Actual 2018 R
Operating Revenue						
Property rates	69 879 235	70 127 848	(1 811 217)	68 316 631	2%	63 835 379
Property Rates - penalties imposed and collection charges	1 132 534	-	-	-		671 252
Fines, Penalties and Forfeits	13 451 575	18 904 300	-	18 904 300	-29%	23 669 620
Licences or Permits	1 124 925	155 255	-	155 255	625%	1 164 358
Surcharges and Taxes	4 332 729	5 277 493	1 355 620	6 633 113	-35%	3 963 004
Government Grants and Subsidies - Capital	54 177 081	31 619 217	21 294 754	52 913 971	2%	34 481 262
Government Grants and Subsidies - Operating	105 201 490	135 380 626	(19 410 118)	115 970 508	-9%	94 207 249
Public Contributions and Donations	574 913	288 050	794 685	1 082 735	-47%	295 448
Service Charges	305 199 379	316 406 574	1 811 216	318 217 790	-4%	306 169 634
Rental from Fixed Assets	5 440 550	10 198 093	-	10 198 093	-47%	5 989 524
Interest earned - External investments	8 550 943	8 194 383	-	8 194 383	4%	8 121 547
Interest Income and Dividends	9 412 548	7 456 692	(1)	7 456 691	26%	10 372 977
Agency Services	3 788 514	8 293 280	-	8 293 280	-54%	3 586 464
Operational Revenue	1 329 587	1 085 273	-	1 085 273	23%	4 565 000
Sales of Goods and Rendering of services	4 454 579	2 616 943	1	2 616 944	70%	5 212 551
Total revenue	**588 050 582**	**616 004 027**	**4 034 940**	**620 038 967**	**-5%**	**566 305 269**
Operating Expenditure by Nature						
Employee related costs	166 502 097	174 039 560	(3 637 246)	170 402 314	2%	153 239 7[illegible]
Remuneration of Councillors	9 457 582	10 709 120	-	10 709 120	12%	9 170 0[illegible]
Impairment	40 315 985	-	42 172 132	42 172 132	4%	41 396 696
Bad Debts Written Off	6 353		100 000	100 000	94%	-
Inventory Consumed	15 554 191	21 061 905	(4 477 335)	16 584 570	6%	15 173 830
Operational Cost	35 036 721	40 296 342	(149 955)	40 146 387	13%	31 550 426
Depreciation and Amortisation	30 414 647	43 031 857	1 133 334	44 165 191	31%	29 216 760
Finance Charges	15 846 505	11 020 395	4 981 369	16 001 764	1%	15 675 980
Bulk Purchases	188 783 412	197 540 732	-	197 540 732	4%	179 705 387
Contracted Services	41 971 204	45 931 005	9 370 207	55 301 212	24%	36 100 762
Transfers and Subsidies: Operational Expenditure	10 018 643	14 407 038	(243 744)	14 163 294	29%	14 160 192
Rent on Land	33 170	20 000	14 000	34 000	2%	25 833
Operating Leases	780 043	2 081 978	(631 500)	1 450 478	46%	855 913
Total expenditure	**554 720 553**	**560 139 932**	**48 631 262**	**608 771 194**	**9%**	**526 271 589**
Operating Surplus/(deficit) for the period	**33 330 029**	**55 864 095**	**(44 596 322)**	**11 267 773**	**196%**	**40 033 681**
Gain / (loss) on disposal of assets	1 157 232	-	-	-		(1 377 920)
(Impairment loss) / Reversal of impairment loss	(824 251)	-	(100 000)	(100 000)	724%	(20 192)
Gain / (loss) on Adjustment of Provision	262 545	1 000	7 710	8 710	2914%	5 184 679
Inventories: (Write-down) / Reversal of write-down	(2 244)	-	-	-		274
Gain / (loss) on Actuarial Valuations	22 606 193	200	-	200	11302997%	2 554 149
Netto Surplus/(deficit) for the period	**56 529 504**	**55 865 295**	**-44 688 612**	**11 176 683**	**406%**	**46 374 671**
Operating expenditure by vote						
Budget and Treasury Office	36 362 779	47 176 858	(2 214 565)	44 962 293	19%	29 443 602
Civil services	143 957 581	112 403 288	32 746 836	145 150 124	1%	121 929 34[illegible]
Community and social services	25 857 031	31 178 582	613 879	31 792 461	19%	27 298 0[illegible]
Corporate Services	43 316 539	43 485 551	10 167 462	53 653 013	19%	40 873 13[illegible]
Electro Technical Services	205 463 477	223 514 562	(2 521 821)	220 992 741	7%	199 669 546
Executive and Council	20 508 153	23 838 667	(1 453 107)	22 385 560	8%	19 349 505
Housing	12 953 914	19 186 171	(401 097)	18 785 074	31%	16 477 397
Planning	5 635 938	6 089 920	(328 312)	5 761 608	2%	5 124 377
Public Safety	35 404 482	24 145 010	12 686 871	36 831 881	4%	42 415 323
Sport and recreation	25 260 660	29 121 323	(664 884)	28 456 439	11%	23 691 279
Total operating expenditure by vote	**554 720 554**	**560 139 932**	**48 631 262**	**608 771 194**	**9%**	**526 271 587**

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	Actual 2019 R	Approved budget 2019 R	Adjustments 2019 R	Final budget 2019 R	Difference between final budget and actual	Actual 2018 R
Capital expenditure by vote						
Budget and Treasury Office	675 135	180 000	522 000	702 000	4%	214 797
Civil services	69 533 579	63 434 981	6 980 191	70 415 172	1%	51 645 844
Community and social services	704 581	2 530 000	255 320	2 785 320	75%	690 962
Corporate Services	1 020 563	970 000	229 034	1 199 034	15%	1 289 966
Electro Technical Services	11 378 380	11 654 348	211 311	11 865 659	4%	4 728 027
Executive and Council	18 332	130 000	-	130 000	86%	15 478
Housing	-	-	-	-	-	358 620
Planning	-	20 000	(20 000)	-	-	11 349
Public Safety	-	-	-	-	-	2 866 654
Sport and recreation	3 325 984	2 402 000	1 139 876	3 541 876	6%	2 033 539
Total capital expenditure	**86 656 554**	**81 321 329**	**9 317 732**	**90 639 061**	**4%**	**63 855 236**
CASH FLOW FROM OPERATING ACTIVITIES						
Receipts						
Property rates	71 497 725	61 689 250	3 091 877	64 781 127	10%	67 555 097
Service charges	293 354 872	308 847 149	32 029 573	340 876 722	-14%	304 277 190
Government Grants	163 475 004	161 076 000	14 724 208	175 800 208	-7%	132 906 152
Interest	19 096 025	13 111 960	(2 682 175)	10 429 785	83%	19 165 776
Dividends		-	-	-		-
Payments						
Suppliers and employees	(464 873 145)	(369 994 186)	(118 995 849)	(488 990 035)	5%	(438 872 117)
Finance charges	(650 532)	(937 770)	(157 625)	(1 095 395)	41%	(999 745)
Transfers and Grants		(587 270)	(13 806 802)	(14 394 072)	100%	(587 270)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**81 899 949**	**173 205 133**	**(85 796 793)**	**87 408 340**	**6%**	**83 445 083**
CASH FLOWS FROM INVESTING ACTIVITIES						
Receipts						
Proceeds on disposal of PPE	3 267 699	-	-	-	-	3 790 327
Decrease (Increase) in non-current debtors	-	-	-	-	-	-
Decrease (increase) other non-current receivables		-	-	-	-	
Decrease (Increase) in non-current investments		-	-	-	-	
Payments						
Capital assets	(86 656 554)	-83246710	(7 392 351)	(90 639 061)	4%	(63 855 236)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(83 388 855)**	**(83 246 710)**	**(7 392 351)**	**(90 639 061)**	**8%**	**(60 064 909)**
CASH FLOWS FROM FINANCING ACTIVITIES						
Receipts						
Short term loans		-	-	-	-	
Borrowing long term/refinancing	0	3 500 000	(3 500 000)	0	100%	–
Increase (decrease) in consumer deposits	731 341	-	-	-	-	1 022 973
Payments						
Repayment of borrowing	(2 476 652)	-	(3 000 000)	(3 000 000)	17%	(3 817 652)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(1 745 311)**	**3 500 000**	**(6 500 000)**	**(3 000 000)**	**42%**	**(2 794 679)**

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	Actual 2019 R	Approved budget 2019 R	Adjustments 2019 R	Final budget 2019 R	Difference between final budget and actual	Actual 2018 R

Reconciliation of budget surplus/deficit with the surplus/deficit in the statement of financial performance **2019**

Net surplus/deficit per the statement of financial performance		56 529 504
Adjusted for:		
Fines, Penalties and Forfeits	Increase due to better law inforcement application.	5 452 725
Government Grants and Subsidies - Capital	Expenditure not incurred for all grant funding received.	(1 263 110)
Government Grants and Subsidies - Operating	Expenditure not incurred for all grant funding received.	10 769 018
Service Charges	Increase in indigent households and cost of free basic services.	13 018 411
Rental from Fixed Assets	Decrease in resort bookings mainly due to water restrictions implemented.	4 757 543
Interest earned - External investments	Increase in funds available for investment purposes	(356 560)
Sales of Goods and Rendering of services	Decrease in economic climate	(1 837 635)
Employee related costs	Time needed to fill vacansies	(3 900 217)
Inventory Consumed	Decrease in maintenance required in current year.	(1 030 379)
Operational Cost	Decrease in economic climate	(5 109 666)
Depreciation and Amortisation	Depreciation less than expected due to slow capital spending	(13 750 544)
Finance Charges	Adjustment in Provisions	(155 259)
Bulk Purchases	Bulk purchases less than expected.	(8 757 320)
Contracted Services	Contracted Services less than budget due to effective contract management.	(13 330 008)
Transfers and Subsidies: Operational Expenditure	Expenditure not incurred for all grant funding received.	(4 144 65
Other Items		(25 715 1
Net surplus/deficit per approved budget		11 176 683

Explanation of Material Cash Flow Variances

Property rates	10%	Implementation of new general valuation resulting in increased revenue
Service charges	-14%	Increase in indigent households and cost of free basic services.
Government Grants	-7%	Delayed receipt in RBIG grant funding negatively impacted spending patterns. Less spending resulted in less revenue being recognised
Interest	83%	Improved investment strategy resulting in improved revenue
Suppliers and employees	5%	Variance is mainly a result of underspending on Contracted Services & Bulk Purchases
Finance charges	41%	Greater portion of loan repayments relates to redemption rather than interest

The budget is approved on an accrual basis by vote classification as required by the Municipal Finance Management Act. The basis used for this comparison is by nature classification as required by General Recognised Accounting Practices. The approved budget covers the same period as the financial statements, from 1 July to 30 June.

The budget and accounting bases are the same; both are on the accrual basis. The financial statements are prepared using a classification on the nature of expenses in t statement of financial performance.

The changes between the approved and final budget are a consequence of reallocations within the budget and and of other factors allowable in terms of the Municipal Finance Management Act

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1. ACCOUNTING PRINCIPLES AND POLICIES APPLIED IN THE FINANCIAL STATEMENTS

1.1. BASIS OF PREPARATION

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention unless specified otherwise.

The annual financial statements have been prepared in accordance with the effective standards of Generally Recognised Accounting Practices (GRAP), including any interpretations issued by the Accounting Standards Board (ASB) in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003).

The standards are summarised as follows:

GRAP 1	Presentation of Financial Statements
GRAP 2	Cash Flow Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 4	The Effects of changes in Foreign Exchange Rates
GRAP 5	Borrowing Costs
GRAP 6	Consolidated and Separate Financial Statements
GRAP 7	Investments in Associates
GRAP 8	Interests in Joint Ventures
GRAP 9	Revenue from Exchange Transactions
GRAP 10	Financial Reporting in Hyperinflationary Economics
GRAP 11	Construction Contracts
GRAP 12	Inventories
GRAP 13	Leases
GRAP 14	Events after the reporting date
GRAP 16	Investment Property
GRAP 17	Property, Plant and Equipment
GRAP 18	Segment Reporting
GRAP 19	Provisions, Contingent Liabilities and Contingent Assets
GRAP 20	Related Party Disclosures
GRAP 21	Impairment of non-cash-generating assets
GRAP 23	Revenue from Non-Exchange Transactions
GRAP 24	Presentation of Budget Information
GRAP 25	Employee Benefits
GRAP 26	Impairment of cash-generating assets
GRAP 27	Agriculture
GRAP 31	Intangible assets
GRAP 100	Discontinued Operations
GRAP 103	Heritage Assets
GRAP 104	Financial Instruments
GRAP 105	Transfer of Functions Between Entities Under Common Control

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GRAP 106	Transfer of Functions Between Entities Not Under Common Control
GRAP 107	Mergers
IGRAP 1	Applying the Probability Test on Initial Recognition of Revenue (as revised in 2012)
IGRAP 2	Changes in Existing Decommissioning, Restoration and Similar Liabilities
IGRAP 3	Determining whether an Arrangement Contains a Lease
IGRAP 4	Rights to Interests Arising from Decommissioning, Restoration and Environmental Rehabilitation Funds
IGRAP 5	Applying the Restatement Approach under the Standard of GRAP on Financial Reporting in Hyperinflationary Economies
IGRAP 6	Loyalty Programmes
IGRAP 7	The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction
IGRAP 8	Agreements for the Construction of Assets from Exchange Transactions
IGRAP 9	Distributions of Non-cash Assets to Owners
IGRAP 10	Assets Received from Customers
IGRAP 11	Consolidations – Special Purpose Entities
IGRAP 12	Jointly Controlled Entities – Non-monetary Contributions by Ventures
IGRAP 13	Operating Leases – Incentives
IGRAP 14	Evaluating the Substance of Transactions Involving the Legal Form of a Lease
IGRAP 15	Revenue – Barter Transactions Involving Advertising Services
IGRAP 16	Intangible Assets – Website Costs
IFRS 3 (AC140)	Business Combinations
IFRS 4 (AC141)	Insurance Contracts
IFRS 6 (AC143)	Exploration for and Evaluation of Mineral Resources
IAS 12 (AC102)	Income Taxes
SIC – 21 (AC421)	Income Taxes – Recovery of Revaluated Non-Depreciable Assets
SIC – 25 (AC425)	Income Taxes – Changes in the Tax Status on an Entity or its Shareholders
SIC – 29 (AC429)	Service Concessions Arrangements – Disclosures
IFRIC 2 (AC435)	Members' Shares in Co-operative Entities and Similar Instruments
IFRIC 4 (AC437)	Determining whether an Arrangement contains a Lease
IFRIC 9 (AC442)	Reassessment of Embedded Derivatives
IFRIC 12 (AC445)	Service Concession Arrangements
IFRIC 13 (AC446)	Customer Loyalty Programmes
IFRIC 14 (AC447) IAS19	The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction
IFRIC 15 (AC448)	Agreements for the Construction of Real Estate
IFRIC 16(AC449)	Hedges in a Net Investment in a Foreign Operation
IFRIC 20	Stripping Costs in the Production Phase of a Surface Mine
IFRIC 21	Levies

Accounting policies for material transactions, events or conditions not covered by the above GRAP have been developed in accordance with paragraphs 8, 10 and 11 of GRAP 3.

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A summary of the significant accounting policies, which have been consistently applied except where an exemption has been granted, are disclosed below.

Assets, liabilities, revenue and expenses have not been offset except when offsetting is permitted or required by a Standard of GRAP.

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant notes to the Financial Statements.

1.2. PRESENTATION CURRENCY

Amounts reflected in the financial statements are in South African Rand and at actual values. No financial values are given in an abbreviated display format. No foreign exchange transactions are included in the statements.

1.3. GOING CONCERN ASSUMPTION

These annual financial statements have been prepared on a going concern basis.

1.4. COMPARATIVE INFORMATION

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated, unless a standard of GRAP does not require the restatements of comparative information. The nature and reason for the reclassification is disclosed. Where material accounting errors have been identified in the current year, the correction is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

1.5. MATERIALITY

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decision or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatements judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor. In general, materiality is determined as 1% of total expenditure.

1.6. STANDARDS ISSUED BUT NOT YET EFFECTIVE

The following GRAP standards have been issued but are not yet effective and have not been early adopted by the Municipality:

Standard	Description	Effective Date
GRAP 20	**Related Party Disclosures** No significant impact is expected as the Municipality does not participate in such business transactions.	1 April 2019
GRAP 32	**Service Concession Arrangements: Grantor** No significant impact is expected as the Municipality does not participate in such business transactions.	1 April 2019
GRAP 108	**Statutory receivable** No significant impact is expected as the Municipality does not participate in such business transactions.	1 April 2019
GRAP 109	**Accounting by Principals and Agents** No significant impact is expected as the Municipality does not participate in such business transactions.	1 April 2019
IGRAP 17	**Service Concession Arrangements Where a Grantor Controls a Significant Residual Interest in an Asset**	1 April 2019
iGRAP 18	**Recognition and De-recognition of Land** No significant impact is expected.	1 April 2019
iGRAP 19	**Liabilities to Pay Levies** No significant impact is expected.	1 April 2019

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1.7. RESERVES

Capital Replacement Reserve (CRR)

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus / (deficit) to the CRR. The cash in the CRR can only be utilized to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus / (Deficit) are credited by a corresponding amount when the amounts in the CRR are utilized.

1.8. LEASES

1.8.1. Municipality as Lessee

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Municipality. Property, plant and equipment or intangible assets subject to finance lease agreements are initially recognised at the lower of the asset's fair value and the present value of the minimum lease payments. The corresponding liabilities are initially recognised at the inception of the lease and are measured as the sum of the minimum lease payments due in terms of the lease agreement, discounted for the effect of interest. In discounting the lease payments, the Municipality uses the interest rate that exactly discounts the lease payments and unguaranteed residual value to the fair value of the asset plus any direct costs incurred.

Subsequent to initial recognition, the leased assets are accounted for in accordance with the stated accounting policies applicable to property, plant and equipment or intangibles. The lease liability is reduced by the lease payments, which are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred. The accounting policies relating to de-recognition of financial instruments are applied to lease payables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.8.2. Municipality as Lessor

Under a finance lease, the Municipality recognises the lease payments to be received in terms of a lease agreement as an asset (receivable). The receivable is calculated as the sum of all the minimum lease payments to be received, plus any unguaranteed residual accruing to the Municipality, discounted at the interest rate implicit in the lease. The receivable is reduced by the capital portion of the lease instalments received, with the interest portion being recognised as interest revenue on a time proportionate basis. The accounting policies relating to de-recognition and impairment of financial instruments are applied to lease receivables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.9. UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Conditional government grants are subject to specific conditions. If these specific conditions are not met, the monies received are repayable.

Unspent conditional grants are financial liabilities that are separately reflected on the Statement of Financial Position. They represent unspent government grants, subsidies and contributions from the public.

This liability always has to be cash-backed. The following provisions are set for the creation and utilisation of this creditor:

- Unspent conditional grants are recognised as a liability when the grant is received.
- When grant conditions are met an amount equal to the conditions met are transferred to revenue in the Statement of Financial Performance.
- The cash which backs up the creditor is invested as individual investment or part of the general investments of the Municipality until it is utilised.
- Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor. If it is the Municipality's interest it is recognised as interest earned in the Statement of Financial Performance.

1.10. UNPAID CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Unpaid conditional grants are assets in terms of the Framework that are separately reflected on the Statement of Financial Position. The asset is recognised when the Economic Entity has an enforceable right to receive the grant or if it is virtually certain that it will be received based on that grant conditions have been met. They represent unpaid government grants, subsidies and contributions from the public.

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The following provisions are set for the creation and utilisation of the grant is receivables:

- Unpaid conditional grants are recognised as an asset when the grant is receivable.

1.11. PROVISIONS

1.11.1. GENERAL PROVISIONS

Provisions are recognised when the Municipality has a present legal or constructive obligation as a result of past events, it is possible that an outflow of resource embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and adjusted to reflect the current best estimate. Where the effect is material, non-current provisions are discounted to their present value using a discount rate that reflects the market's current assessment of the time value of money, adjusted for risks specific to the liability (for example in the case of obligations for the rehabilitation of land).

The Municipality does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is possible.

Future events that may affect the amount required to settle an obligation are reflected in the amount of a provision where there is sufficient objective evidence that they will occur. Gains from the expected disposal of assets are not taken into account in measuring a provision. Provisions are not recognised for future operating losses. The present obligation under an onerous contract is recognised and measured as a provision.

A provision for restructuring costs is recognised only when the following criteria over and above the recognition criteria of a provision have been met:

(a) The Municipality has a detailed formal plan for the restructuring identifying at least:

- the business or part of a business concerned;
- the principal locations affected;
- the location, function and approximate number of employees who will be compensated for terminating their services;
- the expenditures that will be undertaken; and
- when the plan will be implemented.

(b) The Municipality has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

The amount recognised as a provision shall be the best estimate of the expenditure required to settle the present obligation at the reporting date.

Provisions shall be reviewed at each reporting date and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, the provision shall be reversed.

1.11.2. REHABILITATION OF LANDFILL SITES PROVISIONS

Provision is made in terms of the licensing stipulations of the landfill sites, for the estimated cost of rehabilitating waste sites. The provision has been determined on the basis of a recent independent study. The cost factors derived from the study by a firm of consulting engineers have discounted to present value at prime interest rate.

1.12. EMPLOYEE BENEFITS

1.12.1. Post-Retirement Medical obligations

The Municipality provides post-retirement medical benefits by subsidizing the medical aid contributions of certain retired staff according to the rules of the medical aid funds. Council pays 70% as contribution and the remaining 30% are paid by the members. The entitlement to these benefits is usually conditional on the employee remaining in service up to retirement age and the completion of a minimum service period. The present value of the defined benefit liability is actuarially determined in accordance with GRAP 25 – Employee benefits (using a discount rate applicable to high quality government bonds). The plan is unfunded.

These contributions are charged to the Statement of Financial Performance when employees have rendered the service entitling them to the contribution. The liability was calculated by means of the projected unit credit actuarial valuation method. The liability in respect of current pensioners is regarded as fully accrued, and is therefore not split between a past (or accrued) and future in-service element. The liability is recognised at the fair value of the obligation. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation.

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Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.12.2. Long Service awards

Long service awards are provided to employees who achieve certain pre-determined milestones of service within the Municipality. The Municipality's obligation under these plans is valued by independent qualified actuaries periodically and the corresponding liability is raised. Payments are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.12.3. Accrued Leave Pay

Liabilities for annual leave are recognised as they accrue to employees. The liability is based on the total amount of leave days due to employees at year end and also on the total remuneration package of the employee.

1.12.4. Staff Bonuses

Liabilities for staff bonuses are recognised as they accrue to employees. The liability at year end is based on bonus accrued at year end for each employee.

1.12.5. Performance bonuses

A provision, in respect of the liability relating to the anticipated costs of performance bonuses payable to Section 57 employees, is maintained. Municipal entities' performance bonus provisions are based on the employment contract stipulations as well as previous performance bonus payment trends.

1.12.6. Pension and retirement fund obligations

The Municipality provides retirement benefits for its employees and councillors. Defined contribution plans are post-employment benefit plans under which an entity pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The contributions to fund obligations for the payment of retirement benefits are charged against income in the year they become payable. Defined benefit plans are post-employment benefit plans other than defined contribution plans. The defined benefit funds, which are administered on a provincial basis, are actuarially valued tri-annually on the projected unit credit method basis. Deficits identified are recovered through lump sum payments or increased future contributions on a proportional basis to all participating municipalities. The contributions and lump sum payments are charged against income in the year they become payable. Sufficient information is not available to use defined benefit accounting for a multi-employer plan. As a result, defined benefit plans have been accounted for as if they were defined contribution plans.

1.12.7. Ex gratia Gratuities

Ex gratia gratuities are provided to employees that were not previously members of a pension fund. The Municipality's obligation under these plans is valued by independent qualified actuaries and the corresponding liability is raised. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.13. PROPERTY, PLANT AND EQUIPMENT

1.13.1. Initial Recognition

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one year. Items of property, plant and equipment are initially recognised as assets on acquisition date and are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

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Where an asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the assets acquired is initially measured at fair value (the cost). It the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

Major spare parts and servicing equipment qualify as property, plant and equipment when the municipality expects to use them during more than one period. Similarly, if the major spare parts and servicing equipment can be used only in connection with an item of property, plant and equipment, they are accounted for as property, plant and equipment.

1.13.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

Where the municipality replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefits associated with the asset.

1.13.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual depreciation rates are based on the following estimated useful lives:

	Years		*Years*
Infrastructure		**Other**	
Roads and Paving	5-100	Airports	20
Electricity	4-46	Buildings	30-100
Water	15-150	Computer equipment	3-30
Sanitation	10-75	Furniture and equipment	3-30
Other	10-15	Landfill sites	10-15
		Markets	30
Community		Other	3-30
Recreational Facilities	5-30	Other vehicles	2-67
Sport fields & Stadia	10-20	Plant and Equipment	3-32
Halls	5-100	Specialist vehicles	6-38
Libraries	10-30		
Parks and gardens	10-30		
Other assets	5-30		
Cemeteries	5-30		
Finance lease assets			
Office equipment	3-5		

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

Property, plant and equipment are reviewed at each reporting date for any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. The impairment charged to the Statement of Financial Performance is the excess of the carrying value over the recoverable amount.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of impairment is recognised in the Statement of Financial Performance.

1.13.4. De-recognition

Items of property, plant and equipment are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

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1.13.5. Land and Buildings and Other Assets – application of deemed cost (Directive 7)

The Municipality opted to take advantage of the transitional arrangement as contained in Directive 7 of the Accounting Standards Board, issued in December 2009. The Municipality applied deemed cost where the acquisition cost of an asset could not be determined. The municipality updated the Land and Buildings acquired before 30 June 2008 to the fair value as determined by an independent valuator. For Other Assets the depreciation replacement cost method was used to establish the deemed cost as on 1 July 2008.

1.14. INTANGIBLE ASSETS

1.14.1. *Initial Recognition*

An intangible asset is an identifiable non-monetary asset without physical substance.

An asset meets the identifiable criterion in the definition of an intangible asset when it:

is separable, i.e. is capable of being separated or divided from the entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset or liability; or arises from contractual rights (including rights arising from binding arrangements) or other legal rights (excluding rights granted by statute), regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

The municipality recognises an intangible asset in its Statement of Financial Position only when it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the municipality and the cost or fair value of the asset can be measured reliably.

Internally generated intangible assets are subject to strict recognition criteria before they are capitalised. Research expenditure is never capitalised, while development expenditure is only capitalised to the extent that:

the municipality intends to complete the intangible asset for use or sale;
it is technically feasible to complete the intangible asset;
the municipality has the resources to complete the project; and
it is probable that the municipality will receive future economic benefits or service potential.

Intangible assets are initially recognised at cost.

Where an intangible asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an intangible asset is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

1.14.2. Subsequent Measurement – Cost Model

Intangible assets are subsequently carried at cost less accumulated amortisation and impairments. The cost of an intangible asset is amortised over the useful life where that useful life is finite. Where the useful life is indefinite, the asset is not amortised but is subject to an annual impairment test.

1.14.3. Amortisation and Impairment

Amortisation is charged so as to write off the cost or valuation of intangible assets over their estimated useful lives using the straight line method. Amortisation of an asset begins when it is available for use, i.e. when it is in the condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are amortised separately. The estimated useful lives, residual values and amortisation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual amortisation rates are based on the following estimated useful lives:

Intangible Assets	Years
Computer Software	5
Computer Software Licenses	5

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

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1.14.4. De-recognition

Intangible assets are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an intangible asset is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.15. INVESTMENT PROPERTY

1.15.1. Initial Recognition

Investment property shall be recognised as an asset when and only when:

- it is probable that the future economic benefits or service potential that are associated with the investment property will flow to the entity, and
- the cost or fair value of the investment property can be measured reliably.

Investment property includes property (land or a building, or part of a building, or both land and buildings held under a finance lease) held to earn rentals and/or for capital appreciation, rather than held to meet service delivery objectives, the production or supply of goods or services, or the sale of an asset in the ordinary course of operations.

At initial recognition, the municipality measures investment property at cost including transaction costs once it meets the definition of investment property. However, where an investment property was acquired through a non-exchange transaction (i.e. where it acquired the investment property for no or a nominal value), its cost is its fair value as at the date of acquisition.

Transfers are made to or from investment property only when there is a change in use. For a transfer from investment property to owner occupied property, the deemed cost for subsequent accounting is the fair value at the date of change in use. If owner occupied property becomes an investment property, the municipality accounts for such property in accordance with the policy stated under property, plant and equipment up to the date of change in use.

The cost of self-constructed investment property is the cost at date of completion.

1.15.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of investment property are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

1.15.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis.

Investment Property	Years
Buildings	99 - 100

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

1.15.4. De-recognition

Investment property is derecognised when it is disposed or when there are no further economic benefits expected from the use of the investment property. The gain or loss arising on the disposal or retirement of an item of investment property is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

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1.16. HERITAGE ASSETS

1.16.1. Initial Recognition

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

A heritage asset shall be recognised as an asset if, and only if:

- it is probable that future economic benefits or service potential associated with the asset will flow to the entity, and
- the cost or fair value of the asset can be measured reliably.

An asset that has met the recognition requirement criteria for heritage assets shall be measured at its cost if such an asset has been acquired through an exchange transaction.

Where a heritage asset has been acquired through a non-exchange transaction, its cost shall be measured at its fair value as at the date of acquisition.

1.16.2. *Subsequent Measurement*

Heritage assets are not depreciated based on their nature however the municipality assesses at each reporting date whether there is a need for impairment.
The class of heritage assets are carried at its cost less any accumulated impairment losses.

1.16.3. *Impairment*

Where the carrying amount of an item of heritage asset is greater than the estimated recoverable amount (or recoverable service amount), it is written down immediately to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

Where items of heritage asset have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the Statement of Financial Performance in the period that the impairment is identified.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of the impairment is recognised in the Statement of Financial Performance.

1.16.4. De-recognition

The carrying amount of a heritage asset is derecognised:

- on disposal, or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from de-recognition of a heritage asset shall be determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

1.17. IMPAIRMENT OF NON-FINANCIAL ASSETS

1.17.1. Cash-generating assets

Cash-generating assets are assets held with the primary objective of generating a commercial return.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the municipality estimates the asset's recoverable amount.

An asset's recoverable amount is the higher of an asset's or cash-generating units (CGU) fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or groups of assets. Where the carrying amount of an asset or CGU exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. In determining fair value less costs to sell, an appropriate valuation model is used. Impairment losses are recognised in the Statement of Financial Performance in those expense categories consistent with the function of the impaired asset.

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An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indication exists, the Municipality estimates the asset's or cash-generating unit's recoverable amount. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount since the last impairment loss was recognised. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the Statement of Financial Performance.

1.17.2. Non-cash-generating assets

Non-cash-generating assets are assets other than cash-generating assets.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Municipality estimates the asset's recoverable service amount.

An asset's recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use. If the recoverable service amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. That reduction is an impairment loss recorded in the Statement of Financial Performance.

The value in use of a non-cash-generating asset is the present value of the asset's remaining service potential. The present value of the remaining service potential of the asset is determined using any one of the following approaches:

Depreciation replacement cost approach - the present value of the remaining service potential of an asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

The Municipality assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for an asset may no longer exist or may have decreased. If any such indication exists, the Municipality estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for an asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. If this is the case, the carrying amount of the asset is increased to its recoverable service amount. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods. Such a reversal of an impairment loss is recognised in the Statement of Financial Performance.

1.18. COMMITMENTS

Commitments are future payments and expenditure to be incurred on contracts that have been entered into at the reporting date and where there are unperformed obligations. The commitments would include both capital and operating items.

Committed expenditure approved and contracted for at reporting date is where the expenditure has been approved and the contract has been awarded.

Committed expenditure approved but not yet contracted for at reporting date is where the expenditure has been approved but the contract has yet to be awarded or is awaiting finalisation.

1.19. INVENTORIES

1.19.1. Initial Recognition

Inventories comprise current assets held for sale, consumption or distribution during the ordinary course of business. Inventories are initially recognised at cost. Cost generally refers to the purchase price, plus non-recoverable taxes, transport costs and any other costs in bringing the inventories to their current location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

Where inventory is acquired by the Municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of the item on the date acquired.

The cost of purified water comprises cost of conversion and other cost incurred in bringing the inventory to their present location and condition.

1.19.2. Subsequent Measurement

Inventories, consisting of consumable stores, raw materials, work-in-progress and finished goods, are valued at the lower of cost and net realisable value unless they are to be distributed at no or nominal charge, in which case they are measured at the lower of cost and current replacement cost. Redundant and slow-moving inventories are identified and written down in this way. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

The carrying amount of inventories is recognised as an expense in the period that the inventory was sold, distributed, written off or consumed, unless that cost qualifies for capitalisation to the cost of another asset.

In general, the basis of allocating cost to inventory items is the weighted average method.

Cost of land held for sale is assigned by using specific identification of their individual costs.

1.20. BORROWING COSTS

Borrowing costs directly attributable to the acquisition, construction or production of qualifying assets are capitalised to the cost of that asset unless it is inappropriate to do so. The Municipality ceases the capitalisation of borrowing costs when substantially all the activities to prepare the asset for its intended use or sale are complete. It is considered inappropriate to capitalise borrowing costs where the link between the funds borrowed and the capital asset acquired cannot be adequately established. Borrowing costs incurred other than on qualifying assets are recognised as an expense in the Statement of Financial Performance when incurred.

1.21. FINANCIAL INSTRUMENTS

Financial instruments recognised on the Statement of Financial Position include receivables (both from exchange transactions and non-exchange transactions), cash and cash equivalents, annuity loans and payables (both from exchange transactions and non-exchange transactions).

1.21.1. Initial Recognition

Financial instruments are initially recognised when the Municipality becomes a party to the contractual provisions of the instrument at fair value plus, in the case of a financial asset or financial liability not at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability

1.21.2. Subsequent Measurement

Financial Assets are categorised according to their nature as either financial assets at fair value, financial assets at amortised cost or financial assets at cost. , Financial Liabilities are categorised as either at fair value, financial liabilities at cost or financial liabilities carried at amortised cost ("other"). The subsequent measurement of financial assets and liabilities depends on this categorisation.

1.21.2.1. Receivables

Receivables are classified as loans and receivables, and are subsequently measured at amortised cost using the effective interest rate method.

For amounts due from debtors carried at amortised cost, the Municipality first assesses whether objective evidence of impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. Objective evidence of impairment includes significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments (more than 90 days overdue). If the Municipality determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be, recognised are not included in a collective assessment of impairment.

If there is objective evidence that an impairment loss has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future expected credit losses that have not yet been incurred). The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised in the Statement of Financial Performance. Interest income continues to be accrued on the reduced carrying amount based on the original effective interest rate of the asset. Loans together with the associated allowance are written off when there is no realistic prospect of future recovery and all collateral has been realised or has been transferred to the municipality. If, in a subsequent year, the amount of the estimated impairment loss increases or decreases

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because of an event occurring after the impairment was recognised, the previously recognised impairment loss is increased or reduced by adjusting the allowance account. If a future write-off is later recovered, the recovery is recognised in the Statement of Financial Performance.

The present value of the estimated future cash flows is discounted at the financial asset's original effective interest rate, if material. If a loan has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate.

1.21.2.2. Payables and Annuity Loans

Financial liabilities consist of payables and annuity loans. They are categorised as financial liabilities held at amortised cost, are initially recognised at fair value and subsequently measured at amortised cost using an effective interest rate, which is the initial carrying amount, less repayments, plus interest.

1.21.2.3. Cash and Cash Equivalents

Cash includes cash on hand (including petty cash) and cash with banks. Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, highly liquid deposits and net of bank overdrafts. The Municipality categorises cash and cash equivalents as financial assets carried at amortised cost.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are categorised as financial liabilities: other financial liabilities carried at amortised cost.

1.21.2.4. Non-Current Investments

Financial instruments, which include, investments in municipal entities and fixed deposits invested in registered commercial banks, are stated at amortised cost.

Where investments have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified.

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

The carrying amounts of such investments are reduced to recognise any decline, other than a temporary decline, in the value of individual investments.

1.21.3. De-recognition of Financial Instruments

1.21.3.1. Financial Assets

A financial asset (or, where applicable a part of a financial asset or part of a group of similar financial assets) is derecognised when:

the rights to receive cash flows from the asset have expired; or
the Municipality has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Municipality has transferred substantially all the risks and rewards of the asset, or (b) the Municipality has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Municipality has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, and has neither transferred nor retained substantially all the risks and rewards of the asset nor transferred control of the asset, a new asset is recognised to the extent of the Municipality's continuing involvement in the asset.

Continuing involvement that takes the form of a guarantee over the transferred asset is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the Municipality could be required to repay.

When continuing involvement takes the form of a written and/or purchased option (including a cash settled option or similar provision) on the transferred asset, the extent of the Municipality's continuing involvement is the amount of the transferred asset that the Municipality may repurchase, except that in the case of a written put option (including a cash settled option or similar provision) on an asset measured at fair value, the extent of the Municipality's continuing involvement is limited to the lower of the fair value of the transferred asset and the option exercise price.

1.21.3.2. Financial Liabilities

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires.

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When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a de-recognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the Statement of Financial Performance.

1.21.4. Offsetting of Financial Instruments

Financial assets and financial liabilities are offset and the net amount reported in the Statement of Financial Position if, and only if, there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously

1.22. REVENUE

1.22.1. Revenue from Non-Exchange Transactions

Revenue from non-exchange transactions refers to transactions where the Municipality received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportionate basis as an exchange transaction.

Fine Revenue constitutes both spot fines and summonses. Revenue from spot fines and summonses is recognised when issued.

Revenue from public contributions and donations is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment qualifies for recognition and first becomes available for use by the Municipality. Where public contributions have been received but the Municipality has not met the related conditions, it is recognised as an unspent public contribution (liability).

Revenue from third parties i.e. insurance payments for assets impaired, are recognised when it can be measured reliably and is not being offset against the related expenses of repairs or renewals of the impaired assets.

Contributed property, plant and equipment is recognised when such items of property, plant and equipment qualifies for recognition and become available for use by the Municipality.

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No. 56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.

Revenue shall be measured at the fair value of the consideration received or receivable.

When, as a result of a non-exchange transaction, a Municipality recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the present obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability will be recognised as revenue.

1.22.2. Revenue from Exchange Transactions

Revenue from exchange transactions refers to revenue that accrued to the Municipality directly in return for services rendered/ goods sold, the value of which approximates the consideration received or receivable.

Service charges relating to electricity and water are based on consumption and a basic charge as per Council resolution. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period.

Revenue from the sale of electricity prepaid meter vouchers is recognised eight days after the sale of the relevant voucher.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage, and are levied monthly based on the recorded number of refuse points per property.

Service charges relating to sanitation (sewerage) are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage. In the case of residential property a fixed monthly tariff is levied and in the

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case of commercial property a tariff is levied based on the number of sewerage connection on the property. Service charges based on a basic charge as per Council resolution.

Interest revenue is recognised using the effective interest rate method.

Revenue from the rental of facilities and equipment is recognised on a straight-line basis over the term of the lease agreement.

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant tariff. This includes the issuing of licences and permits.

Revenue from the sale of goods is recognised when substantially all the risks and rewards in those goods are passed to the consumer.

Revenue shall be measured at the fair value of the consideration received or receivable.

The amount of revenue arising on a transaction is usually determined by agreement between the entity and the purchaser or user of the asset or service. It is measured at the fair value of the consideration received or receivable.

In most cases, the consideration is in the form of cash or cash equivalents and the amount of revenue is the amount of cash or cash equivalents received or receivable. However, when the inflow of cash or cash equivalents is deferred, the fair value of the consideration may be less than the nominal amount of cash received or receivable. When the arrangement effectively constitutes a financing transaction, the fair value of the consideration is determined by discounting all future receipts using an imputed rate of interest. The imputed rate of interest is the more clearly determinable of either:

The prevailing rate for a similar instrument of an issuer with a similar credit rating; or
A rate of interest that discounts the nominal amount of the instrument to the current cash sales price of the goods or services.

The difference between the fair value and the nominal amount of the consideration is recognised as interest revenue.

When goods or services are exchanged or swapped for goods or services which are of a similar nature and value, the exchange is not regarded as a transaction that generates revenue. When goods are sold or services are rendered in exchange for dissimilar goods or services, the exchange is regarded as a transaction that generates revenue. The revenue is measured at the fair value of the goods or services received, adjusted by the amount of any cash or cash equivalents transferred.

When the fair value of the goods or services received cannot be measured reliably, the revenue is measured at the fair value of the goods or services given up, adjusted by the amount of any cash or cash equivalents transferred.

1.22.3. Grants, Transfers and Donations (Non-Exchange Revenue)

Grants, transfers and donations received or receivable are recognised when the resources that have been transferred meet the criteria for recognition as an asset. A corresponding liability is raised to the extent that the grant, transfer or donation is conditional. The liability is transferred to revenue as and when the conditions attached to the grant are met. Grants without any conditions attached are recognised as revenue when the asset is recognised.

1.23. RELATED PARTIES

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions or if the related party entity and another entity are subject to common control.

Related parties include:

- Entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the reporting entity;
- Individuals owning, directly or indirectly, an interest in the reporting entity that gives them significant influence over the entity, and close members of the family of any such individual;
- Key management personnel, and close members of the family of key management personnel; and
- Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in the 2nd and 3rd bullet, or over which such a person is able to exercise significant influence.

Key management personnel include:

- All directors or members of the governing body of the entity, being the Executive Mayor, Deputy Mayor, Speaker, members of the Mayoral Committee and ordinary councillors.
- Other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting entity being the Municipal Manager, Chief Financial Officer an all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

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1.24. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, municipality or organ of state and expenditure in a form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No. 56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.25. IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No. 56 of 2003), the Municipal Systems Act (Act No. 32 of 200), the Public Office Bearers Act, and (Act. No. 20 of 1998) or is in contravention of the Municipality's Supply Chain Management Policy. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.26. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is expenditure that was made in vain and could have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.27. CONTINGENT LIABILITIES

A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity. A contingent liability could also be a present obligation that arises from past events, but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to the obligation or the amount of the obligation cannot be measures with sufficient reliability.

Management judgement is required when recognising and measuring contingent liabilities.

1.28. PRESENTATION OF BUDGET INFORMATION

The annual budget figures have been presented in accordance with the GRAP reporting framework. A separate statement of comparison of budget and actual amounts, which forms part of the annual financial statements, has been prepared. The comparison of budget and actual amount will be presented on the same accounting basis, same classification basis and for the same entity and period as for the approved budget. The budget of the municipality is taken for a stakeholder consultative process and upon approval the approved budget is made publicly available.

Material differences in terms of the basis, timing or entity have been disclosed in the notes to the annual financial statements.

1.29. SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES

In the process of applying the Municipality's accounting policy, management has made the following significant accounting judgements, estimates and assumptions, which have the most significant effect on the amounts recognised in the financial statements:

Post-retirement medical obligations and Long service awards

The cost of post-retirement medical obligations, long service awards and ex-gratia gratuities are determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, expected rates of return on assets, future salary increases, mortality rates and future pension increases. Due to the long-term nature of these plans, such estimates are subject to significant uncertainty.

Impairment of Receivables

The calculation in respect of the impairment of debtors is based on an assessment of the extent to which debtors have defaulted on payments already due, and an assessment of their ability to make payments based on their creditworthiness. This was performed per service-identifiable categories across all classes of debtors.

Provisions and contingent liabilities

Management judgement is required when recognising and measuring provisions and when measuring contingent liabilities. Provisions are discounted where the effect of discounting is material using actuarial valuations.

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1.30. TAXES – VALUE ADDED TAX

Revenue, expenses and assets are recognised net of the amounts of value added tax. The net amount of Value added tax recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position.

1.31. JOINT VENTURES

In respect of the municipalities' interest in jointly controlled assets, the municipality includes in its accounting records and recognises in its financial statements:

- its share of the jointly controlled assets, classified according to the nature of the assets;
- any liabilities that it has incurred;
- its share of any liabilities incurred jointly with other ventures in relation to the joint venture;
- any revenue from the sale or use of its share of the output of the joint venture, together with its share of any expenses incurred by the joint venture; and
- any expenses that it has incurred in respect of its interest in the joint venture.

1.32. AMENDED DISCLOSURE POLICY

Amendments to accounting policies are reported as and when deemed necessary based on the relevance of any such amendment to the format and presentation of the financial statements. The principal amendments to matters disclosed in the current financial statements include fundamental errors, and the treatment of assets financed by external grants.

1.33 STATUTORY RECEIVABLES

Statutory receivables arise from legislation, supporting regulations, or similar means and require settlement by another entity in cash or another financial asset. Statutory receivables can arise from both exchange and non-exchange transactions.

Initial Recognition

Statutory receivables are recognised when the related revenue (exchange or non-exchange revenue) is recognised or when the receivable meets the definition of an asset. The Municipality initially measure statutory receivables at their transaction amount.

Subsequent Measurement

The Municipality measures statutory receivables after initial recognition using the cost method. Under the cost method, the initial measurement of the receivable is subsequently changed to reflect any interest or other charges that may have accrued on the receivable, less any impairment losses and amounts derecognised.

Impairment and collectability of statutory receivables

The Municipality assesses at each reporting date whether there is any indication that a statutory receivable may be impaired.

The Municipality derecognises financial assets only when the contractual rights to the cash flows from the asset expire or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. Financial assets (receivables) are also derecognised when Council approves the write-off of financial assets due to non-recoverability.

If the Municipality neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Municipality recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the Municipality retains substantially all the risks and rewards of ownership of a transferred financial asset, the Municipality continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

The Municipality recognises the difference between the carrying amount of the financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, in the Statement of Financial Performance.

Financial assets and financial liabilities are offset and the net amount reported in the Statement of Financial Position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously.

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1.34 EVENTS AFTER REPORTING DATE

Events after the reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

(a) those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
(b) those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

If non-adjusting events after the reporting date are material, the Municipality discloses the nature and an estimate of the financial effect.

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2 CASH AND CASH EQUIVALENTS

	2019 R	2018 R
Assets		
Call Deposits and Investments	-	-
Cash at Bank	94 262 085	97 496 777
Cash on Hand	9 600	9 125
Total Cash and Cash Equivalents - Assets	**94 271 685**	**97 505 902**
Liabilities		
Primary Bank Account	-	-
Total Cash and Cash Equivalents - Liabilities	-	-

Cash and cash equivalents comprise cash held and short term deposits. The carrying amount of these assets approximates their fair value.

The municipality has the following bank accounts:

Cash book balance at beginning of year	97 496 777	76 324 212
Cash book balance at end of year	94 262 085	97 496 777

The municipality changed it's Primary Bank Account from The Standard Bank of South Africa Limited to First National Bank South Africa on 1 March 2018. The ABSA and Standard Bank accounts has not been closed at year end as some debtors still pay their service accounts into the old accounts.

Primary Bank Account: First National Bank - Account Number 62748215979		
Bank statement balance at beginning of year	96 312 306	-
Bank statement balance at end of year	93 565 694	96 312 306
Standard Bank Limited - Account Number 203241819		
Bank statement balance at beginning of year	274 415	77 200 939
Bank statement balance at end of year	351 927	274 415
ABSA Bank Limited - Account Number 350000011		
Bank statement balance at beginning of year	69 379	248 613
Bank statement balance at end of year	55 423	69 379

3 TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS

Electricity	37 998 175	36 362 313
Water	69 727 767	56 506 812
Property Rental Debtors	1 525 594	1 198 858
Waste Management	36 785 318	29 212 792
Waste Water Management	32 413 814	25 612 216
Service Charges	1 821 514	1 407 810
Prepayments and Advances	2 193 331	1 943 912
Land Sale Debtors	721 701	452 058
Total Receivables from Exchange Transactions	**183 187 214**	**152 696 770**
Less: Provision for Impairment	**(131 576 488)**	**(101 389 355)**
Total Net Receivables from Exchange Transactions	**51 610 725**	**51 307 415**

Consumer debtors are payable within 30 days. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other receivables on initial recognition is not deemed necessary.

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		2019 R	2018 R
3	**TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS CONTINUED**		
	Included in receivables is the following accrued income (estimated consumption from the last meter reading to 30 June):		
	Accrued Income Electricity	17 275 832	19 121 877
	Accrued Income Water	4 553 282	4 166 594
	Ageing of Receivables from Exchange Transactions:		
	(Electricity): Ageing		
	Accrued Income Electricity	17 275 832	19 121 877
	Current (0 - 30 days)	13 221 882	11 335 243
	31 - 60 Days	2 482 395	1 018 070
	61 - 90 Days	259 225	640 885
	+ 90 Days	4 758 841	4 246 238
	Total	**37 998 175**	**36 362 313**
	(Water): Ageing		
	Accrued Income Water	4 553 282	4 166 594
	Current (0 - 30 days)	3 768 628	3 472 654
	31 - 60 Days	1 723 999	1 838 580
	61 - 90 Days	1 199 817	1 602 11P
	+ 90 Days	58 482 042	45 426 86
	Total	**69 727 767**	**56 506 812**
	(Housing): Ageing		
	Current (0 - 30 days)	74 088	72 278
	31 - 60 Days	41 852	36 775
	61 - 90 Days	35 268	33 352
	+ 90 Days	1 374 387	1 056 453
	Total	**1 525 594**	**1 198 858**
	(Refuse): Ageing		
	Current (0 - 30 days)	2 378 364	2 562 428
	31 - 60 Days	1 111 570	844 621
	61 - 90 Days	812 574	619 550
	+ 90 Days	32 482 810	25 186 193
	Total	**36 785 318**	**29 212 792**
	(Sewerage): Ageing		
	Current (0 - 30 days)	1 911 951	1 877 644
	31 - 60 Days	868 370	864 880
	61 - 90 Days	627 218	642 908
	+ 90 Days	29 006 274	22 226 785
	Total	**32 413 813**	**25 612 216**
	(Other): Ageing		
	Current (0 - 30 days)	2 217 983	1 970 427
	31 - 60 Days	30 425	26 543
	61 - 90 Days	453 722	23 708
	+ 90 Days	1 312 715	1 331 044
	Total	**4 014 845**	**3 351 722**

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3	RECEIVABLES FROM EXCHANGE TRANSACTIONS CONTINUED	2019 R	2018 R
	(Land Sales): Ageing		
	Current (0 - 30 days)	-	-
	31 - 60 Days	-	-
	31 - 60 Days	-	-
	61 - 90 Days	-	-
	+ 90 Days	721 701	452 058
	Total	**721 701**	**452 058**
	(Total): Ageing		
	Accrued Income	21 829 113	23 288 472
	Current (0 - 30 days)	23 572 897	21 290 674
	31 - 60 Days	6 258 610	4 629 468
	61 - 90 Days	3 387 824	3 562 520
	+ 90 Days	128 138 769	99 925 637
	Total	**183 187 214**	**152 696 770**
	Reconciliation Provision for Impairment		
	Opening Balance	(101 389 356)	(129 385 760)
	Recognised	(30 187 133)	(24 346 623)
	Bad Debts Written Off	-	52 343 027
	Balance at end of year	**(131 576 489)**	**(101 389 356)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

4	RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS		
	Property Rates	26 671 349	23 957 110
	Other Receivables	24 423 472	34 300 932
	Fines	23 748 726	33 696 200
	Deposits	224 615	224 615
	SARS	-	-
	Other receivables	450 131	380 117
	Total Receivables from Non-Exchange Transactions	**51 094 822**	**58 258 042**
	Less: Provision for Impairment	(36 071 871)	(47 039 009)
	Total Net Receivables from Non-Exchange Transactions	**15 022 951**	**11 219 033**

Ageing of Receivables from Non-Exchange Transactions:

(Rates): Ageing		
Current (0 - 30 days)	2 951 064	2 589 533
31 - 60 Days	1 022 419	460 267
61 - 90 Days	266 984	243 690
+ 90 Days	22 430 882	20 663 620
Total	**26 671 349**	**23 957 110**
Reconciliation Provision for Impairment		
Opening Balance	(44 202 909)	(54 530 434)
Recognised	(10 128 852)	(17 050 073)
Bad Debts Written Off	18 259 890	24 541 498
Balance at end of year	**(36 071 871)**	**(47 039 009)**
Included in the provision for bad debt are the following amounts in respect of traffic fines	**(16 146 300)**	**(28 861 900)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

		2019 R	2018 R
5	**INVENTORY**		
	Consumables	665 034	1 372 307
	Materials and Supplies	10 849 471	9 857 241
	Housing Stock	-	-
	Land	-	-
	Water	178 114	172 268
	Total Inventory	**11 692 619**	**11 401 816**
	Inventory written down due to losses as identified during the annual stores counts.	**2 244**	**(274)**
	Inventory recognised as an expense during the year	**12 276 790**	**14 574 323**
	No inventories is pledged as security for liabilities		
6	**UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS**		
	Unspent Grants	10 575 042	5 750 091
	National Government Grants	7 539 633	489 223
	Provincial Government Grants	2 135 408	4 360 868
	District Municipality	900 001	900 000
	Less: Grants spend but not yet received	4 036 901	2 379 678
	National Government Grants	1 022 096	1 110 255
	Provincial Government Grants	2 489 715	1 269 423
	District Municipality	525 090	
	Total Conditional Grants and Receipts	**6 538 141**	**3 370 413**
	Please refer to Note 22 for more information on specific grants.		
7	**VAT**		
	VAT PAYABLE		
	VAT Payable	4 320 862	1 174 585
	VAT output in suspense	-	-
		4 320 862	**1 174 585**
	VAT RECEIVABLE		
	VAT Receivable	-	-
	VAT input in suspense	11 359 672	9 885 166
		11 359 672	**9 885 166**
	NET VAT RECEIVABLE/(PAYABLE)	**7 038 810**	**8 710 581**
	VAT is receivable/payable on the cash basis.		

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8 PROPERTY, PLANT AND EQUIPMENT

8.1 30 JUNE 2019

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community Assets R	Leased Assets R	Other Assets R	Total R
Carrying value at 1 July 2018	77 053 867	89 963 658	567 565 701	63 631 253	26 370	43 110 033	841 350 881
Cost	77 053 867	100 191 957	706 866 587	72 372 722	1 893 599	82 728 698	1 041 107 430
Original Cost	77 053 867	100 191 957	706 866 587	72 372 722	1 893 599	82 728 698	1 041 107 430
Accumulated Impairment	-	-	(19 803)	-	-	(615 534)	(635 337)
Original Cost	-	-	(19 803)	-	-	(615 534)	(635 337)
Accumulated Depreciation	-	(10 228 299)	(139 281 083)	(8 741 469)	(1 867 230)	(39 003 131)	(199 121 212)
Original Cost	-	(10 228 299)	(139 281 083)	(8 741 469)	(1 867 230)	(39 003 131)	(199 121 212)
Acquisitions	-	-	77 863 169	2 710 453	1 217 706	5 323 944	87 115 272
Capital under Construction	-	-	-	-	-	-	-
Transfers	-	-	(1 452 301)	2 258 878	-	(73 589)	732 988
Cost	-	-	(1 452 301)	2 258 878	-	(73 589)	732 988
Accumulated Depreciation	-	-	-	-	-	-	-
Impairments	-	(797 525)	-	-	-	(26 726)	(824 251)
Impairment	-	(797 525)	-	-	-	(26 726)	(824 251)
Depreciation	-	(1 004 002)	(17 553 984)	(2 129 384)	(288 030)	(6 886 064)	(27 861 465)
Normal Depreciation for the year	-	(1 004 002)	(17 553 984)	(2 129 384)	(288 030)	(6 886 064)	(27 861 465)
Carrying value of disposals	(1 147 593)	(61 098)	(55 489)	-	-	(233 090)	(1 497 270)
Cost	(1 147 593)	(68 000)	(168 157)	-	-	(360 518)	(1 744 269)
Accumulated Impairment	-	-	-	-	-	-	-
Accumulated Depreciation	-	6 902	112 668	-	-	127 428	246 998
Carrying value at 30 June 2019	75 906 273	88 101 033	626 367 095	66 471 200	956 045	41 214 508	899 016 154
Cost	75 906 273	100 123 957	783 109 298	77 342 053	3 111 305	87 618 534	1 127 211 420
Original Cost	75 906 273	100 123 957	783 109 298	77 342 053	3 111 305	87 618 534	1 127 211 420
Accumulated Impairments	-	(797 525)	(19 803)	-	-	(642 260)	(1 459 588)
Original Cost	-	(797 525)	(19 803)	-	-	(642 260)	(1 459 588)
Accumulated Depreciation	-	(11 225 399)	(156 722 400)	(10 870 853)	(2 155 260)	(45 761 767)	(226 735 678)
Original Cost	-	(11 225 399)	(156 722 400)	(10 870 853)	(2 155 260)	(45 761 767)	(226 735 678)

CAPITALISED RESTORATION COST

Net Carrying amount at 1 July	**13 105 030**
Cost	44 946 927
Accumulated Depreciation	(31 841 897)
Acquisitions	-
Under Construction - Cost	-
Disposals	-
Adjustment for the period	8 013 333
Depreciation for the year	(1 872 147)
Impairment for the year	-
Net Carrying amount at 30 June	**19 246 216**
Cost	52 960 260
Accumulated Depreciation	(33 714 044)
Total Property, Plant and Equipment	918 262 370

		R		
8.1.1 Work in Progress included in the Carrying Value of Property Plant & Equipment				
Original Cost	9 180 003	977 052	554 803	10 711 859

	R
8.1.2 Expenditure incurred for repairs and maintaining property plant and equipment	18 238 440

PROPERTY, PLANT AND EQUIPMENT CONTINUED

8.2 30 JUNE 2018

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2017	77 940 867	92 037 334	530 161 900	64 702 111	629 893	41 229 390	806 701 495
Cost	77 940 867	101 276 813	654 132 319	71 589 110	1 893 599	74 419 901	981 252 609
Original Cost	77 940 867	101 276 813	654 132 319	71 589 110	1 893 599	74 419 901	981 252 609
Accumulated Impairment	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	-	(9 239 479)	(123 950 616)	(6 886 999)	(1 263 706)	(32 557 977)	(173 898 777)
Original Cost	-	(9 239 479)	(123 950 616)	(6 886 999)	(1 263 706)	(32 557 977)	(173 898 777)
Acquisitions	-	-	50 457 091	824 041	-	12 386 363	63 667 495
Capital under Construction	-	-	-	-	-	-	-
Transfers	-	-	2 277 177	(40 429)	-	(2 536 748)	(300 000)
Cost	-	-	2 277 177	(40 429)	-	(2 536 748)	(300 000)
Accumulated Depreciation	-	-	-	-	-	-	-
Revaluations							
Impairments	-	-	-	-	-	(20 192)	(20 192)
Impairment	-	-	-	-	-	(20 192)	(20 192)
Depreciation	-	(1 105 964)	(15 330 467)	(1 854 470)	(603 524)	(7 244 103)	(26 138 528)
Normal Depreciation for the year	-	-1 105 964.00	(15 330 467)	(1 854 470)	(603 524)	(7 244 103)	(26 138 528)
Carrying value of disposals	(887 000)	(967 712)	-	-	-	(704 676)	(2 559 388)
Cost	(887 000)	(1 084 856)	-	-	-	(1 540 818)	(3 512 674)
Accumulated Impairment	-	-	-	-	-	37 193	37 193
Accumulated Depreciation	-	117 144	-	-	-	798 949	916 093
Carrying value at 30 June 2018	77 053 867	89 963 658	567 565 701	63 631 253	26 370	43 110 033	841 350 881
Cost	77 053 867	100 191 957	706 866 587	72 372 722	1 893 599	82 728 698	1 041 107 430
Original Cost	77 053 867	100 191 957	706 866 587	72 372 722	1 893 599	82 728 698	1 041 107 430
Accumulated Impairments	-	-	(19 803)	-	-	(615 534)	(635 337)
Original Cost	-	-	(19 803)	-	-	(615 534)	(635 337)
Accumulated Depreciation	-	(10 228 299)	(139 281 083)	(8 741 469)	(1 867 230)	(39 003 131)	(199 121 212)
Original Cost	-	(10 228 299)	(139 281 083)	(8 741 469)	(1 867 230)	(39 003 131)	(199 121 212)

CAPITALISED RESTORATION COST

Net Carrying amount at 1 July	**16 075 548**
Cost	45 710 691
Accumulated Depreciation	(29 635 143)
Acquisitions	-
Under Construction - Cost	-
Disposals	-
Adjustment for the period	(763 764)
Depreciation for the year	(2 206 755)
Impairment for the year	-
Net Carrying amount at 30 June	**13 105 029**
Cost	44 946 927
Accumulated Depreciation	(31 841 898)
Total Property, Plant and Equipment	854 455 911

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8.2.1 Work in Progress included in the Carrying Value of Property Plant & Equipment					
Original Cost	58 857 910	977 052		554 803	60 389 766

	R
8.2.2 Expenditure incurred for repairs and maintaining property plant and equipment	18 886 160

8.2.3 No assets are pledged as security

8.2.4 No assets were in construction or development and consequently halted.

8.2.5 No assets took significantly long to complete.

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		2019 R	2018 R
9	**INTANGIBLE ASSETS**		
	Computer Software		
	Net Carrying amount at 1 July	**2 403 442**	**2 506 094**
	Cost	4 986 239	4 498 498
	Accumulated Amortisation	(2 582 797)	(1 992 404)
	Accumulated Impairment	-	-
	Acquisitions	758 988	187 741
	Amortisation	(400 025)	(590 393)
	Impairment	-	-
	Transfers	(732 988)	300 000
	Disposals	-	-
	Correction of Prior Period Error	-	-
	Change in Accounting Policy	-	-
	Net Carrying amount at 30 June	**2 029 417**	**2 403 442**
	Cost	5 012 239	4 986 239
	Accumulated Amortisation	(2 982 822)	(2 582 797)
	Accumulated Impairment	-	-

No intangible assets are pledged as security

No intangible assets were in construction or development and consequently halted.

No intangible assets took significantly long to complete.

10	**INVESTMENT PROPERTY**		
	Net Carrying amount at 1 July	**45 655 635**	**47 878 177**
	Cost	48 470 125	50 575 520
	Under Construction	-	-
	Accumulated Depreciation	(2 814 490)	(2 697 343)
	Accumulated Impairment	-	-
	Acquisitions	-	-
	Depreciation for the year	(281 010)	(281 085)
	Carrying value of disposals	(882 839)	(1 941 457)
	Cost	(882 839)	(2 105 394)
	Accumulated Depreciation	-	163 937
	Net Carrying amount at 30 June	**44 491 786**	**45 655 635**
	Cost	47 587 286	48 470 125
	Accumulated Depreciation	(3 095 500)	(2 814 490)
	Accumulated Impairment	-	

There are no restrictions on the realisability of Investment Property or the remittance of revenue and proceeds of disposal.

There are no contractual obligations to purchase, construct or develop investment property or for repairs, maintenance or enhancements.

Revenue derived from the rental of investment property	4 008 940	4 551 858
Operating expenditure incurred on properties generating revenue	4 817 466	5 136 072
Operating expenditure incurred on properties not generating revenue	-	-

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11 HERITAGE ASSETS

	2019 R	2018 R
Net Carrying amount at 1 July	**550 000**	**550 000**
Cost	550 000	550 000
Under Construction	-	-
Accumulated Impairment	-	-
Acquisitions	-	-
Disposals	-	-
Impairment	-	-
Transfers from Inventory	-	-
Transfers	-	-
Net Carrying amount at 30 June	**550 000**	**550 000**
Cost	550 000	550 000
Accumulated Impairment	-	-

Heritage assets are carried at its cost less any accumulated impairment losses

None of the heritage assets are pledge as security.

12 OPERATING LEASE ARRANGEMENTS

Operating Lease

Opening Balance	5 095	9 948
Movement during the year	(5 095)	(4 853)
Balance on 30 June	-	5 095

At the Statement of Financial Position date, where the municipality acts as a lessor under operating leases, it will receive operating lease income as follows:

Up to 1 Year	-	5 095
1 to 5 Years	-	-
More than 5 Years	-	-
Total Operating Lease Arrangements	-	5 095

This lease income was determined from contracts that have a specific conditional income and does not include lease income which has a undetermined conditional income.

The leases are in respect of land and buildings being leased out for periods ranging until 2019.

		2019 R	2018 R
13	**TRADE AND OTHER PAYABLE EXCHANGE TRANSACTIONS**		
	Payables and Accruals	13 665 914	7 754 548
	Control, Clearing and Interface	44 403	32 518
	Electricity Bulk Purchase	23 304 763	23 570 223
	Accrued Interest	32 667	79 700
	Unallocated Deposits	3 122 162	2 202 946
	Retentions	2 377 252	3 737 645
	Agency Fees Payable	125	63 825
	Advance Payments	4 669 100	7 512 717
	Overtime	972 351	878 609
	Total Trade Payables	**48 188 737**	**45 832 731**

Payables are being recognised net of any discounts.

Payables are being paid within 30 days as prescribed by the MFMA. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other payables on initial recognition is not deemed necessary.

The carrying value of trade and other payables approximates its fair value.

14	**CONSUMER DEPOSITS**		
	Water and Electricity	4 708 365	4 330 907
	Rental Properties	333 422	302 29[illegible]
	Building Plans	2 107 948	1 785 197
	Total Consumer Deposits	**7 149 735**	**6 418 394**

The fair value of consumer deposits approximate their carrying value. Interest are not paid on these amounts.

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15	CURRENT EMPLOYEE BENEFITS	2019 R	2018 R
	Current Portion of Post Employment Health Care Benefits- Note 19	2 326 217	2 085 183
	Current Portion of Long-Service Provisions - Note 19	1 177 302	893 152
	Current Portion of Ex-gratia Pension Provisions - Note 19	8 432	24 798
	Staff Leave	13 148 894	12 353 905
	Performance Bonuses	497 567	801 374
	Staff Bonuses	4 642 349	3 866 125
	Total Current Employee Benefits	**21 800 761**	**20 024 537**

The movement in current employee benefits are reconciled as follows:

Staff Leave

Balance at beginning of year	12 353 905	10 742 245
Contribution for the year	1 376 029	2 052 699
Expenditure incurred	(581 040)	(441 039)
Balance at end of year	**13 148 894**	**12 353 905**

Staff leave accrued to employees according to collective agreement. Provision is made for the full cost of accrued leave at reporting date. This provision will be realised as employees take leave.

Performance Bonuses

Balance at beginning of year	801 374	815 657
Contribution for the year	499 081	801 372
Expenditure incurred	(802 888)	(815 655)
Balance at end of year	**497 567**	**801 374**

Performance bonuses are being paid to Municipal Manager and Directors after an evaluation of performance by the

Staff Bonuses

Balance at beginning of year	3 866 125	3 416 197
Contribution for the year	8 002 499	6 977 450
Expenditure incurred	(7 226 274)	(6 527 523)
Balance at end of year	**4 642 350**	**3 866 124**

Bonuses are being paid to all municipal staff, excluding section 57 Managers. The balance at year end represents

		2019 R	2018 R
16	**UNSPENT PUBLIC CONTRIBUTIONS**		
	China - Water meters	19 533	32 135
	Essen Belgium	2 199 763	1 833 369
	Total Unspent Public Contributions	**2 219 296**	**1 865 504**
	Reconciliation of public contributions		
	China - Water meters		
	Opening balance	32 135	49 904
	Receipts	-	-
	Conditions met - Transferred to revenue	(12 602)	(17 769)
	Closing balance	**19 533**	**32 135**

3580 Water meters were donated by the Chinese Government to the Witzenberg Municipality. The purpose of the donation is to provide water connections to poor households.

	Essen Belgium		
	Opening balance	1 833 369	925 332
	Receipts	928 705	1 185 716
	Conditions met - Transferred to revenue	(562 311)	(277 679)
	Closing balance	**2 199 763**	**1 833 369**

A twining agreement exists between Essen in Belgium and the Witzenberg Municipality. The purpose of the agreement is youth development and crèches.

17	**BORROWINGS**		
	Annuity and Bullet Loans	5 304 458	7 481 354
	Finance Lease Liability	917 951	-
	Hire Purchase	-	-
	Stock loans	-	-
		6 222 409	**7 481 354**
	Current portion of Non-current	**(1 518 058)**	**(2 176 896)**
	Annuity and Bullet Loans	(1 381 672)	(2 176 896)
	Finance Lease Liability	(136 386)	-
		4 704 351	**5 304 458**
	Unamortised charges on loans	**-**	**(12 686)**
	Opening Balance	(12 686)	(78 471)
	Adjustment for the period	12 686	65 785
	Total borrowings - At amortised cost using the effective interest rate method	**4 704 351**	**5 291 772**

Refer below for maturity dates of long term liabilities:

The obligations under annuity loans are scheduled below:	**Minimum annuity payments**	
Amounts payable under annuity loans:		
Payable within one year	1 792 988	2 870 103
Payable within two to five years	4 414 938	6 068 336
Payable after five years	-	-
	6 207 926	8 938 439
Less: Future finance obligations	(903 470)	(1 457 085)
Present value of annuity obligations	**5 304 455**	**7 481 354**

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BORROWINGS CONTINUED	2019 R	2018 R

Annuity loans at amortised cost is calculated at an average 12.47% interest rate, with a final maturity date of 30 June 2023.

The obligations under finance leases are scheduled below:

Amounts payable under finance leases:	Minimum lease payments	
Payable within one year	508 305	-
Payable within two to five years	508 306	-
Payable after five years	-	-
	1 016 611	-
Less: Future finance obligations	(98 660)	-
Present value of lease obligations	917 951	-

18 NON-CURRENT PROVISIONS

Provision for Rehabilitation of Landfill-sites	86 471 213	71 466 568
Total Non-current Provisions	**86 471 213**	**71 466 568**

The provision includes the rehabilitation cost of landfill sites in Ceres, Prince Alfred's Hamlet, Op-die-Berg, Tulbagh and Wolseley. The expected closing dates and estimated rehabilitation cost of the sites are:
Ceres - 2010 (The site is no longer in operation) - R4 438 522.43
Prince Alfred's Hamlet - 2025 - R50 003 321.37
Op-die- Berg - 2024 - R5 943 619.18
Tulbagh - 2022 - R18 967 155.91
Wolseley - 2024 - R27 688 032.15

Landfill Sites

Opening Balance	71 466 568	70 249 120
Unwinding of Interest	7 253 857	7 165 891
Adjustment for the period	7 750 788	(5 948 443)
Total provision 30 June	**86 471 213**	**71 466 568**
Less: Transfer of Current Portion to Current Provisions - Note	-	
Balance 30 June	**86 471 213**	**71 466 568**
Discount rate	10.15%	10.20%
Inflation Rate	4.50%	4.60%

19 EMPLOYEE BENEFITS

Post-employment Health Care Benefits	54 822 267	76 218 928
Long Service Awards	9 463 063	4 991 866
Ex-Gratia Pension Benefits	55 092	47 075
Total Non-current Employee Benefit Liabilities	**64 340 422**	**81 257 869**

Post-employment Health Care Benefits

Opening Balance	78 304 111	72 375 216
Contribution for the year	3 582 642	3 874 262
Interest Cost	7 465 784	7 018 076
Expenditure for the year	(2 183 586)	(2 144 480)
Amendments	(4 779 243)	-
Actuarial Loss/(Gain)	(25 241 224)	(2 818 963)
Total post retirement Health Care benefits 30 June	**57 148 484**	**78 304 111**
Less: Transfer of Current Portion - Note 15	(2 326 217)	(2 085 183)
Balance 30 June	**54 822 267**	**76 218 928**

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19	EMPLOYEE BENEFITS CONTINUED	2019 R	2018 R
	Long Service Awards		
	Opening Balance	5 885 018	5 329 057
	Contribution for the year	451 234	410 958
	Interest Cost	458 677	417 576
	Expenditure for the year	(1 025 081)	(579 077)
	Amendments	2 236 598	-
	Actuarial Loss/(Gain)	2 633 919	306 504
	Total long service 30 June	**10 640 365**	**5 885 018**
	Less: Transfer of Current Portion - Note 15	(1 177 302)	(893 152)
	Balance 30 June	**9 463 063**	**4 991 866**
	Ex-Gratia Pension		
	Opening Balance	71 874	154 143
	Contribution for the year	-	-
	Interest Cost	4 969	8 907
	Expenditure for the year	(14 431)	(49 487)
	Amendments		
	Actuarial Loss/(Gain)	1 112	(41 690)
	Total Ex-Gratia 30 June	**63 524**	**71 873**
	Less: Transfer of Current Portion - Note 15	(8 432)	(24 798)
	Balance 30 June	**55 092**	**47 07**
	TOTAL NON-CURRENT EMPLOYEE BENEFITS		
	Balance 1 July	84 261 003	77 858 416
	Contribution for the year	4 033 876	4 285 220
	Interest cost	7 929 430	7 444 559
	Expenditure for the year	(3 223 098)	(2 773 044)
	Amendments	(2 542 645)	-
	Actuarial Loss/(Gain)	(22 606 193)	(2 554 149)
	Total employee benefits 30 June	**67 852 373**	**84 261 002**
	Less: Transfer of Current Portion - Note 15	(3 511 951)	(3 003 133)
	Balance 30 June	**64 340 422**	**81 257 869**

19.1 Post-employment Health Care Benefits

The Post Retirement Benefit Plan is a defined benefit plan, of which the members are made up as follows:

In-service (employee) members	241	248
Continuation members (e.g. Retirees, widows, orphans)	52	56
Total Members	**293**	**304**

The liability in respect of past service has been estimated to be as follows:

In-service members	27 996 656	52 940 81'
Continuation members	29 151 829	25 363 294
Total Liability	**57 148 485**	**78 304 112**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2017 R	2016 R	2015 R
In-service members	50 585 753	53 302 000	44 877 000
Continuation members	21 789 464	22 699 000	26 563 000
Total Liability	**72 375 217**	**76 001 000**	**71 440 000**

The municipality makes monthly contributions for health care arrangements to the following medical aid schemes:

Bonitas;
Keyhealth.
LA Health
Hosmed and
Samwumed.

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19.1 EMPLOYEE BENEFITS CONTINUED

	2019	2018
Key actuarial assumptions used:		
i) Rate of interest		
Discount rate	9.36%	9.66%
Health Care Cost Inflation Rate	6.83%	7.44%
Net Effective Discount Rate	2.37%	2.07%

ii) Mortality rates

The PA 90 ultimate table was used by the actuaries.

iii) Normal retirement age

The normal retirement ages are 65 (for males) and 60 (for females). It has been assumed that male in-service members will retire at age 62 and female in-service members will retire at age 59, on average, which then implicitly allows for expected rates of ill-health and early retirement.

The amounts recognised in the Statement of Financial Position are as follows:	2019 R	2018 R
Present value of fund obligations	57 148 484	78 304 111
Net liability/(asset)	**57 148 484**	**78 304 111**

The municipality has elected to recognise the full increase in this defined benefit liability immediately as per GRAP 25, Employee Benefits, paragraph 155 (a).

Reconciliation of present value of fund obligation:

Present value of fund obligation at the beginning of the year	78 304 111	72 375 216
Total expenses	8 864 840	8 747 858
Current service cost	3 582 642	3 874 262
Interest Cost	7 465 784	7 018 076
Benefits Paid	(2 183 586)	(2 144 480)
Amendments	(4 779 243)	-
Actuarial (gains)/losses	(25 241 224)	(2 818 963)
Present value of fund obligation at the end of the year	57 148 484	78 304 111
Less: Transfer of Current Portion - Note 15	(2 326 217)	(2 085 183)
Balance 30 June	**54 822 267**	**76 218 928**

Sensitivity Analysis on the Accrued Liability at 30 June 2019

Assumption	**In-service**	**Continuation**	**Total liability**
Central Assumptions	27 997	29 152	57 148

The effect of movements in the assumptions are as follows:

Assumption	**Change**	**In-service**	**Continuation**	**Total liability**	**% change**
Central assumptions		27 997	29 152	57 148	
Health care inflation	1%	30 785	32 113	62 898	10
Health care inflation	-1%	24 476	26 593	51 069	-11
Mortality rate	20%	26 612	27 062	73 582	-6
Mortality rate	-20%	29 647	31 780	84 157	7

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EMPLOYEE BENEFITS CONTINUED

	2019	2018
19.2 Long Service Awards		
The Long Service Bonus plans are defined benefit plans.		
As at year end, the following number of employees were eligible for Long Service Bonuses.	516	506
i) Rate of interest		
Discount rate	8.13%	8.42%
General Salary Inflation (long-term)	5.55%	6.07%
Net Effective Discount Rate applied to salary-related Long Service Bonuses	2.44%	2.22%

	2019 R	2018 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	10 640 365	5 885 018
Net liability	**10 640 365**	**5 885 018**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2017 R	2016 R	2015 R
Present value of fund obligations	5 329 057	5 601 000	5 648 000
Net liability	**5 329 057**	**5 601 000**	**5 648 000**

	2019 R	2018 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	5 885 018	5 329 057
Total expenses	(115 170)	249 457
Current service cost	451 234	410 958
Interest Cost	458 677	417 576
Benefits Paid	(1 025 081)	(579 077)
	2 236 598	-
Actuarial (gains)/losses	2 633 919	306 504
Present value of fund obligation at the end of the year	10 640 365	5 885 018
Less: Transfer of Current Portion - Note 15	(1 177 302)	(893 152)
Balance 30 June	**9 463 063**	**4 991 866**

Sensitivity Analysis on the Accrued Liability at 30 June 2019

Assumption	Change	Liability (R'000)	% change
Central assumptions		10 640	
General salary inflation	1.00%	11 311	6%
General salary inflation	-1.00%	10 033	-6%
Withdrawal rates	20%	10 151	-5%
Withdrawal rates	-20%	11 177	5%

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EMPLOYEE BENEFITS CONTINUED

	2019	2018

19.3 Ex-Gratia Pension Benefits

The Ex-Gratia Pension Benefits plans are defined benefit plans.

As at year end, the following number of employees were eligible for Ex-Gratia Pension Benefits.	19	20
i) Rate of interest		
Discount rate	8.11%	8.32%

	2019 R	2018 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	63 524	71 873
Net liability	**63 524**	**71 873**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2017 R	2016 R	2015 R
Present value of fund obligations	154 143	330 000	244 001
Net liability	**154 143**	**330 000**	**244 001**

EMPLOYEE BENEFITS CONTINUED

	2019 R	2018 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	71 874	154 143
Total expenses	(9 462)	(40 580)
Current service cost	-	-
Interest Cost	4 969	8 907
Benefits Paid	(14 431)	(49 487)
Actuarial (gains)/losses	1 112	(41 690)
Present value of fund obligation at the end of the year	63 524	71 873
Less: Transfer of Current Portion - Note	(8 432)	(24 798)
Balance 30 June	**55 092**	**47 075**

Sensitivity Analysis on the Accrued Liability at 30 June 2019

Assumption	Change	Total liability	% change
Central assumptions		64	
Withdrawal rates	+20%	63	-1.0%
Withdrawal rates	-20%	64	1.0%

	EMPLOYEE BENEFITS CONTINUED	2019 R	2018 R
19.4	**Retirement funds**		

CAPE JOINT PENSION FUND

The funding level of the CJPF (Pensions Account section) was 105.1% as at the 30 June 2013 valuation date compared with a 99.4% funding level as at 30 June 2012. The Fund is in a sound financial condition at the valuation date. As at the 30 June 2013 valuation date (in totality) the members contributed at a rate of 9% of pensionable salaries and (in totality) the Local Authorities contributed at a rate of 18% of pensionable salaries.

Contributions paid recognised in the Statement of Financial Performance	452 630	417 609

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The funding level at the most recent actuarial valuation (1 July 2012) of 100% was calculated on a Discounted Cash Flow (DCF) basis. The funding level has improved since the previous valuation. The valuation actuary recommended that the prevailing employer contribution rate at 1 July 2012 be maintained at 15.26%. This includes a margin of 3.92% over and above the contribution rate required to fund the Projected Unit Method future service benefits and associated costs.

Contributions paid recognised in the Statement of Financial Performance	447 341	538 053

DEFINED CONTRIBUTION FUNDS

Council contributes to: the Government Employees Pension Fund; Municipal Council Pension Fund; National Fund for Municipal Workers (IMATU); and SAMWU National Provident Fund which are defined contribution funds. The retirement benefit fund is subject to the Pension Fund Act, 1956, with pension being calculated on the pensionable remuneration paid. Current contributions by Council are charged against expenditure on the basis of current service costs.

Contributions paid recognised in the Statement of Financial Performance

Cape Joint Retirement Fund	19 879 356	17 847 981
Municipal Councillors Pension Fund	376 558	350 814
National Fund For Municipal Employees (IMATU)	122 374	157 852
SAMWU National Provident Fund	4 118 954	3 948 150
	24 497 242	**22 304 798**

20	**NET ASSET RESERVES**		
	Capital Replacement Reserve	10 354 788	10 354 788
	Total Net Asset Reserves	**10 354 788**	**10 354 788**

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21	PROPERTY RATES	2019 R	2018 R
	Actual		
	Rates Levied	77 362 366	70 444 618
	Business	12 772 509	12 159 802
	Building Clauses	101 951	123 633
	Rural	18 033 214	15 353 398
	Public Benefit Organisations	-	-
	Industrial Properties	8 796 899	8 448 403
	Residential Properties	25 394 167	24 275 379
	State-owned Properties	10 678 347	7 650 340
	Vacant Land	1 564 945	2 417 360
	Public Service Infrastructure	20 334	16 303
	Less: Revenue Forgone	(7 483 131)	(6 609 239)
	Total Assessment Rates	**69 879 235**	**63 835 379**
	Valuations - 1 JULY		
	Land and Buildings		
	Residential Property	4 044 998 700	3 015 206 263
	Commercial Property	1 011 580 500	791 141 000
	Industrial Property	607 087 500	451 895 000
	Informal Property	37 168 500	32 759 000
	Agricultural Purposes	12 711 816 000	5 215 121 100
	State - National/ Provincial Services	822 438 000	403 270 600
	Public Service Infrastructure	9 948 500	6 575 000
	Vacant Property	171 543 300	180 766 353
	Total Valuation	**19 416 581 000**	**10 096 734 316**

Assessment Rates are levied on the value of land and improvements. The valuation is performed every 4-6 years. The last valuation came into effect on 1 July 2018. Interim valuations are processed on an annual basis to take into account changes in individual property values due to alterations and subdivisions and also to accommodate growth in the rate base due mostly to private development.

Rates:		
Residential	0.825c/R	0.991c/R
Commercial	1.490c/R	1.883c/R
Industrial	1.490c/R	1.883c/R
Bona Fide Agricultural	0.100c/R	0.248c/R

Rates are levied annually and monthly. Monthly rates are payable by the 15th of the following month and annual rates are payable before 30 September. Interest is levied at the prime rate plus 1% on outstanding monthly rates.

Rebates were granted on land with buildings used solely for dwellings purposes as follows:
Residential - The first R120 000 on the valuation is exempted.

Rebates can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

		2019 R	2018 R
22	**TRANSFERS AND SUBSIDIES**		
	Unconditional Grants	**84 602 000**	**70 412 000**
	Equitable Share	84 602 000	70 412 000
	Conditional Grants	**74 776 571**	**58 276 511**
	Grants and donations	74 776 571	58 276 511
	Subsidies	-	-
	Total Government Grants and Subsidies	**159 378 571**	**128 688 511**
	Government Grants and Subsidies - Capital	54 177 081	34 481 262
	Government Grants and Subsidies - Operating	105 201 490	94 207 249
		159 378 571	**128 688 511**

Please refer to appendix D for more detailed disclosure of Government Grants and Subsidies.

The Municipality does not expect any significant changes to the level of grants.

22.1 Equitable share

Opening balance	-	-
Grants received	84 602 000	70 412 000
Conditions met - Operating	(84 602 000)	(70 412 000)
Conditions met - Capital	-	
Write off / Transfers	-	-
Conditions still to be met/(Grant expenditure to be recovered)	-	-

The Equitable Share is the unconditional share of the revenue raised nationally and is being allocated in terms of Section 214 of the Constitution (Act 108 of 1996) to the municipality by the National Treasury.

22.2 Local Government Financial Management Grant (FMG)

Opening balance	17 747	(261 315)
Grants received	1 550 000	1 550 000
Conditions met - Operating	(940 825)	(1 259 695)
Conditions met - Capital	-	(11 243)
Conditions still to be met/(Grant expenditure to be recovered)	**626 922**	**17 747**

The Financial Management Grant is paid by National Treasury to municipalities to help implement the financial reforms required by the Municipal Finance Management Act (MFMA), 2003. The FMG Grant also pays for the cost of the Financial Management Internship Programme (e.g. salary costs of the Financial Management Interns).

22.3 Expanded Public Works Programme

Opening balance	(29 359)	(14 044)
Grants received	1 780 000	1 485 000
Conditions met - Operating	(2 026 381)	(1 500 315)
Conditions met - Capital	-	-
Conditions still to be met/(Grant expenditure to be recovered)	**(275 740)**	**(29 359)**

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	GOVERNMENT GRANTS AND SUBSIDIES CONTINUED	2019 R	2018 R
22.4	**Municipal Infrastructure Grant (MIG)**		
	Opening balance	(95 671)	(90 419)
	Grants received	22 031 000	22 739 000
	Conditions met - Operating	-	-
	Conditions met - Capital	(22 030 489)	(22 744 251)
	Conditions still to be met/(Grant expenditure to be recovered)	(95 160)	(95 670)

The grant was used to upgrade infrastructure in previously disadvantaged areas.

22.5	**Housing Grants**		
	Opening balance	3 295 671	566 634
	Grants received	29 982 563	30 567 514
	Conditions met - Operating	(8 771 481)	(12 643 351)
	Conditions met - Capital	(25 743 845)	(15 195 126)
	Conditions still to be met/(Grant expenditure to be recovered)	(1 237 092)	3 295 671

Housing grants was utilised for the development of erven and the erection of top structures.

22.6	**Integrated National Electrification Grant**		
	Opening balance	(801 458)	(801 458)
	Grants received	5 000 000	-
	Conditions met - Operating	-	-
	Conditions met - Capital	(4 849 738)	-
	Write off / Transfers	-	-
	Conditions still to be met/(Grant expenditure to be recovered)	(651 196)	(801 458)

The National Electrification Grant was used for electrical connections in previously disadvantaged areas.

22.7	**Library services**		
	Opening balance	-	(143)
	Grants received	9 342 000	8 050 000
	Conditions met - Operating	(8 942 000)	(8 049 857)
	Conditions met - Capital	-	-
	Conditions still to be met/(Grant expenditure to be recovered)	400 000	-

22.8	**Other Grants**		
	Opening balance	2 848 987	1 914 470
	Grants received	13 537 705	2 909 716
	Conditions met - Operating	(581 364)	(1 437 299)
	Conditions met - Capital	(5 815 625)	(357 901)
	Write off / Transfers	-	(180 000)
	Conditions still to be met/(Grant expenditure to be recovered)	9 989 703	2 848 986

Various grants were received from other spheres of government of which the material ones are: RBIG R9.3 million and Essen R2.2 million, etc.

22.9	**Total Grants**		
	Opening balance	5 235 917	1 313 725
	Grants received	167 825 268	137 713 230
	Conditions met - Operating	(105 864 051)	(95 302 517)
	Conditions met - Capital	(58 439 697)	(38 308 521)
	Write off / Transfers	-	(180 000)
	Conditions still to be met/(Grant expenditure to be recovered)	8 757 437	5 235 917

Disclosed as follows:

Unspent Conditional Government Grants and Receipts	10 575 042	5 750 091
Unpaid Conditional Government Grants and Receipts	(4 036 901)	(2 379 678)
	6 538 141	3 370 413

		2019	2018
23	**SERVICE CHARGES**	R	R
	Electricity	222 677 633	210 725 381
	Water	38 997 795	48 815 990
	Refuse removal	35 231 260	31 788 924
	Sewerage and Sanitation Charges	38 563 609	36 353 497
	Bulk service levies	-	-
		335 470 297	327 683 792
	Less: Revenue Forgone	(30 270 918)	(21 514 158)
	Total Service Charges	**305 199 379**	**306 169 634**

Rebates can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

24	**Operational Revenue**		
	Insurance Refund	578 123	4 011 107
	Collection Charges	50 606	89 850
	Breakages and Losses Recovered	6 415	32 459
	Merchandising, Jobbing and Contracts	24 120	86 031
	Other	670 323	345 553
	Total Operational Revenue	**1 329 587**	**4 565 000**
25	**Sales of Goods and Rendering of services**		
	Application Fees for Land Usage	62 649	48 235
	Building Plan Approval	978 741	690 01
	Camping Fees	1 927 064	2 252 863
	Cemetery and Burial	223 919	245 871
	Entrance Fees	774 716	775 814
	Other	487 490	1 199 750
	Total Sales of Goods and Rendering of services	**4 454 579**	**5 212 551**
26	**EMPLOYEE RELATED COSTS**		
	Salaries and Wages	110 406 072	97 461 559
	Bargaining Council Levy	526 254	52 577
	Bonuses	8 501 580	7 778 822
	Contributions For Pensions	14 933 113	13 786 586
	Contributions For Medical Aids	7 362 175	6 749 682
	Contributions For UIF	856 028	796 059
	Group Life Insurance	1 625 855	1 463 719
	Housing Benefits and Allowances	1 447 541	1 445 756
	Leave Reserve	1 376 029	2 052 699
	Long service awards	451 234	410 958
	Overtime	11 260 169	11 105 780
	Post Employment Health Care Benefits	1 039 997	3 874 262
	Travel, Motor Car, Accommodation, Subsistence and Other Allowances	6 716 050	6 261 280
		166 502 097	153 239 739
	Less: Employee Cost allocated elsewhere	-	-
	Total Employee Related Costs	**166 502 097**	**153 239 739**

KEY MANAGEMENT PERSONNEL

The Municipal Manager and Directors are appointed on fixed term contracts.

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26 EMPLOYEE RELATED COSTS CONTINUED

	2019 R	2018 R
REMUNERATION OF KEY MANAGEMENT PERSONNEL		
Remuneration of the Municipal Manager		
Annual Remuneration	995 332	908 826
Performance Bonuses	179 167	197 898
Travelling Allowance	108 000	72 000
Housing Allowance	-	-
Contributions to UIF, Medical, Pension Funds and Bargaining Council	250 237	250 237
Travelling Expenses	-	36 000
Leave encashment	-	-
Other Allowance	53 033	50 240
Total	1 585 770	1 515 201
Remuneration of the Director Technical Services		
Annual Remuneration	591 776	609 743
Performance Bonuses	147 970	154 803
Travelling Allowance	501 867	9 883
Contributions to UIF, Medical, Pension Funds and Bargaining Council	3 779	3 779
Travelling Expenses	-	-
Leave encashment	-	44 229
Other Allowance	43 350	34 481
Total	1 288 743	856 919
Remuneration of the Director Corporate Services		
Annual Remuneration	891 760	823 852
Performance Bonuses	146 454	153 351
Travelling Allowance	212 231	193 942
Housing Allowance	-	-
Contributions to UIF, Medical, Pension Funds and Bargaining Council	-	-
Travelling Expenses	-	18 636
Leave encashment	-	-
Other Allowance	58 667	49 784
Total	1 309 112	1 239 565
Remuneration of the Director Financial Services		
Annual Remuneration	532 465	915 496
Performance Bonuses	164 648	154 803
Travelling Allowance	-	70 325
Housing Allowance	-	-
Contributions to UIF, Medical, Pension Funds and Bargaining Council	2 572	192 812
Travelling Expenses	-	2 926
Leave encashment	52 924	70 564
Other Allowance	9 600	19 200
Total	762 209	1 426 125
Remuneration of the Director Community Services		
Annual Remuneration	-	853 992
Performance Bonuses	164 648	154 803
Travelling Allowance	-	90 000
Contributions to UIF, Medical, Pension Funds and Bargaining Council	315	42 413
Leave encashment	-	94 085
Travelling Expenses	1 146	4 932
Total	166 109	1 240 226

27 REMUNERATION OF COUNCILLORS

Executive Mayor	635 169	604 288
Deputy Mayor	580 166	557 428
Speaker	578 547	556 871
Mayoral Committee Members	2 149 094	2 063 951
Ordinary Councillors	4 281 097	4 232 338
Pension fund contributions	1 049 153	1 018 053
Medical aid contributions	184 356	137 142
Total Councillors' Remuneration	9 457 582	9 170 071

In-kind Benefits

The Executive Mayor, Speaker and all the Mayoral committee members are full-time. The Executive Mayor, Speaker and all the Mayoral committee members are provided with secretarial support and an office at the cost of the Council.

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		2019 R	2018 R
28	**IMPAIRMENT**		
	Long term Receivables - Note	-	-
	Receivables from exchange transactions - Note 3	30 187 133	24 346 623
	Receivables from non-exchange transactions - Note 4	10 128 852	17 050 073
	Total Contribution to Debt Impairment	**40 315 985**	**41 396 696**
29	**DEPRECIATION AND AMORTISATION**		
	Property Plant and Equipment	27 861 465	26 138 527
	Investment Property	281 010	281 085
	Intangible Assets	400 025	590 393
	Capitalised restoration cost	1 872 147	2 206 755
	Total Depreciation and Amortisation	**30 414 647**	**29 216 760**
30	**(IMPAIRMENT LOSS) / REVERSAL OF IMPAIRMENT**		
	Heritage Assets	-	-
	Intangible Assets	-	-
	Investment Property	-	-
	Property Plant & Equipment	824 251	20 192
	Total Impairments	**824 251**	**20 192**
31	**FINANCE CHARGES**		
	Borrowing	581 744	1 014 902
	Finance leases	81 474	50 628
	Bank Overdraft	-	-
	Ex-Gratia Pension	4 969	8 907
	Post Employment Health Care Benefits	7 465 784	7 018 076
	Long service awards	458 677	417 576
	Interest costs non-current Provision	7 253 857	7 165 891
	Other	-	-
	Total finance charges	**15 846 505**	**15 675 980**

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32 BULK PURCHASES

Electricity	188 783 412	179 705 387
Total Bulk Purchases	**188 783 412**	**179 705 387**

33 CONTRACTED SERVICES

Tracing agents and debt collection	1 027 804	908 005
Legal Cost	1 419 860	1 149 742
Fire Services	94 546	1 229 496
Maintenance Buiding and Facilities	1 156 260	1 249 299
Traffic Fines Management	548 603	1 378 718
Maintenance of Unspecified Assets	1 481 763	2 599 012
Business and Advisory	3 825 803	2 994 159
Security Services	11 940 097	8 825 906
Infrastructure and Planning	13 885 349	10 484 109
Other	6 591 119	5 282 316
	41 971 204	**36 100 762**

34 TRANSFERS AND SUBSIDIES: OPERATIONAL EXPENDITURE

	2019 R	2018 R
Sport	46 615	104 258
Public Schools	95 000	130 000
Bursaries (Non-Employee)	299 947	492 353
Housing Support	8 771 481	12 643 351
Council	-	23 000
Tourism	805 600	767 230
Total Transfers and Subsidies: Operational Expenditure	**10 018 643**	**14 160 192**

35 OPERATIONAL COST

Advertising, Publicity and Marketing	675 903	815 529
Bank Charges, Facility and Card Fees	716 266	796 924
Commission	2 037 177	1 872 305
Communication	2 692 032	2 878 905
External Audit Fees	3 242 451	2 727 865
External Computer Service	2 265 371	2 324 256
Hire Charges	5 110 871	4 825 611
Insurance Underwriting	2 691 347	1 927 695
Learnerships and Internships	605 457	454 322
Levies Paid - Water Resource Management Charges	630 469	483 781
Licences	346 598	238 166
Printing, Publications and Books	646 015	332 842
Professional Bodies, Membership and Subscription	1 778 405	1 676 583
Remuneration to Ward Committee	1 314 500	683 000
Signage	650 342	632 219
Transport Provided as Part of Departmental Activities	146 669	199 235
Travel and Subsistence	1 221 632	1 498 989
Uniform and Protective Clothing	1 549 687	1 096 213
Wet Fuel	6 011 285	5 148 845
Other	704 244	937 141
Total Operational cost	**35 036 721**	**31 550 426**

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36 CORRECTION OF ERROR IN TERMS OF GRAP 3

		2019 R	2018 R
36.1	**Trade and Other Payable Exchange Transactions**		
	Balance previously reported		**44 888 335**
	Correction of outstanding retention money - Note 36.2		57 713
	Correction of Cash received for shares - Note 36.5		363 424
	Correction Leave Payment - Note 37.6		(363 979)
	Correction Medical - Note 37.15		(2 764)
	Correction Commision - Note 37.14		11 454
	Correction Group Life - Note 37.14		(62)
	Correction Overtime - Note 37.12		878 609
	Balance now reported		**45 832 730**
36.2	**Property, Plant and Equipment**		
	Balance previously reported		**843 242 421**
	Correction of outstanding retention money - Note 36.1		(1 302 655)
	Correction of Land Disposals		(317 000)
	Property, plant and equipment adjustments		(271 885)
	Reallocation of Capitalised Restoration cost		13 105 030
	Balance now reported		**854 455 911**
36.3	**Investment property**		
	Balance previously reported		**45 659 838**
	Sale of land - Note 36.4		(4 203)
	Balance now reported		**45 655 635**
36.4	**Receivables from exchange transactions**		
	Balance previously reported		**51 223 41.**
	Sale of land - Note 36.3		84 000
	Balance now reported		**51 307 415**
36.5	**Receivables from non-exchange transactions**		
	Balance previously reported		**11 158 768**
	Debtor in respect of SARS review duplicated - Note 37.25		(524 109)
	Correction of Cash received for shares - Note 36.1		363 424
	Traffic Fines Correction - Note 37.8		220 950
	Balance now reported		**11 219 033**
36.6	**Current Employee Benefits**		
	Balance previously reported		**19 695 805**
	Correction Leave Payment - Note 37.1		363 979
	Correction Staff Bonuses - Note 37.24		(35 247)
	Balance now reported		**20 024 537**
36.7	**VAT Receivable (net)**		
	Balance previously reported		**7 350 212**
	Correction of outstanding retention money - Note 36.2		1 360 368
	Balance now reported		**8 710 580**
36.8	**FINES, PENALTIES AND FORFEITS**		
	Balance previously reported		**22 001 770**
	Traffic Fines Correction - Note 37.5		1 667 850
	Balance now reported		**23 669 620**
36.9	**SERVICE CHARGES: Refuse removal**		
	Balance previously reported		**27 968 180**
	Free refuse removals at informal areas - Note 37.11		3 820 744
	Balance now reported		**31 788 924**
36.10	**SERVICE CHARGES: Sewerage and Sanitation Charges**		
	Balance previously reported		**32 648 952**
	Free sanitation services at informal areas - Note 37.11		3 704 545
	Balance now reported		**36 353 497**
36.11	**SERVICE CHARGES: Revenue Forgone**		
	Balance previously reported		**(13 988 869)**
	Free refuse removals at informal areas - Note 36.9		(3 820 744)
	Free sanitation services at informal area - Note 37.10		(3 704 545)
	Balance now reported		**(21 514 158)**

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36.12	**EMPLOYEE RELATED COST**	
	Balance previously reported	**152 397 783**
	Correction Overtime - Note 37.1	878 609
	Correction Staff Bonuses - Note 37.24	(35 247)
	Correction Medical - Note 37.1	(2 764)
	Correction Staff Bonus Allocation - Note 37.24	1 358
	Balance now reported	**153 239 739**
36.13	**Receipts from Taxation**	
	Balance previously reported	**63 592 093**
	Revenue from Surcharges and Taxes was included with sales of goods and services - Note 37.14	3 963 004
	Balance now reported	**67 555 097**
36.14	**Receipts from Sales of goods and services**	
	Balance previously reported	**308 615 009**
	Revenue from Surcharges and Taxes was included with sales of goods and services - Note 37.13	(3 963 004)
	Correction of Cash received for shares - Note 37.4	(363 424)
	Correction Commision - Note 37.1	(11 454)
	Correction Group Life - Note 37.1	62
	Balance now reported	**304 277 189**
36.15	**Payments in respect of employee cost**	
	Balance previously reported	**(141 722 476)**
	Finance charges on employee benefits included with Finance Charges and not Employee Cost - Note 37.17	(7 444 559)
	Correction Leave Payment - Note 37.6	363 979
	Correction Medical - Note 37.1	2 764
	Correction Overtime - Note 37.1	(878 609)
	Correction Staff Bonus Allocation - Note 37.24	(1 358)
	Balance now reported	**(149 680 259)**
36.16	**Payments to suppliers**	
	Balance previously reported	**(282 663 051)**
	Unamortised charges on loans included with Suppliers and not with Finance Charges - Note 37.17	(65 785)
	Finance charges on provisions included with Finance Charges and not Suppliers - Note 37.17	(7 165 891)
	Correction of Cash received for shares - Note	363 424
	Correction Leave Payment	(363 979)
	Correction Medical - Note 37.1	(2 764)
	Correction Commision - Note 37.1	11 454
	Correction Group Life - Note 37.1	(62)
	Correction Overtime - Note 37.1	878 609
	Correction Staff Bonus Allocation - Note 37.16	1 358
	Correction - Grant Revenue and Expenditure	(240 000)
	Correction of Retentions	54 830
	Balance now reported	**(289 191 857)**
36.17	**Finance charges paid**	
	Balance previously reported	**(15 675 980)**
	Unamortised charges on loans included with Suppliers and not with Finance Charges - Note 37.16	65 785
	Finance charges on employee benefits included with Finance Charges and not Employee Cost - Note 37.15	7 444 559
	Finance charges on provisions included with Finance Charges and not Suppliers - Note 37.16	7 165 891
	Balance now reported	**(999 745)**
36.18	**Remuneration of the Municipal Manager: Performance Bonuses**	
	Amount previously reported	**143 098**
	Correction of Disclosure	54 800
	Amount now reported	**197 898**
36.19	**Remuneration of the Director Technical Services: Performance Bonuses**	
	Amount previously reported	**118 043**
	Correction of Disclosure	36 760
	Amount now reported	**154 803**
36.20	**Remuneration of the Director Corporate Services: Performance Bonuses**	
	Amount previously reported	**131 327**
	Correction of Disclosure	22 024
	Amount now reported	**153 351**

36.21	**Remuneration of the Director Financial Services: Performance Bonuses**	
	Amount previously reported	**131 327**
	Correction of Disclosure	23 476
	Amount now reported	**154 803**
36.22	**Remuneration of the Director Community Services: Performance Bonuses**	
	Amount previously reported	**118 043**
	Correction of Disclosure	36 760
	Amount now reported	**154 803**
36.23	**Intangible asset**	
	Amount previously reported	**2 649 745**
	Correction of Disclosure	(246 303)
	Amount now reported	**2 403 442**
36.24	**Capitalised Restoration Cost**	
	Amount previously reported	**13 105 030**
	Correction of Disclosure	**-13 105 030**
	Amount now reported	**-**
36.25	**Accumulated Surplus as at 30 June 2018**	
	Balance previously reported	**837 065 896**
	Debtor in respect of SARS review duplicated - Note 36.5	(524 109)
	Correction of error - Retentions - Note 37.1	378 650
	Sale of Land - Note 37.4	52 191
	Correction of Fines Revenue - Note 36.8	1 667 850
	Correction of impairment of Fines Receivable - Note 37.18	(1 825 550
	Correction Staff Bonus Allocation - Note 37.16	(1 35
	Correction Group Life - Note 37.1	62
	Correction Commision - Note 37.1	(11 454)
	Correction Medical - Note 37.1	2 764
	Correction Overtime - Note 37.1	(878 609)
	Correction Staff Bonuses - Note 37.6	35 247
	Correction Staff Bonus Allocation - Note 37.16	1 358
	Sale of land - Note 36.3	27 606
	Correction Land Disposal	(317 000)
	Depreciation	(518 187)
	Balance now reported	**835 155 357**

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37 RECONCILIATION BETWEEN NET SURPLUS FOR THE YEAR AND CASH GENERATED BY OPERATIONS

	2019 R	2018 R
Surplus/(Deficit) for the year	56 529 504	46 374 671
Adjustments for:		
Depreciation	30 014 622	28 626 368
Amortisation of Intangible Assets	400 025	590 393
Gain / (loss) on disposal of assets	(1 157 232)	1 377 920
Gain / (loss) on Adjustment of Provision	(262 545)	(5 184 679)
Unamortised Discount on Loans	12 686	65 785
Debt Impairment	40 315 985	41 396 696
Stock Adjustments	2 244	(274)
Contribution from/to provisions	7 253 857	7 165 891
Contribution from/to employee benefits	7 464 970	11 004 039
Gain / (loss) on Actuarial Valuations	(22 606 193)	(2 554 149)
(Impairment loss) / Reversal of impairment loss	824 251	20 192
Operating lease income accrued	5 095	4 853
Operating Surplus/(Deficit) before changes in working capital	118 797 269	128 887 706
Changes in working capital	(36 897 320)	(44 855 353)
Increase/(Decrease) in Trade and Other Payables	2 356 006	2 082 323
Increase/(Decrease) in Unspent Conditional Government Grants and Receipts	4 824 951	3 148 933
Increase/(Decrease) in Unspent Public Contributions	353 792	890 268
Increase/(Decrease) in Taxes	1 671 771	(2 477 723)
(Increase)/Decrease in Inventory	(293 047)	(2 054 046)
(Increase)/Decrease in Trade and other receivables	(44 153 571)	(46 328 100)
(Increase)/Decrease in Unpaid Conditional Government Grants and Receipts	(1 657 223)	(117 008)
Cash generated/(absorbed) by operations	81 899 949	84 032 353

38 RECONCILIATION OF AVAILABLE CASH AND INVESTMENT RESOURCES

	2019 R	2018 R
Cash and Cash Equivalents - Note 2	94,271,685	97,505,902
Less:	10,575,042	5,750,091
Unspent Committed Conditional Grants - Note 6	10,575,042	5,750,091
VAT - Note 7	-	-
Resources available for working capital requirements	**83,696,643**	**91,755,811**
Allocated to:		
Capital Replacement Reserve	10,354,788	10,354,788
Employee Benefits Reserve	86,141,183	101,282,406
Non-Current Provisions Reserve	86,471,213	71,466,568
Shortfall in working capital requirements	(99,270,541)	(91,347,951)

39 UTILISATION OF LONG-TERM LIABILITIES RECONCILIATION

Long-term Liabilities - Note 17	6,222,409	7,481,354
Used to finance property, plant and equipment - at cost	(6,222,409)	(7,481,354)
	-	-
Cash set aside for the repayment of long-term liabilities	-	-
Cash invested for repayment of long-term liabilities	-	-

Long-term liabilities have been utilized in accordance with the Municipal Finance Management Act.

40 IRREGULAR EXPENDITURE

Irregular expenditure

Reconciliation of irregular expenditure:

Opening balance	-	-
Irregular expenditure identified current year but relating to prior year	19,358,608	-
Irregular expenditure current year	8,315,750	
Approved by Council	-	-
Irregular expenditure awaiting further action	27,674,357	-

Incident	Disciplinary steps/criminal proceedings
SCM Regulation 32 contracts classified as irregular during audit process by AGSA. The contracts used of other organs of state was on rates with no fixed quantities and therefore it cannot be said that any part of the contract is irregular or the whole contract as currently disclosed. The municipality is not in agreement with this view and this issue will be dealt with in terms of the audit engagement letter process. Prior and current year being disclosed as per opinion of AGSA.	Matter will be dealt with in terms of applicable laws and regulations.

41 MATERIAL LOSSES

40.1 Water distribution losses

- Kilolitres purified	6,408,993	5,779,052
- Kilolitres sold	5,272,674	4,745,794
- Kilolitres lost during distribution	1,136,319	1,033,258
- Percentage lost during distribution	17.73%	17.88%
- Value of kilolitres lost during distribution	447,470	462,067

- The value of kilolitres lost is based on the treatment cost of water.

The estimated consumption for public open spaces and informal houses are calculated on a conservative bases using baseline consumption estimations provided by the Department of Water Affairs. Water meters will be installed to measure the mentioned consumption in the future.

40.2 Electricity distribution losses

- Units purchased (Kwh)	197,563,881	201,379,459
- Units sold (Kwh)	176,799,664	181,544,559
- Units lost during distribution (Kwh)	20,764,217	19,834,900
- Percentage lost during distribution	10.51%	9.85%
- Value of units lost during distribution (Rand)	19,841,378	17,700,109

The electricity losses are in line with the quideline of the National Energy Regulator of South Africa of 10%

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		2019 R	2018 R
42	**ADDITIONAL DISCLOSURES IN TERMS OF MUNICIPAL FINANCE MANAGEMENT ACT**		
42.1	**Contributions to organised local government - [MFMA 125 (1)(b)] - SALGA CONTRIBUTIONS**		
	Opening balance		
	Council subscriptions	1 722 027	1 647 102
	Amount paid - current year	(1 722 027)	(1 647 102)
	Amount paid - previous years	-	-
	Balance unpaid (included in Payables from exchange transactions)	-	-
42.2	**Audit fees - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year audit fee	3 398 314	2 874 314
	External Audit - Auditor-General	3 242 451	2 727 865
	Audit Committee	155 863	146 449
	Amount paid - current year	3 398 314	2 874 314
	Balance unpaid (included in Payables from exchange transactions)	-	-
42.3	**VAT - [MFMA 125 (1)(c)]**		
	Opening balance	5 816 358	7 962 606
	Amounts received - Output VAT - current year	(46 017 906)	(43 423 577)
	Amounts claimed - Input VAT - current year	48 441 795	42 746 301
	Amount paid - current year	2 215 128	6 493 633
	Amount - previous year	(5 816 358)	(7 962 606)
	Closing balance	4 639 016	5 816 358

VAT is payable/receivable on the cash basis. VAT is only paid over to SARS once cash is received from debtors and only claimed from SARS once payment is made to creditors.

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		2019 R	2018 R
42.4	**PAYE, SDL and UIF - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year payroll deductions and Council Contributions	23 798 352	20 232 870
	Amount paid - current year	(23 798 352)	(20 232 870)
	Balance unpaid (included in Payables from exchange transactions)	-	-
42.5	**Pension and Medical Aid Deductions - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year payroll deductions and Council Contributions	37 656 025	34 302 259
	Amount paid - current year	(37 656 025)	(34 302 259)
	Balance unpaid (included in Payables from exchange transactions)	-	-

42.6 Councillor's arrear consumer accounts - [MFMA 124 (1)(b)]

During the financial year the following Councillors were outstanding for more than 90 days at any instance

Schuurman	-	4 066
Heradien	-	1 503
Abrahams	-	1 542
Swart	299	46
Laban	-	31 767
Mgoboza	-	8 893
Klaasen	3 475	-
Total Councillor Arrear Consumer Accounts	3 774	48 232

Klaasen has lodged a dispute in terms of the municipal account

Councillors outstanding for more than 90 days as at 30 June 2019:

Abrahams	-	42
Laban	-	30 786
Total Councillor Arrear Consumer Accounts at year end	-	30 828

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42.7 Discloser in terms of the Municipal Supply Chain Management Regulations - Promulgated by Government Gazette 27636 dated 30 May 2005

Regulation 36 (2) - Details of deviations approved by the Accounting Officer in terms of Regulation 36 (1) (a)

2018/2019

			Type of deviation		
	Amount	Single Supplier	Impossible	Impractical	Emergency
July	288 677.75	4	-	1	3
August	676 184.16	5	-	5	9
September	552 187.07	6	-	4	3
October	1 799 274.86	6	-	14	1
November	508 630.88	8	-	10	5
December	344 415.38	6	-	12	4
January	24 724.50	1	-	1	1
February	427 415.33	5	-	7	2
March	357 540.01	2	-	10	6
April	225 219.34	3	-	7	0
May	549 363.00	10	-	10	1
June	5 368 556.19	3	-	11	1
	11 122 188	59	-	92	36

2017/2018

	Amount	Single Supplier	Impossible	Impractical	Emergency
July	487 231		-	11	6
August	681 960	6	-	13	5
September	269 549	2	-	7	4
October	871 119	9	-	16	5
November	453 688	6	-	10	1
December	422 087	5	-	7	4
January	2 246 008	6	-	5	
February	1 873 987	8	-	13	5
March	466 957	4	-	9	1
April	400 081	7	-	5	3
May	363 110	9	-	10	
June	1 045 966	6	-	17	8
	9 581 743	68	-	123	42

2019
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42.8 ***Regulation 45 - Details of awards made to close family members of persons in service of State***

Name of supplier	Member of company who has relationship with person in the service of the state	Relationship to person in the service of the state	Name of person in the service of the state	Employer and capacity of person in service of the state	Value of transactions
Williams Loodgieters	SR Williams	Spouse	R Williams	Dept. of Health: Nurse	R 297 253
Freddie Opperman	Freddie Opperman	Spouse	J Opperman	Western Cape Education Department: Teacher	R 70 215
Witzenberg Concrete	Derick Ontong	Wife	Crystal Ontong	Ceres Sekonder, Teacher (WCED)	R 61 468
SEW Plumbing	SE Williams	Spouse	L Williams	Dept. of Health: Admin Officer	R 63 548
		Son	R Williams	Dept. of Health: Nurse	
Regan Brown Attorneys	R Brown	Brother	E Johnson	City of Cape Town: Traffic Dept	R 494 895
		Brother	D Johnson	SAPS: Worcester	
O'NeilL & Visser Attorneys	CW O'Neill	Spouse	H O'Neill	DOJ: Worcester	R 372 021
Vox Elektries	F Blom	Spouse	M Blom	SAPS: Officer	R 17 230
RJC Conservation Servises		Son	Prins	Chief Professional Nurse: Wolseley Clinic Dep of Health	R 269 6[illegible]
JC Fencing	JJ Abrahamse	Father	K Abrahamse	Witzenberg Municipality: Traffic Officer	R 5 430
SJ Peres	SJ Peres	Brother-in-law	S Peres	Witzenberg Municipality: Accountant Expenditure	R 8 300
CJ Services	C Hofmeester	Cousin	F Hofmeester	Witzenberg Municipality: SCM Practitioner	R 1 980
WAB Print Media (Pty) Ltd	Wayne Brink	Spouse	Adelene Brink	Drakenstein Municipality	R 26 733
AJ Rankin Basson Sport BK	J Wessels	Spouse	MJL Wessels	Witzenberg Municipality Social Worker	R 28 590
JMIL Dienste	Johannes Louwrens	Brother	Ci Croudace	Msunduzi Municipality - Admin officer	R 57 614
Xolisile Ernest malapi (XEM transport)	X Malapi	Husband	Ntombelizwe bianca malapi	Nurse -Ceres Provincial Hospital	R 37 600
T Square Framing (Arts and Events Skill Development) (Pty) Ltd	Van Rool Theofilus & Maria	Daughter	Mariana Cornelius	Clinic - Supervisor	R 1 500

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Regulation 45 - Details of awards made to close family members of persons in service of State - continued

Name of supplier	Member of company who has relationship with person in the service of the state	Relationship to person in the service of the state	Name of person in the service of the state	Employer and capacity of person in service of the state	Value of transactions
Williams Loodgieters	SR Williams	Spouse	R Williams	Dept. of Health: Nurse	R 190 478
Freddie Opperman	Freddie Opperman	Spouse	J Opperman	Western Cape Education Department: Teacher	R 30 700
T Square Framing (Arts and Events Skill Development) (Pty) Ltd	M van Rool	Daughter	M Cornelius	Clinic - Supervisor	R 300
	T van Rool	Son-in-law	C Cornelius	Hermanus Municipality - SCM Storekeeper	
SEW Plumbing	SE Williams	Spouse	L Williams	Dept. of Health: Admin Officer	R 14 950
		Son	R Williams	Dept. of Health: Nurse	
Regan Brown Attorneys	R Brown	Brother	E Johnson	City of Cape Town: Traffic Dept	R 377 775
		Brother	D Johnson	SAPS: Worcester	
O'NeilL & Visser Attorneys	CW O'Neill	Spouse	H O'Neill	DOJ: Worcester	R 542 504
Vox Elektries	F Blom	Spouse	M Blom	SAPS: Officer	R 34 201
RJC Conservation Services		Son	Prins	Chief Professional Nurse: Wolseley Clinic Dep of Health	R 39 000
Powerrec (Pty) Ltd	Vuyokazi Machimana	Mother	B Skonsana	Gauteng Department of Health: Nurse	R 45 433
JC Fencing	JJ Abrahamse	Father	K Abrahamse	Witzenberg Municipality: Traffic Officer	R 129 960
SJ Peres	SJ Peres	Brother-in-law	S Peres	Witzenberg Municipality: Accountant Expenditure	R 12 600
CJ Services	C Hofmeester	Cousin	F Hofmeester	Witzenberg Municipality: SCM Practitioner	R 5 875
AON (Pty) Ltd	N Mangyanga	Mother	Gladys Thivhafuni Ravele	Department of Education	R 601 586
		Father	GeorgeTakalani Ravele	Department of Transport	
WAB Print Media (Pty) Ltd	Wayne Brink	Spouse	Adelene Brink	Drakenstein Municipality	R 26 915
AJ Rankin Basson Sport BK	J Wessels	Spouse	MJL Wessels	Witzenberg Municipality Social Worker	R 49 863
JMIL Dienste	Johannes Louwrens	Brother	CI Croudace	Msunduzi Municipality - Admin officer	R 345 704
Koue Bokkeveld Training Centre	C Roberts	Spouse	R Roberts	Witzenberg Municipality Law Enforcement Officer	R 2 339

43 **COMMITMENTS**

Commitments in respect of expenditure:

Approved and contracted for	152 173 668	106 003 797
Infrastructure	53 599 487	53 127 802
Community	3 296 113	-
Other Capital	14 268 053	-
Operational	81 010 016	52 875 996
Approved but not yet contracted for	4 823 677	-
Infrastructure	-	-
Community	-	-
Other Capital	-	-
Operational	4 823 677	-
Total	**156 997 345**	**106 003 797**

		2019 R	2018 R

44 FINANCIAL RISK MANAGEMENT

The activities of the municipality expose it to a variety of financial risks, including market risk (comprising fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk. The municipality's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the municipality's financial performance.

(a) Foreign Exchange Currency Risk

The municipality does not engage in foreign currency transactions.

(b) Price risk

The municipality is not exposed to price risk.

(c) Interest Rate Risk

As the municipality has significant interest-bearing liabilities, the entity's income and operating cash flows are substantially dependent on changes in market interest rates.

The municipality analyses its potential exposure to interest rate changes on a continuous basis. Different scenarios are simulated which include refinancing, renewal of current positions, alternative financing and hedging. Based on these scenarios, the entity calculates the impact that a change in interest rates will have on the surplus/deficit for the year. These scenarios are only simulated for liabilities which constitute the majority of interest bearing liabilities.

The municipality did not hedge against any interest rate risks during the current year.

The potential impact on the entity's surplus/deficit for the year due to changes in interest rates were as follow:

0.5% Increase in interest rates	440 198	450 141
0.5% Decrease in interest rates	(440 198)	(450 141)

(d) Credit Risk

Credit risk is the risk that a counter party to a financial or non-financial asset will fail to discharge an obligation and cause the municipality to incur a financial loss. Credit risk consist mainly of cash deposits, cash equivalents, trade and other receivables and unpaid conditional grants and subsidies.

Trade and other debtors are disclosed net after provisions are made for impairment and bad debts. Trade debtors comprise of a large number of ratepayers, dispersed across different sectors and geographical areas. Ongoing credit evaluations are performed on the financial condition of these debtors. Credit risk pertaining to trade and other debtors is considered to be moderate due the diversified nature of debtors and immaterial nature of individual balances. In the case of consumer debtors the municipality effectively has the right to terminate services to customers but in practice this is difficult to apply. In the case of debtors whose accounts become in arrears, Council endeavours to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

All rates and services are payable within 30 days from invoice date. Refer to note 3 and 4 for all balances outstanding longer than 30 days. These balances represent all debtors at year end which defaulted on their credit terms. Also refer to note 3 for balances included in receivables that were re-negotiated for the period under review.

Balances past due not impaired:

	2019 %	2019 R	2018 %	2018 R
Non-Exchange Receivables				
Rates & other charges	0.00%	-	0.00%	-
Exchange Receivables				
Electricity	87.93%	33 412 961	100.00%	31 092 890
Water	12.48%	8 699 492	17.18%	9 707 338
Housing Rentals	6.99%	106 614	17.27%	207 044
Refuse	8.75%	3 217 051	14.22%	4 154 663
Sewerage	8.13%	2 635 212	12.99%	3 326 681
Other	34.28%	624 364	30.03%	422 828
Land Sales	100.00%	721 701	100.00%	452 058
	26.98%	49 417 394	32.33%	49 363 503

No receivables are pledged as security for financial liabilities.

Due to the short term nature of receivables the carrying value disclosed in note 3 and 4 of the financial statements is an approximation of its fair value. Interest on overdue balances are included at prime lending rate plus 1% where applicable.

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44 FINANCIAL RISK MANAGEMENT CONTINUED

The provision for bad debts could be allocated between the different classes of debtors as follows:

	2019 %	2019 R	2018 %	2018 R
Exchange Receivables				
Electricity	3.48%	4 585 214	5.20%	5 269 422
Water	46.38%	61 028 275	46.16%	46 799 475
Housing Rentals	1.08%	1 418 980	0.98%	991 814
Refuse	25.51%	33 568 267	24.71%	25 058 129
Sewerage	22.63%	29 778 602	21.98%	22 285 534
Other	0.91%	1 197 150	0.97%	984 981
	100.00%	131 576 488	100.00%	101 389 355

The provision for bad debts could be allocated between the different categories of debtors as follows:

	2019 %	2019 R	2018 %	2018 R
Residential	95.36%	125 474 948	89.87%	91 119 676
Commercial	2.34%	3 079 393	3.95%	4 000 882
Government	0.00%	-	0.00%	48
Other	2.30%	3 022 147	6.18%	6 268 749
	100.00%	131 576 488	100.00%	101 389 355

Bad debts written off per debtor class:

Exchange Receivables				
Electricity	0.00%	-	3.12%	(1 632 274)
Water	60.13%	(3 820)	49.80%	(26 065 202)
Housing Rentals	0.00%	-	1.56%	(817 856)
Refuse	22.57%	(1 434)	26.20%	(13 715 071)
Sewerage	16.96%	(1 078)	18.22%	(9 539 030)
Other	0.34%	(22)	1.10%	(573 594)
	100.00%	(6 353)	100.00%	(52 343 027)

The entity only deposits cash with major banks with high quality credit standing. No cash and cash equivalents were pledged as security for financial liabilities and no restrictions were placed on the use of any cash and cash equivalents for the period under review. Although the credit risk pertaining to cash and cash equivalents are considered to be low, the maximum exposure are disclosed below.

The risk pertaining to unpaid conditional grants and subsidies are considered to be very low. Amounts are receivable from national and provincial government and there are no expectation of counter party default.

Long-term Receivables and Other Debtors are individually evaluated annually at Balance Sheet date for impairment.

Financial assets exposed to credit risk at year end are as follows:	2019 R	2018 R
Long term receivables	-	-
Receivables from exchange transactions	51 610 725	51 307 415
Cash and Cash Equivalents	94 262 085	97 496 777
Unpaid conditional grants and subsidies	4 036 901	2 379 678
	149 909 711	151 183 870

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44 FINANCIAL RISK MANAGEMENT CONTINUED

(e) Liquidity Risk

Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities. Due to the dynamic nature of the underlying business, the treasury maintains flexibility in funding by maintaining availability under credit lines.

The entity's risk to liquidity is a result of the funds available to cover future commitments. The entity manages liquidity risk through an ongoing review of future commitments and credit facilities.

The table below analyses the entity's financial liabilities into relevant maturity groupings based on the remaining period at the financial year end to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

2019	Less than 1 year	Between 1 and 5 years	Between 5 and 10 years	Over 10 Years
Borrowing	2 301 293	4 923 244	-	-
Capital repayments	1 817 812.37	4 404 593.93	-	-
Interest	483 480.67	518 649.58	-	-
Trade and Other Payables	37 047 747	-	-	-
Unspent conditional government grants and receipts	10 575 042	-	-	-
	49 924 082	4 923 244	-	-

2018	Less than 1	Between 1 and 5	Between 5 and	Over 10 Years
Borrowing	2 870 103	6 068 336	-	-
Capital repayments	2 276 380.00	5 204 971.00	-	-
Interest	593 723.00	863 365.00	-	-
Trade and Other Payables	31 436 989	-	-	-
Unspent conditional government grants and receipts	5 750 091	-	-	-
	40 057 183	6 068 336	-	-

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SOUTH AFRICA

45 FINANCIAL INSTRUMENTS

In accordance with IAS 39.09 the financial instruments of the municipality are classified as follows:

The fair value of financial instruments approximates the amortised costs as reflected bellow.

45.1 Financial Assets

	Classification	2019 R	2018 R
Receivables			
Receivables from exchange transactions	Financial Instruments at amortised cost	51 610 725	51 307 415
Other Receivables			
Government Subsidies and Grants	Financial Instruments at amortised cost	4 036 901	2 379 678
Short-term Investment Deposits			
Call Deposits	Financial Instruments at amortised cost	-	-
Bank Balances			
Bank Balances	Financial instruments at amortised cost	94 262 085	97 496 777
		149 909 711	151 183 870
SUMMARY OF FINANCIAL ASSETS			
Financial instruments at amortised cost		149 909 711	151 183 870
At amortised cost		149 909 711	151 183 870

45.2 Financial Liability

	Classification	2019 R	2018 R
Long-term Liabilities			
Annuity Loans	Financial instruments at amortised cost	3 922 786	5 304 458
Capitalised Lease Liability	Financial instruments at amortised cost	781 565	-
Payables from exchange transactions			
Trade creditors	Financial Instruments at amortised cost	13 665 914	7 754 548
Retentions	Financial Instruments at amortised cost	2 377 252	3 737 645
Deposits	Financial Instruments at amortised cost	44 403	32 518
Other	Financial Instruments at amortised cost	23 337 430	23 649 923
Other Payables			
Government Subsidies and Grants	Financial instruments at amortised cost	10 575 042	5 750 091
Current Portion of Long-term Liabilities			
Annuity Loans	Financial instruments at amortised cost	1 381 672	2 176 896
Capitalised Lease Liability	Financial instruments at amortised cost	136 386	-
		56 222 450	48 406 079
SUMMARY OF FINANCIAL LIABILITY			
Financial instruments at amortised cost		56 222 450	48 406 079

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		2019 R	2018 R

46 PRIVATE PUBLIC PARTNERSHIPS

Council has not entered into any private public partnerships during the financial year.

47 CONTINGENT LIABILITY

Claims against Council	2 265 766	3 013 366
Estimate legal Fees	850 000	110 000

The municipality is currently engaged in litigation which could result in damages/costs being awarded against Council if claimants are successful in their actions. Management are respectfully of opinion that this matter will be successfully defended. The Municipality is defending all the claims. The amounts indicated is Management's estimated financial exposure. The following are naritives of the cases:

F Daniels / SALGBC & two others	The applicant was the former Manager of Traffic. He was dismissed after an internal disciplinary hearing on 21/09/2009, where after he unsuccessfully appealed internally against the sanction of dismissal. Management is of opinion that the risk of the municipality being ordered to pay Mr Daniel's legal fees is slim.	-	1 000 000
L Louw	A child was assaulted at the Pine Forest. The claimant alleged that the security measures at the Pine Forest were not sufficient to protect the child. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	950 000	1 427 600
Gunter	Plaintiff claims damages from the municipality after she fell on the sidewalk. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	585 766	585 766
Rijk's Cellars	High Court Litigation - Appeal against waste licence by MEC	250 000	-
R Du Plessis	Claim in term of Labour Relations Act 66 of 1995	480 000	-
		2 265 766	3 013 366

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		2019 R	2018 R
48	**RELATED PARTIES**		

Key Management and Councillors receive and pay for services on the same terms and conditions as other ratepayers / residents.

The rates, service charges and other charges are in accordance with approved tariffs that were advertised to the public. No bad debt expenses have been recognised in respect of amounts owed by related parties.

48.1 Related Party Loans

Since 1 July 2004 loans to councillors and senior management employees are not permitted.

48.2 Compensation of key management personnel

The compensation of key management personnel is set out in Note 26 to the Annual Financial Statements.

48.3 Other related party transactions

No purchases were made during the year where Councillors or staff have an interest.

48.4 Ceres Koekedouw Management Committee

Ceres Koekedouw Management Committee is an entity established by the Witzenberg Municipality and the Koekedouw Irrigation Board. Ceres Koekedouw Management Committee is responsible for the management of the Koekedouw Dam, jointly owned by Witzenberg Municipality and the Koekedouw Irrigation Board.

	637 330	934 826
The following contributions included with General Expenses were paid to the Ceres Koekedouw Management Committee		

49 FINANCIAL SUSTAINABILITY

Management is of the opinion that will Municipality will continue to operate as a going concern and perform it's functions as set out in the Constitution.

Financial Indicators

The current ratio decreased to 2.01 from 2.22 in the prior year.

Cash and Cash Equivalents have decreased to R 94 million from R 98 million in the prior year.

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APPENDIX A - Unaudited
WITZENBERG MUNICIPALITY
SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2019

EXTERNAL LOANS	Rate	Loan Number	Redeemable	Balance at 30 JUNE 2018	Received during the period	Redeemed / written off during the period	Balance at 30 JUNE 2019
				R	R	R	R
ANNUITY LOANS							
NEDBANK	8.00%	5032032 0001	2023/05/30	5 220 225	-	883 906	4 336 319
DBSA	15.25%	11188/101	2018/09/30	848 998		848 998	-
DBSA	15.50%	10772/101	2018/09/30	193 376		193 376	-
DBSA	9.50%	102040/1	2021/09/30	128 746		32 615	96 131
DBSA	8.59%	100605/1	2021/12/31	1 090 007	-	218 001	872 005
Total Annuity Loans				**7 481 351**	**-**	**2 176 896**	**5 304 455**
LEASE LIABILITY							
Office Equipment	10.00%		2021/06/30	-	1 217 706	299 755	917 951
Total Lease Liabilities				**-**	**1 217 706**	**299 755**	**917 951**
TOTAL EXTERNAL LOANS				**7 481 351**	**1 217 706**	**2 476 650**	**6 222 406**

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APPENDIX B - Unaudited
WITZENBERG MUNICIPALITY
SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2019
MUNICIPAL VOTES CLASSIFICATION

2018 Actual Income R	2018 Actual Expenditure R	2018 Surplus/ (Deficit) R		2019 Actual Income R	2019 Actual Expenditure R	2019 Surplus/ (Deficit) R
83 510 949	(29 443 602)	54 067 347	Budget and Treasury Office	86 081 913	(36 362 779)	49 719 134
139 808 692	(121 929 345)	17 879 347	Civil services	139 277 888	(143 957 581)	(4 679 692)
81 108 647	(27 298 077)	53 810 570	Community and social services	96 833 337	(25 857 031)	70 976 306
754 958	(40 873 136)	(40 118 178)	Corporate Services	1 056 665	(43 316 539)	(42 259 873)
211 203 148	(199 669 546)	11 533 602	Electro Technical Services	227 519 804	(205 463 477)	22 056 327
-	(19 349 505)	(19 349 505)	Executive and Council	-	(20 508 153)	(20 508 153)
13 006 360	(16 477 397)	(3 471 037)	Housing	9 048 659	(12 953 914)	(3 905 255)
1 004 366	(5 124 377)	(4 120 011)	Planning	1 191 291	(5 635 938)	(4 444 647)
28 308 513	(42 415 323)	(14 106 811)	Public Safety	20 079 195	(35 404 482)	(15 325 288)
7 599 636	(23 691 279)	(16 091 642)	Sport and recreation	6 961 830	(25 260 660)	(18 298 829)
566 305 268	(526 271 587)	40 033 681	**Total**	588 050 584	(554 720 556)	33 330 028

APPENDIX C - Unaudited
WITZENBERG MUNICIPALITY
SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2019
GENERAL FINANCE STATISTIC CLASSIFICATIONS

2018 Actual Income R	2018 Actual Expenditure R	2018 Surplus/ (Deficit) R		2019 Actual Income R	2019 Actual Expenditure R	2019 Surplus/ (Deficit) R
80 711 909	(21 823 523)	58 888 386	Community and social services	96 258 277	(22 873 136)	73 385 141
211 203 148	(199 535 965)	11 667 183	Energy sources	226 811 471	(205 288 676)	21 522 795
1 752	(1 319 529)	(1 317 777)	Environmental protection	87 781	(648 800)	(561 019)
-	(24 088 069)	(24 088 069)	Executive and council	-	(23 528 410)	(23 528 410)
84 265 907	(65 398 173)	18 867 734	Finance and administration	87 138 578	(74 937 260)	12 201 318
13 006 360	(16 477 397)	(3 471 037)	Housing	9 048 659	(12 953 914)	(3 905 255)
-	(2 145 483)	(2 145 483)	Internal audit	-	(2 315 978)	(2 315 978)
1 399 352	(8 865 963)	(7 466 611)	Planning and development	1 678 570	(9 048 627)	(7 370 057)
28 308 513	(39 115 281)	(10 806 768)	Public safety	18 945 868	(31 704 800)	(12 758 932)
4 189 352	(24 772 184)	(20 582 832)	Road transport	19 952 379	(28 014 723)	(8 062 344)
7 599 636	(23 691 279)	(16 091 642)	Sport and recreation	6 961 830	(25 260 660)	(18 298 829)
25 965 490	(41 979 692)	(16 014 202)	Waste management	25 347 030	(46 066 193)	(20 719 163)
42 108 382	(28 943 471)	13 164 910	Waste water management	46 166 309	(34 375 865)	11 790 444
67 545 469	(28 115 579)	39 429 890	Water management	49 653 832	(37 703 513)	11 950 318
566 305 268	(526 271 587)	40 033 681	**Total**	588 050 584	(554 720 556)	33 330 028

2019 -11- 29

APPENDIX D - Unaudited
WITZENBERG MUNICIPALITY
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2018 (Unpaid)	Grants Received	Grants Capital Received	Write Offs / Transfers	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2019	Unspent 2019 (Payable)	Unpaid 2019 (Receivable)
	R	R	R	R	R	R	R	R	R
National Government Grants									
Finance Management Grant	17 747	1 550 000		(18 000)	(922 825)	-	626 922	626 922	-
DWAF - Drought relief	-	-		-	-	-	-	-	-
Municipal Systems Improvement Grant	-	-		-	-	-	-	-	-
Municipal infrastructure Grant	(95 671)	22 031 000		-	-	(22 030 489)	(95 160)	-	95 160
Regional Bulk Infrastructure Grant (DWAF)	(183 768)	9 500 000		-	-	(2 874 997)	6 441 235	6 441 235	-
Integrated National Electricity Program	(801 458)	5 000 000		-	-	(4 849 738)	(651 196)	-	651 196
Equitable share	-	84 602 000		-	(84 602 000)	-	-	-	-
Department of Rural Development	471 155	-		-	-	-	471 155	471 155	-
ACIP funds (DWAF)	-	-		-	-	-	-	-	-
Expanded Public Works Programme	(29 359)	1 780 000		-	(2 026 381)	-	(275 740)	-	275 740
Neighbourhood Development Plan	321	-		-	-	-	321	321	-
Provincial Government Grants									
Library services	-	9 342 000		-	(8 942 000)	-	400 000	400 000	-
Library services Replacement Funding	-	-		-	-	-	-	-	-
CDW	449 428	-		-	(6 451)	-	442 977	442 977	-
Main roads	(16 800)	119 000		-	-	-	102 200	102 200	-
Municipal Infrastructure Support Grant	(1 046 497)	-		-	-	-	(1 046 497)	-	1 046 497
Drought Relief	-	-		-	-	-	-	-	-
Public Transport	346 000	2 000 000		-	-	(2 115 539)	230 461	230 461	-
Planning	-	-		-	-	-	-	-	-
Human Settlement Development	3 295 671	29 982 563		-	(8 771 481)	(25 743 845)	(1 237 092)	-	1 237 092
Sport	-	-		-	-	-	-	-	-
Library Capital	-	-		-	-	-	-	-	-
Multipurpose Centre	-	-		-	-	-	-	-	-
Capacity Building (Internship)	-	-		-	-	-	-	-	-
Municipal Infrastructure	(206 126)	-		-	-	-	(206 126)	-	206 126
Financial Management Support	329 770	330 000		-	-	-	659 770	659 770	-
Financial Management	(60 000)	360 000		-	-	-	300 000	300 000	-
Local Government Compliance	-	-		-	-	-	-	-	-
MSCOA Grant	-	-		-	-	-	-	-	-
Regional Social Econimical Pro	-	-		-	-	-	-	-	-
District Municipality									
Parks and recreation	800 000	300 000		-	-	(299 999)	800 001	800 001	-
Tourism Route Development	-	-		-	-	-	-	-	-
Sanitation Infrastructure	-	-		-	-	(525 090)	(525 090)	-	525 090
Planning and Development	100 000	-		-	-	-	100 000	100 000	-
Other									
Essen Belgium	1 833 369	928 705		-	(562 311)	-	2 199 763	2 199 763	-
China - Water meters	32 135	-		-	(12 602)	-	19 533	19 533	-
Table Mountain - Clearing Alien Vegetation	-	-		-	-	-	-	-	-
Total	**5 235 917**	**167 825 268**	**-**	**(18 000)**	**(105 846 051)**	**(58 439 697)**	**8 757 437**	**12 794 338**	**4 036 901**

APPENDIX D - Unaudited
WITZENBERG MUNICIPALITY
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2017 (Unpaid)	Grants Received	Grants Capital Received	Write Offs / Transfers	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2018	Unspent 2018 (Payable)	Unpaid 2018 (Receivable)
	R	R	R	R	R	R	R	R	R
National Government Grants									
Finance Management Grant	(261 315)	1 550 000		-	(1 259 695)	(11 243)	17 747	17 747	-
DWAF - Drought relief	-	-		-	-	-	-	-	-
Municipal Systems Improvement Grant	-	-		-	-	-	-	-	-
Municipal Infrastructure Grant	(90 419)	22 739 000		-	-	(22 744 251)	(95 670)	-	95 670
Regional Bulk Infrastructure Grant (DWAF)	(114 347)	-		-	-	(69 421)	(183 768)	-	183 768
Integrated National Electricity Program	(801 458)	-		-	-	-	(801 458)	-	801 458
Equitable share	-	70 412 000		-	(70 412 000)	-	-	-	-
Department of Rural Development	471 155	-		-	-	-	471 155	471 155	-
ACIP funds (DWAF)	-	-		-	-	-	-	-	-
Expanded Public Works Programme	(14 044)	1 485 000		-	(1 500 315)	-	(29 359)	-	29 359
Neighbourhood Development Plan	321	-		-	-	-	321	321	-
Provincial Government Grants									
Library services	-	2 600 000		-	(2 600 000)	-	-	-	-
Library services Replacement Funding	(143)	5 450 000		-	(5 449 857)	-	-	-	-
CDW	417 281	148 000		-	(115 854)	-	449 427	449 427	-
Main roads	(16 800)	120 000		-	(120 000)	-	(16 800)	-	16 800
Municipal Infrastructure Support Grant	(758 017)	(288 480)		-	-	-	(1 046 497)	-	1 046 497
Drought Relief	-	-		-	-	-	-	-	-
Public Transport	-	-		-	-	-	-	-	-
Planning	-	-		-	-	-	-	-	-
Human Settlement Development	566 634	30 567 514		-	(12 643 351)	(15 195 126)	3 295 671	3 295 671	-
Sport	-	-		-	-	-	-	-	-
Library Capital	-	-		-	-	-	-	-	-
Multipurpose Centre	322 000	-		(322 000)	-	-	-	-	-
Capacity Building (Internship)	60 000	286 000		(60 000)	-	-	286 000	286 000	-
Municipal Infrastructure	(206 126)	288 480		-	-	(288 480)	(206 126)	-	206 126
Financial Management Support	343 767	330 000		(343 997)	-	-	329 770	329 770	-
Financial Management	120 000	240 000		(120 000)	(240 000)	-	-	-	-
Local Government Compliance	-	-		-	-	-	-	-	-
MSCOA Grant	-	-		-	-	-	-	-	-
Regional Social Econimical Pro	-	-		-	-	-	-	-	-
District Municipality									
Parks and recreation	300 000	-		-	-	-	300 000	300 000	-
Tourism Route Development	-	100 000		-	-	-	100 000	100 000	-
Sanitation Infrastructure	-	500 000		-	-	-	500 000	500 000	-
Planning and Development	-	-		-	-	-	-	-	-
Other									
Essen Belgium	925 332	1 185 716		-	(277 679)	-	1 833 369	1 833 369	-
China - Water meters	49 904	-		-	(17 769)	-	32 135	32 135	-
Total	**1 313 725**	**137 713 230**	**-**	**(845 997)**	**(94 636 520)**	**(38 308 521)**	**5 235 917**	**7 615 595**	**2 379 678**

AUDITOR-GENERAL REPORT

Report of the auditor-general to the Western Cape Provincial Parliament and the council on the Witzenberg Municipality

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Witzenberg Municipality set out on pages 2 to 69, which comprise the statement of financial position as at 30 June 2019, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year ended 30 June 2019, as well as the notes to the financial statements, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Witzenberg Municipality as at 30 June 2019, and its financial performance and cash flows for the year then ended in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act no. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2018 (Act no. 1 of 2018) (Dora).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of this auditor's report.

4. I am independent of the municipality in accordance with sections 290 and 291 of the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants*, and parts 1 and 3 of the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA codes), as well as the ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA codes.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Restatement of corresponding figures

7. As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2018 have been restated as a result of errors discovered during 2018-19 in the financial statements of the municipality for the year ended 30 June 2019.

Material losses/impairments

8. As disclosed in note 3 to the financial statements, the municipality has provided for an impairment of R131,6 million (2017-18: R101,4 million) on receivables from exchange transactions.

9. As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions of R36,1 million (2017-18: R47 million).

Other matters

10. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unaudited supplementary information

11. The supplementary information set out on pages 70 to 74 of the financial statements does not form part of the financial statements and is presented as additional information. I have not audited this information and, accordingly, I do not express an opinion on it.

Unaudited disclosure notes

12. In terms of section 125(2)(e) of the MFMA, the municipality is required to disclose particulars of non-compliance with the MFMA in the financial statements. This disclosure requirement did not from part of the audit of the financial statements and, accordingly, I do not express an opinion on it.

Responsibilities of the accounting officer for the financial statements

13. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the SA Standards of GRAP and the requirements of the MFMA and Dora, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

14. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

15. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

16. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

17. In accordance with the Public Audit Act of South Africa, 2004 (Act no. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected strategic objective presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.

18. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures also did not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

19. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected strategic objective presented in the annual performance report of the municipality for the year ended 30 June 2019:

Strategic objective	Pages in the annual performance report
Strategic objective – essential services	57 – 58

20. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance

planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

21. I did not raise any material findings on the usefulness and reliability of the reported performance information for this strategic objective:

    - Essential services

Other matter

22. I draw attention to the matter below.

Achievement of planned targets

23. Refer to the annual performance report on pages 57 to 58 for information on the achievement of planned targets for the year.

Report on the audit of compliance with legislation

Introduction and scope

24. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the municipality with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

25. I did not raise material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

26. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report, which includes the accounting officer's report and the audit, risk and performance committee's report. The other information does not include the financial statements, the auditor's report and the selected strategic objective presented in the annual performance report that has been specifically reported in this auditor's report.

27. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion thereon.

28. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements

and the selected strategic objective presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

29. I have nothing to report in this regard.

Internal control deficiencies

30. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. I did not identify any significant deficiencies in internal controls.

Auditor-General

Cape Town

30 November 2019

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements, and the procedures performed on reported performance information for the selected strategic objective and on the municipality's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

   - identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
   - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control
   - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer
   - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Witzenberg Municipality's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify the opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a municipality to cease continuing as a going concern
   - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

4. I also confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.

PERFORMANCE, RISK & AUDIT COMMITTEE REPORT

PERFORMANCE, RISK AND AUDIT COMMITTEE REPORT FOR THE YEAR ENDED 30 JUNE 2019

1. Legislative Requirements

The purpose of this report is to communicate to the council the Performance, Risk and Audit Committee's (PRAC) progress to date in carrying out its oversight responsibilities in terms of section 166 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003, as amended) (MFMA). The Municipal Planning and Performance Management Regulations, 2001, regulation 14(2)(a) requires the municipality to establish a performance Audit Committee. Regulation 14(2)(c) states that a municipality may utilize any Audit Committee established in terms of other applicable legislation as the performance Audit Committee.

The MFMA obliges every municipality to establish an independent Audit Committee, which must advise the municipal council, political office-bearers, accounting officer and management staff of the municipality on matters relating to internal financial controls and internal audits, risk management, accounting policies, the adequacy, reliability and accuracy of financial reporting and information, performance management, effective governance, compliance with the MFMA, the annual Division of Revenue Act (DoRA) and any other applicable legislation, and any other issues referred to it by the municipality. The municipality has opted to have a combined Performance, Risk and Audit Committee.

PRAC is governed by a formal charter, which is regularly reviewed and approved by the Council. The committee is pleased to present its report for the financial year ended 30 June 2019.

2. Audit Committee's responsibility

The PRAC has complied with its responsibilities arising from section 166 of the MFMA and reports that it operated in terms of the Audit Committee charter.

3. Audit Committee members and attendance

PRAC was established in accordance with section 166 of the MFMA. The PRAC charter requires that the committee comprises of a minimum of five members of whom none must be in the employ of the municipality.

The PRAC comprises five members, including the chairperson, Mr J, George. In terms of section 166(4)(b) of the MFMA, the Audit Committee must meet at least four times a year. During the financial year ended 30 June 2019, the Audit Committee met on seven occasions. The table below shows the attendance of these meetings:

Name	Date of appointment	Qualifications	Number of meetings scheduled	Number of meetings attended
Mr J. George (Chairperson)	1 November 2016	B Compt (Honours) CA(SA)	7	**7**
Mr J. Basson	1 August 2018	B Compt (Honours) CA(SA)	7	**7**
Mr T. Lesihla	1 August 2018	Master of Technology, Information Technology	7	**5**
Mr F. Redelinghuys	1 November 2016	B Compt (Honours) CA(SA)	7	**7**
Ms C. Fagan	1 August 2018	B.Com(Acc), AD Risk Management, PD Risk Management	**7**	**6**

The members of the PRAC held meetings with the municipal manager as the accounting officer, senior management of the municipality, the internal audit function and the external auditors collectively on matters related to governance, internal control and risk and performance management in the municipality, throughout the reporting period.

4. Effectiveness of internal control

The PRAC acknowledges management's efforts to strengthen internal controls in the municipality. The Performance, Risk and Audit Committee (PRAC) raised concern that in certain instances the matters reported by the external auditors and the internal audit function in prior years have not been fully and satisfactorily addressed. Management has given assurance that effective corrective action will be implemented and will be monitored through Performance Management.

The municipality has adopted anti-corruption measures to prevent and detect fraud and corruption.

Due to the strategic importance of, and investment in, the modernisation of information and communication technology (ICT) in the municipality, the PRAC has monitored the risk register and progress reports on the respective action plans during the year under review. The PRAC is of the view that the management of ICT risks can be improved.

5. The quality of monthly and quarterly reports submitted in terms of the MFMA and DORA

The PRAC reviewed and where applicable advised on the following:

- Internal audit reports
- Management Audit Action Plan
- Annual audit plans
- AGSA's audit and Management report
- Annual Financial Statements
- Annual Performance Report
- Section 71 reports
- Section 72 report
- Section 52(d) reports, including the performance reports
- Quarter Risk Management reports
- Annual Risk assessment Report

The PRAC is satisfied with the content and quality of reporting prepared and issued during the year under review in compliance with the statutory framework. The PRAC has engaged with management to remedy shortcomings, especially relating to the reports on performance against predetermined objectives. The committee has recommended that specific process be implemented to ensure that the information reported is both useful and reliable in terms of the applicable reporting framework.

The PRAC has reviewed and commented on the municipality's annual financial statements and report on performance information and their timely submission to the external auditors by 31 August 2019.

6. Internal audit function

The accounting officer is obliged, in terms of section 165 of the MFMA, to ensure that the entity has a system of internal audit under the control and direction of PRAC. PRAC is satisfied that the internal audit function has properly discharged its functions and responsibilities during the year under review.

The PRAC reviewed its current three year risk based audit plan and reviewed the actual internal audit work that was conducted by the Internal Audit Unit in relation to the one year internal audit plan.

The PRAC is satisfied that the internal audit function operated effectively and that it has addressed the risks pertinent to the municipality. To this extend the PRAC expresses their appreciation to the Internal Auditors for the work performed.

7. Enterprise Risk Management function

PRAC is responsible for the oversight of the risk management function.

The PRAC has reviewed the completeness of the enterprise risk assessment process implemented by management and the alignment thereof to the risk-based audit plan. The PRAC has also reviewed the risk appetite, risk profile and action plans implemented by management to mitigate risk.

PRAC advises management towards the improvement of risk management.

8. Evaluation of the finance function

The PRAC is satisfied with the municipality's finance function during the year under review however, PRAC has informed management and Council of it concerns regarding the vacant Chief Financial Officer position.

9. Performance management

Part of the responsibilities of PRAC includes the review of performance management. PRAC has in terms of the performance of the municipality performed the following functions:

- Review and comment on compliance with statutory requirements and performance management best practices and standards;
- Review and comment on the alignment of the integrated development plan, budget, service delivery and budget implementation plan and performance agreements;
- Review and comment on the relevance of indicators to ensure that they are measurable and relate to services performed by the municipality and its entities;
- Review of compliance with in-year reporting requirements;
- Review of the quarterly performance reports submitted by the internal audit function; and
- Review and comment on the municipality's performance management system and making recommendations for its improvement.

PRAC has recommended the following to Council:

- To improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.
- Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance.

10. Fraud and irregular activities

No instances of fraud, financial misconduct, unauthorised and fruitless expenditure has been reported by management. The PRAC has reviewed the fraud prevention policies and strategy including the whistle blowing policy.

Irregular Expenditure
The following is an extract from note 40 of the Annual Financial Statements.

"*Irregular expenditure awaiting further action R27,674,357*

SCM Regulation 32 contracts classified as irregular during audit process by AGSA. The contracts used of other organs of state was on rates with no fixed quantities and therefore it cannot be said that any part of the contract is irregular or the whole contract as currently disclosed. The municipality is not in agreement with this view and this issue will be dealt with in terms of the audit engagement letter process. Prior and current year being disclosed as per opinion of AGSA."

After discussions with Management and the AGSA PRAC notes with concern that a conclusion has not been reached on this matter.

PRAC notes that the AGSA issued a clean audit report despite the irregular expenditure noted above.

11. Evaluation of the annual financial statements

The PRAC has:

- Reviewed and discussed the audited annual financial statements to be included in the Annual Report with the AGSA, the Municipal Manager, the Chief Financial Officer and other officials employed by the municipality; and
- Reviewed changes in accounting policies and practices as applicable.

The PRAC accordingly concurs with and supports the AGSA conclusion on the annual financial statements, and is of the opinion that the audited annual financial statements can be accepted.

12. External auditor's report

The PRAC concurs with and accepts the conclusion and audit opinion of the external auditors on the annual financial statements. The committee is of the view that the audited financial statements be accepted and read together with the report of the external auditors. The PRAC confirms that it has been informed throughout the audit process and issues giving rise to the audit opinion.

The external audit function, performed by the Auditor General South Africa (AGSA) is independent of the Municipality. The PRAC has met with the external auditors to ensure that there are no unresolved issues and acknowledges the diligence and cooperation of the external audit team.

On behalf of Performance, Risk and Audit Committee

Mr Jonathan George
Performance, Risk and Audit Committee Chairperson
Witzenberg Municipality
10 December 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Mid-Year Budget Statement and Performance Assessment Report for the Period 1 July 2019 to 31 December 2019

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1 Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of the budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

(1) The accounting officer of a municipality must by 25 January of each year –

(a) assess the performance of the municipality during the first half of the financial year, taking into account –

(i) the monthly statements referred to in section 71 for the first half of the financial year;
(ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
(iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
(iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and

(b) submit a report on such assessment to –

(i) the mayor of the municipality
(ii) the National Treasury; and
(iii) the relevant Provincial Treasury.

(2) The statement referred to in section 71(1) for the sixth month of a financial year may be incorporated into the report referred to in subsection (1)(b) of this section.

(3) The accounting officer must, as part of the review –

(a) make recommendations as to whether an adjustments budget is necessary; and

(b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

Thereafter, the mayor must, in terms of Section 54(1) of the act:

(a) Consider the report;

(b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

(c) Consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;

(d) Issue any appropriate instructions to the accounting officer to ensure-

(i) That the budget is implemented in accordance with the service delivery and budget implementation plan; and
(ii) That spending of funds and revenue collection proceed in accordance with the budget;

(e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and

(f) Submit the report to the council by 31 January of each year.

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

33. Format of a mid-year budget and performance assessment.—A mid-year budget and performance assessment of a municipality referred to in section 72 of the Act must be in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of
section 168 (1) of the Act.19

34. Publication of mid-year budget and performance assessments.—

(1) Within five working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.

(2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the mid-year budget and performance assessment, including—

(a) summaries in alternate languages predominant in the community; and

(b) information relevant to each ward in the municipality.

35. Submission of mid-year budget and performance assessments.—The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form—

(a) the mid-year budget and performance assessment by 25 January of each year; and

(b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Aldermen
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the Mid-Year Budget Statement and Performance Assessment Report for the six months 1 July 2019 to 31 December 2019.

The spending on capital projects remains a challenge. Only 22% was spent during the first six months of the financial year. Steps will be implemented to speed up service delivery. The main contributing factors to this underspending relates to the upgrading of sport facilities funded by MIG, the Vredebes Housing Project and the construction of the Tulbagh Dam.

An adjustment budget will be compiled and submitted to Council for consideration due to operational requirements and amendments to allocations to Witzenberg Municipality as per the Provincial and National Adjustment Budgets.

Although the collection rate of 92% is only 2% below the target of 94%, it is matter of concern as it has a direct impact on the cash position of the municipality. The total outstanding debt amounts to R202 million of which R161 million is already over 90 days. Water is the biggest contributor to the total outstanding debt at an amount of R61 million.

The municipality enjoys a positive cash position of R119 million as at 31 December 2019 of which R 29 million is in unspent conditional grants. It is expected that accelerated expenditure during the next 6 months will decrease the cash position of the municipality.

The following table provides the details on the audit outcomes for the 2018/2019 financial year with the proposed correctives steps:

Auditor-General Report on Financial Performance 2018/2019	
Status of the audit report:	**Unqualified**
2018/2019	
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R131,6 million (2017-18: R101,4 million) on receivables from exchange transactions.	Water management devices were procured and will be installed to help consumers to manage their water consumption.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R36.1 million (2017-18: R47 million).	The bulk of the outstanding receivables from non-exchange transactions are in respect of traffic fines. A report must be submitted to Council to consider the write off of irrecoverable fines.
Restatement of corresponding figures	
As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2018 have been restated as a result errors discovered during 2018-19 in the financial statements of the municipality for the year ended 30 June 2019.	None

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

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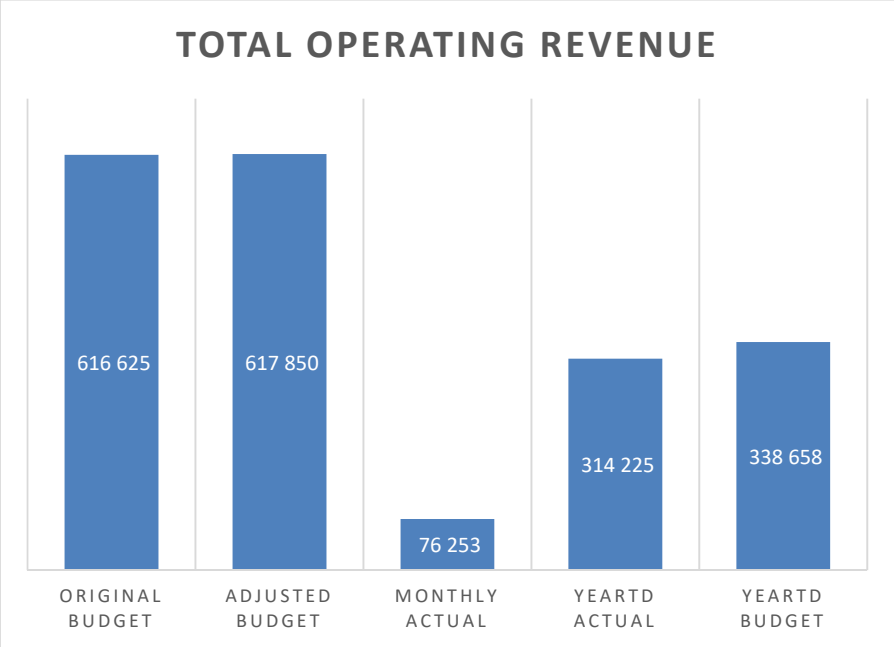
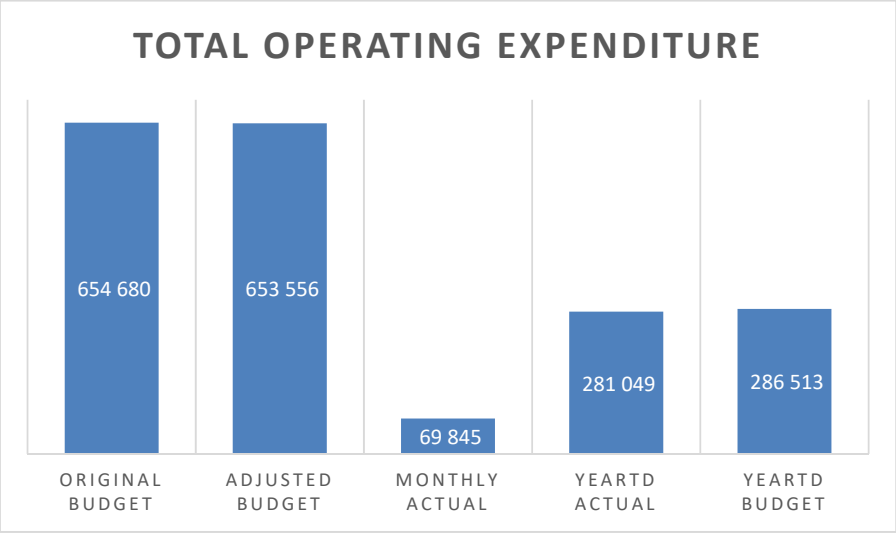
Resolution

It is recommended that council take cognisance of the mid-year budget and performance assessment for the period 1 July 2019 to 31 December 2019.

Executive Summary



46% of the service charges and 70% of property rates was levied for the six months until 31 December 2018.The rates for the full financial year for property owners that prefer to pay their rates annually were levied during July 2019. The consumption of services such as water and electricity are expected to increase during the next 6 months due to the agricultural season. Electricity consumption of major consumers such as factories and cold storages are closely monitored and management believes that future consumption could become a concern as more applications for renewable energy is received.



For the six months until 31 December 2019, 43% of the budgeted expenditure for the financial year was incurred. This figure will increase as some invoices are still outstanding. It is expected that the bulk purchases from Eskom will increase in the latter half of the financial year due to the agricultural season. Employee Related costs should also be closely monitored to ensure that the expenditure item remains within budget estimates.

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For the six months until 31 December 2019, 22% of the budgeted capital expenditure for the financial year was incurred.

The project that contributes the most to the low spending on the capital budget is the Tulbagh Raw Water Dam and Upgrading of the Lyell Street Sport Facilities. Steps will be implemented to ensure faster spending of the capital budget.

17 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the mid-year budget and performance assessment have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date 20/01/20

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In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges	305 199	346 953	346 953	23 744	160 070	165 490	(5 420)	-3%	340 789
Investment revenue	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	16 586
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other own revenue	47 568	50 229	51 093	2 563	15 303	25 411	(10 108)	-40%	43 202
transfers and contributions)	**518 771**	**616 625**	**617 850**	**76 253**	**314 225**	**338 658**	**(24 432)**	**-7%**	**611 686**
Employee costs	9 458	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of Councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Materials and bulk purchases	204 318	246 765	244 879	14 687	97 256	100 940	(3 684)	-4%	244 879
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	260 603	118 540	118 829	20 331	51 097	52 983	(1 886)	-4%	118 829
Total Expenditure	**532 678**	**654 680**	**653 556**	**69 845**	**281 049**	**286 513**	**(5 464)**	**-2%**	**653 556**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(35 706)**	**6 408**	**33 176**	**52 145**	**(18 969)**	**-36%**	**(41 870)**
Transfers recognised - capital	70 437	44 178	52 135	–	–	26 067	(26 067)	-100%	52 135
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	**56 530**	**6 123**	**16 429**	**6 408**	**33 176**	**78 213**	**(45 036)**	**-58%**	**10 265**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**33 176**	**78 213**	**(45 036)**	**-58%**	**10 265**
Capital expenditure & funds sources									
Capital expenditure	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Capital transfers recognised	54 177	45 678	52 135	1 479	6 125	6 327	(202)	-3%	52 135
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total sources of capital funds	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Financial position									
Total current assets	184 006	156 835	156 835		233 958				156 835
Total non current assets	965 651	978 519	978 519		970 225				978 519
Total current liabilities	91 237	115 487	115 487		117 281				115 487
Total non current liabilities	156 015	155 245	155 245		159 869				155 245
Community wealth/Equity	**902 405**	**864 621**	**864 621**		**927 033**				**864 621**
Cash flows									
Net cash from (used) operating	81 900	70 001	70 001	20 830	46 603	59 960	(13 357)	-22%	70 001
Net cash from (used) investing	(83 389)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	5 265	-20%	(71 613)
Net cash from (used) financing	(1 745)	(500)	(500)	(6)	40	(208)	248	-119%	40
end	**94 272**	**89 164**	**89 164**	**–**	**119 563**	**124 420**	**(4 856)**	**-4%**	**92 650**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	34 102	4 278	3 236	8 258	3 989	3 115	15 956	129 582	202 517
Creditors Age Analysis									
Total Creditors	1 313	32	–	–	–	–	–	–	1 344

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 232**	**68 803**	(9 571)	-14%	**95 966**
Finance and administration	88 978	95 002	95 966	6 040	59 223	68 803	(9 580)	-14%	95 966
Community and public safety	**112 056**	**156 525**	**156 925**	**45 259**	**87 147**	**95 498**	(8 351)	-9%	**156 925**
Community and social services	96 371	105 912	106 312	29 040	68 505	70 191	(1 687)	-2%	106 312
Sport and recreation	6 826	20 394	20 394	481	2 862	10 197	(7 335)	-72%	20 394
Public safety	3	728	728	–	3	364	(361)	-99%	728
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	**40 066**	**34 264**	**35 580**	**405**	**3 023**	**17 928**	(14 906)	-83%	**35 580**
Planning and development	1 791	3 669	3 669	44	561	1 834	(1 274)	-69%	3 669
Road transport	38 187	30 057	31 214	361	2 461	15 745	(13 284)	-84%	31 214
Environmental protection	88	538	698	–	1	349	(348)	-100%	698
Trading services	**346 951**	**374 903**	**381 404**	**24 548**	**164 735**	**198 006**	(33 271)	-17%	**381 404**
Energy sources	226 478	267 273	267 273	16 294	115 005	133 984	(18 979)	-14%	267 273
Water management	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	45 431	26 404	26 404	2 079	14 755	17 969	(3 214)	-18%	26 404
Waste management	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Total Revenue - Functional	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17%**	**669 985**
Expenditure - Functional									
Governance and administration	**76 011**	**120 995**	**122 586**	**15 812**	**62 583**	**56 741**	5 842	10%	**122 586**
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520
Finance and administration	51 368	90 177	91 836	12 816	49 738	43 390	6 349	15%	91 836
Internal audit	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230
Community and public safety	**71 893**	**99 678**	**97 398**	**8 812**	**46 073**	**46 503**	(430)	-1%	**97 398**
Community and social services	23 633	26 589	26 590	2 831	12 107	12 342	(235)	-2%	26 590
Sport and recreation	25 297	28 548	27 418	3 221	12 494	12 986	(491)	-4%	27 418
Public safety	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
Housing	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019
Economic and environmental services	**59 435**	**69 890**	**70 879**	**8 844**	**28 197**	**26 584**	1 613	6%	**70 879**
Planning and development	9 030	11 868	11 863	900	4 836	5 473	(636)	-12%	11 863
Road transport	49 753	55 632	56 467	7 714	22 693	19 974	2 720	14%	56 467
Environmental protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Trading services	**323 358**	**363 203**	**361 779**	**36 376**	**152 317**	**142 210**	10 107	7%	**361 779**
Energy sources	208 229	260 127	259 824	17 523	102 874	105 848	(2 973)	-3%	259 824
Water management	37 704	28 971	28 830	6 701	17 154	10 495	6 659	63%	28 830
Waste water management	33 065	31 759	30 809	6 220	15 113	11 213	3 900	35%	30 809
Waste management	44 361	42 346	42 316	5 932	17 176	14 655	2 521	17%	42 316
Other	**824**	**914**	**914**	**1**	**428**	**468**	**(40)**	**-9%**	**914**
Total Expenditure - Functional	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**272 507**	**17 090**	**6%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**107 783**	**(83 155)**		**16 429**

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 232**	**68 803**	**(9 571)**	**-14%**	**95 966**
Mayor and Council	–	–	0	–	9	–	9		0
Municipal Manager, Town Secretary and Chief Execut	–	–	–	–	–	–	–		–
Finance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 223**	**68 803**	**(9 580)**	**-14%**	**95 966**
Administrative and Corporate Support	1	9	9	–	–	4	(4)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	88 406	94 446	95 311	5 977	59 045	68 475	(9 431)	-14%	95 311
Human Resources	499	526	526	53	148	263	(115)	-44%	526
Marketing, Customer Relations, Publicity and Media	20	4	104	–	–	52	(52)	-100%	104
Supply Chain Management	52	17	17	10	30	9	22	254%	17
Community and public safety	**112 056**	**156 525**	**156 925**	**45 259**	**87 147**	**95 498**	**(8 351)**	**-9%**	**156 925**
Community and social services	**96 371**	**105 912**	**106 312**	**29 040**	**68 505**	**70 191**	**(1 687)**	**-2%**	**106 312**
Aged Care	86 628	95 119	95 119	24 426	63 580	64 595	(1 015)	-2%	95 119
Cemeteries, Funeral Parlours and Crematoriums	224	222	222	11	109	111	(2)	-2%	222
Community Halls and Facilities	495	863	863	45	219	432	(213)	-49%	863
Libraries and Archives	9 024	9 707	10 107	4 558	4 596	5 054	(457)	-9%	10 107
Sport and recreation	**6 826**	**20 394**	**20 394**	**481**	**2 862**	**10 197**	**(7 335)**	**-72%**	**20 394**
Recreational Facilities	6 456	7 299	7 299	478	2 830	3 650	(819)	-22%	7 299
Sports Grounds and Stadiums	371	13 095	13 095	3	31	6 548	(6 516)	-100%	13 095

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Public safety	**3**	**728**	**728**	**–**	**3**	**364**	**(361)**	**-99%**	**728**
Fire Fighting and Protection	3	728	728	–	3	364	(361)	-99%	728
Housing	**8 855**	**29 492**	**29 492**	**15 738**	**15 778**	**14 746**	**1 032**	**7%**	**29 492**
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	**40 066**	**34 264**	**35 580**	**405**	**3 023**	**17 928**	**(14 906)**	**-83%**	**35 580**
Planning and development	**1 791**	**3 669**	**3 669**	**44**	**561**	**1 834**	**(1 274)**	**-69%**	**3 669**
Economic Development/Planning	388	250	250	–	–	125	(125)	-100%	250
Town Planning, Building Regulations and Enforcemen	1 404	2 793	2 793	44	561	1 397	(836)	-60%	2 793
Project Management Unit	–	626	626	–	–	313	(313)	-100%	626
Road transport	**38 187**	**30 057**	**31 214**	**361**	**2 461**	**15 745**	**(13 284)**	**-84%**	**31 214**
Police Forces, Traffic and Street Parking Control	20 076	23 720	23 720	361	2 461	11 998	(9 537)	-79%	23 720
Roads	18 111	6 337	7 493	–	–	3 747	(3 747)	-100%	7 493
Environmental protection	**88**	**538**	**698**	**–**	**1**	**349**	**(348)**	**-100%**	**698**
Biodiversity and Landscape	88	538	698	–	1	349	(348)	-100%	698
Pollution Control	0	–	–	–	–	–	–		–
Trading services	**346 951**	**374 903**	**381 404**	**24 548**	**164 735**	**198 006**	**(33 271)**	**-17%**	**381 404**
Energy sources	**226 478**	**267 273**	**267 273**	**16 294**	**115 005**	**133 984**	**(18 979)**	**-14%**	**267 273**
Electricity	225 770	266 452	266 452	16 294	115 005	133 573	(18 568)	-14%	266 452
Street Lighting and Signal Systems	708	821	821	–	–	411	(411)	-100%	821
Water management	**49 654**	**56 021**	**61 782**	**3 763**	**20 968**	**33 029**	**(12 061)**	**-37%**	**61 782**
Water Distribution	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	**45 431**	**26 404**	**26 404**	**2 079**	**14 755**	**17 969**	**(3 214)**	**-18%**	**26 404**
Sewerage	33 343	23 012	23 012	2 079	14 755	16 273	(1 518)	-9%	23 012
Storm Water Management	12 088	3 391	3 391	–	–	1 696	(1 696)	-100%	3 391
Waste management	**25 388**	**25 206**	**25 945**	**2 413**	**14 006**	**13 024**	**982**	**8%**	**25 945**
Solid Waste Removal	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Total Revenue - Functional	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17%**	**669 985**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	**76 011**	**120 995**	**122 586**	**15 812**	**62 583**	**56 741**	**5 842**	**10%**	**122 586**
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520
Mayor and Council	14 838	18 767	18 686	2 124	7 581	7 412	169	2%	18 686
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 834	657	3 985	4 729	(743)	-16%	9 834
Finance and administration	**51 368**	**90 177**	**91 836**	**12 816**	**49 738**	**43 390**	**6 349**	**15%**	**91 836**
Administrative and Corporate Support	10 401	8 615	10 044	870	6 343	4 208	2 136	51%	10 044
Asset Management	100	4 392	4 392	2	142	2 191	(2 049)	-94%	4 392
Budget and Treasury Office	5	–	–	–	–	–	–		–
Finance	26 304	33 713	33 652	5 267	17 999	16 228	1 771	11%	33 652
Fleet Management	2 598	2 796	2 596	207	1 349	1 310	39	3%	2 596
Human Resources	(4 572)	19 972	19 949	3 944	13 305	9 439	3 866	41%	19 949
Information Technology	2 974	3 719	3 719	596	2 508	2 264	244	11%	3 719
Legal Services	2 188	1 780	2 087	1 048	2 491	1 153	1 339	116%	2 087
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 775	297	1 837	1 939	(102)	-5%	3 775
Property Services	1 813	3 489	3 489	49	290	1 006	(716)	-71%	3 489
Risk Management	16	421	421	–	–	210	(210)	-100%	421
Supply Chain Management	5 944	5 970	6 240	513	3 311	2 652	659	25%	6 240
Valuation Service	534	1 680	1 473	24	163	790	(627)	-79%	1 473
Internal audit	**2 300**	**2 230**	**2 230**	**215**	**1 278**	**1 211**	**67**	**6%**	**2 230**
Governance Function	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230
Community and public safety	**71 893**	**99 678**	**97 398**	**8 812**	**46 073**	**46 503**	**(430)**	**-1%**	**97 398**
Community and social services	**23 633**	**26 589**	**26 590**	**2 831**	**12 107**	**12 342**	**(235)**	**-2%**	**26 590**
Aged Care	4 533	4 296	4 267	490	2 321	1 807	514	28%	4 267
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 317	220	1 439	1 540	(100)	-7%	3 317
Child Care Facilities	2	819	823	0	6	415	(409)	-99%	823
Community Halls and Facilities	5 568	6 080	6 080	394	2 565	2 847	(282)	-10%	6 080
Disaster Management	55	47	73	13	28	15	13	88%	73
Education	4	705	705	–	1	355	(354)	-100%	705
Libraries and Archives	10 568	11 324	11 324	1 714	5 747	5 364	383	7%	11 324
Sport and recreation	**25 297**	**28 548**	**27 418**	**3 221**	**12 494**	**12 986**	**(491)**	**-4%**	**27 418**
Community Parks (including Nurseries)	6 497	6 763	6 763	608	3 322	3 103	219	7%	6 763
Recreational Facilities	14 318	16 797	15 668	2 247	7 145	7 653	(508)	-7%	15 668
Sports Grounds and Stadiums	4 482	4 988	4 988	366	2 028	2 230	(202)	-9%	4 988
Public safety	**10 010**	**9 416**	**9 371**	**592**	**3 589**	**4 373**	**(784)**	**-18%**	**9 371**
Fire Fighting and Protection	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
Housing	**12 954**	**35 126**	**34 019**	**2 168**	**17 883**	**16 803**	**1 080**	**6%**	**34 019**
Housing	12 749	33 431	32 305	2 156	17 798	15 947	1 851	12%	32 305
Informal Settlements	205	1 695	1 715	13	85	855	(770)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	**59 435**	**69 890**	**70 879**	**8 844**	**28 197**	**26 584**	**1 613**	**6%**	**70 879**
Planning and development	9 030	11 868	11 863	900	4 836	5 473	(636)	-12%	11 863
Corporate Wide Strategic Planning (IDPs, LEDs)	1 825	2 182	2 157	142	780	906	(126)	-14%	2 157
Economic Development/Planning	1 570	2 227	2 247	94	1 004	965	39	4%	2 247
Town Planning, Building Regulations and Enforcement	4 077	4 920	4 920	528	2 233	2 465	(232)	-9%	4 920
Project Management Unit	1 559	2 538	2 538	136	819	1 137	(318)	-28%	2 538
Road transport	49 753	55 632	56 467	7 714	22 693	19 974	2 720	14%	56 467
Police Forces, Traffic and Street Parking Control	25 573	31 101	30 779	1 754	9 881	7 295	2 586	35%	30 779
Roads	24 181	24 531	25 688	5 961	12 813	12 678	134	1%	25 688
Environmental protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Biodiversity and Landscape	(24)	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Pollution Control	675	–	–	–	–	–	–		–
Trading services	**323 358**	**363 203**	**361 779**	**36 376**	**152 317**	**142 210**	**10 107**	**7%**	**361 779**
Energy sources	**208 229**	**260 127**	**259 824**	**17 523**	**102 874**	**105 848**	**(2 973)**	**-3%**	**259 824**
Electricity	205 241	257 067	257 000	17 431	101 388	104 125	(2 737)	-3%	257 000
Street Lighting and Signal Systems	2 988	3 060	2 825	93	1 487	1 723	(236)	-14%	2 825
Water management	**37 704**	**28 971**	**28 830**	**6 701**	**17 154**	**10 495**	**6 659**	**63%**	**28 830**
Water Treatment	21	1 557	1 557	2	14	778	(764)	-98%	1 557
Water Distribution	35 159	24 063	23 622	6 058	15 163	7 913	7 250	92%	23 622
Water Storage	2 524	3 351	3 651	641	1 977	1 804	173	10%	3 651
Waste water management	**33 065**	**31 759**	**30 809**	**6 220**	**15 113**	**11 213**	**3 900**	**35%**	**30 809**
Public Toilets	1 432	1 710	1 710	176	768	812	(44)	-5%	1 710
Sewerage	25 120	21 855	20 895	4 538	10 491	6 511	3 980	61%	20 895
Storm Water Management	6 508	5 720	5 720	1 505	3 852	2 654	1 197	45%	5 720
Waste Water Treatment	5	2 475	2 485	0	2	1 236	(1 234)	-100%	2 485
Waste management	**44 361**	**42 346**	**42 316**	**5 932**	**17 176**	**14 655**	**2 521**	**17%**	**42 316**
Solid Waste Disposal (Landfill Sites)	13 624	16 543	16 339	771	1 853	3 693	(1 840)	-50%	16 339
Solid Waste Removal	28 966	24 478	24 651	5 007	14 401	10 299	4 102	40%	24 651
Street Cleaning	1 771	1 325	1 325	153	921	662	259	39%	1 325
Other	824	914	914	1	428	468	(40)	-9%	914
Licensing and Regulation	18	60	60	1	1	41	(40)	-98%	60
Tourism	806	854	854	–	427	427	0	0%	854
Total Expenditure - Functional	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**272 507**	**17 090**	**6%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**107 783**	**(83 155)**	**-77%**	**16 429**

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Mid-Year Assessment

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	92 074	5 804	58 001	66 857	(8 856)	-13.2%	92 074
Vote 2 - Community Services	132 923	181 732	182 292	45 637	89 791	108 320	(18 529)	-17.1%	182 292
Vote 3 - Corporate Services	520	539	639	53	157	319	(162)	-50.7%	639
Vote 4 - Technical Services	367 989	385 828	393 486	24 728	166 051	204 047	(37 996)	-18.6%	393 486
Vote 5 - Muncipal Manager	537	1 495	1 495	31	225	747	(522)	-69.8%	1 495
Total Revenue by Vote	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17.4%**	**669 985**
Vote 1 - Financial Services	34 049	47 139	47 141	5 839	21 807	22 546	(738)	-3.3%	47 141
Vote 2 - Community Services	99 562	136 762	134 338	10 877	57 546	56 580	966	1.7%	134 338
Vote 3 - Corporate Services	31 442	61 026	62 505	8 086	33 551	27 665	5 887	21.3%	62 505
Vote 4 - Technical Services	355 880	397 201	396 745	43 217	169 738	157 977	11 761	7.4%	396 745
Vote 5 - Muncipal Manager	10 589	12 551	12 827	1 826	6 955	6 132	823	13.4%	12 827
Total Expenditure by Vote	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**270 899**	**18 699**	**6.9%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**109 392**	**(84 764)**	**-77.5%**	**16 429**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Mid-Year Assessment

Vote Description	2018/19	Budget Year 2019/20							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**86 082**	**91 210**	**92 074**	**5 804**	**58 001**	**66 857**	(8 856)	-13%	**92 074**
1.1 - Assessment Rates	64 749	76 963	76 963	4 149	46 130	57 074	(10 944)	-19%	76 963
1.2 - Treasury: Administration	22 140	18 500	19 364	1 667	12 245	9 685	2 561	26%	19 364
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(22)	(404)	(21)	(383)	1781%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	–	(0)	111	(111)	-100%	223
1.5 - Supply Chain Management	52	17	17	10	30	9	22	254%	17
Vote 2 - Community Services	**132 923**	**181 732**	**182 292**	**45 637**	**89 791**	**108 320**	(18 529)	-17%	**182 292**
2.1 - Cemetries	224	222	222	11	109	111	(2)	-2%	222
2.2 - Housing: Administration	9 049	30 043	30 043	15 754	15 871	15 021	850	6%	30 043
2,3 - Library Services	9 024	9 707	10 107	4 558	4 596	5 054	(457)	-9%	10 107
2,4 - Fire Protection Sevices	3	728	728	–	3	364	(361)	-99%	728
2,5 - Pine Forest : Administration	6 456	7 298	7 298	478	2 830	3 649	(818)	-22%	7 298
2.7-Community Halls And Facilities	382	605	605	17	158	302	(145)	-48%	605
2.8-Licensing & Regulation	100	109	109	2	88	55	34	62%	109
2.9-Enviromental Protection	88	538	698	–	1	349	(348)	-100%	698
2.10-Parks	41	113	113	–	–	56	(56)	-100%	113
2.11-Traffic	18 235	20 050	20 050	361	2 461	10 163	(7 702)	-76%	20 050
2.13-Social & Welfare Services	86 628	95 119	95 119	24 426	63 580	64 595	(1 015)	-2%	95 119
2.15-Recreational Land	371	13 095	13 095	3	31	6 548	(6 516)	-100%	13 095
2.16-Swimming Pools	95	186	186	28	61	93	(31)	-34%	186
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	–	–	1 835	(1 835)	-100%	3 670
2.18-L E D	388	250	250	–	–	125	(125)	-100%	250
Vote 3 - Corporate Services	**520**	**539**	**639**	**53**	**157**	**319**	**(162)**	-51%	**639**
3.3-Human Resources	499	526	526	53	148	263	(115)	-44%	526
3.7-Marketing & Communications	20	4	104	–	–	52	(52)	-100%	104
3.9-Administration	1	9	9	–	–	4	(4)	-100%	9
Vote 4 - Technical Services	**367 989**	**385 828**	**393 486**	**24 728**	**166 051**	**204 047**	**(37 996)**	-19%	**393 486**
4.1-Building Regulations & Enforce	979	899	899	26	314	449	(135)	-30%	899
4.2-Electricity: Administration	226 811	268 154	268 154	16 379	115 509	134 424	(18 915)	-14%	268 154
4.3-Electricity: Street Lights	708	821	821	–	–	411	(411)	-100%	821
4.5-Sewerage	34 078	23 304	23 304	2 143	15 133	16 419	(1 286)	-8%	23 304
4.7-Town Planning	213	1 756	1 756	5	120	878	(758)	-86%	1 756
4.8-Stormwater Management	12 088	3 391	3 391	–	–	1 696	(1 696)	-100%	3 391
4.9-Roads	18 111	6 337	7 493	–	–	3 747	(3 747)	-100%	7 493
4.10-Solid Waste (Dumping Site)	769	630	630	71	377	316	61	19%	630
4.11-Solid Waste (Garden)	–	4	4	–	–	1	(1)	-100%	4
4.12-Solid Waste (Removal)	24 578	24 510	25 250	2 342	13 629	12 676	953	8%	25 250
4.14-Water Distribution	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Vote 5 - Muncipal Manager	**537**	**1 495**	**1 495**	**31**	**225**	**747**	(522)	-70%	**1 495**
5.1-Property & Legal Services	537	868	868	31	225	434	(209)	-48%	868
5.3-Project Management	–	626	626	–	–	313	(313)	-100%	626
Total Revenue by Vote	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	(66 065)	-17%	**669 985**
Vote 1 - Financial Services	**34 049**	**47 139**	**47 141**	**5 839**	**21 807**	**22 546**	(738)	-3%	**47 141**
1.1 - Assessment Rates	1 748	3 174	3 174	1 292	2 598	–	2 598	#DIV/0!	3 174
1.2 - Treasury: Administration	11 488	21 185	21 660	3 149	9 581	12 491	(2 910)	-23%	21 660
1.3 - Treasury: Debtors	5 069	6 400	6 193	400	2 253	2 713	(460)	-17%	6 193
1.4 - Treasury: Credit controle	8 588	8 651	8 115	450	3 854	3 815	39	1%	8 115
1.5 - Supply Chain Management	5 949	5 970	6 240	514	3 316	2 652	663	25%	6 240
1.6 - Director: Finance	1 206	1 759	1 759	34	206	875	(669)	-77%	1 759
Vote 2 - Community Services	**99 562**	**136 762**	**134 338**	**10 877**	**57 546**	**56 580**	966	2%	**134 338**
2.1 - Cemetries	2 903	3 317	3 317	220	1 439	1 540	(100)	-7%	3 317
2.2 - Housing: Administration	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019
2,3 - Library Services	10 568	11 066	11 066	1 714	5 747	5 235	512	10%	11 066
2,4 - Fire Protection Sevices	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
2,5 - Pine Forest : Administration	10 234	10 758	10 414	777	4 617	5 455	(838)	-15%	10 414
2.6-Klipriver Park: Administration	896	1 343	1 343	77	461	643	(182)	-28%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 787	358	2 350	2 715	(365)	-13%	5 787
2.8-Licensing & Regulation	18	60	60	1	1	41	(40)	-98%	60
2.9-Enviromental Protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
2.10-Parks	6 489	7 007	7 007	608	3 322	3 219	103	3%	7 007
2.11-Traffic	21 798	27 127	26 595	1 345	7 641	5 426	2 215	41%	26 595
2.12-Disaster Management	55	47	73	13	28	15	13	88%	73
2.13-Social & Welfare Services	4 539	5 820	5 795	491	2 328	2 576	(249)	-10%	5 795
2.15-Recreational Land	4 482	4 988	4 988	366	2 028	2 230	(202)	-9%	4 988
2.16-Swimming Pools	3 188	4 696	3 911	1 393	2 066	1 542	525	34%	3 911
2.17-Vehicle Licensing & Testing	3 774	3 974	4 184	409	2 240	1 869	371	20%	4 184
2.18-L E D	1 570	2 227	2 247	94	1 004	965	39	4%	2 247
2.19-Director: Community Services	256	1 611	1 610	23	136	796	(660)	-83%	1 610

Vote Description	2018/19	Budget Year 2019/20							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Vote 3 - Corporate Services	**31 442**	**61 026**	**62 505**	**8 086**	**33 551**	**27 665**	**5 887**	**21%**	**62 505**
3.1-Property Administration	1 530	418	418	49	285	827	(542)	-66%	418
3.2-Information Tecnology	2 928	3 658	3 718	596	2 507	2 264	243	11%	3 718
3.3-Human Resources	(4 572)	19 972	19 949	3 944	13 305	9 439	3 866	41%	19 949
3.5-Council Cost	14 838	18 767	18 686	2 124	7 581	7 412	169	2%	18 686
3.5-Town Secretary	1 320	1 385	1 385	124	721	687	35	5%	1 385
3.6-Tourism	806	854	854	–	427	427	0	0%	854
3.7-Marketing & Communications	3 110	3 691	3 776	297	1 838	1 939	(101)	-5%	3 776
3.8-Thusong Centre	407	312	312	37	218	145	73	50%	312
3.9-Administration	9 364	10 124	11 552	746	5 622	3 663	1 959	54%	11 552
3.10-Director Corporate Services	1 711	1 846	1 856	170	1 046	861	185	21%	1 856
Vote 4 - Technical Services	**355 880**	**397 201**	**396 745**	**43 217**	**169 738**	**157 977**	**11 761**	**7%**	**396 745**
4.1-Building Regulations & Enforce	2 583	2 669	2 669	241	1 385	1 348	37	3%	2 669
4.2-Electricity: Administration	205 289	257 174	256 872	17 161	101 602	103 003	(1 402)	-1%	256 872
4.3-Electricity: Street Lights	175	–	–	–	–	87	(87)	-100%	–
4.4-Mechanical Workshop	2 598	2 796	2 596	207	1 349	1 310	39	3%	2 596
4.4-Public Toilets	1 432	1 710	1 710	176	768	812	(44)	-5%	1 710
4.5-Sewerage	27 884	26 977	26 027	4 899	11 763	8 908	2 855	32%	26 027
4.7-Town Planning	1 494	2 251	2 251	286	848	1 117	(269)	-24%	2 251
4.8-Stormwater Management	6 508	5 720	5 720	1 505	3 852	2 654	1 197	45%	5 720
4.9-Roads	24 181	24 531	25 688	5 961	12 813	12 678	134	1%	25 688
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 339	771	1 853	3 693	(1 840)	-50%	16 339
4.11-Solid Waste (Garden)	16 360	13 006	12 856	2 233	6 301	5 316	986	19%	12 856
4.12-Solid Waste (Removal)	14 377	12 798	13 121	2 928	9 021	5 646	3 375	60%	13 121
4.13-Water Storage	2 524	3 366	3 666	641	1 977	1 811	166	9%	3 666
4.14-Water Distribution	35 180	25 875	25 434	6 060	15 177	8 684	6 493	75%	25 434
4.15-Director: Technical Services	1 672	1 786	1 797	147	1 028	909	119	13%	1 797
Vote 5 - Muncipal Manager	**10 589**	**12 551**	**12 827**	**1 826**	**6 955**	**6 132**	823	**13%**	**12 827**
5.1-Property & Legal Services	2 188	1 980	2 287	1 048	2 496	1 190	1 306	110%	2 287
5.2-IDP	1 825	2 182	2 157	142	780	906	(126)	-14%	2 157
5.3-Project Management	537	1 208	1 208	46	276	590	(314)	-53%	1 208
5.4-Performance Management	1 022	1 331	1 331	90	543	547	(4)	-1%	1 331
5.5-Internal Audit	2 316	2 650	2 650	215	1 278	1 421	(144)	-10%	2 650
5.6-Municipal Manager	2 702	3 201	3 194	285	1 583	1 478	104	7%	3 194
Total Expenditure by Vote	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**270 899**	**18 699**	**0**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**109 392**	**(84 764)**	**(0)**	**16 429**

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges - electricity revenue	221 840	265 119	265 119	16 301	115 081	122 996	(7 916)	-6%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 339	18 522	20 089	(1 566)	-8%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 935	13 853	10 428	3 425	33%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 168	12 614	11 977	637	5%	25 127
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 441	7 567	7 567	315	2 298	3 509	(1 211)	-35%	7 567
Interest earned - external investments	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 235	7 090	3 946	3 145	80%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	13 452	19 482	19 482	1	38	9 879	(9 842)	-100%	19 482
Licences and permits	1 125	165	165	63	558	82	476	578%	165
Agency services	5 630	5 420	5 420	295	1 955	2 710	(756)	-28%	5 420
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other revenue	10 219	9 704	10 568	653	3 364	5 284	(1 920)	-36%	10 568
Gains on disposal of PPE	1 157	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**518 771**	**616 625**	**617 850**	**76 253**	**314 225**	**338 658**	**(24 432)**	**-7%**	**611 686**
Expenditure By Type									
Employee related costs	149 718	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Debt impairment	40 803	33 613	33 613	8 451	8 451	14 005	(5 554)	-40%	33 613
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	13 270	90 014	93 526	(3 513)	-4%	229 196
Other materials	15 535	17 569	15 683	1 417	7 242	7 414	(171)	-2%	15 683
Contracted services	41 971	43 731	43 241	5 416	20 638	18 557	2 081	11%	43 241
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	37 568	41 196	41 975	6 464	22 008	20 421	1 588	8%	41 975
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**532 678**	**654 680**	**653 556**	**69 845**	**281 049**	**286 513**	**(5 464)**	**-2%**	**653 556**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(35 706)**	**6 408**	**33 176**	**52 145**	**(18 969)**	**(0)**	**(41 870)**
Transfers recognised - capital	70 437	44 178	52 135	–	–	26 067	(26 067)	-100%	52 135
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**56 530**	**6 123**	**16 429**	**6 408**	**33 176**	**78 213**			**10 265**
Surplus/(Deficit) attributable to	**56 530**	**6 123**	**16 429**	**6 408**	**33 176**	**78 213**			**10 265**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**33 176**	**78 213**			**10 265**

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Mid-Year Assessment

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	3 106	–	–	1 253	(1 253)	-100%	3 106
Vote 4 - Technical Services	47 388	33 049	38 810	1 539	8 548	4 100	4 448	108%	38 810
Total Capital Multi-year expenditure	**48 025**	**36 155**	**41 916**	**1 539**	**8 548**	**5 353**	**3 195**	**60%**	**41 916**
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	1	25	2	24	1301%	80
Vote 2 - Community Services	3 394	15 992	16 927	1 045	1 668	2 112	(444)	-21%	16 927
Vote 3 - Corporate Services	1 021	3 380	4 723	24	459	2 819	(2 360)	-84%	4 723
Vote 4 - Technical Services	33 524	15 950	19 715	1 777	7 888	6 474	1 415	22%	19 715
Vote 5 - Muncipal Manager	18	56	56	0	0	–	0	#DIV/0!	56
Total Capital single-year expenditure	38 631	35 458	41 501	2 848	10 041	11 406	**(1 365)**	**-12%**	41 501
Total Capital Expenditure	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Mid-Year Assessment

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	**1 782**	**2 700**	**4 384**	**647**	**1 658**	**2 604**	(945)	-36%	**4 384**
Executive and council	388	150	195	6	52	56	(4)	-7%	195
Finance and administration	1 394	2 550	4 190	640	1 606	2 547	(941)	-37%	4 190
Community and public safety	**3 513**	**18 572**	**19 494**	**925**	**1 515**	**3 117**	(1 602)	-51%	**19 494**
Community and social services	187	4 190	5 028	–	106	1 450	(1 344)	-93%	5 028
Sport and recreation	3 326	13 461	13 544	925	1 410	1 306	103	8%	13 544
Public safety	–	922	922	–	–	361	(361)	-100%	922
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	**33 399**	**13 808**	**13 816**	**601**	**6 842**	**5 089**	1 753	34%	**13 816**
Planning and development	491	26	138	–	29	25	4	17%	138
Road transport	32 908	13 782	13 679	601	6 813	5 064	1 749	35%	13 679
Environmental protection	–	–	–	–	–	–	–		–
Trading services	**47 963**	**36 533**	**45 723**	**2 214**	**8 574**	**5 949**	2 625	44%	**45 723**
Energy sources	11 378	8 700	8 700	487	3 179	2 436	743	30%	8 700
Water management	12 522	19 581	27 146	226	626	1 880	(1 254)	-67%	27 146
Waste water management	22 950	7 241	8 051	982	4 100	367	3 733	1018%	8 051
Waste management	1 112	1 010	1 826	520	669	1 266	(597)	-47%	1 826
Total Capital Expenditure - Standard Classification	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Funded by:									
National Government	25 874	38 506	44 267	1 479	6 125	2 393	3 732	156%	44 267
Provincial Government	27 586	6 672	7 072	–	–	3 536	(3 536)	-100%	7 072
District Municipality	717	500	500	–	–	250	(250)	-100%	500
Transfers recognised - capital	**54 177**	**45 678**	**52 135**	**1 479**	**6 125**	**6 327**	**(202)**	**-3%**	**52 135**
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total Capital Funding	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	94 272	89 164	89 164	79 573	89 164
Call investment deposits	(0)	–	–	40 000	–
Consumer debtors	58 357	29 579	29 579	64 118	29 579
Other debtors	19 685	26 690	26 690	40 202	26 690
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 402	10 065	11 402
Total current assets	**184 006**	**156 835**	**156 835**	**233 958**	**156 835**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	45 660	44 350	45 660
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	929 659	922 968	929 659
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 650	2 356	2 650
Other non-current assets	550	550	550	550	550
Total non current assets	**965 651**	**978 519**	**978 519**	**970 225**	**978 519**
TOTAL ASSETS	**1 149 656**	**1 135 353**	**1 135 353**	**1 204 183**	**1 135 353**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	6 418	7 544	6 418
Trade and other payables	62 785	69 191	69 191	88 489	69 191
Provisions	21 302	39 877	39 877	21 249	39 877
Total current liabilities	**91 237**	**115 487**	**115 487**	**117 281**	**115 487**
Non current liabilities					
Borrowing	4 704	675	675	4 704	675
Provisions	151 311	154 570	154 570	155 165	154 570
Total non current liabilities	**156 015**	**155 245**	**155 245**	**159 869**	**155 245**
TOTAL LIABILITIES	**247 252**	**270 732**	**270 732**	**277 150**	**270 732**
NET ASSETS	**902 405**	**864 621**	**864 621**	**927 033**	**864 621**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	854 266	916 678	854 266
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**902 405**	**864 621**	**864 621**	**927 033**	**864 621**

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Mid-Year Assessment

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 338	46 758	47 866	(1 109)	-2%	71 559
Service charges	299 778	330 950	330 950	26 934	171 473	156 183	15 291	10%	330 950
Other revenue	1 076	24 158	24 158	1 488	8 171	12 301	(4 130)	-34%	24 158
Government - operating	126 944	139 169	139 169	25 708	93 294	99 942	(6 648)	-7%	139 169
Government - capital	36 531	50 208	50 208	10 000	27 477	25 972	1 505	6%	50 208
Interest	11 596	16 565	16 565	728	3 200	6 212	(3 012)	-48%	16 565
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(530 278)	(46 442)	(282 635)	(274 933)	7 702	-3%	(530 278)
Finance charges	(651)	(1 366)	(1 366)	(46)	(46)	(682)	(636)	93%	(1 366)
Transfers and Grants	(10 019)	(30 962)	(30 962)	(1 877)	(21 089)	(12 901)	8 188	-63%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**81 900**	**70 001**	**70 001**	**20 830**	**46 603**	**59 960**	**17 150**	**29%**	**70 001**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	(86 657)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	(5 265)	20%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(83 389)**	**(71 613)**	**(71 613)**	**(4 469)**	**(21 342)**	**(26 607)**	**(5 265)**	**20%**	**(71 613)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	731	–	–	(6)	62	–	62		–
Payments									–
Repayment of borrowing	(2 477)	(500)	(500)	–	(22)	(208)	(186)	89%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(1 745)**	**(500)**	**(500)**	**(6)**	**40**	**(208)**	**(248)**	**119%**	**40**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**(3 234)**	**(2 112)**	**(2 112)**	**16 355**	**25 301**	**33 144**			**(1 612)**
Cash/cash equivalents at beginning:	97 506	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	94 272	89 164	89 164		119 563	124 420			92 650

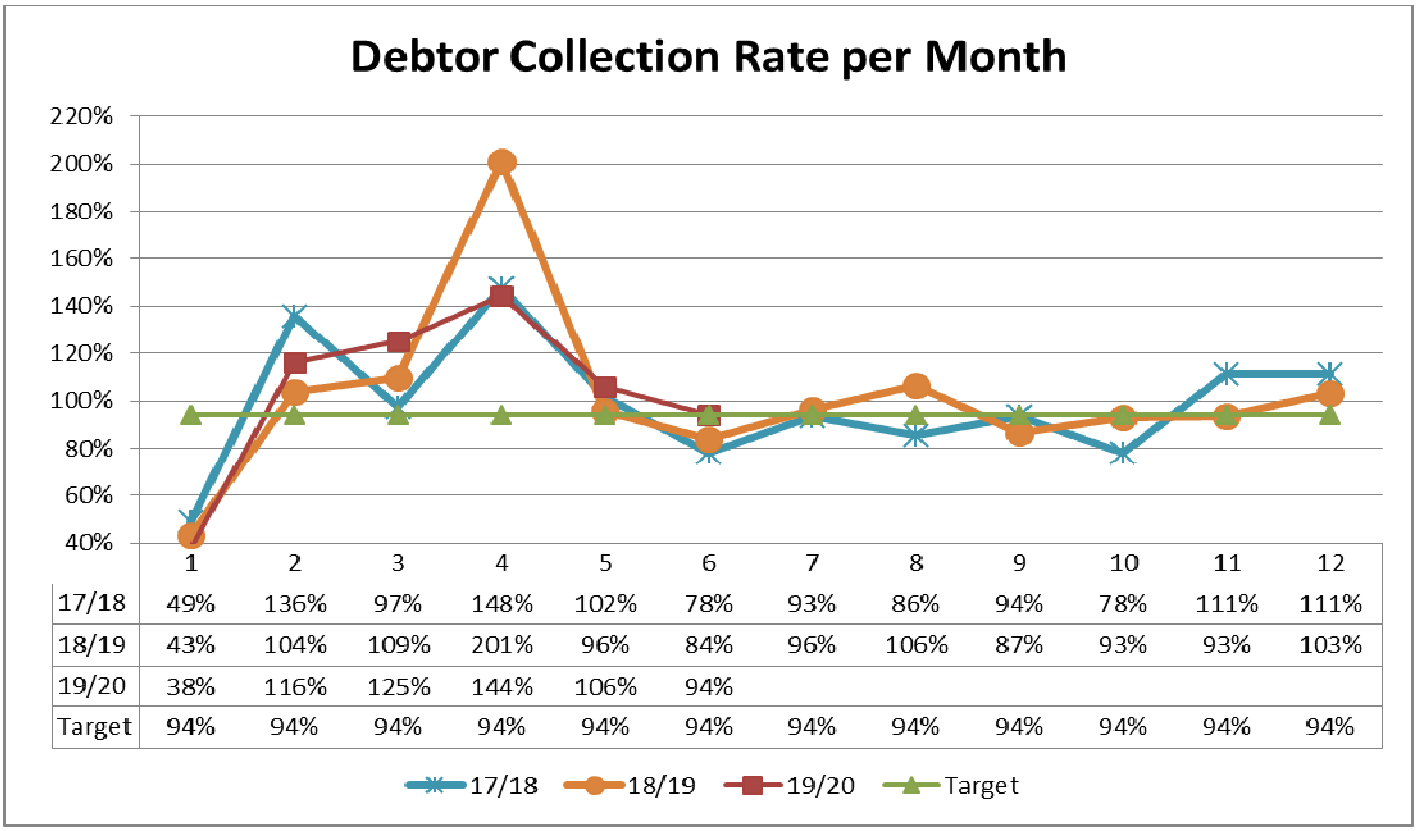
WC022 Witzenberg - Supporting Table SC1 Material variance explanations - Q2 Second Quarter

Ref	Description R thousands	Variance Rand Value	Variance	Reasons for material deviations
1	**Revenue By Source**			
	Property rates	(6 004)	-11%	Department of Public Works' billing and collection adjusted to monthly.
	Service charges - electricity revenue	(7 916)	-6%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	(1 566)	-8%	Immaterial variance
	Service charges - sanitation revenue	3 425	33%	Immaterial variance
	Service charges - refuse revenue	637	5%	Immaterial variance
	Service charges - other	–		
	Rental of facilities and equipment	(1 211)	-35%	Immaterial variance
	Interest earned - external investments	(1 038)	-24%	Immaterial variance
	Interest earned - outstanding debtors	3 145	80%	Immaterial variance
	Dividends received	–		
	Fines, penalties and forfeits	(9 842)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	476	578%	Immaterial variance
	Agency services	(756)	-28%	Immaterial variance
	Transfers and subsidies	(1 863)	-2%	Immaterial variance
	Other revenue	(1 920)	-36%	Underperformance linked to VAT income on Transfers Recognised Capital - low capital expenditure to date.
	Gains on disposal of PPE	–		
	Expenditure By Type			
2	**Expenditure By Type**			
	Employee related costs	796	1%	Immaterial variance
	Remuneration of councillors	(80)	-2%	Immaterial variance
	Debt impairment	2 994	21%	Increase in outstanding debt. Adjustment required in Adjustment Budget.
	Depreciation & asset impairment	(1 191)	-8%	Immaterial variance
	Finance charges	(471)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(3 513)	-4%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(171)	-2%	Immaterial variance
	Contracted services	2 081	11%	Immaterial variance
	Transfers and subsidies	1 053	7%	Immaterial variance
	Other expenditure	1 588	8%	Immaterial variance
	Loss on disposal of PPE	–		
	Capital Expenditure			
3	**Capital Expenditure**			
	Financial Position			
4	**Financial Position**			
		–		
		–		
		–		
5	**Cash Flow**			
	Receipts			
	Government - operating	(4 130)	-34%	Low collection of fines experienced.
	Interest	(3 012)	-48%	Increase in outstanding debt.
	Payments	–		
	Finance charges	(636)	93%	Immaterial variance
	Transfers and Grants	8 188	-63%	Rollout of Top Structures in progress.
	Capital assets	(5 265)	20%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	(186)	89%	Immaterial variance
		–		
6	**Measureable performance**			
		–		
		–		
		–		
		–		
7	**Municipal Entities**			
		–		
		–		
		–		
		–		
		–		

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

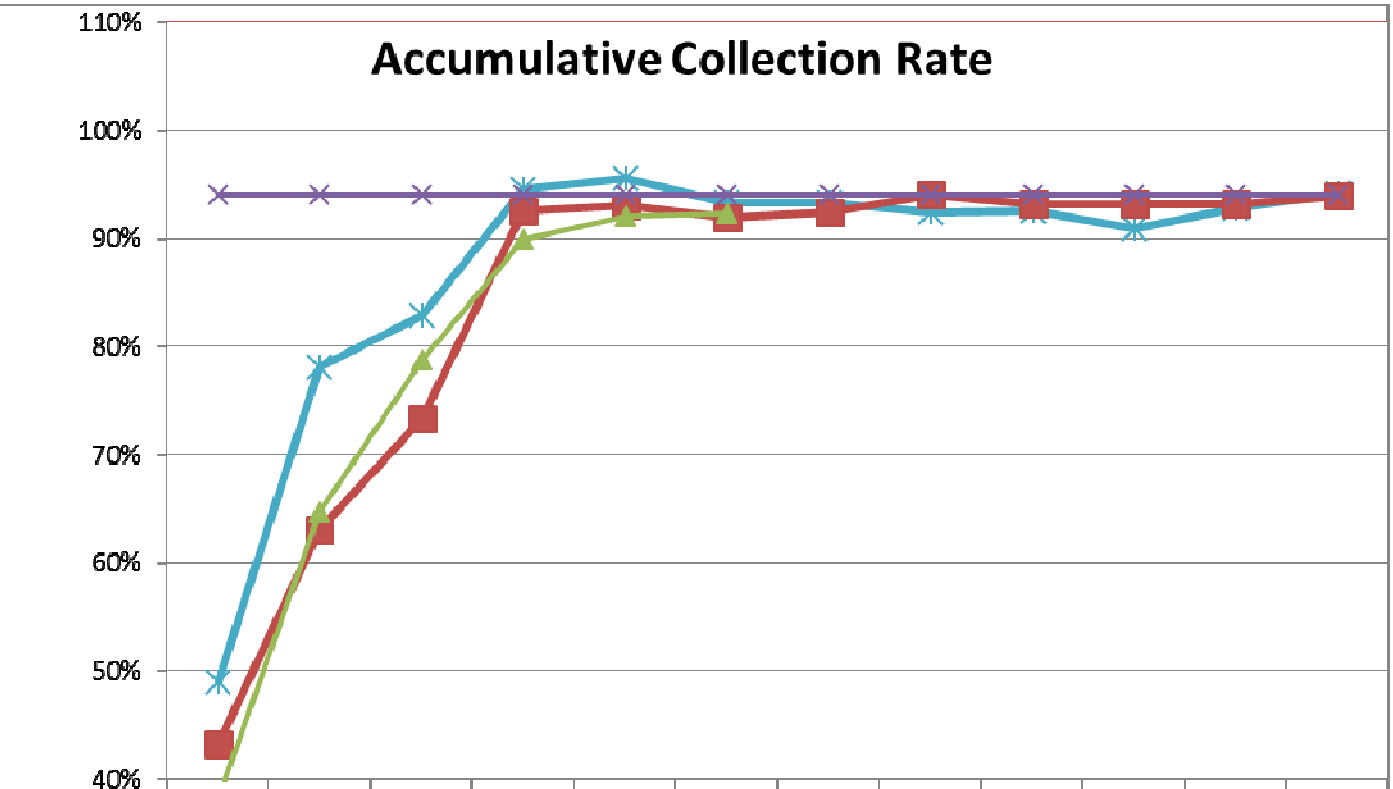
Description		Budget Year 2019/20									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 742	1 520	1 091	1 618	1 915	1 089	5 621	39 100	60 696	49 343
Electricity	1300	12 469	535	230	274	261	247	1 137	3 052	18 204	4 971
Property Rates	1400	4 043	300	268	4 128	218	310	968	14 005	24 240	19 629
Waste Water Management	1500	5 320	860	708	807	647	601	3 386	19 139	31 468	24 580
Waste Management	1600	5 926	902	801	748	723	657	3 404	20 377	33 538	25 909
Property Rental Debtors	1700	86	13	12	13	18	12	94	748	995	884
Interest on Arrear Accounts	1810	1 406	95	100	642	170	166	1 177	32 104	35 861	34 260
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 889)	53	26	27	38	34	168	1 058	(2 486)	1 325
Total By Income Source	**2000**	**34 102**	**4 278**	**3 236**	**8 258**	**3 989**	**3 115**	**15 956**	**129 582**	**202 517**	**160 900**
2019/20 - totals only										–	**–**
Debtors Age Analysis By Customer Group											
Organs of State	2200	249	315	94	1 281	60	110	345	3 297	5 751	5 092
Commercial	2300	10 662	351	239	2 408	316	318	1 606	9 548	25 449	14 196
Households	2400	22 820	3 459	2 764	4 240	3 464	2 550	13 804	113 677	166 779	137 736
Other	2500	371	153	138	330	150	136	201	3 059	4 537	3 876
Total By Customer Group	**2600**	**34 102**	**4 278**	**3 236**	**8 258**	**3 989**	**3 115**	**15 956**	**129 582**	**202 517**	**160 900**



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	116%	125%	144%	106%	94%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for December 2019 amounts to 94% in comparison to the previous year 84%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Desember 2019 – 94 % beloop in vergelyking met die vorige jaar 84 %.



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	65%	79%	90%	92%	92%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 92%.

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 94%, terwyl die werklike syfer 92% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Mid-Year Assessment

Description	NT Code	Budget Year 2019/20								
R thousands		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
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 313	32	–	–	–	–	–	–	1 344
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**1 313**	**32**	**–**	**–**	**–**	**–**	**–**	**–**	**1 344**

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Mid-Year Assessment

Investments by maturity Name of institution & investment ID	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
R thousands	Yrs/Months							
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	–
Nedbank	10 Months	–	08/06/2020	–		–	–	20 000
Standard Bank	4 Months	–	09/12/2019	–		–	–	–
FNB	6 Months	–	08/02/2020	–		–	–	20 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				**–**		**–**	**–**	**40 000**

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Mid-Year Assessment

Description	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**97 119**	**97 119**	**24 503**	**64 305**	**40 466**	**23 839**	**58.9%**	**97 119**
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Sch	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grant	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	250	(250)	-100.0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–		
Provincial Government:	**40 573**	**39 073**	**20 281**	**20 281**	**16 281**	**4 000**	**24.6%**	**39 073**
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	–	–	138	(138)	-100.0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	158	(158)	-100.0%	380
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	93	(93)	-100.0%	224
District Municipality:								
Tourism	–	–	–	–	–	–		–
Water Drought Support								
Other grant providers:	**775**	**775**	**–**	**–**	**–**	**–**		**775**
Belguim Grant	**250**	**250**	**–**	**–**	**–**	**–**		**250**
Table Mountain Fund	**525**	**525**	**–**	**–**	**–**	**–**		**525**
Total Operating Transfers and Grants	**138 467**	**136 967**	**44 784**	**84 586**	**56 747**	**27 840**	**49.1%**	**136 967**
Capital Transfers and Grants						– –		
National Government:	**41 984**	**47 745**	**–**	**–**	**19 894**	**(19 894)**	**-100.0%**	**47 745**
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	–	7 903	(7 903)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	–	–	9 455	(9 455)	-100.0%	22 692
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	1 087	(1 087)	-100.0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	1 449	(1 449)	-100.0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**706**	(706)	-100.0%	**1 694**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	405	(405)	-100.0%	**972**
Fire Service Capacity Building Grant	722	722	–	–	301	(301)	-100.0%	**722**
District Municipality:	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
Total Capital Transfers and Grants	**43 678**	**49 439**	**–**	**–**	**20 600**	**(20 600)**	**-100.0%**	**49 439**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	186 406	44 784	84 586	77 346	– 7 240	9.4%	186 406

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Mid-Year Assessment

Description	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**97 119**	**97 119**	**24 503**	**64 305**	**40 466**	**23 839**	**58.9%**	**97 119**
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Sche	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grant f	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	250	(250)	-100.0%	600
Provincial Government:	**40 573**	**39 073**	**20 281**	**20 281**	**16 281**	**4 000**	**24.6%**	**39 073**
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	–	–	138	(138)	-100.0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	158	(158)	-100.0%	380
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	93	(93)	-100.0%	224
District Municipality:	**–**	**–**	**–**	**–**	**–**	**–**		**1 694**
Tourism	–	–	–	–	–	–		1 694
Water Drought Support	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Other grant providers:	**775**	**775**	**–**	**–**	**–**	**–**	49.1%	**775**
Belguim Grant	**250**	**250**	**–**	**–**	**–**	**–**		**250**
Table Mountain Fund	**525**	**525**	**–**	**–**	**–**	**–**		**525**
Total operating expenditure of Transfers and Grants:	**138 467**	**136 967**	**44 784**	**84 586**	**56 747**	**27 840**	**49.1%**	**138 661**
Capital expenditure of Transfers and Grants								
National Government:	**41 984**	**47 745**	**–**	**–**	**19 894**	**(19 894)**	**-100.0%**	**47 745**
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	–	7 903	(7 903)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	–	–	9 455	(9 455)	-100.0%	22 692
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	1 087	(1 087)	-100.0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	1 449	(1 449)	-100.0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**706**	**(706)**	**-100%**	**–**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	405	(405)	-100.0%	–
Fire Service Capacity Building Grant	722	722	–	–	301	(301)	-100.0%	–
District Municipality:	**–**	**–**	**–**	**–**	**–**	**–**		**–**
[insert description]	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Other grant providers:	**–**	**–**	**–**	**–**	**–**	**–**		**–**
[insert description]	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	**43 678**	**49 439**	**–**	**–**	**20 600**	**(20 600)**	**-100.0%**	**47 745**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**182 145**	**186 406**	**44 784**	**84 586**	**77 346**	**7 240**	**9.4%**	**186 406**

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Mid-Year Assessment

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	3 647	3 670	(23)	-1%	7 718
Pension and UIF Contributions	1 137	1 137	88	530	270	260	96%	1 137
Medical Aid Contributions	227	227	16	97	61	37	60%	227
Motor Vehicle Allowance	741	741	–	–	–	–		741
Cellphone Allowance	1 094	1 094	78	469	543	(74)	-14%	1 094
Housing Allowances	487	487	3	21	300	(279)	-93%	487
Other benefits and allowances	54	54	–	–	–	–		54
Sub Total - Councillors	**11 459**	**11 459**	**794**	**4 764**	**4 844**	**(80)**	**-2%**	**11 459**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	1 336	1 905	(569)	-30%	3 809
Pension and UIF Contributions	783	783	17	98	392	(294)	-75%	783
Medical Aid Contributions	135	135	6	35	67	(32)	-48%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	46	220	445	(226)	-51%	891
Motor Vehicle Allowance	1 052	1 052	68	409	526	(117)	-22%	1 052
Cellphone Allowance	71	71	21	26	36	(9)	-27%	71
Housing Allowances	154	154	–	–	77	(77)	-100%	154
Other benefits and allowances	115	115	9	63	57	6	10%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**7 010**	**7 010**	**404**	**2 186**	**3 505**	**(1 319)**	**-38%**	**7 010**
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 328	9 303	54 695	58 164	(3 469)	-6%	116 328
Pension and UIF Contributions	17 544	17 548	1 432	8 614	8 774	(160)	-2%	17 548
Medical Aid Contributions	7 793	7 793	638	3 868	3 896	(28)	-1%	7 793
Overtime	12 733	12 733	1 300	8 465	6 367	2 098	33%	12 733
Performance Bonus	8 186	8 186	671	4 301	4 093	208	5%	8 186
Motor Vehicle Allowance	4 497	4 497	444	2 604	2 249	355	16%	4 497
Cellphone Allowance	405	405	41	249	202	46	23%	405
Housing Allowances	1 649	1 649	126	769	824	(55)	-7%	1 649
Other benefits and allowances	4 318	4 322	386	2 082	2 161	(79)	-4%	4 322
Payments in lieu of leave	889	889	2 445	5 037	445	4 592	1033%	889
Long service awards	436	436	141	848	218	631	290%	436
Post-retirement benefit obligations	11 376	11 376	606	3 634	5 688	(2 054)	-36%	11 376
Sub Total - Other Municipal Staff	**185 514**	**186 161**	**17 533**	**95 165**	**93 080**	**2 084**	**2%**	**186 161**
TOTAL SALARY, ALLOWANCES & BENEFITS	**203 983**	**204 630**	**18 731**	**102 115**	**101 429**	**686**	**1%**	**204 630**
% increase								
TOTAL MANAGERS AND STAFF	**192 524**	**193 171**	**17 937**	**97 351**	**96 585**	**766**	**1%**	**193 171**

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Mid-Year Assessment

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	–	–	–	–	–	18 024
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	–	–	–	–	–	99 811
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	–	–	–	–	–	25 288
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	–	–	–	–	–	5 087
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	–	–	–	–	–	10 085
Service charges - other		–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		240	284	382	381	281	231	–	–	–	–	–	3 300
Interest earned - external investments		434	623	77	700	638	728	–	–	–	–	–	5 002
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 227
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		208	288	300	395	239	177	–	–	–	–	–	3 309
Licences and permits		308	8	1 318	162	176	704	–	–	–	–	–	979
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 878
Transfer receipts - operating		47 994	5 605	–	3 042	10 946	25 708	–	–	–	–	–	22 676
Other revenue		145	331	344	461	433	376	–	–	–	–	–	8 492
Cash Receipts by Source		**75 522**	**51 444**	**49 668**	**42 282**	**44 785**	**59 195**	**–**	**–**	**–**	**–**	**–**	**209 158**
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–	–	–	3 474	10 000	–	–	–	–	–	32 353
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	–	–	–	–	–	(62)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		**89 618**	**51 487**	**49 571**	**42 263**	**48 306**	**69 189**	**–**	**–**	**–**	**–**	**–**	**241 449**
Cash Payments by Type													–
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	–	–	–	–	–	71 286
Remuneration of councillors		909	910	899	906	906	906	–	–	–	–	–	5 273
Interest paid		–	–	–	–	–	46	–	–	–	–	–	1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	–	–	–	–	–	70 509
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	–	–	–	–	–	7 630
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	–	–	–	–	–	30 896
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		4 958	–	3 961	2 792	7 500	1 877	–	–	–	–	–	(6 695)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	–	–	–	–	–	16 803
Cash Payments by Type		**50 084**	**56 357**	**53 713**	**45 771**	**54 623**	**46 366**	**–**	**–**	**–**	**–**	**–**	**196 752**
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469						70 111
Repayment of borrowing		–	–	22	–	–	–						2 978
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000						3 144
Total Cash Payments by Type		**45 389**	**57 648**	**57 649**	**54 111**	**57 502**	**52 834**	**–**	**–**	**–**	**–**	**–**	**272 985**
NET INCREASE/(DECREASE) IN CASH HELD		**44 229**	**(6 160)**	**(8 078)**	**(11 848)**	**(9 196)**	**16 355**	**–**	**–**	**–**	**–**	**–**	**(31 536)**
Cash/cash equivalents at the month/year beginning:		94 262	138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563
Cash/cash equivalents at the month/year end:		138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Mid-Year Assessment

Month	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	–	5 968	6 951	101	101	6 951	6 851	98.6%	0%
August	2 395	5 968	6 951	3 035	3 136	13 903	10 767	77.4%	4%
September	3 895	5 968	6 951	2 468	5 604	20 854	15 250	73.1%	8%
October	4 259	5 968	6 951	6 398	12 002	27 806	15 803	56.8%	17%
November	5 596	5 968	6 951	2 200	14 202	34 757	20 555	59.1%	20%
December	4 014	5 968	6 951	4 387	18 589	41 709	23 120	55.4%	26%
January	2 324	5 968	6 951	47	18 636	48 660	30 024	61.7%	26%
February	5 448	5 968	6 951	–		55 612	–		
March	6 120	5 968	6 951	–		62 563	–		
April	10 087	5 968	6 951	–		69 514	–		
May	3 737	5 968	6 951	–		76 466	–		
June	38 783	5 968	6 951	–		83 417	–		
Total Capital expenditure	**86 657**	**71 613**	**83 417**	**18 636**					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending December 2019
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2019	Income transactions November 2019	Income transactions December 2019	Expenditure transactions October 2019	Expenditure transactions November 2019	Expenditure transactions December 2019	Income YTD transactions Quarter 2	Expenditure YTD transactions Quarter 2	Total YTD Income	Total YTD Expenditure
		Income	Income	Income	Expenditure	Expenditure	Expenditure				
		R	R	R	R	R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 298 388	2 933 450	3 479 987	-	9 711 825	-	19 272 454
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
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							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-181 471	-219 100	-141 530	27 423	157 793	135 526	-1 185 453	320 741	-1 269 598	802 162
		-181 471	**-219 100**	**-141 530**	**3 325 811**	**3 091 243**	**3 615 513**	**-1 185 453**	**10 032 566**	**-1 269 598**	**20 074 616**

		Transactions October 2019	Transactions November 2019	Transactions December 2019	YTD Transactions Quarter 1
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-10 000 000	-20 000 000	-20 000 000	-50 000 000
	- Made	-	-	-	90 000 000
	- Nett movement	**-10 000 000**	**-20 000 000**	**-20 000 000**	**40 000 000**

WITZENBERG MUNICIPALITY: 2019/20 MID-YEAR PERFORMANCE REPORT (SDBIP)

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on maintenance budget by Technical Directorate.	98%	50%	56%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	40%	28%	Tulbagh Dam project delayed due to the fact that WULA of private developer not approved by DWS.	DWS gave permission that we may continue with project whilst WULA of private developer are being finalised, expenditure will now increase.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	12,7%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	12,6%	Eskom meters read midnight month end, Munic only LPU's, rest on varying dates.	Alignment of readings will improve towards year-end.
		TecRo7	Kilometres of roads upgraded & rehabilitated.	3	0,5	4,1		
Essential Services	Provide for the needs of informal settlements through improved services	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		
		TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	54%		
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	90	279	No new loans taken up.	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,4		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	61%	Increase in outstanding debtors.	No corrective measure required. Consider writing-off of outstanding debts.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualifie d Report				
		FinInc15	Increased revenue collection	94%	94%	92%	Slower Payment patterns had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	Stringent implementation of the credit control policy.
		MM1	Percentage of budget spent on maintenance for the whole of the municipality.	98%	50%	55%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	40%	22,0%	Tulbagh Dam project delayed due to the fact that WULA of private developer not approved by DWS.	DWS gave permission that we may continue with project whilst WULA of private developer are being finalised, expenditure will now increase.
	To maintain & strengthen relations	MMIDP9	Number of IDP community engagements held.	14	7	7		
		ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on maintenance budget by Community Directorate.	98%	50%	29,2%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	40%	7,9%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3905		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	200	200		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	10	19		
		ComHS14	Number of housing opportunities provided per year - top structures.	200	90	96		
		ComHS15	Number of rental stock transferred.	40	20	23		
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	2	2		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	2	2		
		ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	2	2		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Quarterly Budget Statement Report {Section 52(d)} for the Period 1 October 2019 to 31 Dec 2019

Financial data is in respect of the period 1 July 2019 to 31 Dec 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. 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."

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 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."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
    {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
    (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
    (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
    (a) summaries of quarterly report in alternate languages predominant in the community; and
    {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 October 2019 to 31 December 2019.

Credit control for various reasons remains a challenge for the municipality. A special task team to assist Council in obtaining a solution for the collection of outstanding debt was established by Council.

The year to date recovery rate for the year, excluding traffic fines, is 92%, with the annual target also being 94%. Household debt remains a serious concern.

Capital expenditure is currently at 22% of the budget, but we are hopeful to achieve the set target as per currently capital budget. It should also be noted that the Department of Water affairs and Sanitation has paid over the amount of R10 million as per DORA, which will enable the construction of the Tulbagh Dam.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 October 2019 to 31 December 2019.

5

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: _____

Date 20/01/2020

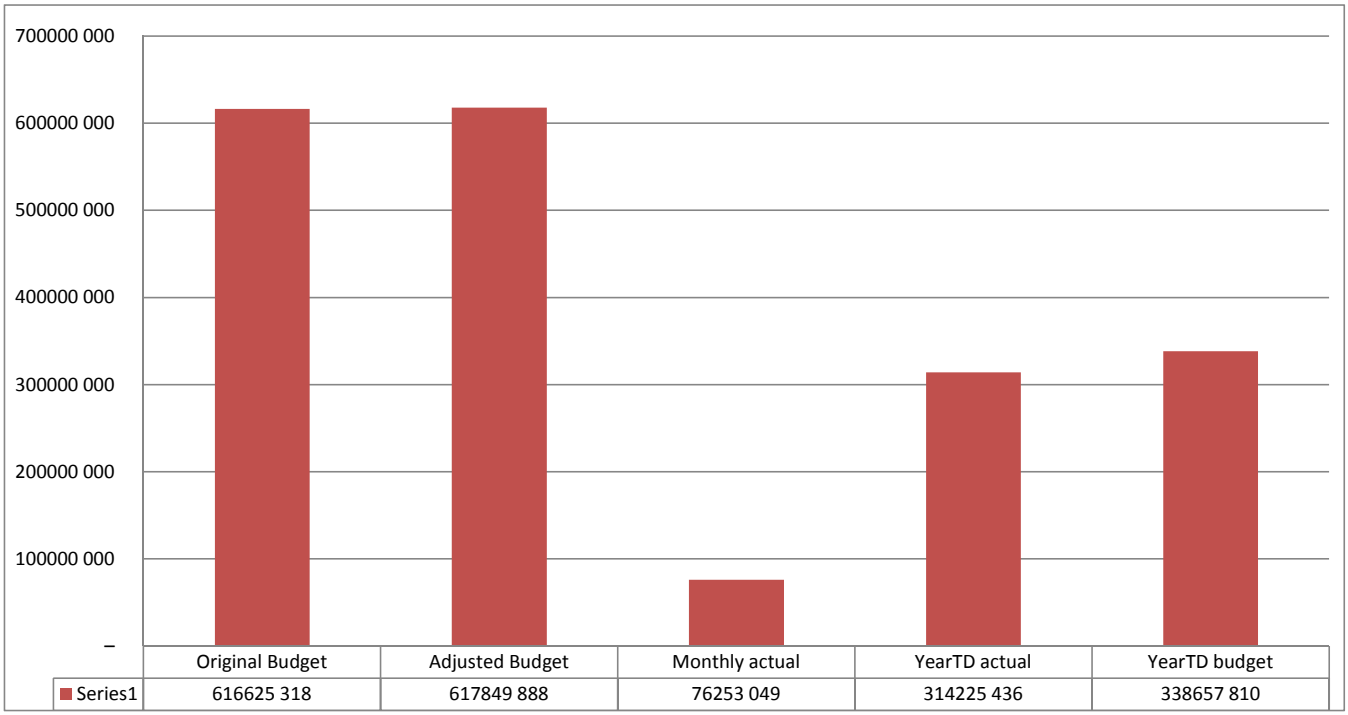
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

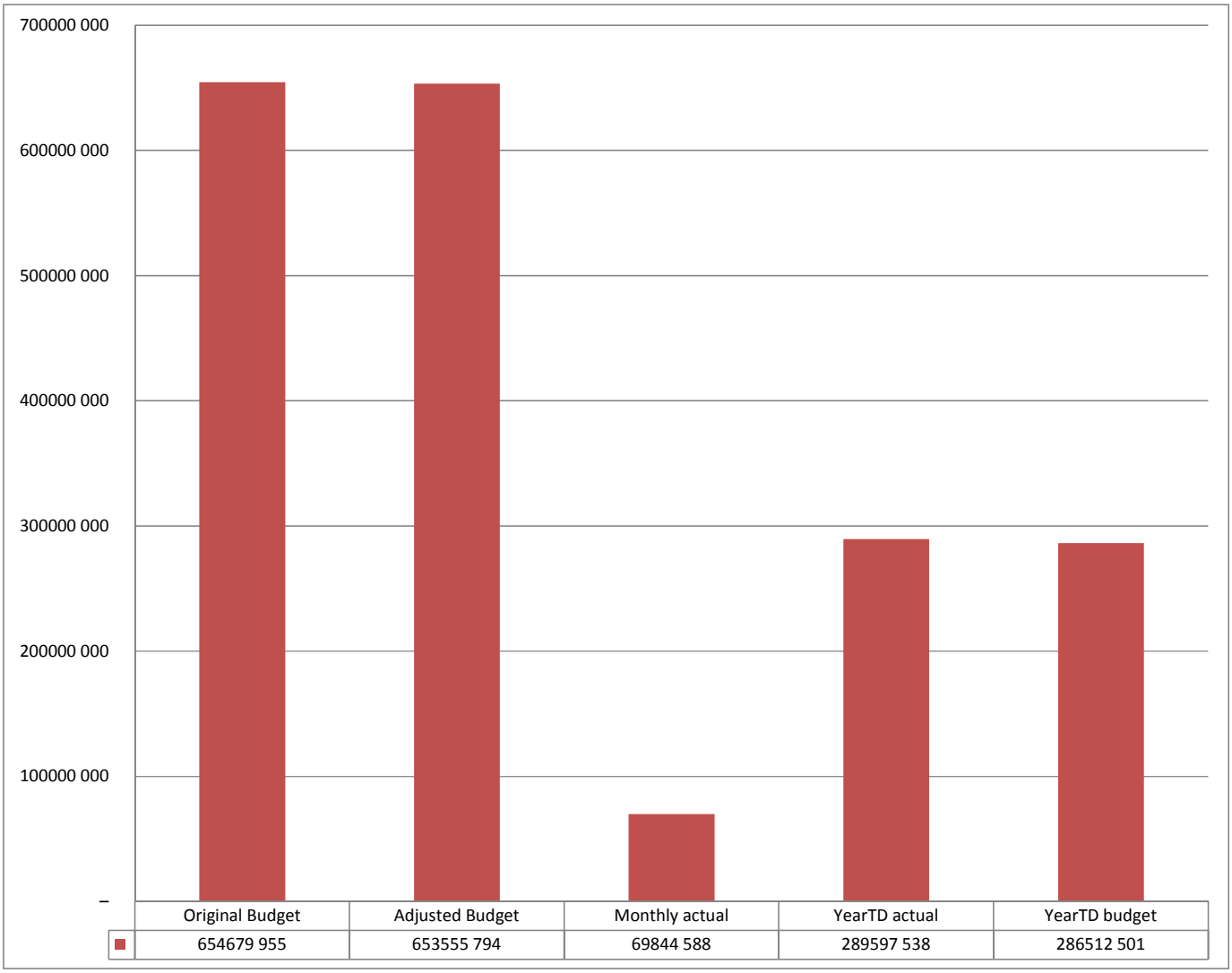
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 December 2019, 50.86% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 to 31 Desember 2019, is 50.86% van die begrote operasionele inkomste gehef.

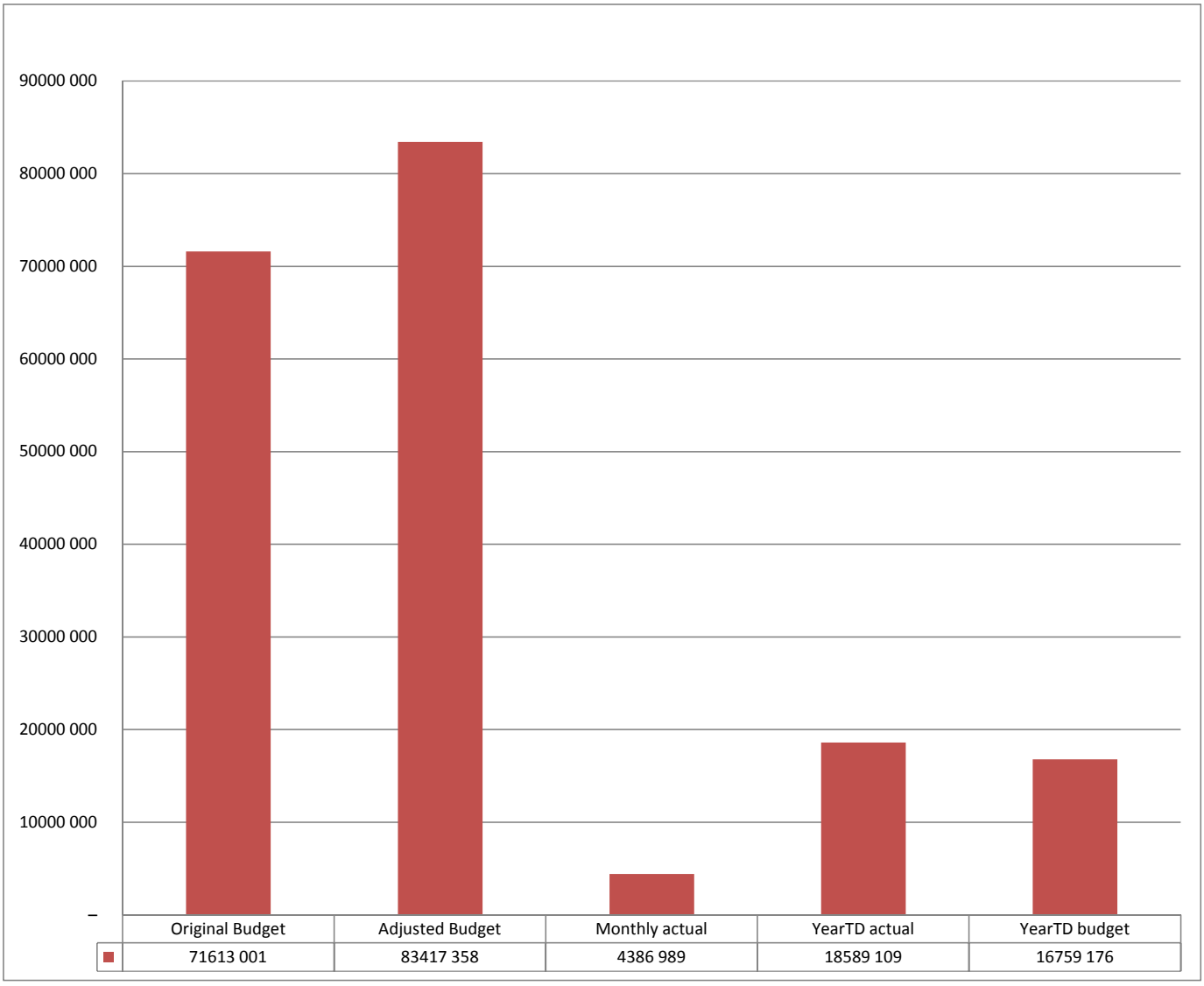
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 December 2019, 44.31% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 to 31 Desember 2019, is 44.31% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 December 2019, 22.28% of the budgeted capital expenditure was incurred.

There is currently also R 9.1 million on order for capital expenditure.

Vir die periode 1 Julie 2019 to 31 Desember 2019, is 22.28% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 9.1 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges	305 199	346 953	346 953	23 744	160 070	165 490	(5 420)	-3%	340 789
Investment revenue	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	16 586
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other own revenue	47 568	50 229	51 093	2 563	15 303	25 411	(10 108)	-40%	43 202
transfers and contributions)	**518 771**	**616 625**	**617 850**	**76 253**	**314 225**	**338 658**	**(24 432)**	**-7%**	**611 686**
Employee costs	149 718	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of Councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Materials and bulk purchases	204 318	246 765	244 879	14 687	97 256	100 940	(3 684)	-4%	244 879
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	120 342	118 540	118 829	20 331	59 646	52 983	6 663	13%	118 829
Total Expenditure	**532 678**	**654 680**	**653 556**	**69 845**	**289 598**	**286 513**	**3 085**	**1%**	**653 556**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(35 706)**	**6 408**	**24 628**	**52 145**	**(27 517)**	**-53%**	**(41 870)**
Transfers recognised - capital	70 437	44 178	52 135	–	–	26 067	(26 067)	-100%	52 135
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**78 213**	**(53 585)**	**-69%**	**10 265**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**78 213**	**(53 585)**	**-69%**	**10 265**
Capital expenditure & funds sources									
Capital expenditure	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Capital transfers recognised	54 177	45 678	52 135	1 479	6 125	6 327	(202)	-3%	52 135
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total sources of capital funds	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Financial position									
Total current assets	184 006	156 835	156 835		233 958				156 835
Total non current assets	965 651	978 519	978 519		970 225				978 519
Total current liabilities	91 237	115 487	115 487		117 281				115 487
Total non current liabilities	156 015	155 245	155 245		159 869				155 245
Community wealth/Equity	**902 405**	**864 621**	**864 621**		**927 033**				**864 621**
Cash flows									
Net cash from (used) operating	81 900	70 001	70 001	20 830	46 603	59 960	(13 357)	-22%	70 001
Net cash from (used) investing	(83 389)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	5 265	-20%	(71 613)
Net cash from (used) financing	(1 745)	(500)	(500)	(6)	40	(208)	248	-119%	40
end	**94 272**	**89 164**	**89 164**	**–**	**119 563**	**124 420**	**(4 856)**	**-4%**	**92 650**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	34 102	4 278	3 236	8 258	3 989	3 115	15 956	129 582	202 517
Creditors Age Analysis									
Total Creditors	1 313	32	–	–	–	–	–	–	1 344

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
Governance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 232**	**68 803**	(9 571)	-14%	**95 966**
Executive and council	–	–	0	–	9	0	9	0%	0
Finance and administration	88 978	95 002	95 966	6 040	59 223	68 803	(9 580)	-14%	95 966
Community and public safety	**112 056**	**156 525**	**156 925**	**45 259**	**87 147**	**95 498**	(8 351)	-9%	**156 925**
Community and social services	96 371	105 912	106 312	29 040	68 505	70 191	(1 687)	-2%	106 312
Sport and recreation	6 826	20 394	20 394	481	2 862	10 197	(7 335)	-72%	20 394
Public safety	3	728	728	–	3	364	(361)	-99%	728
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	**40 066**	**34 264**	**35 580**	**405**	**3 023**	**17 928**	(14 906)	-83%	**35 580**
Planning and development	1 791	3 669	3 669	44	561	1 834	(1 274)	-69%	3 669
Road transport	38 187	30 057	31 214	361	2 461	15 745	(13 284)	-84%	31 214
Environmental protection	88	538	698	–	1	349	(348)	-100%	698
Trading services	**346 951**	**374 903**	**381 404**	**24 548**	**164 735**	**198 006**	(33 271)	-17%	**381 404**
Energy sources	226 478	267 273	267 273	16 294	115 005	133 984	(18 979)	-14%	267 273
Water management	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	45 431	26 404	26 404	2 079	14 755	17 969	(3 214)	-18%	26 404
Waste management	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Other	**–**	**109**	**109**	**2**	**88**	**55**	**34**	**62%**	**109**
Total Revenue - Functional	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17%**	**669 985**
Expenditure - Functional									
Governance and administration	**76 011**	**120 995**	**122 586**	**15 812**	**62 583**	**56 741**	5 842	10%	**122 586**
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520
Finance and administration	51 368	90 177	91 836	12 816	49 738	43 390	6 349	15%	91 836
Internal audit	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230
Community and public safety	**71 893**	**99 678**	**97 398**	**8 812**	**46 073**	**46 503**	(430)	-1%	**97 398**
Community and social services	23 633	26 589	26 590	2 831	12 107	12 342	(235)	-2%	26 590
Sport and recreation	25 297	28 548	27 418	3 221	12 494	12 986	(491)	-4%	27 418
Public safety	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
Housing	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019
Economic and environmental services	**59 435**	**69 890**	**70 879**	**8 844**	**28 197**	**26 584**	1 613	6%	**70 879**
Planning and development	9 030	11 868	11 863	900	4 836	5 473	(636)	-12%	11 863
Road transport	49 753	55 632	56 467	7 714	22 693	19 974	2 720	14%	56 467
Environmental protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Trading services	**323 358**	**363 203**	**361 779**	**36 376**	**152 317**	**142 210**	10 107	7%	**361 779**
Energy sources	208 229	260 127	259 824	17 523	102 874	105 848	(2 973)	-3%	259 824
Water management	37 704	28 971	28 830	6 701	17 154	10 495	6 659	63%	28 830
Waste water management	33 065	31 759	30 809	6 220	15 113	11 213	3 900	35%	30 809
Waste management	44 361	42 346	42 316	5 932	17 176	14 655	2 521	17%	42 316
Other	**824**	**914**	**914**	**1**	**428**	**468**	**(40)**	**-9%**	**914**
Total Expenditure - Functional	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**272 507**	**17 090**	**6%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**107 783**	**(83 155)**		**16 429**

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 232**	**68 803**	**(9 571)**	**-14%**	**95 966**
Executive and council	**–**	**–**	**0**	**–**	**9**	**0**	**9**	**0%**	**0**
Mayor and Council	–	–	0	–	9	0	9	0%	0
Finance and administration	**88 978**	**95 002**	**95 966**	**6 040**	**59 223**	**68 803**	**(9 580)**	**-14%**	**95 966**
Administrative and Corporate Support	1	9	9	–	–	4	(4)	-100%	9
Finance	88 406	94 446	95 311	5 977	59 045	68 475	(9 431)	-14%	95 311
Human Resources	499	526	526	53	148	263	(115)	-44%	526
Marketing, Customer Relations, Publicity and Media	20	4	104	–	–	52	(52)	-100%	104
Supply Chain Management	52	17	17	10	30	9	22	254%	17
Community and public safety	**112 056**	**156 525**	**156 925**	**45 259**	**87 147**	**95 498**	**(8 351)**	**-9%**	**156 925**
Community and social services	**96 371**	**105 912**	**106 312**	**29 040**	**68 505**	**70 191**	**(1 687)**	**-2%**	**106 312**
Aged Care	86 628	95 119	95 119	24 426	63 580	64 595	(1 015)	-2%	95 119
Cemeteries, Funeral Parlours and Crematoriums	224	222	222	11	109	111	(2)	-2%	222
Community Halls and Facilities	495	863	863	45	219	432	(213)	-49%	863
Libraries and Archives	9 024	9 707	10 107	4 558	4 596	5 054	(457)	-9%	10 107
Sport and recreation	**6 826**	**20 394**	**20 394**	**481**	**2 862**	**10 197**	**(7 335)**	**-72%**	**20 394**
Recreational Facilities	6 456	7 299	7 299	478	2 830	3 650	(819)	-22%	7 299
Sports Grounds and Stadiums	371	13 095	13 095	3	31	6 548	(6 516)	-100%	13 095

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands									
Public safety	**3**	**728**	**728**	**–**	**3**	**364**	**(361)**	**-99%**	**728**
Fire Fighting and Protection	3	728	728	–	3	364	(361)	-99%	728
Housing	**8 855**	**29 492**	**29 492**	**15 738**	**15 778**	**14 746**	**1 032**	**7%**	**29 492**
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	**40 066**	**34 264**	**35 580**	**405**	**3 023**	**17 928**	**(14 906)**	**-83%**	**35 580**
Planning and development	1 791	3 669	3 669	44	561	1 834	(1 274)	-69%	3 669
Economic Development/Planning	388	250	250	–	–	125	(125)	-100%	250
Town Planning, Building Regulations and Enforcemen	1 404	2 793	2 793	44	561	1 397	(836)	-60%	2 793
Project Management Unit	–	626	626	–	–	313	(313)	-100%	626
Road transport	**38 187**	**30 057**	**31 214**	**361**	**2 461**	**15 745**	**(13 284)**	**-84%**	**31 214**
Police Forces, Traffic and Street Parking Control	20 076	23 720	23 720	361	2 461	11 998	(9 537)	-79%	23 720
Roads	18 111	6 337	7 493	–	–	3 747	(3 747)	-100%	7 493
Environmental protection	**88**	**538**	**698**	**–**	**1**	**349**	**(348)**	**-100%**	**698**
Biodiversity and Landscape	88	538	698	–	1	349	(348)	-100%	698
Trading services	**346 951**	**374 903**	**381 404**	**24 548**	**164 735**	**198 006**	**(33 271)**	**-17%**	**381 404**
Energy sources	226 478	267 273	267 273	16 294	115 005	133 984	(18 979)	-14%	267 273
Electricity	225 770	266 452	266 452	16 294	115 005	133 573	(18 568)	-14%	266 452
Street Lighting and Signal Systems	708	821	821	–	–	411	(411)	-100%	821
Water management	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Water Distribution	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	**45 431**	**26 404**	**26 404**	**2 079**	**14 755**	**17 969**	**(3 214)**	**-18%**	**26 404**
Sewerage	33 343	23 012	23 012	2 079	14 755	16 273	(1 518)	-9%	23 012
Storm Water Management	12 088	3 391	3 391	–	–	1 696	(1 696)	-100%	3 391
Waste management	**25 388**	**25 206**	**25 945**	**2 413**	**14 006**	**13 024**	**982**	**8%**	**25 945**
Solid Waste Removal	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Other	**–**	**109**	**109**	**2**	**88**	**55**	**34**	62%	**109**
Licensing and Regulation	–	109	109	2	88	55	34	62%	109
Total Revenue - Functional	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17%**	**669 985**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	**76 011**	**120 995**	**122 586**	**15 812**	**62 583**	**56 741**	**5 842**	**10%**	**122 586**
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520
Mayor and Council	14 838	18 767	18 686	2 124	7 581	7 412	169	2%	18 686
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 834	657	3 985	4 729	(743)	-16%	9 834
Finance and administration	51 368	90 177	91 836	12 816	49 738	43 390	6 349	15%	91 836
Administrative and Corporate Support	10 401	8 615	10 044	870	6 343	4 208	2 136	51%	10 044
Asset Management	100	4 392	4 392	2	142	2 191	(2 049)	-94%	4 392
Budget and Treasury Office	5	–	–	–	–	–	–		–
Finance	26 304	33 713	33 652	5 267	17 999	16 228	1 771	11%	33 652
Fleet Management	2 598	2 796	2 596	207	1 349	1 310	39	3%	2 596
Human Resources	(4 572)	19 972	19 949	3 944	13 305	9 439	3 866	41%	19 949
Information Technology	2 974	3 719	3 719	596	2 508	2 264	244	11%	3 719
Legal Services	2 188	1 780	2 087	1 048	2 491	1 153	1 339	116%	2 087
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 775	297	1 837	1 939	(102)	-5%	3 775
Property Services	1 813	3 489	3 489	49	290	1 006	(716)	-71%	3 489
Risk Management	16	421	421	–	–	210	(210)	-100%	421
Supply Chain Management	5 944	5 970	6 240	513	3 311	2 652	659	25%	6 240
Valuation Service	534	1 680	1 473	24	163	790	(627)	-79%	1 473
Internal audit	**2 300**	**2 230**	**2 230**	**215**	**1 278**	**1 211**	**67**	**6%**	**2 230**
Governance Function	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230
Community and public safety	**71 893**	**99 678**	**97 398**	**8 812**	**46 073**	**46 503**	**(430)**	**-1%**	**97 398**
Community and social services	23 633	26 589	26 590	2 831	12 107	12 342	(235)	-2%	26 590
Aged Care	4 533	4 296	4 267	490	2 321	1 807	514	28%	4 267
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 317	220	1 439	1 540	(100)	-7%	3 317
Child Care Facilities	2	819	823	0	6	415	(409)	-99%	823
Community Halls and Facilities	5 568	6 080	6 080	394	2 565	2 847	(282)	-10%	6 080
Disaster Management	55	47	73	13	28	15	13	88%	73
Education	4	705	705	–	1	355	(354)	-100%	705
Libraries and Archives	10 568	11 324	11 324	1 714	5 747	5 364	383	7%	11 324
Sport and recreation	**25 297**	**28 548**	**27 418**	**3 221**	**12 494**	**12 986**	**(491)**	**-4%**	**27 418**
Community Parks (including Nurseries)	6 497	6 763	6 763	608	3 322	3 103	219	7%	6 763
Recreational Facilities	14 318	16 797	15 668	2 247	7 145	7 653	(508)	-7%	15 668
Sports Grounds and Stadiums	4 482	4 988	4 988	366	2 028	2 230	(202)	-9%	4 988
Public safety	**10 010**	**9 416**	**9 371**	**592**	**3 589**	**4 373**	**(784)**	**-18%**	**9 371**
Fire Fighting and Protection	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
Housing	**12 954**	**35 126**	**34 019**	**2 168**	**17 883**	**16 803**	**1 080**	**6%**	**34 019**
Housing	12 749	33 431	32 305	2 156	17 798	15 947	1 851	12%	32 305
Informal Settlements	205	1 695	1 715	13	85	855	(770)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	**59 435**	**69 890**	**70 879**	**8 844**	**28 197**	**26 584**	**1 613**	**6%**	**70 879**
Planning and development	**9 030**	**11 868**	**11 863**	**900**	**4 836**	**5 473**	**(636)**	**-12%**	**11 863**
Corporate Wide Strategic Planning (IDPs, LEDs)	1 825	2 182	2 157	142	780	906	(126)	-14%	2 157
Economic Development/Planning	1 570	2 227	2 247	94	1 004	965	39	4%	2 247
Town Planning, Building Regulations and Enforcement	4 077	4 920	4 920	528	2 233	2 465	(232)	-9%	4 920
Project Management Unit	1 559	2 538	2 538	136	819	1 137	(318)	-28%	2 538
Road transport	**49 753**	**55 632**	**56 467**	**7 714**	**22 693**	**19 974**	**2 720**	**14%**	**56 467**
Police Forces, Traffic and Street Parking Control	25 573	31 101	30 779	1 754	9 881	7 295	2 586	35%	30 779
Roads	24 181	24 531	25 688	5 961	12 813	12 678	134	1%	25 688
Environmental protection	**651**	**2 390**	**2 550**	**230**	**667**	**1 138**	**(471)**	**-41%**	**2 550**
Biodiversity and Landscape	(24)	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Pollution Control	675	–	–	–	–	–	–		–
Trading services	**323 358**	**363 203**	**361 779**	**36 376**	**152 317**	**142 210**	**10 107**	**7%**	**361 779**
Energy sources	**208 229**	**260 127**	**259 824**	**17 523**	**102 874**	**105 848**	**(2 973)**	**-3%**	**259 824**
Electricity	205 241	257 067	257 000	17 431	101 388	104 125	(2 737)	-3%	257 000
Street Lighting and Signal Systems	2 988	3 060	2 825	93	1 487	1 723	(236)	-14%	2 825
Water management	**37 704**	**28 971**	**28 830**	**6 701**	**17 154**	**10 495**	**6 659**	**63%**	**28 830**
Water Treatment	21	1 557	1 557	2	14	778	(764)	-98%	1 557
Water Distribution	35 159	24 063	23 622	6 058	15 163	7 913	7 250	92%	23 622
Water Storage	2 524	3 351	3 651	641	1 977	1 804	173	10%	3 651
Waste water management	**33 065**	**31 759**	**30 809**	**6 220**	**15 113**	**11 213**	**3 900**	**35%**	**30 809**
Public Toilets	1 432	1 710	1 710	176	768	812	(44)	-5%	1 710
Sewerage	25 120	21 855	20 895	4 538	10 491	6 511	3 980	61%	20 895
Storm Water Management	6 508	5 720	5 720	1 505	3 852	2 654	1 197	45%	5 720
Waste Water Treatment	5	2 475	2 485	0	2	1 236	(1 234)	-100%	2 485
Waste management	**44 361**	**42 346**	**42 316**	**5 932**	**17 176**	**14 655**	**2 521**	**17%**	**42 316**
Solid Waste Disposal (Landfill Sites)	13 624	16 543	16 339	771	1 853	3 693	(1 840)	-50%	16 339
Solid Waste Removal	28 966	24 478	24 651	5 007	14 401	10 299	4 102	40%	24 651
Street Cleaning	1 771	1 325	1 325	153	921	662	259	39%	1 325
Other	**824**	**914**	**914**	**1**	**428**	**468**	**(40)**	**-9%**	**914**
Licensing and Regulation	18	60	60	1	1	41	(40)	-98%	60
Tourism	806	854	854	–	427	427	0	0%	854
Total Expenditure - Functional	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**272 507**	**17 090**	**6%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**107 783**	**(83 155)**	**-77%**	**16 429**

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q2 Second Quarter

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	92 074	5 804	58 001	66 857	(8 856)	-13.2%	92 074
Vote 2 - Community Services	132 923	181 732	182 292	45 637	89 791	108 320	(18 529)	-17.1%	182 292
Vote 3 - Corporate Services	520	539	639	53	157	319	(162)	-50.7%	639
Vote 4 - Technical Services	367 989	385 828	393 486	24 728	166 051	204 047	(37 996)	-18.6%	393 486
Vote 5 - Muncipal Manager	537	1 495	1 495	31	225	747	(522)	-69.8%	1 495
Total Revenue by Vote	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	**(66 065)**	**-17.4%**	**669 985**
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	47 141	5 839	21 807	22 546	(738)	-3.3%	47 141
Vote 2 - Community Services	99 562	136 762	134 338	10 877	57 546	56 580	966	1.7%	134 338
Vote 3 - Corporate Services	31 442	61 026	62 505	8 086	33 551	27 665	5 887	21.3%	62 505
Vote 4 - Technical Services	355 880	397 201	396 745	43 217	169 738	157 977	11 761	7.4%	396 745
Vote 5 - Muncipal Manager	10 589	12 551	12 827	1 826	6 955	6 132	823	13.4%	12 827
Total Expenditure by Vote	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**270 899**	**18 699**	**6.9%**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**109 392**	**(84 764)**	**-77.5%**	**16 429**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2018/19	Budget Year 2019/20							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**86 082**	**91 210**	**92 074**	**5 804**	**58 001**	**66 857**	(8 856)	-13%	**92 074**
1.1 - Assessment Rates	64 749	76 963	76 963	4 149	46 130	57 074	(10 944)	-19%	76 963
1.2 - Treasury: Administration	22 140	18 500	19 364	1 667	12 245	9 685	2 561	26%	19 364
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(22)	(404)	(21)	(383)	1781%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	–	(0)	111	(111)	-100%	223
1.5 - Supply Chain Management	52	17	17	10	30	9	22	254%	17
Vote 2 - Community Services	**132 923**	**181 732**	**182 292**	**45 637**	**89 791**	**108 320**	**(18 529)**	-17%	**182 292**
2.1 - Cemetries	224	222	222	11	109	111	(2)	-2%	222
2.2 - Housing: Administration	9 049	30 043	30 043	15 754	15 871	15 021	850	6%	30 043
2,3 - Library Services	9 024	9 707	10 107	4 558	4 596	5 054	(457)	-9%	10 107
2,4 - Fire Protection Sevices	3	728	728	–	3	364	(361)	-99%	728
2,5 - Pine Forest : Administration	6 456	7 298	7 298	478	2 830	3 649	(818)	-22%	7 298
2.7-Community Halls And Facilities	382	605	605	17	158	302	(145)	-48%	605
2.8-Licensing & Regulation	100	109	109	2	88	55	34	62%	109
2.9-Enviromental Protection	88	538	698	–	1	349	(348)	-100%	698
2.10-Parks	41	113	113	–	–	56	(56)	-100%	113
2.11-Traffic	18 235	20 050	20 050	361	2 461	10 163	(7 702)	-76%	20 050
2.13-Social & Welfare Services	86 628	95 119	95 119	24 426	63 580	64 595	(1 015)	-2%	95 119
2.15-Recreational Land	371	13 095	13 095	3	31	6 548	(6 516)	-100%	13 095
2.16-Swimming Pools	95	186	186	28	61	93	(31)	-34%	186
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	–	–	1 835	(1 835)	-100%	3 670
2.18-L E D	388	250	250	–	–	125	(125)	-100%	250
Vote 3 - Corporate Services	**520**	**539**	**639**	**53**	**157**	**319**	**(162)**	-51%	**639**
3.3-Human Resources	499	526	526	53	148	263	(115)	-44%	526
3.5-Council Cost	–	–	0	–	9	0	9		0
3.7-Marketing & Communications	20	4	104	–	–	52	(52)	-100%	104
3.9-Administration	1	9	9	–	–	4	(4)	-100%	9
Vote 4 - Technical Services	**367 989**	**385 828**	**393 486**	**24 728**	**166 051**	**204 047**	**(37 996)**	-19%	**393 486**
4.1-Building Regulations & Enforce	979	899	899	26	314	449	(135)	-30%	899
4.2-Electricity: Administration	226 811	268 154	268 154	16 379	115 509	134 424	(18 915)	-14%	268 154
4.3-Electricity: Street Lights	708	821	821	–	–	411	(411)	-100%	821
4.5-Sewerage	34 078	23 304	23 304	2 143	15 133	16 419	(1 286)	-8%	23 304
4.7-Town Planning	213	1 756	1 756	5	120	878	(758)	-86%	1 756
4.8-Stormwater Management	12 088	3 391	3 391	–	–	1 696	(1 696)	-100%	3 391
4.9-Roads	18 111	6 337	7 493	–	–	3 747	(3 747)	-100%	7 493
4.10-Solid Waste (Dumping Site)	769	630	630	71	377	316	61	19%	630
4.11-Solid Waste (Garden)	–	4	4	–	–	1	(1)	-100%	4
4.12-Solid Waste (Removal)	24 578	24 510	25 250	2 342	13 629	12 676	953	8%	25 250
4.14-Water Distribution	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Vote 5 - Muncipal Manager	**537**	**1 495**	**1 495**	**31**	**225**	**747**	(522)	-70%	**1 495**
5.1-Property & Legal Services	537	868	868	31	225	434	(209)	-48%	868
5.3-Project Management	–	626	626	–	–	313	(313)	-100%	626
Total Revenue by Vote	**588 051**	**660 803**	**669 985**	**76 253**	**314 225**	**380 291**	(66 065)	-17%	**669 985**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2018/19	Budget Year 2019/20							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure by Vote							–		
Vote 1 - Financial Services	**34 049**	**47 139**	**47 141**	**5 839**	**21 807**	**22 546**	(738)	-3%	**47 141**
1.1 - Assessment Rates	1 748	3 174	3 174	1 292	2 598	–	2 598	#DIV/0!	3 174
1.2 - Treasury: Administration	11 488	21 185	21 660	3 149	9 581	12 491	(2 910)	-23%	21 660
1.3 - Treasury: Debtors	5 069	6 400	6 193	400	2 253	2 713	(460)	-17%	6 193
1.4 - Treasury: Credit controle	8 588	8 651	8 115	450	3 854	3 815	39	1%	8 115
1.5 - Supply Chain Management	5 949	5 970	6 240	514	3 316	2 652	663	25%	6 240
1.6 - Director: Finance	1 206	1 759	1 759	34	206	875	(669)	-77%	1 759
Vote 2 - Community Services	**99 562**	**136 762**	**134 338**	**10 877**	**57 546**	**56 580**	966	2%	**134 338**
2.1 - Cemetries	2 903	3 317	3 317	220	1 439	1 540	(100)	-7%	3 317
2.2 - Housing: Administration	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019
2,3 - Library Services	10 568	11 066	11 066	1 714	5 747	5 235	512	10%	11 066
2,4 - Fire Protection Sevices	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
2,5 - Pine Forest : Administration	10 234	10 758	10 414	777	4 617	5 455	(838)	-15%	10 414
2.6-Klipriver Park: Administration	896	1 343	1 343	77	461	643	(182)	-28%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 787	358	2 350	2 715	(365)	-13%	5 787
2.8-Licensing & Regulation	18	60	60	1	1	41	(40)	-98%	60
2.9-Enviromental Protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
2.10-Parks	6 489	7 007	7 007	608	3 322	3 219	103	3%	7 007
2.11-Traffic	21 798	27 127	26 595	1 345	7 641	5 426	2 215	41%	26 595
2.12-Disaster Management	55	47	73	13	28	15	13	88%	73
2.13-Social & Welfare Services	4 539	5 820	5 795	491	2 328	2 576	(249)	-10%	5 795
2.15-Recreational Land	4 482	4 988	4 988	366	2 028	2 230	(202)	-9%	4 988
2.16-Swimming Pools	3 188	4 696	3 911	1 393	2 066	1 542	525	34%	3 911
2.17-Vehicle Licensing & Testing	3 774	3 974	4 184	409	2 240	1 869	371	20%	4 184
2.18-L E D	1 570	2 227	2 247	94	1 004	965	39	4%	2 247
2.19-Director: Community Services	256	1 611	1 610	23	136	796	(660)	-83%	1 610
Vote 3 - Corporate Services	**31 442**	**61 026**	**62 505**	**8 086**	**33 551**	**27 665**	**5 887**	**21%**	**62 505**
3.1-Property Administration	1 530	418	418	49	285	827	(542)	-66%	418
3.2-Information Tecnology	2 928	3 658	3 718	596	2 507	2 264	243	11%	3 718
3.3-Human Resources	(4 572)	19 972	19 949	3 944	13 305	9 439	3 866	41%	19 949
3.5-Council Cost	14 838	18 767	18 686	2 124	7 581	7 412	169	2%	18 686
3.5-Town Secretary	1 320	1 385	1 385	124	721	687	35	5%	1 385
3.6-Tourism	806	854	854	–	427	427	0	0%	854
3.7-Marketing & Communications	3 110	3 691	3 776	297	1 838	1 939	(101)	-5%	3 776
3.8-Thusong Centre	407	312	312	37	218	145	73	50%	312
3.9-Administration	9 364	10 124	11 552	746	5 622	3 663	1 959	54%	11 552
3.10-Director Corporate Services	1 711	1 846	1 856	170	1 046	861	185	21%	1 856
Vote 4 - Technical Services	**355 880**	**397 201**	**396 745**	**43 217**	**169 738**	**157 977**	**11 761**	**7%**	**396 745**
4.1-Building Regulations & Enforce	2 583	2 669	2 669	241	1 385	1 348	37	3%	2 669
4.2-Electricity: Administration	205 289	257 174	256 872	17 161	101 602	103 003	(1 402)	-1%	256 872
4.3-Electricity: Street Lights	175	–	–	–	–	87	(87)	-100%	–
4.4-Mechanical Workshop	2 598	2 796	2 596	207	1 349	1 310	39	3%	2 596
4.4-Public Toilets	1 432	1 710	1 710	176	768	812	(44)	-5%	1 710
4.5-Sewerage	27 884	26 977	26 027	4 899	11 763	8 908	2 855	32%	26 027
4.7-Town Planning	1 494	2 251	2 251	286	848	1 117	(269)	-24%	2 251
4.8-Stormwater Management	6 508	5 720	5 720	1 505	3 852	2 654	1 197	45%	5 720
4.9-Roads	24 181	24 531	25 688	5 961	12 813	12 678	134	1%	25 688
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 339	771	1 853	3 693	(1 840)	-50%	16 339
4.11-Solid Waste (Garden)	16 360	13 006	12 856	2 233	6 301	5 316	986	19%	12 856
4.12-Solid Waste (Removal)	14 377	12 798	13 121	2 928	9 021	5 646	3 375	60%	13 121
4.13-Water Storage	2 524	3 366	3 666	641	1 977	1 811	166	9%	3 666
4.14-Water Distribution	35 180	25 875	25 434	6 060	15 177	8 684	6 493	75%	25 434
4.15-Director: Technical Services	1 672	1 786	1 797	147	1 028	909	119	13%	1 797
Vote 5 - Muncipal Manager	**10 589**	**12 551**	**12 827**	**1 826**	**6 955**	**6 132**	823	**13%**	**12 827**
5.1-Property & Legal Services	2 188	1 980	2 287	1 048	2 496	1 190	1 306	110%	2 287
5.2-IDP	1 825	2 182	2 157	142	780	906	(126)	-14%	2 157
5.3-Project Management	537	1 208	1 208	46	276	590	(314)	-53%	1 208
5.4-Performance Management	1 022	1 331	1 331	90	543	547	(4)	-1%	1 331
5.5-Internal Audit	2 316	2 650	2 650	215	1 278	1 421	(144)	-10%	2 650
5.6-Municipal Manager	2 702	3 201	3 194	285	1 583	1 478	104	7%	3 194
Total Expenditure by Vote	**531 521**	**654 680**	**653 556**	**69 845**	**289 598**	**270 899**	**18 699**	**0**	**653 556**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**109 392**	**(84 764)**	**(0)**	**16 429**

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges - electricity revenue	221 840	265 119	265 119	16 301	115 081	122 996	(7 916)	-6%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 339	18 522	20 089	(1 566)	-8%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 935	13 853	10 428	3 425	33%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 168	12 614	11 977	637	5%	25 127
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 441	7 567	7 567	315	2 298	3 509	(1 211)	-35%	7 567
Interest earned - external investments	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 235	7 090	3 946	3 145	80%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	13 452	19 482	19 482	1	38	9 879	(9 842)	-100%	19 482
Licences and permits	1 125	165	165	63	558	82	476	578%	165
Agency services	5 630	5 420	5 420	295	1 955	2 710	(756)	-28%	5 420
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other revenue	10 219	9 704	10 568	653	3 364	5 284	(1 920)	-36%	10 568
Gains on disposal of PPE	1 157	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**518 771**	**616 625**	**617 850**	**76 253**	**314 225**	**338 658**	**(24 432)**	**-7%**	**611 686**
Expenditure By Type									
Employee related costs	149 718	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Debt impairment	40 803	33 613	33 613	8 451	17 000	14 005	2 994	21%	33 613
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	13 270	90 014	93 526	(3 513)	-4%	229 196
Other materials	15 535	17 569	15 683	1 417	7 242	7 414	(171)	-2%	15 683
Contracted services	41 971	43 731	43 241	5 416	20 638	18 557	2 081	11%	43 241
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	37 568	41 196	41 975	6 464	22 008	20 421	1 588	8%	41 975
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**532 678**	**654 680**	**653 556**	**69 845**	**289 598**	**286 513**	**3 085**	**1%**	**653 556**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(35 706)**	**6 408**	**24 628**	**52 145**	**(27 517)**	**(0)**	**(41 870)**
Transfers recognised - capital	70 437	44 178	52 135	–	–	26 067	(26 067)	-100%	52 135
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**78 213**			**10 265**
Surplus/(Deficit) attributable to	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**78 213**			**10 265**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**16 429**	**6 408**	**24 628**	**78 213**			**10 265**

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	3 106	–	–	1 253	(1 253)	-100%	3 106
Vote 4 - Technical Services	47 388	33 049	38 810	1 539	8 548	4 100	4 448	108%	38 810
Total Capital Multi-year expenditure	**48 025**	**36 155**	**41 916**	**1 539**	**8 548**	**5 353**	**3 195**	**60%**	**41 916**
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	1	25	2	24	1301%	80
Vote 2 - Community Services	3 394	15 992	16 927	1 045	1 668	2 112	(444)	-21%	16 927
Vote 3 - Corporate Services	1 021	3 380	4 723	24	459	2 819	(2 360)	-84%	4 723
Vote 4 - Technical Services	33 524	15 950	19 715	1 777	7 888	6 474	1 415	22%	19 715
Vote 5 - Muncipal Manager	18	56	56	0	0	–	0	#DIV/0!	56
Total Capital single-year expenditure	38 631	35 458	41 501	2 848	10 041	11 406	**(1 365)**	**-12%**	41 501
Total Capital Expenditure	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	**1 782**	**2 700**	**4 384**	**647**	**1 658**	**2 604**	(945)	-36%	**4 384**
Executive and council	388	150	195	6	52	56	(4)	-7%	195
Finance and administration	1 394	2 550	4 190	640	1 606	2 547	(941)	-37%	4 190
Community and public safety	**3 513**	**18 572**	**19 494**	**925**	**1 515**	**3 117**	(1 602)	-51%	**19 494**
Community and social services	187	4 190	5 028	–	106	1 450	(1 344)	-93%	5 028
Sport and recreation	3 326	13 461	13 544	925	1 410	1 306	103	8%	13 544
Public safety	–	922	922	–	–	361	(361)	-100%	922
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	**33 399**	**13 808**	**13 816**	**601**	**6 842**	**5 089**	1 753	34%	**13 816**
Planning and development	491	26	138	–	29	25	4	17%	138
Road transport	32 908	13 782	13 679	601	6 813	5 064	1 749	35%	13 679
Environmental protection	–	–	–	–	–	–	–		–
Trading services	**47 963**	**36 533**	**45 723**	**2 214**	**8 574**	**5 949**	2 625	44%	**45 723**
Energy sources	11 378	8 700	8 700	487	3 179	2 436	743	30%	8 700
Water management	12 522	19 581	27 146	226	626	1 880	(1 254)	-67%	27 146
Waste water management	22 950	7 241	8 051	982	4 100	367	3 733	1018%	8 051
Waste management	1 112	1 010	1 826	520	669	1 266	(597)	-47%	1 826
Total Capital Expenditure - Standard Classification	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**
Funded by:									
National Government	25 874	38 506	44 267	1 479	6 125	2 393	3 732	156%	44 267
Provincial Government	27 586	6 672	7 072	–	–	3 536	(3 536)	-100%	7 072
District Municipality	717	500	500	–	–	250	(250)	-100%	500
Transfers recognised - capital	**54 177**	**45 678**	**52 135**	**1 479**	**6 125**	**6 327**	(202)	-3%	**52 135**
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total Capital Funding	**86 657**	**71 613**	**83 417**	**4 387**	**18 589**	**16 759**	**1 830**	**11%**	**83 417**

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	94 272	89 164	89 164	79 573	89 164
Call investment deposits	(0)	–	–	40 000	–
Consumer debtors	58 357	29 579	29 579	64 118	29 579
Other debtors	19 685	26 690	26 690	40 202	26 690
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 402	10 065	11 402
Total current assets	**184 006**	**156 835**	**156 835**	**233 958**	**156 835**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	45 660	44 350	45 660
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	929 659	922 968	929 659
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 650	2 356	2 650
Other non-current assets	550	550	550	550	550
Total non current assets	**965 651**	**978 519**	**978 519**	**970 225**	**978 519**
TOTAL ASSETS	**1 149 656**	**1 135 353**	**1 135 353**	**1 204 183**	**1 135 353**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	6 418	7 544	6 418
Trade and other payables	62 785	69 191	69 191	88 489	69 191
Provisions	21 302	39 877	39 877	21 249	39 877
Total current liabilities	**91 237**	**115 487**	**115 487**	**117 281**	**115 487**
Non current liabilities					
Borrowing	4 704	675	675	4 704	675
Provisions	151 311	154 570	154 570	155 165	154 570
Total non current liabilities	**156 015**	**155 245**	**155 245**	**159 869**	**155 245**
TOTAL LIABILITIES	**247 252**	**270 732**	**270 732**	**277 150**	**270 732**
NET ASSETS	**902 405**	**864 621**	**864 621**	**927 033**	**864 621**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	854 266	916 678	854 266
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**902 405**	**864 621**	**864 621**	**927 033**	**864 621**

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 338	46 758	47 866	(1 109)	-2%	71 559
Service charges	299 778	330 950	330 950	26 934	171 473	156 183	15 291	10%	330 950
Other revenue	1 076	24 158	24 158	1 488	8 171	12 301	(4 130)	-34%	24 158
Government - operating	126 944	139 169	139 169	25 708	93 294	99 942	(6 648)	-7%	139 169
Government - capital	36 531	50 208	50 208	10 000	27 477	25 972	1 505	6%	50 208
Interest	11 596	16 565	16 565	728	3 200	6 212	(3 012)	-48%	16 565
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(530 278)	(46 442)	(282 635)	(274 933)	7 702	-3%	(530 278)
Finance charges	(651)	(1 366)	(1 366)	(46)	(46)	(682)	(636)	93%	(1 366)
Transfers and Grants	(10 019)	(30 962)	(30 962)	(1 877)	(21 089)	(12 901)	8 188	-63%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**81 900**	**70 001**	**70 001**	**20 830**	**46 603**	**59 960**	**17 150**	**29%**	**70 001**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	(86 657)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	(5 265)	20%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(83 389)**	**(71 613)**	**(71 613)**	**(4 469)**	**(21 342)**	**(26 607)**	**(5 265)**	**20%**	**(71 613)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	731	–	–	(6)	62	–	62		–
Payments									–
Repayment of borrowing	(2 477)	(500)	(500)	–	(22)	(208)	(186)	89%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(1 745)**	**(500)**	**(500)**	**(6)**	**40**	**(208)**	**(248)**	**119%**	**40**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**(3 234)**	**(2 112)**	**(2 112)**	**16 355**	**25 301**	**33 144**			**(1 612)**
Cash/cash equivalents at beginning:	97 506	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	94 272	89 164	89 164		119 563	124 420			92 650

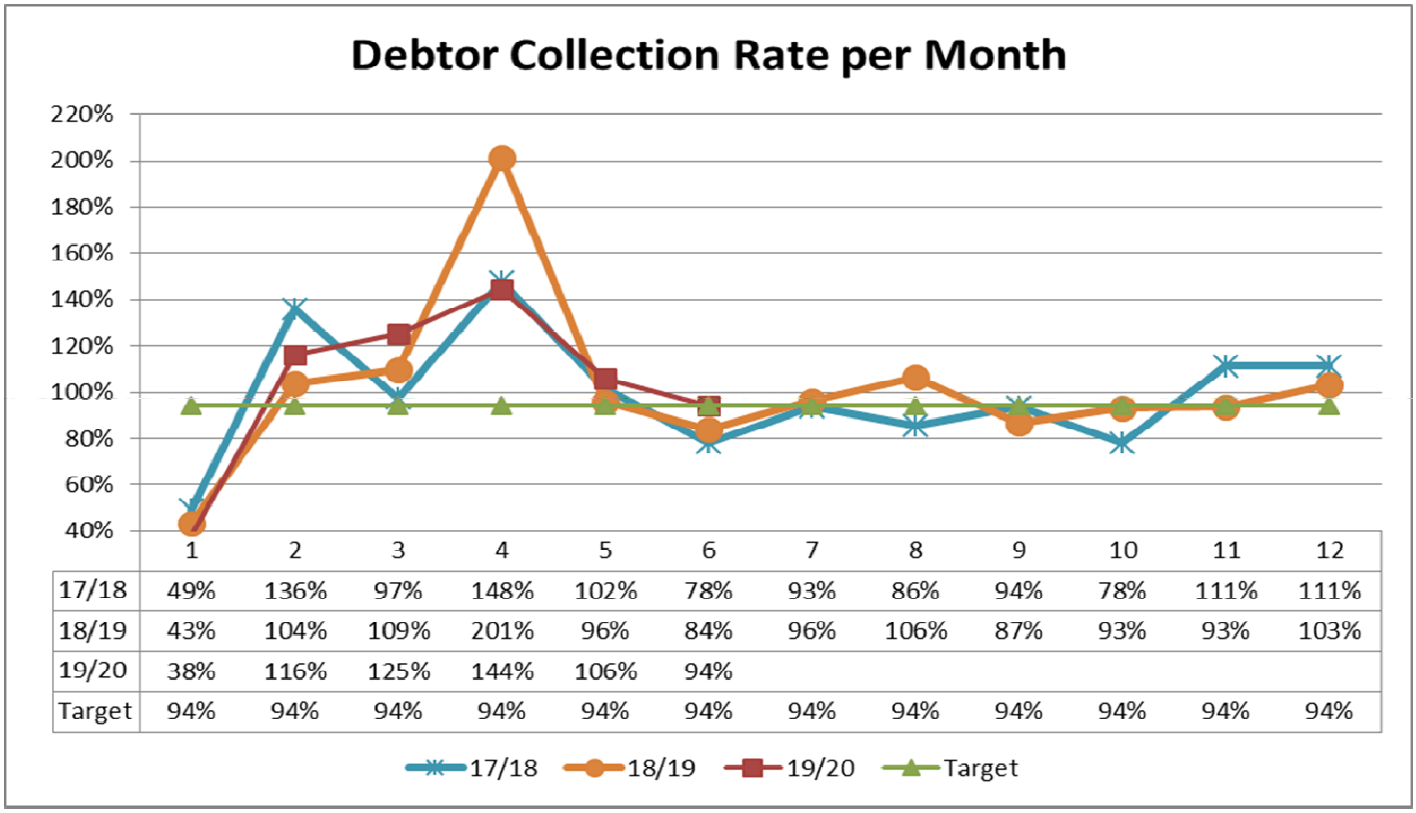
WC022 Witzenberg - Supporting Table SC1 Material variance explanations - Mid-Year Assessment

Ref	Description R thousands	Variance Rand Value	Variance	Reasons for material deviations
1	**Revenue By Source**			
	Property rates	(6 004)	-11%	Department of Public Works' billing and collection adjusted to monthly.
	Service charges - electricity revenue	(7 916)	-6%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	(1 566)	-8%	Immaterial variance
	Service charges - sanitation revenue	3 425	33%	Immaterial variance
	Service charges - refuse revenue	637	5%	Immaterial variance
	Service charges - other	–		
	Rental of facilities and equipment	(1 211)	-35%	Immaterial variance
	Interest earned - external investments	(1 038)	-24%	Immaterial variance
	Interest earned - outstanding debtors	3 145	80%	Immaterial variance
	Dividends received	–		
	Fines, penalties and forfeits	(9 842)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	476	578%	Immaterial variance
	Agency services	(756)	-28%	Immaterial variance
	Transfers and subsidies	(1 863)	-2%	Immaterial variance
	Other revenue	(1 920)	-36%	Underperformance linked to VAT income on Transfers Recognised Capital - low capital expenditure to date.
	Gains on disposal of PPE	–		
2	**Expenditure By Type**			
	Employee related costs	796	1%	Immaterial variance
	Remuneration of councillors	(80)	-2%	Immaterial variance
	Debt impairment	2 994	21%	Increase in outstanding debt. Adjustment required in Adjustment Budget.
	Depreciation & asset impairment	(1 191)	-8%	Immaterial variance
	Finance charges	(471)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(3 513)	-4%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(171)	-2%	Immaterial variance
	Contracted services	2 081	11%	Immaterial variance
	Transfers and subsidies	1 053	7%	Immaterial variance
	Other expenditure	1 588	8%	Immaterial variance
3	**Capital Expenditure**			
4	**Financial Position**			
5	**Cash Flow**			
	Receipts			
	Property rates, penalties & collection charges	(4 130)	-34%	Low collection of fines experienced.
	Other revenue	(3 012)	-48%	Increase in outstanding debt.
	Payments	–		
	Finance charges	(636)	93%	Immaterial variance
	Payments	8 188	-63%	Rollout of Top Structures in progress.
	Decrease (increase) other non-current receivabl	(5 265)	20%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Borrowing long term/refinancing	(186)	89%	Immaterial variance
6	**Measureable performance**			
7	**Municipal Entities**			

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

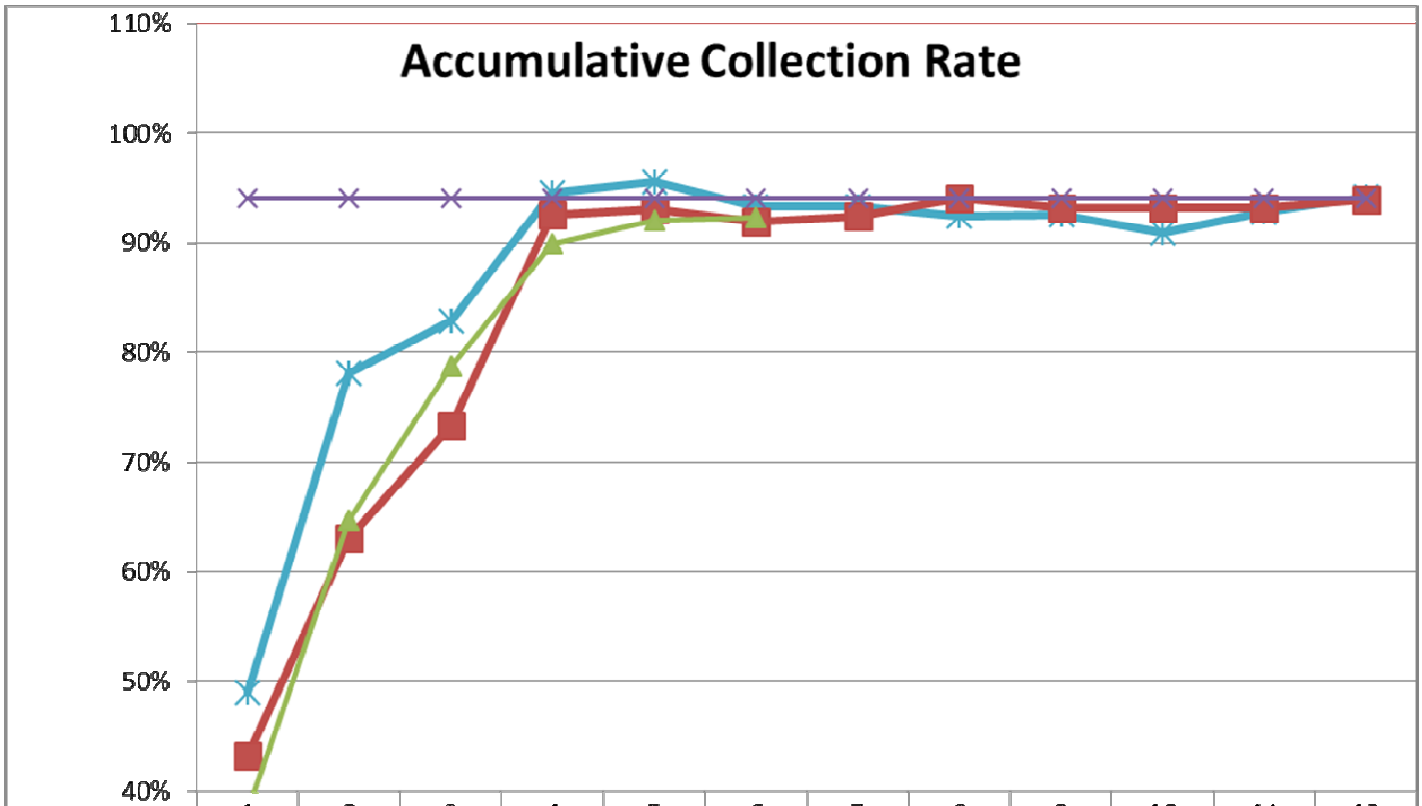
Description		Budget Year 2019/20									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 742	1 520	1 091	1 618	1 915	1 089	5 621	39 100	60 696	49 343
Electricity	1300	12 469	535	230	274	261	247	1 137	3 052	18 204	4 971
Property Rates	1400	4 043	300	268	4 128	218	310	968	14 005	24 240	19 629
Waste Water Management	1500	5 320	860	708	807	647	601	3 386	19 139	31 468	24 580
Waste Management	1600	5 926	902	801	748	723	657	3 404	20 377	33 538	25 909
Property Rental Debtors	1700	86	13	12	13	18	12	94	748	995	884
Interest on Arrear Accounts	1810	1 406	95	100	642	170	166	1 177	32 104	35 861	34 260
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 889)	53	26	27	38	34	168	1 058	(2 486)	1 325
Total By Income Source	**2000**	**34 102**	**4 278**	**3 236**	**8 258**	**3 989**	**3 115**	**15 956**	**129 582**	**202 517**	**160 900**
Debtors Age Analysis By Customer Group											
Organs of State	2200	249	315	94	1 281	60	110	345	3 297	5 751	5 092
Commercial	2300	10 662	351	239	2 408	316	318	1 606	9 548	25 449	14 196
Households	2400	22 820	3 459	2 764	4 240	3 464	2 550	13 804	113 677	166 779	137 736
Other	2500	371	153	138	330	150	136	201	3 059	4 537	3 876
Total By Customer Group	**2600**	**34 102**	**4 278**	**3 236**	**8 258**	**3 989**	**3 115**	**15 956**	**129 582**	**202 517**	**160 900**



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	116%	125%	144%	106%	94%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for December 2019 amounts to 94% in comparison to the previous year 84%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir December 2019 94 % beloop in vergelyking met die vorige jaar 84%.



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	65%	79%	90%	92%	92%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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 94% while the actual figure is 92%.

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 94%, terwyl die werklike syfer 92% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description R thousands	NT Code	Budget Year 2019/20									Prior year totals for chart (same period)
		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	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	1 313	32	–	–	–	–	–	–	**1 344**	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**1 313**	**32**	**–**	**–**	**–**	**–**	**–**	**–**	**1 344**	–

Notes

Material increases in value of creditors' categories compared to previous month to be explained

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q2 Second Quarter

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	–
Nedbank	10 Months	–	08/06/2020	–		–	–	20 000
Standard Bank	4 Months	–	09/12/2019	–		–	–	–
FNB	6 Months	–	08/02/2020	–		–	–	20 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				**–**		**–**	**–**	**40 000**

Operating and Capital transfers recognised as revenue are indicated in the following table: Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q2 Second Quarter

Description	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**97 119**	**97 119**	**24 503**	**64 305**	**40 466**	**23 839**	**58.9%**	**97 119**
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Sc	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grar	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	250	(250)	-100.0%	600
Provincial Government:	**40 573**	**39 073**	**20 281**	**20 281**	**16 281**	**4 159**	**25.5%**	**39 073**
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	–	–	138	(138)	-100.0%	330
Regional Social Econimical Pro	1 000	1 000	–	–	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	158	–		380
Municipal Accreditation & Capacity Building Grant	224	224	–	–	93	(93)	-100.0%	224
Other grant providers:	**775**	**775**	**–**	**–**	**–**	–		**775**
Belguim Grant	**250**	**250**	**–**	**–**	**–**	–		**250**
Table Mountain Fund	**525**	**525**	**–**	**–**	**–**	–		**525**
Total Operating Transfers and Grants	**138 467**	**136 967**	**44 784**	**84 586**	**56 747**	**27 840**	**49.1%**	**136 967**
National Government:	41 984	47 745	–	–	19 894	(19 894)	**-100.0%**	47 745
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	–	7 903	(7 903)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	–	–	9 455	(9 455)	-100.0%	22 692
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	1 087	(1 087)	-100.0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	1 449	(1 449)	-100.0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**706**	(706)	-100.0%	**1 694**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	405	–		972
Fire Service Capacity Building Grant	722	722	–	–	301	–		722
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
Drought Support	**–**	**–**	**–**	**–**	**–**	–		**–**
Other grant providers:	**–**	**–**	**–**	**–**	**–**	–		**–**
Belgium Grant	**–**	**–**	**–**	**–**	**–**	–		
Total Capital Transfers and Grants	**43 678**	**49 439**	**–**	**–**	**20 600**	**(20 600)**	**-100.0%**	**49 439**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	186 406	44 784	84 586	77 346	7 240	9.4%	186 406

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q2 Second Quarter

Description	Budget Year 2019/20							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**97 119**	**97 119**	**24 503**	**64 305**	**40 466**	**23 839**	**58.9%**	**97 119**
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Sche	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grant f	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	250	(250)	-100.0%	600
Provincial Government:	**40 573**	**39 073**	**20 281**	**20 281**	**16 281**	**4 000**	**24.6%**	**39 073**
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	–	–	138	(138)	-100.0%	330
Regional Social Econimical Pro	1 000	1 000	–	–	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	158	(158)	-100.0%	380
Municipal Accreditation & Capacity Building Grant	224	224	–	–	93	(93)	-100.0%	224
Other grant providers:	**775**	**775**	**–**	**–**	**–**	**–**		**775**
Belguim Grant	250	250	–	–	–	–		250
Table Mountain Fund	525	525	–	–	–	–		525
Total operating expenditure of Transfers and Grants:	**138 467**	**136 967**	**44 784**	**84 586**	**56 747**	**27 840**	**49.1%**	**136 967**
National Government:	**41 984**	**47 745**	**–**	**–**	**19 894**	**(19 894)**	**-100.0%**	**47 745**
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	–	7 903	(7 903)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	–	–	9 455	(9 455)	-100.0%	22 692
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	1 087	(1 087)	-100.0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	1 449	(1 449)	-100.0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**706**	**(706)**	**-100%**	**1 694**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	405	–		972
Fire Service Capacity Building Grant	722	722	–	–	301	–		722
District Municipality:	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Drought Support								
Other grant providers:	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Belgium Grant	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	**43 678**	**49 439**	**–**	**–**	**20 600**	**(20 600)**	**-100.0%**	**49 439**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**182 145**	**186 406**	**44 784**	**84 586**	**77 346**	**7 240**	**9.4%**	**186 406**

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q2 Second Quarter

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	3 647	3 670	(23)	-1%	7 718
Pension and UIF Contributions	1 137	1 137	88	530	270	260	96%	1 137
Medical Aid Contributions	227	227	16	97	61	37	60%	227
Motor Vehicle Allowance	741	741	–	–	–	–		741
Cellphone Allowance	1 094	1 094	78	469	543	(74)	-14%	1 094
Housing Allowances	487	487	3	21	300	(279)	-93%	487
Other benefits and allowances	54	54	–	–	–	–		54
Sub Total - Councillors	**11 459**	**11 459**	**794**	**4 764**	**4 844**	**(80)**	**-2%**	**11 459**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	1 336	1 905	(569)	-30%	3 809
Pension and UIF Contributions	783	783	17	98	392	(294)	-75%	783
Medical Aid Contributions	135	135	6	35	67	(32)	-48%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	46	220	445	(226)	-51%	891
Motor Vehicle Allowance	1 052	1 052	68	409	526	(117)	-22%	1 052
Cellphone Allowance	71	71	21	26	36	(9)	-27%	71
Housing Allowances	154	154	–	–	77	(77)	-100%	154
Other benefits and allowances	115	115	9	63	57	6	10%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**7 010**	**7 010**	**404**	**2 186**	**3 505**	**(1 319)**	**-38%**	**7 010**
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 328	9 303	54 695	58 164	(3 469)	-6%	116 328
Pension and UIF Contributions	17 544	17 548	1 432	8 614	8 774	(160)	-2%	17 548
Medical Aid Contributions	7 793	7 793	638	3 868	3 896	(28)	-1%	7 793
Overtime	12 733	12 733	1 300	8 465	6 367	2 098	33%	12 733
Performance Bonus	8 186	8 186	671	4 301	4 093	208	5%	8 186
Motor Vehicle Allowance	4 497	4 497	444	2 604	2 249	355	16%	4 497
Cellphone Allowance	405	405	41	249	202	46	23%	405
Housing Allowances	1 649	1 649	126	769	824	(55)	-7%	1 649
Other benefits and allowances	4 318	4 322	386	2 082	2 161	(79)	-4%	4 322
Payments in lieu of leave	889	889	2 445	5 037	445	4 592	1033%	889
Long service awards	436	436	141	848	218	631	290%	436
Post-retirement benefit obligations	11 376	11 376	606	3 634	5 688	(2 054)	-36%	11 376
Sub Total - Other Municipal Staff	**185 514**	**186 161**	**17 533**	**95 165**	**93 080**	**2 084**	**2%**	**186 161**
TOTAL SALARY, ALLOWANCES & BENEFITS	**203 983**	**204 630**	**18 731**	**102 115**	**101 429**	**686**	**1%**	**204 630**
% increase								
TOTAL MANAGERS AND STAFF	**192 524**	**193 171**	**17 937**	**97 351**	**96 585**	**766**	**1%**	**193 171**

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Q2 Second Quarter

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	–	–	–	–	–	–
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	–	–	–	–	–	–
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	–	–	–	–	–	–
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	–	–	–	–	–	–
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	–	–	–	–	–	–
Service charges - other		–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		240	284	382	381	281	231	–	–	–	–	–	–
Interest earned - external investments		434	623	77	700	638	728	–	–	–	–	–	–
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		208	288	300	395	239	177	–	–	–	–	–	–
Licences and permits		308	8	1 318	162	176	704	–	–	–	–	–	–
Agency services		–	–	–	–	–	–	–	–	–	–	–	–
Transfer receipts - operating		47 994	5 605	–	3 042	10 946	25 708	–	–	–	–	–	–
Other revenue		145	331	344	461	433	376	–	–	–	–	–	–
Cash Receipts by Source		**75 522**	**51 444**	**49 668**	**42 282**	**44 785**	**59 195**	**–**	**–**	**–**	**–**	**–**	**–**
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–	–	–	3 474	10 000	–	–	–	–	–	–
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	–	–	–	–	–	–
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		**89 618**	**51 487**	**49 571**	**42 263**	**48 306**	**69 189**	**–**	**–**	**–**	**–**	**–**	**–**
Cash Payments by Type													–
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	–	–	–	–	–	–
Remuneration of councillors		909	910	899	906	906	906	–	–	–	–	–	–
Interest paid		–	–	–	–	–	46	–	–	–	–	–	–
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	–	–	–	–	–	–
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	–	–	–	–	–	–
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	–	–	–	–	–	–
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		4 958	–	3 961	2 792	7 500	1 877	–	–	–	–	–	–
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	–	–	–	–	–	–
Cash Payments by Type		**50 084**	**56 357**	**53 713**	**45 771**	**54 623**	**46 366**	**–**	**–**	**–**	**–**	**–**	**–**
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	–	–	–	–	–	–
Repayment of borrowing		–	–	22	–	–	–	–	–	–	–	–	–
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	–	–	–	–	–	–
Total Cash Payments by Type		**45 389**	**57 648**	**57 649**	**54 111**	**57 502**	**52 834**	**–**	**–**	**–**	**–**	**–**	**–**
NET INCREASE/(DECREASE) IN CASH HELD		**44 229**	**(6 160)**	**(8 078)**	**(11 848)**	**(9 196)**	**16 355**	**–**	**–**	**–**	**–**	**–**	**–**
Cash/cash equivalents at the month/year beginning:		94 262	138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563
Cash/cash equivalents at the month/year end:		138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563	119 563

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q2 Second Quarter

Month	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	–	5 968	6 951	101	101	6 951	6 851	98.6%	0%
August	2 395	5 968	6 951	3 035	3 136	13 903	10 767	77.4%	4%
September	3 895	5 968	6 951	2 468	5 604	20 854	15 250	73.1%	8%
October	4 259	5 968	6 951	6 398	12 002	27 806	15 803	56.8%	17%
November	5 596	5 968	6 951	2 200	14 202	34 757	20 555	59.1%	20%
December	4 014	5 968	6 951	4 387	18 589	41 709	23 120	55.4%	26%
January	2 324	5 968	6 951	47	18 636	48 660	30 024	61.7%	26%
February	5 448	5 968	6 951	–		55 612	–		
March	6 120	5 968	6 951	–		62 563	–		
April	10 087	5 968	6 951	–		69 514	–		
May	3 737	5 968	6 951	–		76 466	–		
June	38 783	5 968	6 951	–		83 417	–		
Total Capital expenditure	**86 657**	**71 613**	**83 417**	**18 636**					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending December 2019
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2019	Income transactions November 2019	Income transactions December 2019	Expenditure transactions October 2019	Expenditure transactions November 2019	Expenditure transactions December 2019	Income YTD transactions Quarter 2	Expenditure YTD transactions Quarter 2	Total YTD Income	Total YTD Expenditure
		Income	Income	Income	Expenditure	Expenditure	Expenditure				
		R	R	R	R	R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 298 388	2 933 450	3 479 987	-	9 711 825	-	19 272 454
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
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							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-181 471	-219 100	-141 530	27 423	157 793	135 526	-1 185 453	320 741	-1 269 598	802 162
		-181 471	**-219 100**	**-141 530**	**3 325 811**	**3 091 243**	**3 615 513**	**-1 185 453**	**10 032 566**	**-1 269 598**	**20 074 616**

		Transactions October 2019	Transactions November 2019	Transactions December 2019	YTD Transactions Quarter 1
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-10 000 000	-20 000 000	-20 000 000	-50 000 000
	- Made	-	-	-	90 000 000
	- Nett movement	**-10 000 000**	**-20 000 000**	**-20 000 000**	**40 000 000**

WITZENBERG MUNICIPALITY: 2nd QUARTER 2019/20 PERFORMANCE REPORT (SDBIP)

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on maintenance budget by Technical Directorate.	98%	50%	56%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	40%	28%	Tulbagh Dam project delayed due to the fact that WULA of private developer not approved by DWS.	DWS gave permission that we may continue with project whilst WULA of private developer are being finalised, expenditure will now increase.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	12,7%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	12,6%	Eskom meters read midnight month end, Munic only LPU's, rest on varying dates.	Alignment of readings will improve towards year-end.
		TecRo7	Kilometres of roads upgraded & rehabilitated.	3	0,5	4,1		
Essential Services	Provide for the needs of informal settlements through improved services	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		
		TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	54%		
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	90	279	No new loans taken up.	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,4		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	61%	Increase in outstanding debtors.	No corrective measure required. Consider writing-off of outstanding debts.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualifie d Report				
		FinInc15	Increased revenue collection	94%	94%	92%	Slower Payment patterns had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	Stringent implementation of the credit control policy.
		MM1	Percentage of budget spent on maintenance for the whole of the municipality.	98%	50%	55%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	40%	22,0%	Tulbagh Dam project delayed due to the fact that WULA of private developer not approved by DWS.	DWS gave permission that we may continue with project whilst WULA of private developer are being finalised, expenditure will now increase.
	To maintain & strengthen relations	MMIDP9	Number of IDP community engagements held.	14	7	7		
		ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on maintenance budget by Community Directorate.	98%	50%	29,2%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	40%	7,9%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	2nd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3905		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	200	200		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	10	19		
		ComHS14	Number of housing opportunities provided per year - top structures.	200	90	96		
		ComHS15	Number of rental stock transferred.	40	20	23		
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	2	2		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	2	2		
		ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	2	2		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		

CERES KOEKEDOUW
BESTUURSKOMITEE
MANAGEMENT COMMITTEE

Posbus / P O Box 99
CERES, 6835
SUID-AFRIKA / SOUTH AFRICA

NOTULE VAN DIE VERGADERING VAN DIE CERES KOEKEDOUW BESTUURSKOMITEE GEHOU OP 13 AUGUSTUS 2019 OM 10H00.

1. OPENING

Voorsitter heet almal welkom en Raymond Koopstad open met gebed.

2. TEENWOORDIG

Charl Bester
Branwell Schippers
Raymond Koopstad
Peet du Plessis
Nathan Jacobs
Joseph Barnard
Theodore Godden
Ronald Visagie
Hennie Smit

3. VERSKONINGS

Danie Goosen
Kariem Adams

4. NOTULE VAN VORIGE VERGADERING

Notule van vorige vergadering, gehou op 14 Mei 2019 word goedgekeur.
Voorgestel deur Peet du Plessis en gesekondeer deur Raymond Koopstad.

5. SAKE UIT VORIGE NOTULE

NOTULE VAN 30 JANUARIE 2019

5.4 Oordrag water, CKB besluit dat hierdie item oortsaan:
i. Dat ‘n dispuut verklaar word volgens die CKB-ooreenkoms gedateer Julie 1996, wat die geskil volgens die Arbitrasiewet sal beslis.

NOTULE VAN 14 MEI 2019

6.5.2 Water balans – laaste 3 jaar, CKB besluit dat hierdie item oortsaan:
Plaaslike ingenieur en Superintendent tans besig en sal dit by volgende Tegniese Komitee voorlê

6.2 Stutenk, CKB besluit dat hierdie item oortsaan:

Dat die stutenk herstel word soos per die goedgekeurde begroting ten bedrae van R300k. In lyn met die CKB voorsienings kanaal beleid

6.5 Ouditeure

CKB Besluit

i. Dat FODB voortgaan soos per hulle oorspronklike aanstelling om die rekenkundige en ouditeurings funksies van CKB te verrig tot tyd en wyl die tender proses afgehandel is.

ii. Dat n tender proses gevolg sal word, soos per die CKB voorsienings kanaal beleid, om die dienste van geoktrieerde rekenmeesters en gerigistreerde ouditeure te bekom vir CKB.

6 ITEMS SOOS BESPREEK IN DIE TEGNIESE KOMITEE GEHOU OP 4 JUNIE 2019

6.2 NOODSLUISE OEFENING

Branwell Schippers moet die oefening beplan. Die pomp moet hiervoor ontkoppel en geskuif word

ITEMS SOOS BESPREEK IN DIE TEGNIESE KOMITEE GEHOU OP 6 AUGUSTUS 2019

5. SAKE VAN CKB

Noodplan & Bedryfshandleiding

Die plan is hersien en sal in sirkulasie geplaas word na Tegnies en na CKB, daar moet dan by die volgende vergadering besluit word op ‘n komitee.

Die sirene is getoets en die finale posisie deur die sub komitee bepaal word, na die noodplan deurgewerk is.

7 NUWE SAKE

7.1 Ceres Koekedouw dam water verbruik

CKB besluit

i. Dat kennis geneem word dat beide WM en KBR geregtig is op 100% van hulle kwota vir die maand Julie 2019.

ii. Dat kennis geneem word dat die damvlak op 1 Julie 2019 op 58,8% gestaan het.

iii. Dat KBR sorg dra dat teen die einde van die winter seisoen (1 Mei tot 30 September), daar geen kumulatiewe oorskrydings op die toegelate winter kwota sal wees nie.

iv. Dat BS op n weeklikse basis die verbruik en Damvlakke deurgee na Nathan Jacobs en twee weekliks (begin en middel vd maand) na Joseph Barnard, vir moniterings doeleindes.

v. Dat alle boere wat die toegelate winterkwota oorskry se krane toegedraai word.

vi. Dat bostaande proses eenmalig van aard is en toekomstige versoeke moet deur CKB goedgekeur word.

7.2 Finasiele Spanderings vs Begrote en Bank Saldos

CKB besluit

i. Dat kennis geneem word van die verslag soos voorgele vir Julie 2019.
ii. Dat JB n vergadering reël rakende die tekenmagte van die CKB bank rekening.

7.3 Damvlakke en Water kwaliteit

CKB besluit

i. Dat kennis geneem word dat die vloed soos voorgeskryf deur die bedryfshandleiding losgelaat is.
ii. Dat kennis geneem word dat die drinkwater voldoen aan spesifikasies.
iii. Dat kennis geneem word dat die damvlak op 6 Augustus 2019 op 81% gestaan het.

7.4 Plaaslike Ingenieurs verslag

CKB besluit

i. Dat kennis geneem word van die Ingenieursverslag vir die tydperk April tot Junie 2019.

8 ALGEMEEN

Aflos van RMB lening vir die Plaas Vredebes – Witzenberg Munisipaliteit

CKB besluit

i. Dat JB opvolg rakende die finalisering van die RMB lening vir die Vredebes plaas van die Witzenberg Munisipaliteit.

9 VOLGENDE VERGADERING:

Die volgende vergadering is geskeduleer vir 12 November 2019 om 10h00 by die Koekedouw Beheerkamer.

VERGADERING VERDAAG.

WITZENBERG 7/1/4/1

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: **MUNICIPAL MANAGER**

VAN / FROM: **ACTING SOCIO-ECONOMIC MANAGER**

DATUM / DATE: **4 NOVEMBER 2019**

RE: **PROPOSED ERVEN FOR SKOONVLEI SMME BUSINESS HUB**

The Western Cape Department of Economic Development & Tourism (DEDAT) has approved the funding application from Witzenberg Municipality for the development of a SMME Small Business Hub in the Skoonvlei Industrial area located in Bella Vista, Ceres.

The development will consist of 10 business containers that will allow small businesses from Witzenberg Municipal area to trade with the public and the surrounding industrial businesses. The containers will be fitted and converted into office & workshop space and will include security fencing, as well as a paved area.

The proposed erf for the development is Erven 2622, located on the corner of Bank Street & Forel Street, Bella Vista. The reason for the location is due to the connection with an adjecent tar road and municipal services that can easiliy be connected to the development. This erven is already rezoned as Industrial.

See attached the terrain plan (which consist of the locality plan & lay-out plan), as well as the Project Plan.

It is reccomended that the proposed development occur on Erven 2622.

.....

R FICK
ACTING MANAGER: SOCIO ECONOMIC DEVELOPMENT

APPROVED / ~~NOT APPROVED~~

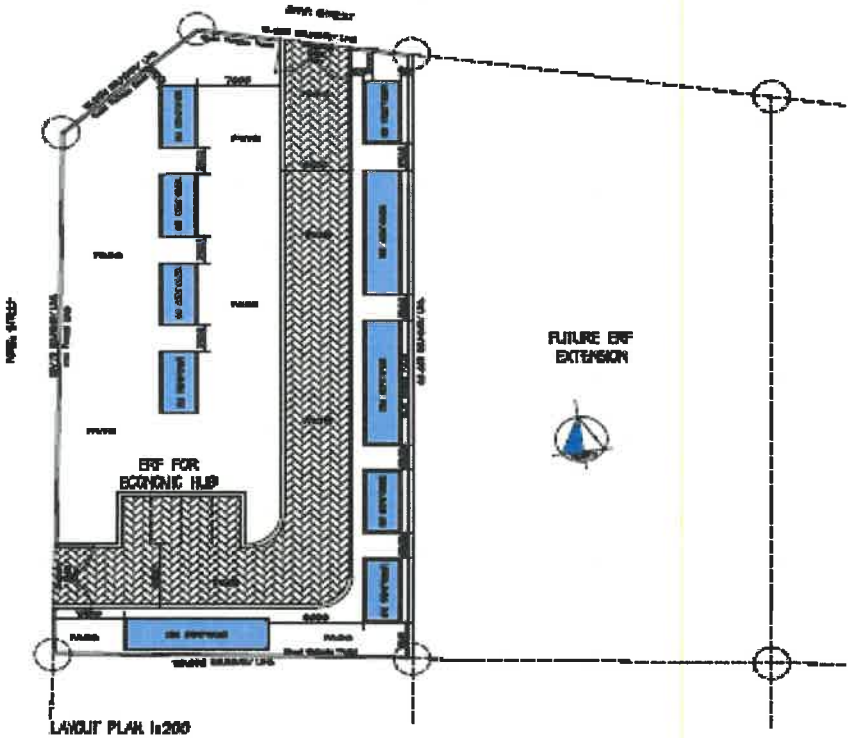
.....

DAVID NASSON
MUNICIPAL MANAGER

MUNICIPALITY
WITZENBERG
- 7 NOV 2019
MUNISIPALITEIT

1. Terrain Plan: Skoonvlei SMME Business Hub

LOCALITY PLAN N.T.S



LAYOUT PLAN 1:200

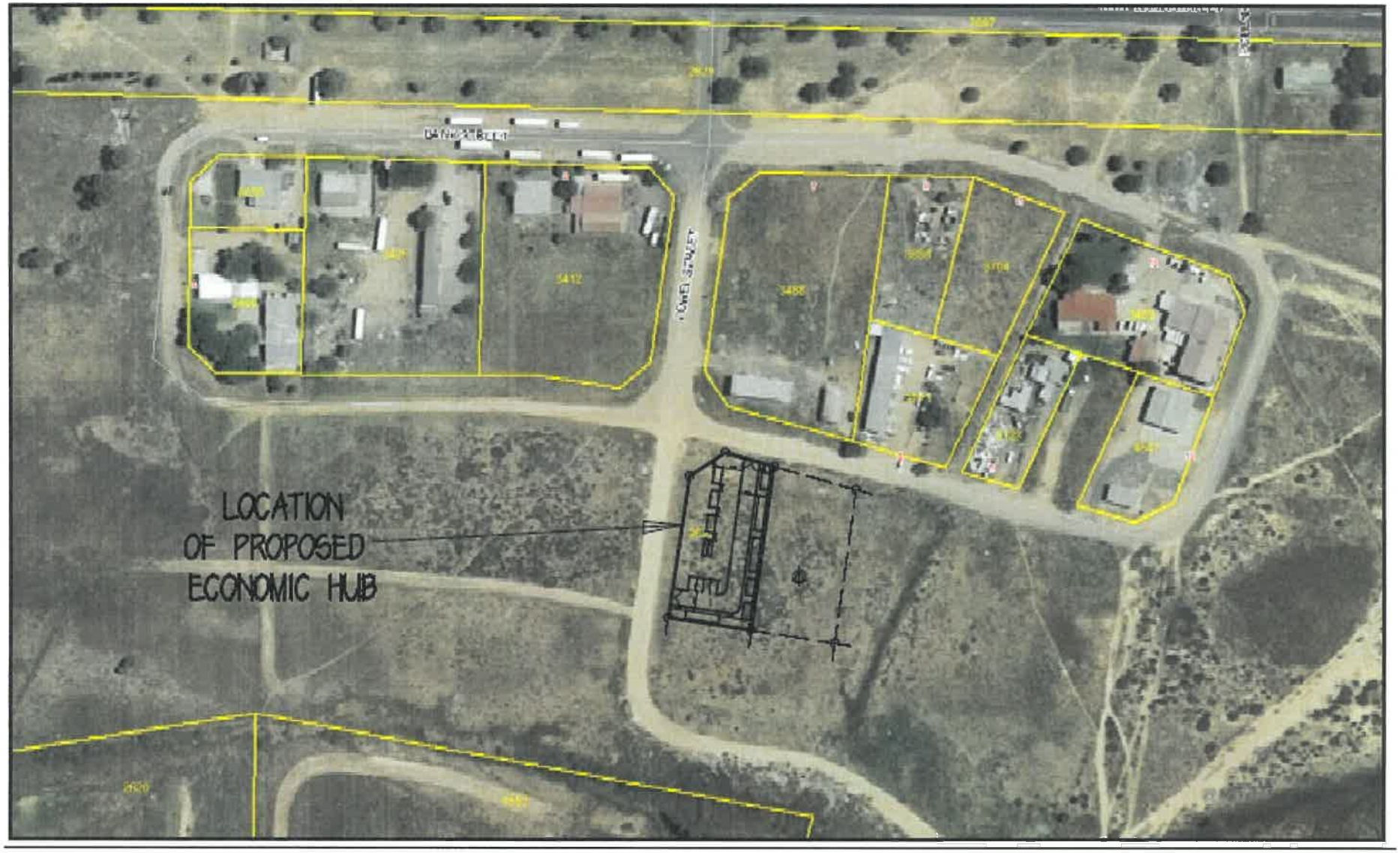
EXAMPLE OF STEEL PALISADE FENCE N.T.S

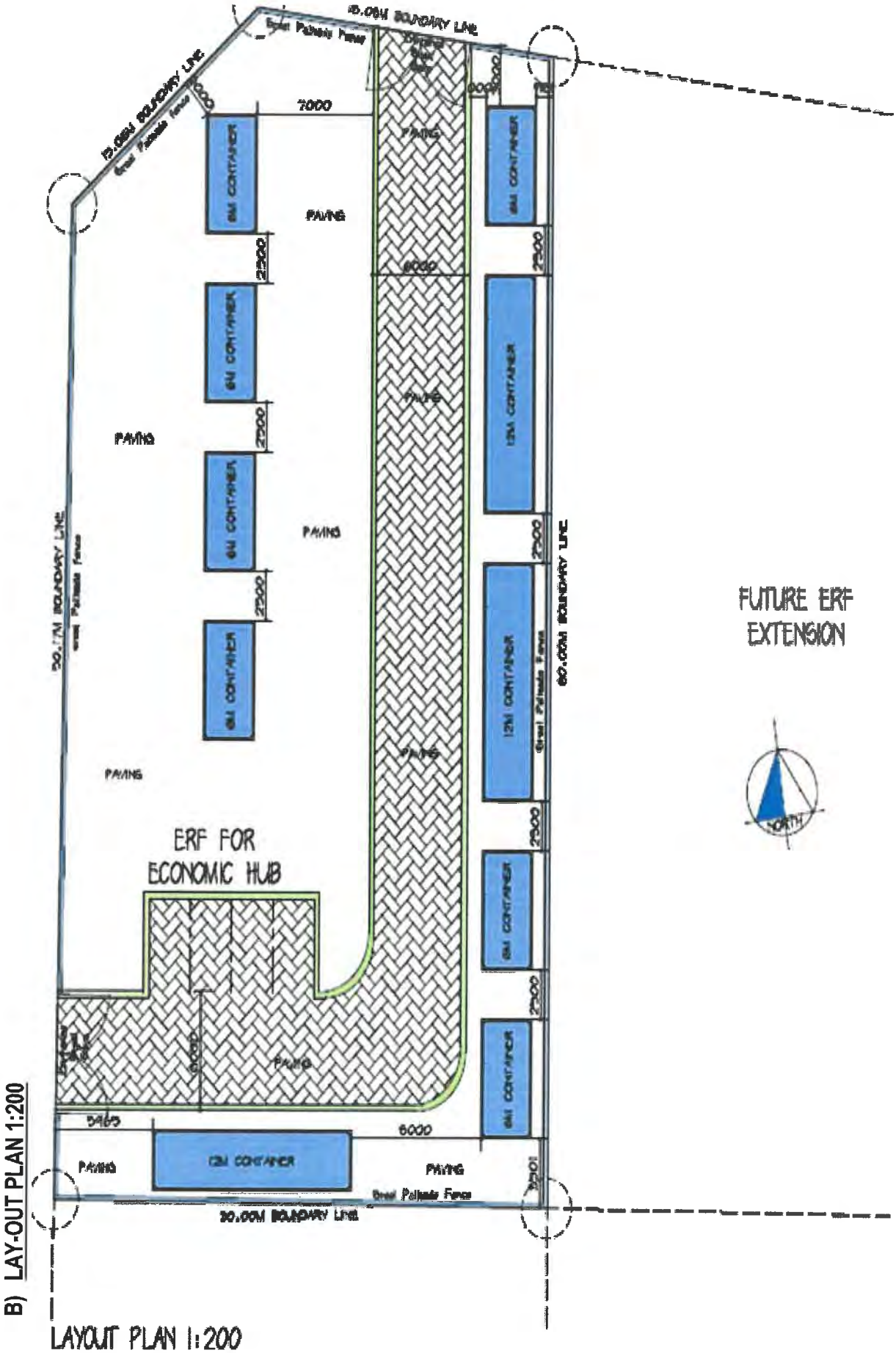
PROPOSED ECONOMIC HUB
IN SCHOONVLEI (CERES)

WITZENBERG

PAGE SIZE A1

A) LOCALITY PLAN: Erven 2622





B) LAY-OUT PLAN 1:200

LAYOUT PLAN 1:200

WITZENBERG

Witzenberg Municipality Skoonvlei SMME Business Hub

Project plan 2019-2020

1) Project Scope

The project scope of the project is indicated below:

- The development of a SMME Business Hub in the Skoonvlei Industrial Area, situated in Bella Vista, near Ceres.

The scope of the development will be the following:

a) Site preperation of the erven development

Deliverables:

- Appointment of a landmeter to corner off the borders of the identified erven & to subdivide the land
- Appointment of an architect to design a building plan& the approval process
- Appointment of temporary workers for the site preperation
- Removal of vegetation and levelling gound
- Electrical earthing of the area where the containers will be placed
- Laying of concrete slab foundation for containers

b) Procurement of 10 x Tailor made business containers. All containers to be fitted and converted for office and/or industrial use

Deliverables:

- 3 x 12meter business containers that will be utilised for industrial purposes
- 2 x 6meter food/retail friendly business containers for take away/food preperation business purposes
- 5 x 6meter business containers for service or product orientated business purposes
- Containers to be pre-fitted for office/industrial use according to tender specifications.

c) Municipal connection to the business containers

Deliverables:

- Water and sewage connection to the business containers
- Installation of plumbing work (connection with containers and the water & sewage network)
- Electrical connection with the grid and the business containers

d) Paving of the business area

Deliverables:

- Paving of 1670 square meters inside the parameters of the hub

e) Galvinised pallisade fencing around the business area

Deliverables:

- Installation of galvanised, stainless steel fencing,180 meter long in total, which include 2 x 6 meter gates

f) **Procurement of Business Hub advertisment board**

Deliverables:

- Chromadeck board fitted to galvansied poles& planted in concrete.

g) **Leasing process for the Skoonvlei business hub**

Deliverables

- Advertisement of the application process
- Evaluation of the applications& signing of lease agreement

2. Project Objectives

The development have 7 project objectives:

1) **Site is prepared for establishment of business hub**

   - Town Planning regulations& requirements met
   - The erven made ready for the development

2) **Infrastructure delivered according to specifications**

   - Tenders complies with technical specifications and according to industry standards
   - All infrastructure constructed must be SABS approved and must be constructed according to SANS
   - Infrastructure delivered & installed on the site within timeframe

3) **Municipal connections completed**

   - Water, sewage, electrical & related municipal connections established

4) **Leasing process of the Skoonvlei Business hub completed**

   - The application process advertised, evaluated and lease agreement signed

5) **Reporting**

   - Protocol regarding reporting lines established
     - ✓ Service Provider report to Project Manager
     - ✓ Project manager to report to Municipal Manager

6) **Tracking systems**

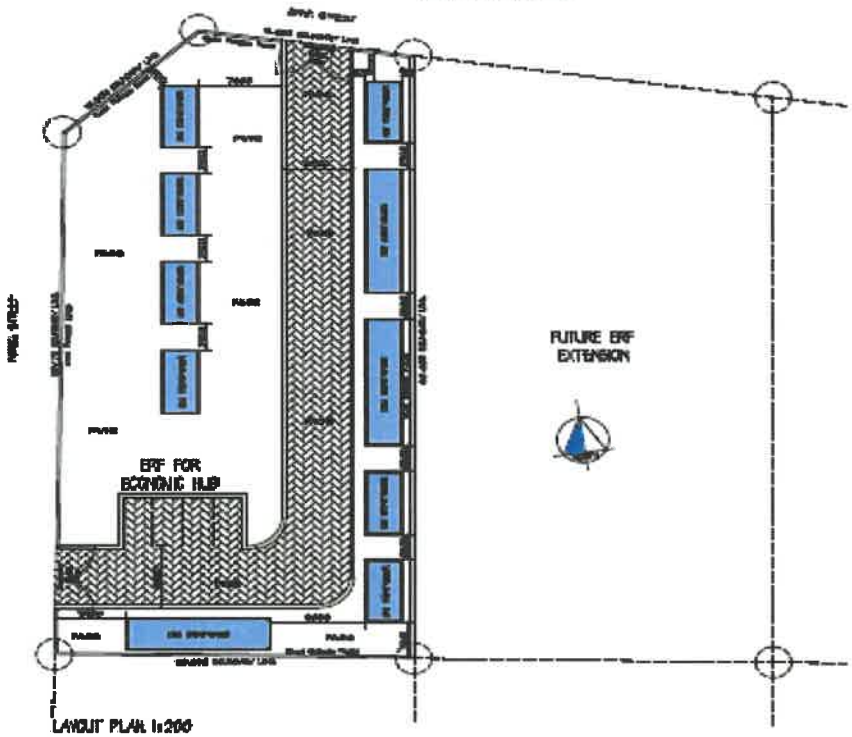
   - Progress tracked to ensure project keep to project deadline
     - ✓ Weekly Monitoring & updating of Gantt Chart
     - ✓ Weekly progress feedback from service providers

7) **Effective communication established with the project team & stakeholders in order to control outcomes**

   - Regular communication with the project team and project stakeholders to control and manage outcomes

3) Terrain Plan: Skoonvlei SMME Business Hub

LOCALITY PLAN N.T.S



LAYOUT PLAN 1:200

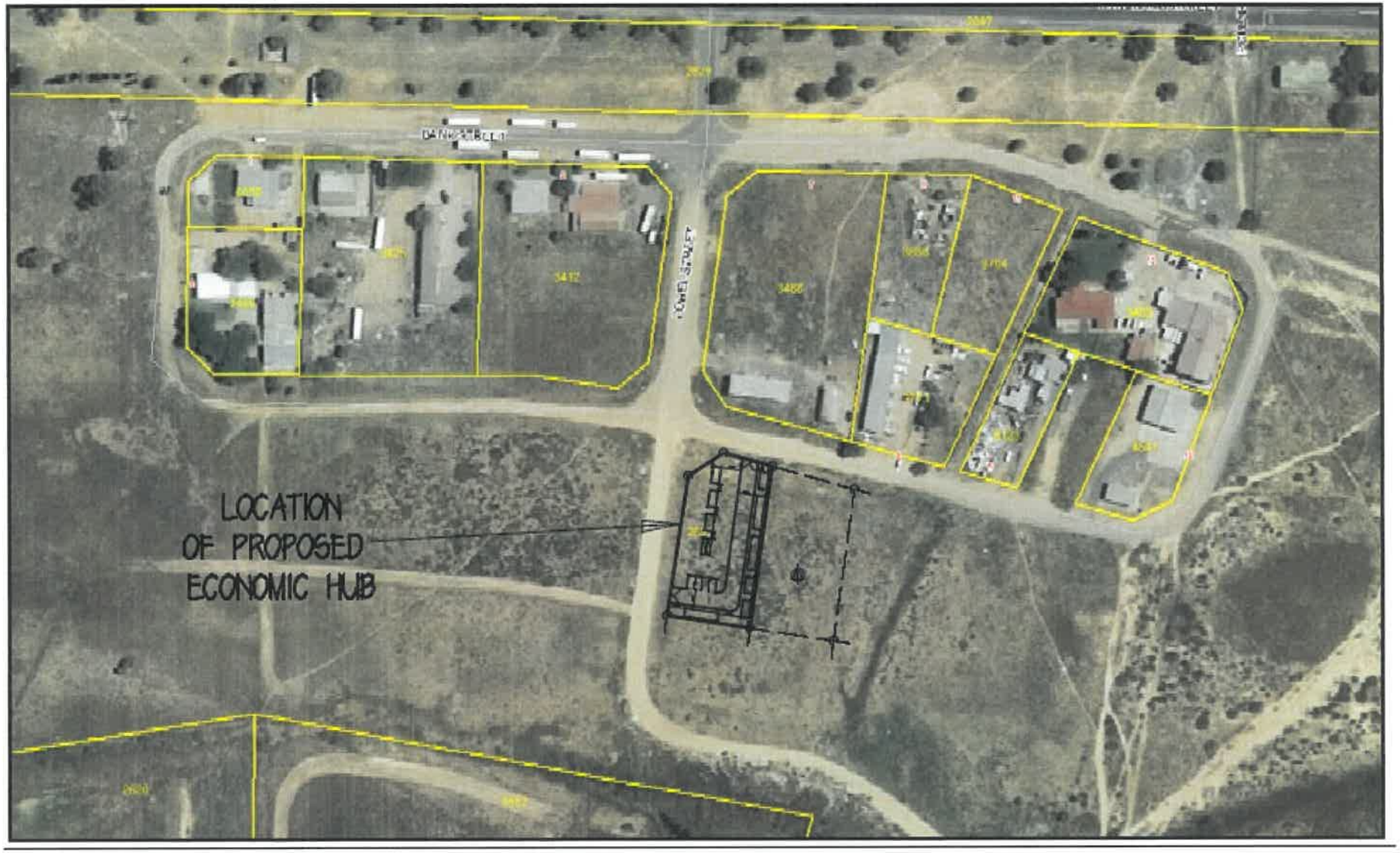
EXAMPLE OF STEEL PALISADE FENCE N.T.S

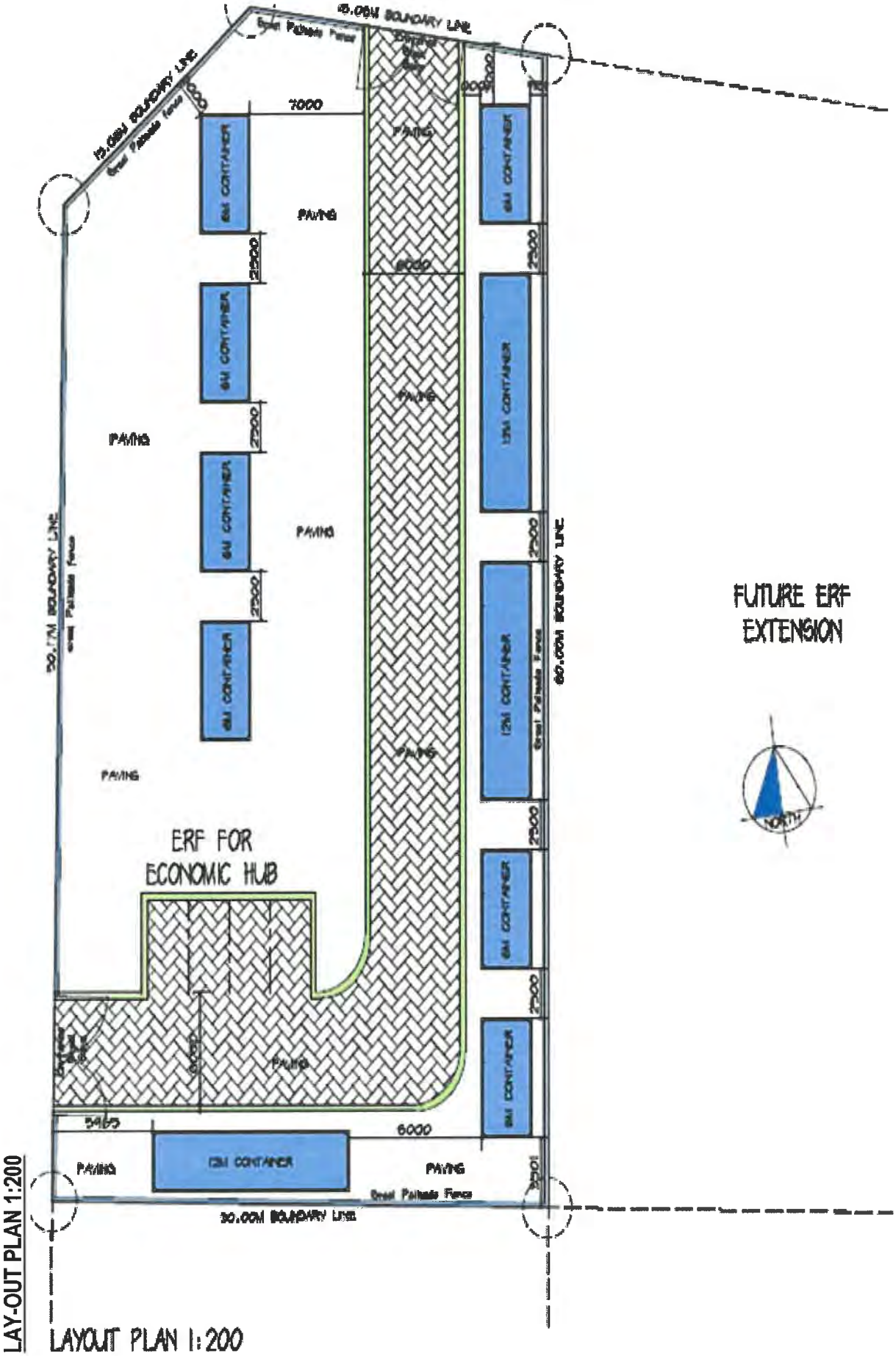
PROPOSED ECONOMIC HUB
IN SCHOONVLEI (CERES)

WITZENBERG

PAGE SIZE A1

LOCALITY PLAN: Erven 2622





LAY-OUT PLAN 1:200

LAYOUT PLAN 1:200

4) Implementation plan with timelines

Below is the key role players in the project.

Key roles in project	Names of people in the roles
Project Coordinator & Manager	Riaan Fick
Project consultant (internal)	Danvin Douries
Building Control officer	Alroy Daniels
Supplychain Manager	Michèle Frieslaar
Legal advisor	Lize-Mari Nieuwenhuis
Business support official (LED official)	Rachel Sauls

See below the Implementation Plan

PHASE 1: PROJECT SETUP MILESTONE 1: PROJECT PROCUREMENT PROCESS CARRIED OUT				
ACTIVITY	**TASKS**	**IMPLIMENTATION DATE**	**COMPLETION DATE**	**RESPONSIBILITY**
Erven rezoning	Obtain landmeter, sub devide erven & sign off building plan	11 November 2019	6 December 2019	Project Manager
Procurement	Submission of bid specs for tenders of containers, paving, pallisade fencing	11 November 2019	12 November 2019	Project Manager
	Submission of bid specs for laying of concrete, technical report & contract signing	21 November 2019	28 February 2020	Project Manager
	Bid specs meetings & advertisement of tenders	26 November 2019	17 January 2020	Project Manager/ Supplychain
	Request quotation for plumbing ,electrical earthing work, portable toilet, preperation machines & advertisment board (including orders)	5 February 2020	23 March 2020	Project coordinator
	Bid Evaluation, Bid Adjudication Committee meetings, signing of service provider contracts	5 March 2020	26 March 2020	Supplychain& Project Manager
	Submit Municipal internal request for water & sewage connection to business containers	9 March 2020	9 March 2020	Project Manager
	Submission of orders to service providers of containers, laying of concrete, paving, pallisade fencing	26 March 2020	26 March 2020	Project coordinator
	Submit Municipal internal request for electricity connection from network to business containers	30 March 2020	30 March 2020	Project Manager

PHASE 2 : PROJECT IMPLEMENTATION MILESTONE 1: SITE IS PREPARED FOR DEVELOPMENT				
ACTIVITY	**TASKS**	**IMPLIMENTATION DATE**	**COMPLETION DATE**	**RESPONSIBILITY**
Communication & notification of community of development	Advertise development of Skoonvlei SMME Hub in local newspaper, advertise by means of posters at local shops and approved social media	6 March 2020	11 March 2020	Project Coordinator
Preperation of erven	Removal of vegetation and levelling gound area	16 March 2020	19 March 2020	Service Provider
Security	Placement of security	23 March 2020	30 June 2020	Service Provider
Installation of advertisement board	Planting of poles and erection of advertisement board	23 March 2020	24 March 2020	Service Provider
Communication & notification of community of development	Erect construction notice board at site, delivery of portable toilet	24 March 2020	24 March 2020	Project Coordinator
Preperation of erven	Appointment of temporary workers & Digging foundation	24 March 2020	30 March 2020	Project Coordinator
Preperation for water& sewage infrastructure	Water & sewage connection to business containers	25 March 2020	27 March 2020	Water& sewage division
Preperation of erven	Electrical Earthing	30 March 2019	3 April 2019	Service Provider
Preperation of erven	Laying of concrete	6 April 2020	9 April 2020	Service Provider
MILESTONE 2: DELIVERY OF PROCURED ITEMS & IMPLEMENTATION				
ACTIVITY	**TASKS**	**IMPLIMENTATION DATE**	**COMPLETION DATE**	**RESPONSIBILITY**
Installation of Pallisade fencing and gate	Fitting of Glavinized Pallisade& gates	7 April 2020	16 April 2020	Service Provider
Delivery of 10 business containers	Receive delivery at site, conduct inspection, sign delivery note & receive COC	20 April 2020	24 April 2020	Service Provider
Paving of surrounding business hub area	Laying of of paving	28 April 2020	8 May 2020	Service Provider
Installing plumbing work	Plumbing work on container& connection to network	4 May 2019	8 May 2019	Service Provider
Connection of electricity	Connecting containers with the network power grid	6 May 2020	8 May 2020	Electricity division
Sign off development	Building Control Officer visits site for building compliancy & COC	28 May 2020	29 May 2020	Building control officer

PHASE 3: SMME OCCUPATION & EVALUATION MILESTONE 1: ADVERTISEMENT OF SMME BUSINESS SPACE				
ACTIVITY	**TASKS**	**IMPLIMENTATION DATE**	**COMPLETION DATE**	**RESPONSIBILITY**
Advertisement process	Advertise the criteria & application process of the Skoonvlei Business Hub in local newspaper and approved social media platforms	6 April 2020	24 April 2020	Project Manager
MILESTONE 2: SIGNING OF CONTRACTS WITH SMME'S				
Application process	Evaluation of applications & awarding of business space	4 May 2020	19 June 2020	Project Manager
Agreements with SMME's	Signing of rental contracts with SMME's	24 June 2020	26 June 2020	Senior Legal Advisor
MILESTONE 3: SMME'S OCCUPIES BUSINESS RENTAL UNITS				
Occupation of units	SMME's occupies units and start to trade	1 July 2020	Untill contract expires or renewal	Project Manager
MILESTONE 4: CONTINIOUS EVALUATION				
Evaluation	Measure the results of the scope and objectives against: - Achievement of end result - Achievement of overall objectives/outcomes	1 June 2020	30 June 2020	Project Manager
	Submission of evaluation report to DEDAT	25 June 2020	30 June 2020	Project Manager
	Measure the results of the scope and objectives against: -Long term measures (end user satisfaction, SMME growth)	1 July 2020	Until contract expires or renewal	Project Manager

5) Detailed budget breakdown

	R
Fixed cost	
Wages*	2600
UIF	26
Variable cost	
Operational expenses*	12374
Direct costs	
Capital items*	2,165,000
TOTAL	**R2,180,000**

Notes 1: *

The wages is for 2 general workers who will assist with site preparation for 2 weeks.

Notes 2: *

Capital items	**R**	**Funding Source**
Business Containers (including transport)	R815,000	DEDAT
Internal water& sewage connection (Municipality)	R10,000	Witzenberg
Internal Electricity connection (Municipality)	R25,000	Witzenberg
Paving	R535,000	DEDAT: R350,000 Witzenberg: R185,000
Galvanised Pallisade & entry gates	R490,000	DEDAT
Advertisement Board	R15,000	DEDAT
Landmeter	R15,000	Witzenberg
Building plan	R30,000	Witzenberg
Electrical earthing	R30,000	Witzenberg
Laying of concrete slabs	R170,000	Witzenberg
Plumbing work	R30,000	Witzenberg
Total	**2,165,000**	

Notes 3: *

Additional Operational expenses

Items	**R**	**Funding source**
Rental of site preparation machines	12,374	DEDAT
Total	**12,374**	

Total funding:

- **DEDAT:** R1,685,000
- **Witzenberg Municipality**: R495,000

*Due to additional cost that was needed to be incurred for the development of the erven, the Municipal contribution has increased.

6) Monitoring and evaluation Plan

The Project Manager will be the Acting Socio-Economic Development Manager, Mr Riaan Fick, who will also conduct the monitoring and evaluation. The Project Manager will report directly to the Municipal Manager, Mr David Nasson. See below the Monitoring & Evaluation Plan.

a) Monitoring Plan

- Key performance parameters will be measured by means of a Gantt Chart to report on progress
- The following quality parameters will be applicable for managing and evaluating quality:
  - ✓ SABS approved infrastructure developed& installed
  - ✓ Infrastructure installed and delivered in good order
  - ✓ Inspections to be conducted prior to sign-off of invoices
- The project results will be monitored to establish progress and effectiveness by means of the following:
  - ✓ Weekly/bi-weekly project reports (weekly once physical activities starts to occur on the site)
  - ✓ Checkpoint meetings which are conducted during weekly/bi-weekly team meetings in order to put counter measures in place
  - ✓ Weekly site visits (once physical activities starts to occur on the site)
- Performance reporting by means of deliverable summaries that was reached at the end of every month will be conducted to determine whether the objectives are met of the project
- Identify and analyze deviations from the project plan weekly in order to take corrective action
- Implement corrective actions to ensure achievement of project objectives

b) Evaluation Plan

- Results against the scope and objectives of the project will be evaluated in regards to:
  - ✓ Short term measures (completion of project tasks)
  - ✓ Medium term measures (completion of deliverables, achievement of end result, achievement of overall objectives/outcomes)
  - ✓ Long term measures (end user satisfaction, SMME growth)

7) Risk Management

The following risks have been identified:

a) Not sufficient interest in the rental of the units

- Contributing factors

- Small business perception of how the business hub's terrain will look like
- Small business perception of limitations of the rental units
- Small % of entrepreneurs reading the local newspaper or Municipal Facebook page
- The places of advertisement such as the municipal bulletin boards

- Controls put in place to mitigate the identified risk:

- Comprehensive marketing & advertisement which include marketing material at local shops and community based institutions
- Contacting SMME's on the LED SMME database
- Sound communication with businesses in the area of development

b) The weather conditions

- Contributing factors

- Changing weather patterns that can affect development deadlines and the longevity of the business containers
- The soil on the Erven of development

- Controls put in place to mitigate the identified risk:

- Allow time in the timeframe for delays due to weather conditions
- Inclusion of rust minimisation paint and material in the tender specifications of the containers
- Paving of the business hub area will eradicate the risk of muddy terrain in the rainy season

c) SMME's not paying rent

- Contributing factors

- Possible tendencies of not paying municipal accounts
- The times of the year when business sales is at the lowest (beginning of each year)

- Controls put in place to mitigate the identified risk:

- Consultation with the SMME's and assistance with business growth by means of consultation to increase profit in order to pay rent
- Assessing the financial liquidity of the businesses that apply for the hub

8) Management of the facility & infrastructure

The management & contract management of the facility will be conducted by the Local Economic Development (LED) unit of Witzenberg Municipality. The LED unit& the Maintenance section will be responsible for maintenance of all infrastructure. The future budget of the maintenance of the facility will also be funded by Witzenberg Municipality.

Unemployed people from the local community will be employed by the Expanded Public Works Programme (EPWP) of Witzenberg Municipality to keep the facility area clean. Witzenberg Municipality will also fund and take responsibility of regular maintenance of:

- The electricity component
- Water and sewage& waste collection
- Painting work of the units
- General repair

R Fick **Date:** 5/11/2019

Project Manager .....

David Nasson **Date:** 07/11/19

Municipal Manager .....

Report

AAN / TO: Director: Community Services & the Municipal Manager
VAN / FROM: Acting Manager: Socio Economic Development
DATUM / DATE: 5 November 2019
VERWYS/REF.: **LED Committee: recommended names for PAH Business Units**

The PAH business hub has 6 single unit (+-2.9m x 5.8m) and 1 double unit (+-5,9m x 5,8m).

The units were advertised with the following criteria for applications:

- Only emerging Small Medium and Micro Enterprises (SMME's) are eligible to apply
- Business units will not be eligible for the selling of liquor
- The electricity supply size is 60A and declared volt is 230 Volts (single phase); prepaid meter installed with Eskom ruling rates applicable
- Applicants must not be in arrears with their municipal account & have a valid tax clearance certificate
- Only residents of Witzenberg Municipal area will be allowed to apply
- The trader/business owner must be in possession of a valid South African identification document
- Only one business unit will be issued per business owner &only one business unit will be issued per household
- Applicants who have successfully operated as a SMME in the past 12 months and who is currently operational will get preference
- Previous participation in Witzenberg Local Economic Development business capacity building programmes would be advantageous
- Preference will be given to applicants who are selling South African products or are self-producing the stock or service

An assessment meeting was conducted with all 6 applicants in October 2019. The inputs from the meeting has been incorporated in the assessment of the applications below.

Type of business application	Summary of application	Municipal account up to date?	LED Unit recommendation and comments
Photography	Applicant wants to open a photography studio, as well as office for photography business. Clients will be accommodated for photo shoots inside the unit. The applicant's photography equipment will also be stored in the office, as well as studio equipment. Business plan was included. <u>Inputs from assessment meeting:</u> - The business will not have a problem to rent a unit with the other applicants' types of businesses. - One person will be appointed as receptionist. Half of the day will be spent in the unit by the business owner. - A single unit would be enough space, but the studio will only be incorporated if the double unit is allocated to him. - A maximum of R5000 rent a month can be paid for rent	Not applicable (reside on farm)	• Recommended by LED unit, as it can cater for clients in the area and attract new customers. • Applicant has been operating on a part-time basis for numerous years with a steady income base; entrepreneur are focussing now on full-time business operations.

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Hair salon	Applicant wants to open a new hair salon in one of the units. Applicant plans to install additional water pipes and cupboards in the unit, as part of the business infrastructure needed. Applicant wants to cater for 5 clients per session. Business plan was included. Inputs from assessment meeting: - The business will not have a problem to rent a unit with the other applicants' types of businesses; it will still be better than the current premises and it would be an extension of the current business - A single unit would be enough, but for the owner's planning purposes a double unit would work better due to a planned facial service, selling of products and additional washbasins (bigger unit will enable more clients to be served, as well as more jobs to be created; 2 jobs for single unit and 3 jobs for the double unit) - Maximum rent that business can afford is R1000 per month	Municipal account is paid up to date.	• Recommended by LED unit, as it can cater for clients in the area and attract new customers. • Applicant's business sustainable • LED Committee to decide whether single or double unit be utilised (only 1 double unit available)
Honey pollination	Applicant wants to utilise one of the units to construct honey bee boxes (from raw wood material). These boxes are then taken to farms for pollination services or to be sold to other honey bee farmers. These built boxes will also be stored in the unit. Business plan was included. Inputs from assessment meeting: - The business will not have a problem to rent a unit with the other applicants' types of businesses. - A single unit would be enough for the operations and raw material - Applicant will only focus on producing new boxes and equipment, no repair of current honey bee hive boxes - Maximum rent that business can afford is R1000 per month	Applicant is a tenant with municipal account; municipal account is in arrears.	• Recommended by LED unit, as the applicant will be able to extend his business • Applicant's business is sustainable • No storage of boxes outside the building recommended. • No operational honey bee hives will be maintained or kept in the units, thus no risk of bees in the hub. • Down payment arrangement must be made of municipal account prior to any signing of lease agreement.
Tyre repair work & selling of tyre products	Applicants plans to utilise the unit for tyre repair and to sell tyres to the public. Machinery will be placed in unit. The majority of new stock tyres will be stored in the applicants own residence, with minimum stock stored in the unit. Business plan was included. Inputs from assessment meeting: - The business will not have a problem to rent a unit with the other applicants' types of businesses. - A single unit would not be enough. A double unit is needed due to equipment that must be utilised in the unit (2 fitting machines and 1 balancing machine & 1 compressor) - Maximum rent per month that the owner can afford is R500-R1000 per month - The majority of operations will be the repair of tyres, with smaller operations being the selling of tyres	Municipal account is on applicant's name, and municipal account is in arrears.	• Recommended by LED unit, as it is the ideal premises for the type of business • Applicants business is sustainable • Down payment arrangement must be made of municipal account prior to any signing of lease agreement • LED Committee to decide whether single or double unit be utilised. (only 1 double unit available)
Production of security doors	Applicant plans to produce security doors in the unit, utilising welding machines and raw steel material. The available voltage in the units (60 A) is enough voltage for welding machines, according to the applicant. Applicant will store the raw material and finished product inside the unit. Business plan was included. Inputs from assessment meeting: - The business will not have a problem to rent a unit with the other applicants' types of businesses. - A single unit will be enough; materials can be cut in half or smaller sizes - Single phase welding equipment will be utilised (which fits the electricity capacity available)	Municipal account not on applicant's name, but the address's municipal account is in arrears.	• Recommended by LED unit, but a major concern is that the space of the unit would maybe not be conducive for the business operations (not enough space for raw material and finished product) • Business have been operating from January 2019 with a small, growing client base

Fruit & Veg	Applicant plans to sell fruit and vegetables. No business plan was provided to comprehensively explain the operations, after several communication made. Inputs from assessment meeting: - The business will not have a problem to rent a unit with the other applicants' types of businesses. - A single unit will be enough - Maximum rent that business can afford per month is R800- R1000 per month	Municipal account not on applicant's name, but the address's municipal account is in arrears.	• Recommended by principle by LED unit • The business has been operating for some time at stalls and need a space (underroof) for the selling of the produce

Recommendation:

-For the LED Committee to recommend which type of business application be referred to Council, based on the above information.

-For the LED Committee to recommend which type of business can be accommodated in the 1 double unit

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MR R FICK

ACTING MANAGER: SOCIO-ECONOMIC DEVELOPMENT

Witzenberg Municipality
Council Meeting Schedule: February until December 2020

MONTH	DATE	TIME	VENUE	MEETING
February	5	15:00	Council Chambers	Local Labour Forum
	7	08:30	Council Chambers	Performance, Risk and Audit Committee
	12	10:00	Council Chambers	Committee for Technical Services
	12	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	13	10:00	Council Chambers	Committee for Community Development
	13	14:00	Council Chambers	Committee for Corporate and Financial Services
	17 - 21			SALGA Provincial Working Group Meeting
	25	10:00	Council Chambers	Council Workshop Meeting
	26	10:00	Council Chambers	Council Meeting
	27	10:00	Council Chambers	Committee for Housing Matters
	28	10:00	Council Chambers	Municipal Public Accounts Committee
March	11	15:00	Council Chambers	Local Labour Forum
	24	10:00	Council Chambers	Council Workshop Meeting
	25	10:00	Council Chambers	Council Meeting
April	8	15:00	Council Chambers	Local Labour Forum
	15	10:00	Council Chambers	Committee for Technical Services
	15	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	16	10:00	Council Chambers	Committee for Community Development
	16	14:00	Council Chambers	Committee for Corporate and Financial Services
	23	10:00	Council Chambers	Committee for Housing Matters
May	8	08:30	Council Chambers	Performance, Risk and Audit Committee
	14	15:00	Council Chambers	Local Labour Forum
	26	10:00	Council Chambers	Council Workshop Meeting
	27	10:00	Council Chambers	Council Meeting
June	3	15:00	Council Chambers	Local Labour Forum
	4	10:00	Council Chambers	Committee for Housing Matters
	5	10:00	Council Chambers	Municipal Public Accounts Committee
	10	10:00	Council Chambers	Committee for Technical Services
	10	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	11	10:00	Council Chambers	Committee for Community Development
	11	14:00	Council Chambers	Committee for Corporate and Financial Services
July	8	15:00	Council Chambers	Local Labour Forum
	13 - 17		Council Chambers	SALGA Provincial Working Group Meeting
	28	10:00	Council Chambers	Council Workshop Meeting
	29	10:00	Council Chambers	Council Meeting
August	7	08:30	Council Chambers	Performance, Risk and Audit Committee
	12	15:00	Council Chambers	Local Labour Forum
	13	10:00	Council Chambers	Committee for Housing Matters
	18	10:00	Council Chambers	Council Workshop Meeting
	19	10:00	Council Chambers	Council Meeting
	26	10:00	Council Chambers	Committee for Technical Services
	26	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	27	10:00	Council Chambers	Committee for Community Development
	27	14:00	Council Chambers	Committee for Corporate and Financial Services

September	9	15:00	Council Chambers	Local Labour Forum
	10	10:00	Council Chambers	Municipal Public Accounts Committee
October	7	15:00	Council Chambers	Local Labour Forum
	8	10:00	Council Chambers	Committee for Housing Matters
	9	08:30	Council Chambers	Performance, Risk and Audit Committee
	14	10:00	Council Chambers	Committee for Technical Services
	14	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	15	10:00	Council Chambers	Committee for Community Development
	15	14:00	Council Chambers	Committee for Corporate and Financial Services
	27	10:00	Council Chambers	Council Workshop Meeting
	28	10:00	Council Chambers	Council Meeting
November	5	10:00	Council Chambers	Municipal Public Accounts Committee
	9 - 13			SALGA Provincial Working Group M
	18	10:00	Council Chambers	Committee for Technical Services
	18	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	19	10:00	Council Chambers	Committee for Community Development
	19	14:00	Council Chambers	Committee for Corporate and Financial Services
	26	10:00	Council Chambers	Committee for Housing Matters
	27	08:30	Council Chambers	Performance, Risk and Audit Committee
December	9	10:00	Council Chambers	Council Meeting