

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 December 2015 / 31 Desember 2015

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

FINANCE MONTHLY REPORT – DECEMBER 2015

FINANSIES MAANDELIKSE VERSLAG – DESEMBER 2015

A MAYOR'S REPORT

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

A BURGEMEESTERS VERSLAG

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

B RESOLUTIONS

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for December 2015.

B BESLUIT

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Desember 2015.

C EXECUTIVE SUMMARY

The municipality has read 91% of its consumption meters of which 98% was read correctly the first time. The monthly billing was also done as scheduled and during this process 17 009 accounts amounting to R 25.0 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.2 million. The indigent cost to the municipality for the month amounts to R 1.3 million.

C OPSOMMING

Die munisipaliteit het 91% van die meters gelees, waarvan 98% die eerste keer korrek gelees is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 009 rekeninge ten bedrae van R 25.0 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.2 miljoen. Die deernis subsidies vir die maand beloop R 1.3 miljoen.

The accumulated debtor's collection target for the year is 96%, but the actual accumulated year to date debtor's collection is 93%.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 96%, maar die werklike jaar tot op datum invordering is 93%.

The municipality issued orders to the value of R 10.8 million of which R 1.7 million was in terms of deviations.

Die munisipaliteit het bestellings ter waarde van R 10.8 miljoen uitgereik, waarvan R 1.7 miljoen ten opsigte van afwykings is.

The municipality currently has R 68.2 million in its primary bank account and R 35 million on investment.

Die munisipaliteit het R 68.2 miljoen in die primêre bankrekening en R 35 miljoen op belegging.

D REPORT**1. PURPOSE**

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

2. LEGAL FRAMEWORK

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

2.1 WITHDRAWALS FROM BANK ACCOUNTS

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

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

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

2.2 Expenditure on staff benefits

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

Section 66 reads as follow:

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

D REPORT**1. DOEL**

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

2. WETLIKE RAAMWERK

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

2.1 ONTTREKKINGS UIT BANKREKENINGE

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

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

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

2.2 Besteding aan personeel voordele

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

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

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

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

2.3 Monthly budget statements

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

This section read as follows:

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

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

(2) The statement must include—

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

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

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

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

2.3 Maandelikse begroting state

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

Hierdie artikel lees soos volg:

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

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

(2) Die staat moet die volgende insluit—

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

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

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

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

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

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

2.4 Other Policy Requirements

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

3. DISCUSSION

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

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

(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 die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

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

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

2.4 Ander Beleid Vereistes

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

3. BESPREKING

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

- o Inkomste
- o Voorsieningskanaal Bestuur
- o Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

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

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

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

Activities	Oct-15	Nov-15	Dec-15
Meter readings:			
No. of meter readings by meter readers	12 786	12 738	12 746
No. of readings estimated	1 087	1 160	1 288
No. of readings by owners	276	323	234
Metering online	68	68	69
Total number of meters	14 217	14 289	14 337
Completion date of meter readings	16/10/2015	13/11/2015	14/12/2015
No. of re-readings performed	378	317	616
No. of changes after re-readings	107	101	196
% of meters read correctly first time	99.16%	99.21%	98.46%
Faulty meters to technical dept.	96	0	153
Zero Consumption to tech, dept	37	0	112
Faulty meters replaced	47	14	16
Water Connections	2	0	2
New Sewerage Connections	2	0	0
Disconnections	16	20	27
% of meters estimated	7.65%	8.12%	8.98%

Nota.Skattinge redes by Meterlesings	Oct-15	Nov-15	Dec-15
Note Estimates - Meter readings			
Meter locked	81	90	59
Gate locked	420	451	480
Under Ground	76	62	73
Beneath rubble	20	26	52
Under water	22	21	34
Dogs	156	188	160
Meter unreadable	36	27	33
Can't find mete/Vehicles parked on meter	276	295	294
Unread	0	0	103
	1087	1160	1288

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Oct-15	Nov-15	Dec-15
Debt raising date	20/10/2015	20/11/2015	18/12/2015
Date of account postage	30/10/2015	24/11/2015	22/12/2015
Debtor reconciliation (Debtors/Votes/Age analysis)	02/11/2015	01/12/2015	04/01/2016
Electricity Pre paid Reconciliation	3/11/2015	01/12/2015	05/01/2016

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

3.1.1.2 Aantal informele huishoudings met toegang to basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Oct-15	Nov-15	Dec-15
- N'duli (Polo cross)	1 096	1 096	1 096
- PA Hamlet (Phase 3 & 4)	0	0	0
- PA Hamlet (Phase 5)	0	0	0
- Tulbagh (Chris Hani)	534	534	534
- Wolseley (Pine Valley)	469	469	469
Total	2 099	2 099	2 099

Explanation:

Verduideliking:

Latest figures from housing department.

Nuutste syfers vanaf Behuising.

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Oct-15	Nov-15	Dec-15
Electricity - Conventional	2 957	2 945	2 949
Electricity - Prepaid	9 784	9 797	9 900
Property rates	14 020	14 015	14 014
Refuse removal	11 783	11 832	11 908
Sewerage	12 235	12 284	12 358
Water	12 190	12 246	12 314
Other	12 226	12 240	11 965
Total number of accounts printed	17 126	16 970	17 009

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

Service Description	Oct-15	Nov-15	Dec-15
Assessment Rates (Monthly)	2 719 807.96	2 677 310.97	2 668 943.85
Assessment Rates (Yearly)	718 328.92	291 388.94	36 740.32
Electricity	12 929 448.45	12 224 417.54	13 686 957.77
Refuse Removal	2 512 255.84	2 549 649.13	2 598 896.25
Sewerage	2 160 078.23	2 163 982.33	2 527 973.66
Water Levies	4 288 464.37	3 712 311.19	4 683 313.21
Rental	28 124.00	28 076.13	28 076.13
Housing	12 893.42	12 893.42	12 893.42
Loans	554.35	554.34	554.34
Indigent subsidy	-1 309 742.19	-1 312 902.71	-1 278 248.75
Sundries	74 468.80	116 293.70	104 425.23
Total	24 134 682.15	22 463 974.98	25 070 525.43

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Oct-15	Nov-15	Dec-15
Total Pre Paid Meters	9 784	9 797	9 900
Total Free units(Indigents)	139 500	135 470	116 570
Cost of free Units	R 115 785.00	R 128 181.71	R 96 753.10
Units sold	2 430 354.7	2 466 014.9	2 511 881.7
Cost of units sold	R 2 677 639.00	R 2 667 684.01	R 2 788 242.13
Vat Amount	R 391 119.01	R 373 512.70	R 403 932.59
Axillary Amount	R 2 172.00	R 2 055.00	R 2 553.50
Total Amount Pre Paid	R 3 186 715.01	R 3 043 251.71	R 3 291 481.32

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Oct-15	Nov-15	Dec-15
	R	R	R
Deferments	3 082 234.90	3 179 185.54	3 459 375.48
Current	428 932.92	350 667.19	573 941.97
30 days	292 614.97	323 895.96	310 310.36
60 days	275 397.75	274 832.2	346 406.85
90 days	285 668.33	257 582.64	304 573.24
> 90 days	8 945 792.06	8 983 808.48	10 311 161.66
Total	R 13 310 640.93	R 13 369 972.01	R 15 305 769.56

Explanation:

Outstanding increased with R 1 935 797.55 whilst the total applicants decreased with 73.

Verduideliking:

Uitstaande skuld het toegeneem met R 1 935 797.55 terwyl die aantal aansoekers met 73 gedaal het.

Mechanisms	Oct-15	Nov-15	Dec-15
Approved Indigent households:			
No. of households at beginning of the month:	2 754	2 738	2 747
Additions during the month	288	275	207
Cancellations during the month	304	266	280
No. of households at end of the month:	2 738	2 747	2 674
	Oct-15	Nov-15	Dec-15
Cost of Indigent to Council(403131121)	R 1 148 661.77	R 1 151 499.52	R 1 122 651.75

Explanation:

Indigent decreased from 2 747 to 2 674 at end December 2015.

Verduideliking:

Deernis het afgeneem vanaf 2 747 na 2 674 einde Desember 2015.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	Oct-15	Nov-15	Dec-15
Plots subdivided	0	2	0
Application for clearance certificates	46	43	23
Clearance certificates issued	68	78	49
Deeds registrations	55	35	28
Consolidations	0	0	0

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 December 2015:

3.1.7 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 31 Desember 2015:

Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	5 791 390	1 129 129	830 844	889 432	1 084 433	792 253	4 971 711	37 810 686	53 299 879	29%
Electricity	14 196 075	391 437	345 863	298 136	292 649	232 333	1 362 361	2 971 972	20 090 828	11%
Property Rates	3 330 087	305 925	421 799	2 363 943	102 237	59 551	397 887	12 880 240	19 861 671	11%
Waste Water Management	2 758 757	440 094	407 009	415 713	379 254	381 180	2 154 236	18 000 002	24 936 245	14%
Waste Management	3 004 054	541 066	506 589	474 094	466 923	438 019	2 385 942	22 968 209	30 784 896	17%
Property Rental Debtors	86 384	22 724	22 145	21 471	20 834	20 900	120 071	1 601 132	1 915 662	1%
Interest on Arrear Debtor Accounts	97 185	43 969	58 994	131 269	104 368	89 001	869 806	31 380 103	32 774 696	18%
Other	-2 574 329	46 620	25 829	41 927	59 501	24 355	169 641	1 148 030	-1 058 427	-1%
Total By Income Source	26 689 605	2 920 964	2 619 071	4 635 985	2 510 199	2 037 594	12 431 655	128 760 375	182 605 449	100%
%	14.62%	1.60%	1.43%	2.54%	1.37%	1.12%	6.81%	70.51%	100.00%	
Commercial	12 668 407	354 635	425 016	1 069 916	357 997	241 584	1 437 636	8 156 438	24 711 629	14%
Households	11 585 800	2 193 182	1 785 484	2 289 618	1 872 809	1 548 987	10 001 294	113 856 226	145 133 399	79%
Other	1 273 979	217 607	263 992	620 203	136 585	103 250	657 089	4 931 386	8 204 092	4%
Total By Customer Group	26 689 605	2 920 964	2 619 071	4 635 985	2 510 199	2 037 594	12 431 655	128 760 375	182 605 449	100%
%	14.62%	1.60%	1.43%	2.54%	1.37%	1.12%	6.81%	70.50%	100.00%	

Explanation:

From the above it shows that the Households are 80% of the outstanding amount and that the bulk is more than one year old and consists of monthly and yearly Rates, Water, and Electricity, Sewerage and Refuse services.

- Problems is being experienced to deliver accounts in areas where street names and numbers is not visible which result in no debt collection.
- It is problematic to collect debt in Prince Alfred's Hamlet and Op die Berg because we do not supply Electricity in these areas and can therefore not disconnect electricity.

Verduideliking:

Uit die bogenoemde kan gesien word dat die Huishoudings 80% van die uitstaande bedrag uitmaak en die meerderheid is meer as een jaar oud bestaande uit maandelikse en jaarlikse belasting, water-, elektrisiteit- en vullisverwydering dienste.

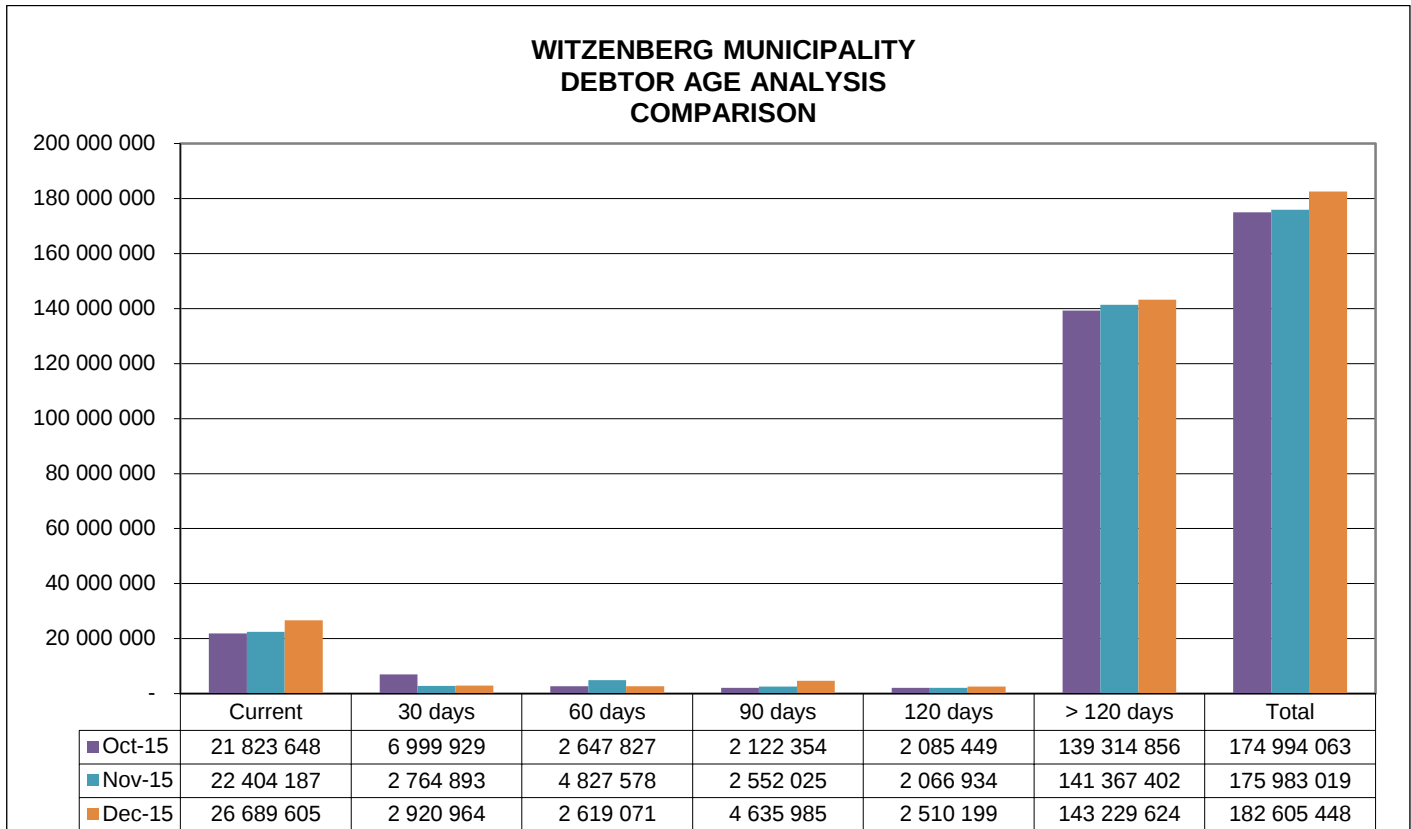
- Problematies om rekeninge te lewer in areas waar straatname en nommers nie verskyn nie en skuld dus nie gevorder kan word nie.
- Problematies om skuld te vorder in Prince Alfred's Hamlet en Op die Berg omrede ons nie die Elektrisiteit versprei nie en dus nie die elektrisiteit kan diskonnekteer nie.

3.1.8 DEBITEURE OUDERDOMSANALISE

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

3.1.8 VERGELYKING

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



Explanation:

Increase in outstanding amounts from November 2015 to December 2015.

Verduideliking:

Verhoging in uitstaandes van November 2015 na Desember 2015.

3.1.9 RECEIPTING

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

3.1.9 ERKENNING VAN ONTVANGS

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

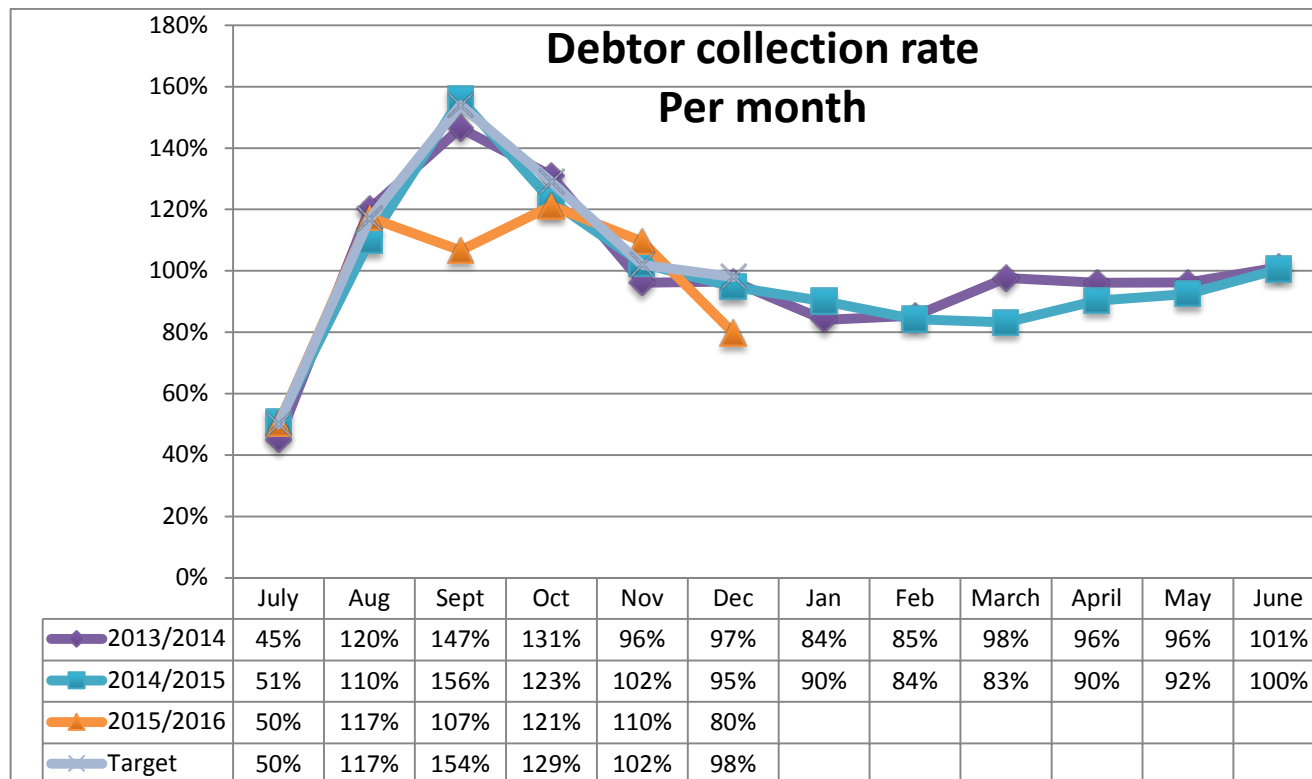
Collecting agent	Oct-15	Nov-15	Dec-15
Third party agents:	6 576 614.84	6 449 250.31	6 666 874.69
Syntell	R 2 902 118.50	R 3 066 432.50	R 3 136 897.79
Pay a bill	R 425 568.50	R 423 013.95	R 429 153.86
Easy pay	R 2 241 366.19	R 2 181 066.84	R 2 313 949.20
Pay@	R 317 607.45	R 303 958.84	R 251 434.83
ACB	R 689 954.20	R 474 778.18	R 535 439.01
Cashiers:	R 89 738 759.40	R 75 649 510.43	R 47 542 983.77
<i>Transfer(Senior Cashier)</i>	R 86 434 634.33	R 72 260 334.41	R 44 930 655.27
RMC 1 - Ceres	R 1 002 102.01	R 439 806.56	R 56 078.18
RMC 2 - Ceres	R 231 828.25	R 1 093 739.76	R 879 432.27
RMC 3 - Ceres	R -	R -	
RMC 4 - Ceres	R 687 901.79	R 368 453.18	R 521 327.93
RMC 6 - Tulbagh	R 574 430.04	R 544 311.18	R 441 165.87
RMC 7 - Wolseley	R 501 527.05	R 601 298.15	R 449 413.63
RMC 8 - Hamlet	R 60 064.34	R 58 752.79	R 57 380.02
RMC 9 - Op-die-Berg	R 49 955.20	R 43 085.30	R 41 297.70
RMC 10 - Thusong Center	R 196 316.39	R 239 729.10	R 166 232.90
Back office receipting	R -34 199.00	R -66 653.01	R -47 398.03
Total Cash Receipted	R 96 281 175.24	R 82 032 107.73	R 54 162 460.43

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Oct-15	Nov-15	Dec-15
Average of all Cashiers			
Number of transactions	4 601	7 517	3 427
Number of days operational	189	189	153
Number of receipts cancelled	7	5	5
Amount receipted	R 89 738 759.40	R 60 898 464.93	R 47 542 983.77
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	24.34	39.77	22.40
Percentage cancelled receipts	0.15%	0.07%	0.15%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



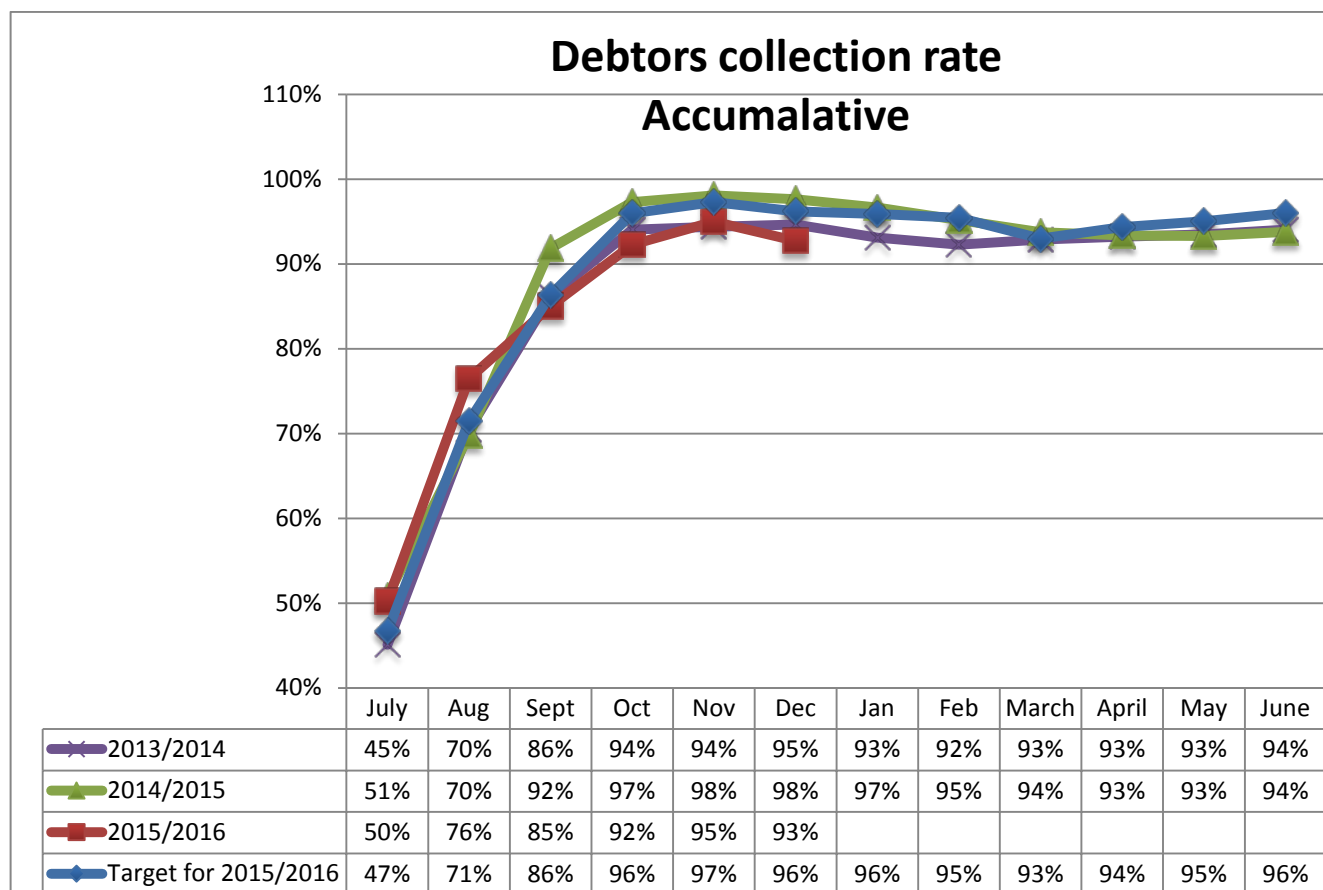
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 98% while the actual figure for December 2015 amounts to 80% with a small decrease when compared to the previous year 95%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhalings te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 98%, terwyl die syfer vir Desember 2015 beloop 80% in vergelyking met die vorige jaar 95%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE

**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 90% while the actual figure is 93%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 90%, terwyl die werklike syfer 93% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Oct-15	Nov-15	Dec-15
Councillors:			
Deferments	-1 863.57	-1 338.47	16 698.13
Current	7 267.86	5 720.52	7 498.35
30 days	2 332.32	2 028.98	4 507.51
60 days	103.66	1 721.79	1 165.88
90 days	-	104.46	
> 90 days	-		
Total	R 7 840.27	R 8 237.28	R 29 869.87
Employees:			
Deferments	99 911.71	96 487.79	107 959.64
Current	61 818.50	57 646.94	64 399.57
30 days	15 753.94	14 926.60	18 573.25
60 days	5 808.66	4 240.86	5 277.14
90 days	4 148.71	3 853.21	3 061.17
> 90 days	82 118.82	81 486.63	82 037.61
Total	R 269 560.34	R 258 642.03	R 281 308.38
Government Departments:			
Current	522 753.79	442 090.76	418 951.29
30 days	489 258.93	252 266.45	266 354.84
60 days	502 684.57	55 154.50	66 683.48
90 days	911 743.57	61 391.48	55 597.54
> 90 days	616 461.40	653 274.77	697 845.05
Total	R 3 042 902.26	R 1 464 177.96	R 1 505 432.20
Schools & Hostels:			
Deferment			
Current	413 116.90	323 466.15	416 411.63
30 days	146 958.01	169 331.13	90 806.88
60 days	78 439.55	62 861.34	62 054.57
90 days	76 029.31	78 766.97	62 136.88
> 90 days	344 875.06	428 514.24	474 952.59
Total	R 1 059 418.83	R 1 062 939.83	R 1 106 362.55

**3.1.12.1 50 Highest Business and Government Accounts
Attached as Annexure M**

**3.1.12.1 50 Hoogste besigheid- en regering rekeninge:
Aangeheg as Bylae M**

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Oct-15	Nov-15	Dec-15
No. of customers on the disconnections lists	1 744	3 945	1 674
No. already block	1 458	1 487	1 545
No. of new disconnections for the month:			
- Prepaid	695	823	328
- Conventional	65	155	142
Number reconnected:			
- Prepaid	161	823	328
- Conventional	58	155	55
Reconnected :due to faulty groupings and Indigent and poor households			
No. of customers still disconnected	1 487	1 454	358
% of disconnections executed	74%		

Legal Processes:	Oct-15	Nov-15	Dec-15
<u>Internal process:</u>			
No. of accounts transferred to internal debt collection			
No. of notices issued	7 480	7 320	9 258
No. of final demands issued	46	129	0
No of summons issued	120	0	0
No of current and handed over accounts	46	129	0
No. of court order/execution order obtained	0	0	0
No. of default judgements performed	20	0	0
No of Follow Up Calls made	122	89	41
No Of Arrangements made	23	20	15
No Of Sms sent on first notices	2558	2 544	3256
No of Sms sent on current accounts	5185	5 217	0

Processes:	Oct-15	Nov-15	Dec-15
1st Notices issued			
Value of 1st Notices issued	R 91 059 692.99	R 88 014 453.18	R 100 145 669.20
Amount received	R 3 254 950.14	R 2 621 872.31	R 2 078 157.10
Percentage recovered	3.57%	3%	2%
SMS'e			
Value of SMS'e issued	R 23 000 798.46	R 22 247 541.76	0
Amount received	R 4 701 644.03	R 984 091.40	0
Percentage recovered	20.44%	4.42%	0%

Explanation:

Figures as received from Credit control Consultants.

Verduideliking:

Syfers soos van Kredietbeheer konsultante ontvang.

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
08/2/13/10	Service provider for environmental practices (waste) training (NQF level 4) (Re-advertisement)	08-Jan-2016
08/2/13/14	Provision of online electronic CIPC (companies and intellectual property commission) and credit search services	15-Jan-2016
08/2/13/20	Supply and delivery of tablets on a 24 month contract	08-Jan-2016
08/2/13/35	Streetlight Installation at Prince Alfred's Hamlet & Op die Berg	22-Jan-2016
08/2/13/36	Supply and delivery of road signs and accessories	08-Jan-2016
08/2/13/37	Supply and delivery of 11KV compact switchgear for Voortrekker substation in Wolseley	11-Jan-2016

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
08/2/13/8	Supply and delivery of three new 1 ton light delivery vehicles, two new four door sedan vehicles and one new 1.3 ton light delivery vehicle (LDV)	01-Dec-2015	17-Dec-2015 Awaiting 09-Dec-2015	J Jacobs M Green E Lintnaar
08/2/13/18	Bridge maintenance and repair in Witzenberg	04-Dec-2015	Awaiting	E Lintnaar
08/2/13/21	Routine operation of the interim central general waste disposal site at Wolseley, PA Hamlet and Tulbagh	27-Nov-2015	Awaiting	J Jacobs
08/2/13/22	Electrical and Mechanical maintenance of water and sewer pump stations and treatment works in Witzenberg for a period of 24 months	11-Dec-2015	Awaiting	N Jacobs / S Farmer
08/2/13/23	Maintenance of the Witzenberg municipality's computer network	30-Nov-2015	22-Dec-2015	R Rhode
08/2/13/27	Supply and delivery of one new 8 ton skip loader	24-Nov-2015	03-Dec-2015	J Jacobs

The following formal written price quotations are

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.

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

Die volgende formele geskrewe pryskwotasie is tans

currently in the evaluation stage:

in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/24	Supply and delivery of computer equipment	02-Dec-2015	Awaiting	R Rhode
08/2/13/25	Supply and delivery of 1000w HPS-MH flood light fittings for Witzenberg Municipality	23-Nov-2015	Awaiting	M Grové
08/2/13/29	Lease of the Café building at N'duli and PA Hamlet swimming pools	20-Nov-2015	Awaiting	J Samuel

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

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

3.2.1.4 Bids awarded

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

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

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

The following competitive bids were awarded by the Bid Adjudication Committee during the month of December 2015:

3.2.1.3 Toekenningsfase:

Geen mededingende tenders is tans in die toekenningsfase nie.

Geen formele geskrewe prys kwotasie is tans in die toekenningsfase.

3.2.1.4 Tenders toegeken

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

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

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

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Desember 2015:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/12/58	14-Dec-2015	Tourvest Travel Services	Appointment of a travel agency	Bidder scored the highest points	Based on tendered rates with an estimated value of R 23 600.00

					(Inc VAT)
08/2/13/15	14-Dec-2015	Konica Minolta SA	Supply, delivery, installation and maintenance of photocopy machines	Bidder scored the highest points	Based on tendered rates with an estimated value of R 1 397 657.55 (Incl. VAT)

No bid was awarded by the Accounting Officer during the month of December 2015.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Desember 2015 nie.

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

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

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

- (a) due to changed circumstances, there is no longer need for the goods or services tendered for; or*
- (b) funds are no longer available to cover the total envisaged expenditure; or*
- (c) no acceptable tenders are received.*

No formal written price quotation or competitive bid was cancelled during the month of December 2015.

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

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

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

- (a) as gevolg van veranderde omstandighede, daar is nie meer nodig vir die goedere of dienste aangebied;*
- (b) fondse is nie meer beskikbaar om die totaal in die vooruitsig gestel uitgawes te dek;*
- (c) geen aanvaarbare tenders ontvang is.*

Geen formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Desember 2015 nie.

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

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

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

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

Paragraaf 19 (1) (c) van die Raad se Voorsieningskanaal Beleid meld dat: *"As dit nie moontlik is om ten minste drie kwotasies te bekom nie, moet die redes aangeteken en goedgekeur word deur die hoof finansiële beampte of 'n beampte aangewys deur die hoof finansiële beampte"* Paragraaf 19 (2) van die Raad se Voorsieningskanaal Bestuur Beleid meld dat: *"n aangewese beampte waarna in subparagraaf 19 (1) verwys (c) moet binne 3 dae van die einde van elke maand verslag aan die hoof finansiële beampte op enige goedkeurings gegee tydens daardie maand deur daardie beampte in terme van daardie subparagraaf."*

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
137082	01-Dec-2015	Brenn O Kem (Pty) Ltd	Catering for a Formal Function for the Corporate Services department	Lowest responsive quotation	R 14 256.00	Chief Financial Officer
137206	07-Dec-2015	Van Der Merwe Busdienste	Transport for Mayoral Old Age Christmas Function	Lowest responsive quotation	R 20 300.00	Chief Financial Officer
137210	07-Dec-2015	Vergotine Vervoerdiens	Transport for Mayoral Old Age Christmas Function	Lowest responsive quotation	R 5 400.00	Chief Financial Officer
137209	07-Dec-2015	SJ Peres Toere	Transport for Mayoral Old Age Christmas Function	Lowest responsive quotation	R 2 800.00	Chief Financial Officer
137278	10-Dec-2015	Ceres Spar	Newspapers for Council and Senior Management	Lowest responsive quotation	R 9 718.60	Chief Financial Officer
137304	11-Dec-2015	Ceres Spar	Refreshments for “Witzenberg Kersmark”	Lowest responsive quotation	R 4 962.70	Chief Financial Officer
137343	14-Dec-2015	CVC Gear Corporation 1000 CC	Play Park Equipment for Op-Die-Berg	Lowest responsive quotation	R 29 849.76	Chief Financial Officer
137342	14-Dec-2015	Bekezela Concrete	Supply and Delivery of Concrete litter bins	Lowest responsive quotation	R 2 604.90	Chief Financial Officer
137368	15-Dec-2015	Fire Raiders	Eight 30mmx25mm 20 Bar rubber single braided hoses	Lowest responsive quotation	R 27 000.00	Chief Financial Officer
137540	23-Dec-2015	Village Guesthouse	Venue to host Prestige Event	Lowest responsive quotation	R 4 000.00	Chief Financial Officer
137531	23-Dec-2015	Parkerson Office Technologies	Table Cloths	Lowest responsive quotation	R 2 826.63	Chief Financial Officer
137526	23-Dec-2015	Haroldine Suppliers	Crockery	Lowest responsive quotation	R 12 420.35	Chief Financial Officer

3.2.1.7 Paragraph 20 (d): Policy Compliance

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

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

The following formal written price quotations, in excess of R 30

3.2.1.7 Paragraaf 20 (d): Beleids voldoening

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

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

Die volgende formele geskrewe kwotasies, wat meer is as

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0000 were awarded by an official acting in terms of a sub-delegation for the month of December 2015:

R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Desember 2015:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/12/73	07-Dec-2015	Demolition Technologies	Supply and delivery of 2 x petrol driven breakers (Jackhammers)	Only responsive bidder	R 95 242.44 (incl. VAT)	Acting Director: Technical Services
08/2/13/16	02-Dec-2015	Rainbow Lighting CC T/A New Neon Lighting	Supply & delivery of festive lights for Witzenberg municipality (Re-advertisement)	Only responsive bidder	R 190 564.56 (incl. VAT)	Acting Director: Technical Services

3.2.1.8 Appeals

No appeals were lodged during December 2015.

3.2.1.8 Appèlle

Geen appèl is gedurende Desember 2015 ontvang nie.

3.2.1.9 Deviations

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

The following table contains the approved deviations by the Accounting Officer for the month of December 2015 which totals R 1 660 023.50:

3.2.1.9 Afwykings

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

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Desember 2015 wat beloop op die totaal van R 1 660 023.50:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
06-Nov-15	Rosette Gelderblom	Mayoral Golf day dinner	Impractical	136578	14 895.00
06-Nov-15	Harvey World Travel Blue Planet	Travel arrangements: S Nel & W Davids	Impractical	136589	3 088.10
11-Nov-15	Harvey World Travel Blue Planet	Travel Arrangements: R Haywood - AMEU meeting	Impractical	136683	1 054.05
25-Nov-15	Transnet	Lease of Testing Yard	Single supplier	136976	7 138.17
27-Nov-15	Giovanni's Fisheries	Food parcels for staff: After hours	Emergency	137023	2 492.90
30-Nov-15	SAPO	Delivery of Oct/Nov newsletters 2015	Single supplier	137059	1 830.15
30-Nov-15	SAPO	Delivery of Special edition newsletters: Dec 2015	Single supplier	137060	2 931.75
02-Dec-15	Macsteel Fluid Control	Emergency repair work to Bermad valves - Tulbagh WWTW	Emergency	137097	5 082.12

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02-Dec-15	Transnet	Lease agreement: Erf 2376 December 2015	Single Supplier	137167	6 757.92
04-Dec-15	Harvey World Travel Blue Planet	Accommodation CFO Forum	Impractical	137172	2 254.05
04-Dec-15	Brandwacht Besproeiing	Toets van boorgat te Op-die-Berg	Impractical	137176	22 800.00
04-Dec-15	Harvey World Travel Blue Planet	Travel arrangements: D Nasson	Impractical	137178	16 312.76
04-Dec-15	Eddie Sound & Lighting	Entertainment at Kersmark	Impractical	137181	21 603.00
07-Dec-15	HSM	Tender 08-2-11-64 Emergency Repairs to Sewer and Pump Stations	Emergency	137192	225 033.85
07-Dec-15	Eddie Sound & Lighting	Live open air sound at Pine Forest Mayoral Aged Day	Impractical	137202	9 000.00
08-Dec-15	Vilko	Blankets for N'duli Fire Victims	Emergency	137224	6 710.04
08-Dec-15	Wolseley Grondverskuiwing	Routine operation of Central WDS	Impractical	137228	228 000.00
08-Dec-15	Harvey World Travel Blue Planet	Travel arrangements: M Mpeluza	Impractical	137235	4 295.44
08-Dec-15	Witzenberg Herald	Publishing of notice: Water restrictions	Single supplier	137236	11 544.00
08-Dec-15	Ceres Spar	Purchasing of items for council's Year-end function	Impractical	137237	4 069.64
08-Dec-15	Super Airbrake & Clutch	Emergency repair work to Refuse compactor: CT 2315	Emergency	137239	4 161.00
09-Dec-15	AC Security	Monitoring, Security Services	Impractical	137240	1 378.00
09-Dec-15	Lillys Hiring Services	Catering and Décor for Council Function	Impractical	137255	8 500.00
09-Dec-15	Williams Loodgieters	Replace water pipes at Vina Centre Public toilets	Emergency	137258	3 420.00
10-Dec-15	Riding & Watt	Showing of Boundary pegs: plot 6161	Single supplier	137264	2 052.00
11-Dec-15	Bytes Universal Systems	Customisation of mSCOA Project implementation plan	Single supplier	137287	8 276.40
11-Dec-15	Jeffery Galant / Joker Events	Musical Entertainment Witzenberg Kersmark 2015	Impractical	137303	3 500.00
11-Dec-15	AON SA (PTY) Ltd	Public Liability Insurance - Kersmark	Impractical	137341	6 750.00
14-Dec-15	Pitney Bowes Batsumi Enterprises	Refilling of Franking Machines	Impractical	137355	9 600.00
14-Dec-15	Daleen Groenewald	Translation & Editing of By-Law on Liquor trading	Impractical	137364	2 591.65

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		hours			
15-Dec-15	Altech Netstar	Airtime rental Jan & Feb 2016	Impractical	137366	40 219.20
23-Dec-15	Motla Consulting Engineers	Bulk meter reading - Oct, Nov & Dec 2015	Emergency	137392	100 380.00
17-Dec-15	Saggeus CC t/a Winterberg Mountain Inn	Table Cloths and Overlays	Emergency	137415	12 000.00
21-Dec-15	ODS Consultants	Performance review for MM & Directors	Impractical	137472	29 104.20
21-Dec-15	Charlson Pipes & Fittings T/A PIGS	Leak detection at Tulbagh	Emergency	137487	58 596.00
21-Dec-15	AMA Meat Traders t/a Britos Ceres	Donation towards Christmas Lunch for Homeless Kids	Impractical	137494	2 920.00
22-Dec-15	Power Protection Testing CC	Locate cable fault on Bon Cretien and PLK Feeder	Emergency	137 499	7 204.80
23-Dec-15	Flo Specialized Products	Replacement of Faulty Ground Microphone	Emergency	137525	102 030.00
23-Dec-15	Brandwacht Besproeiing	Recommissioning of existing Boreholes	Emergency	137544	488 064.00
23-Dec-15	Giovanni's Fisheries	Food parcels for staff: After hours / Emergency personnel	Emergency	137545	952.50
10-Nov-15	Cape Office Machines	Photocopy Contract	Impractical	10118081	44 826.71
03-Dec-15	Ceres Spar	Supply of items for hampers - N'duli fire victims	Emergency	137197	6 940.80
14-Dec-15	Institute of Environmental and Recreation Management	Membership Fees	Single supplier	137341	1 900.00
18-Dec-15	BDK Technologies	Maintenance of municipal computer network	Impractical	137551	61 642.00
18-Dec-15	Cape Office Machines	Supply & Maintenance of Photocopy machines Nov 2015	Impractical	10118081	56 121.30

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
October 2015	R 7 066 459.45	R 24 483 518.69	28.86%
November 2015	R 1 004 235.33	R 13 095 790.17	7.67%
December 2015	R 1 660 023.50	R10 793 938.56	15.38%

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):

	31 October 2015	30 November 2015	31 December 2015
Value of inventory at hand	R5 735 477.37	R5 550 036.55	R5 732 388.85
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.31 times	1.32 times	1.37
Turnover rate excluding Chinese meters	1.28 times	1.35 times	1.39
Date of latest stores reconciliation	01 December 2015		
Date of last stock count	15 December 2015		
Date of next stock count	15 March 2016		

Expenditure

Uitgawe

3.2.3.1 Salaries section

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

3.2.3.1 Salaris afdeling

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

	Oct 2015	Nov 2015	Dec 2015
Salaries – Cost to company	R10,068,147	R10,068,652.99	R10,192,746.32
Provisions included with salaries	R897,616	R1,033,746.44	R1,860,839.77
Number of Employees and Councillors included in run	564	574	587
Number of Ward members receiving out of pocket allowance	114	104	113
Balancing date of salary control account			
Balancing amount	R40 029.10	R6 933 026.28	R45 261.00

3.2.3.2 Creditors Section

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

3.2.3.2 Krediteure afdeling

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

Period	< 30 days	< 60 days	< 90 Days	< 120 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
November 2015	1 139 820	2 717	0	0	0	0	0	0	1 142 537
December 2015	2 348 785	71 318	3 060	0	0	0	0	0	2 423 163

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

Name of creditor	Nov 2015 Amount	Dec 2015 Amount	Description	Reason
ARB ELECTRICAL	174		Band it Strap	Did not appear on Statement
BELLCO ELECTRICAL	519		Lamps	Did not appear on Statement
ARB ELECTRICAL		16 386	Various Goods Delivered	Did not appear on Statement

FINANCE MONTHLY REPORT DECEMBER 2015 / FINANSIES MAANDELIKSE VERSLAG – DESEMBER 2015

BELLCO ELECTRICAL		913	Joints Kits	Did not appear on Statement
CERES PLANT HIRE		2 503	Various Goods Delivered	Did not appear on Statement
INCLEDON CAPE		6 540	Various Goods Delivered	Did not appear on Statement
PROCEDO TRAINING		6 270	Various Goods Delivered	Did not appear on Statement
TRIPLE ONE PRINTERS		29	Parrot Staples	Did not appear on Statement
TERASON		23 940	Various Goods Delivered	Did not appear on Statement
VILKO /VILLIERSDORP		465	Various Goods Delivered	Did not appear on Statement
WALTONS STATIONERY		14 067	Various Goods Delivered	Did not appear on Statement

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

	Sept 2015	Oct 2015	Nov 2015	Dec 2015
Total value of creditors paid	R34,255,547	R28,065,874	R35,478,979	R28,139,810
Date of creditor reconciliation	01.10.2015	02/11/2015	01/12/2015	11/01/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	Nov 2015 Amounts outstanding	Dec 2015 Amounts outstanding	Description of goods/ services
HARVEY WORLD TRAVEL		30 977	Travel and Accommodation
VILKO/VILLIERSDORP		32 963	Various Goods Delivered
ARB ELECTRICAL		36 286	Various Goods Delivered
KAAP AGRI		37 544	Various Goods Delivered
CONLOG		37 800	Various Goods Delivered
METSI CHEM IKAPA		52 508	Chlorine gas Cylinders
CERES SPAR		68 955	Various Goods Delivered
JC SERVICES		76 542	Various Goods Delivered
AWV PROJECT MANAGEMENT		160 056	Disposable Bags
BEKA		174 693	Lanterns
SPIILHAUS IRRIGATION	30 958		Various Goods Delivered
GLENCAPE RESOURCES	31 350		All Weather Asphalt Bags
BELLCO ELECTRICAL	36 481		Various Goods Delivered
BEKA	40 122		Brackets, Wire
KAAP AGRI	42 744		Various Goods Delivered
KARSTEN HARDWARE AND BUILDINGS	46 017		Various Goods Delivered
METSI CHEM IKAPA	52 508		Chlorine gas Cylinders
ARB ELECTRICAL	79 834		Various Goods Delivered
SPECTRUM COMMUNICATIONS	128 865		Witzenberg Telemetry Sim Card
POWERTECH TRANSFORMERS	230 123		Transformers

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

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

Name of creditor	Nov 2015	Dec 2015
VAKALA CONSTRUCTION		719 739.61
EDIFICE CONSULTING ENGINEER		385 416.35
MULTIPART PETROL		257 853.31
POWERTECH TRANSFORMERS		230 123.82
KISHUGU IFMS		213 720.00
NEIL LYNNERS & ASSOCIATES	713 893.22	
CONSOLIDATED AFRICAN TECHNOLOGIES	357 833.26	
SOLETHU ENERGY	289 550.44	
KGOLO INSTITUTE	279 300.00	
UMZALI CIVILS	514 339.53	745 830.53
STRATA CIVILS	1 427 779.02	
AUDITOR GENERAL	895 651.99	535 826.93
VENUS SECURITY SERVICE	698 090.55	548 967.91
ESKOM	11 663 513.62	12 005 520.60
ASLA KONSTRUKSIE	4 938 189.99	3 925 192.00

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Type Transaksie	Nov 2015		Dec 2015	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 1 517.65	19.88%	R 743.40	7.82%
Refreshments and caterings	R 4 672.45	61.21%	R 5 995.80	63.07%
Rent (Halls etc.);	R 0.00	0.00%	R 0.00	0.00%
Refunds (Library book fees)	R 20.00	0.26%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 96.00	1.26%	R 181.90	1.91%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 197.30	2.58%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 1 129.90	14.80%	R 2 585.40	27.20%
GRAND TOTAL	R 7 633.30		R 9 506.50	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Oct 2015	Nov 2015	Dec 2015
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R6 042.80)	(R7 633.30)	(R9 506.50)
Replenishment during month	R4 399.10	R2 762.65	R7 388.80
Cash at hand before month-end replenishment	R3 356.30	R129.35	R2 882.30
Replenishment at month end	R1 643.70	R4 870.65	R2 117.70
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIËLE ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

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

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

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	30 Nov 2015		31 Dec 2015	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R71,014,006	R65,257,381	R76,352,197	R68,250,163

Investments:

Beleggings:

Institution / Instansie	Oct 2015		Nov 2015		Dec 2015	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd			R11,000,000	24.44%	R11,000,000	31.43%
First Rand Bank						
Investec Bank Ltd			R10,000,000	22.22%		
Nedbank Ltd			R11,000,000	24.44%	R11,000,000	31.43%
Standard Bank of SA Ltd			R13,000,000	28.89%	R13,000,000	37.14%
Total	R0.00		R45,000,000		R35,000,000	

Investment Purpose Doel van Belegging	Oct 2015		Nov 2015		Dec 2015	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions			R45,000,000	100%	R35,000,000	100%
Total	R0.00		R45,000,000		R35,000,000	

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

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

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

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

Unutilised Project funding: Onbenutte Projek befondsing:	Oct 2015	Nov 2015	Dec 2015
Balances	R26,147,906	R25,057,000	R23,461,100

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

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

Reconciliations Rekonsiliasies	Oct 2015	Nov 2015	Dec 2015
Primary bank account	04/11/2015	03/12/2015	07/01/2016
Investment reconciliation	03/11/2015	07/12/2015	07/01/2016
Long term Liabilities	03/11/2015	07/12/2015	07/01/2016
Grant Register	12/11/2015	07/12/2015	12/01/2016

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

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

Description / Beskrywing	Nov 2015		Dec 2015	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	105	R8,425,669	65	R3,519,760
Outstanding cheques	35	R42,873	29	R28,958
Transactions not in cash book	1111	R973,987	1537	R7,012,285
Receipts not cleared on Bank statement	410	R1,714,393	430	R2,457,155
Outstanding journals	6	R23,538	7	R1,814

3.3.2 Liabilities

3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance Dec 15 R	Payment (Redemption)	Interest	Closing Balance Dec 15 R	Payments Jan 2016 R
ABSA	12,8% - 14,5%	20,427	20,427	919	0	
DBSA	10,75% - 17,45%	17,159,684	109,000	85,648	17,050,683	R0
Nedbank	13.50%	7,671,560	0	0	7,671,560	R0
Ceres Golf Club	18%	20,458	2,720	1,841	17,738	R0
Total		R24,872,130	R132,148	R88,409	R24,739,982	R0

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	Des 2015	R 0.00	04/01/2016
Traffic : Motor Registration	Des 2015	R 52,453-03	04/01/2016
Traffic : RTMC Fees	Des 2015	R 176,466-53	04/01/2016
Direct Deposit	Des 2015	R 463,690-67	04/01/2016
Return to drawer Cheques	Des 2015	R 0.00	04/01/2016
Traffic : AARTO	Des 2015	R 0.00	04/01/2016
Traffic : Drivers Licence	Des 2015	R23,773-94	04/01/2016
Traffic : Roadworthy	Des 2015	R 6,682-91	04/01/2016
Faulty Direct Deposits	Des 2015	R 767-52	04/01/2016
Traffic : Nu-Traffic	Des 2015	R 152,406.58	04/01/2016
VAT	Dec 2015	R878 786.80	11/01/2016

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: December 2015

Maandverslag: Desember 2015

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

Month of Reporting: December 2015

3.3.6 BATES

Maandverslag: Desember 2015

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

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

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

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

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

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

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

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

- **Annexure G** - Sect 66 for Dec 2015 / Artikel 66 vir Des 2015
- **Annexure H** - Sect 11 for Dec 2015 / Artikel 11 vir Des 2015
- **Annexure I** - Finance Management Grant / Finansiële Bestuur toelaag
- **Annexure J** - Municipal Systems Improvement Grant / Munisipale Stelsels Verbeterings toekenning
- **Annexure K** - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- **Annexure L** - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- **Annexure P** - Grant register / Leningsregister

Other Annexures:

Annexure A - The detail movements of the investments

Annexure M – 50 Highest Business and Government Accounts

Annexure N – Asset report

Annexure O – Insurance

Ander Annexures:

Bylae A - Die gedetailleerde bewegings van die beleggings

Bylae M – 50 Hoogste besigheid- en regering rekeninge

Bylae N – Bates verslag

Bylae O – Versekering

Yours faithfully

Die uwe

H J Kritzinger
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

WITZENBERG MUNICIPALITY										
INVESTMENT REGISTER										
Institution	Account number	Investment Purpose	Investment Type	Balance as at		Movements for the month of January				
				01 January 2015		Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees
				R	R					
				60 000 000.00	15 083 136.99		0.00	83 136.99	0.00	0.00
Nedbank Ltd	0377881032766/36	Unutilised receipts		0.00						
Nedbank Ltd	0377881032766/37	Unutilised receipts	Fixed deposit - 4 months	15 000 000.00						15 000 000.00
ABSA Bank Ltd	2074577855	Capital Replacement	Fixed deposit - 2 months	9 246 003.80					-239 384.64	9 006 619.16
ABSA Bank Ltd	2074577855	Unutilised receipts		3 448 279.11					-7 038 506.02	-3 590 226.91
ABSA Bank Ltd	2074577855	Provisions		2 305 717.09					7 277 890.66	9 583 607.75
Standard Bank of SA Ltd	658450417-001	Capital Replacement	Fixed deposit - 1 months	0.00						0.00
Standard Bank of SA Ltd	658450417-001	Capital Replacement Reserve (CRR)		0.00						0.00
Standard Bank of SA Ltd	088779831-022	Unutilised receipts		15 000 000.00	15 083 136.99			83 136.99		0.00
Investec Bank Ltd	1100-198879-450	Unutilised receipts	Fixed deposit - 3 months	15 000 000.00						15 000 000.00
Investec Bank Ltd	1100-198879-450	Capital Replacement Reserve (CRR)		0.00						0.00

A

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

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2016	M06	WC022	0100	Bulk Electricity	0	0	0	0	0	0	0	0	0
			0200	Bulk Water	0	0	0	0	0	0	0	0	0
			0300	PAYE deductions	0	0	0	0	0	0	0	0	0
			0400	VAT (output less input)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	2 348 808	71 322	3 061	0	0	0	0	0	2 423 191
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	2 348 808	71 322	3 061	0	0	0	0	0	2 423 191
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			TP02	Top 2 Creditor	0	0	0	0	0	0	0	0	0
			TP03	Top 3 Creditor	0	0	0	0	0	0	0	0	0
			TP04	Top 4 Creditor	0	0	0	0	0	0	0	0	0
			TP05	Top 5 Creditor	0	0	0	0	0	0	0	0	0
			TP06	Top 6 Creditor	0	0	0	0	0	0	0	0	0
			TP07	Top 7 Creditor	0	0	0	0	0	0	0	0	0
			TP08	Top 8 Creditor	0	0	0	0	0	0	0	0	0
			TP09	Top 9 Creditor	0	0	0	0	0	0	0	0	0
			TP10	Top 10 Creditor	0	0	0	0	0	0	0	0	0
			TOT	Total	0	0	0	0	0	0	0	0	0

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 13/01/2016

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 04/01/2016

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

Year	Month	Item	Detail	0 -	31 -	61 -	91 -	121 -	151 -	181 Days -	Over 1	Total
2016	M06	WC022	Debtors Age Analysis By Income Source								Year	
		1100	Trade and Other Receivables from Exchange Transactions - Water	5 791 390	1 129 129	830 844	889 432	1 084 433	792 253	4 971 711	37 810 686	53 299 879
		1300	Trade and Other Receivables from Exchange Transactions - Electricity	14 196 075	391 437	345 863	298 136	292 649	232 333	1 362 361	2 971 972	20 090 828
		1400	Receivables from Non-exchange Transactions - Property Rates	3 330 087	305 925	421 799	2 363 943	102 237	59 551	397 887	12 880 240	19 861 671
		1500	Receivables from Exchange Transactions - Waste Water Management	2 758 757	440 094	407 009	415 713	379 254	381 180	2 154 236	18 000 002	24 936 245
		1600	Receivables from Exchange Transactions - Waste Management	3 004 054	541 066	506 589	474 094	466 923	438 019	2 385 942	22 968 209	30 784 896
		1700	Receivables from Exchange Transactions - Property Rental Debtors	86 384	22 724	22 145	21 471	20 834	20 900	120 071	1 601 132	1 915 662
		1810	Interest on Arrear Debtor Accounts	97 185	43 969	58 994	131 269	104 368	89 001	869 806	31 380 103	32 774 696
		1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0
		1900	Other	-2 574 329	46 620	25 829	41 927	59 501	24 355	169 641	1 148 030	-1 058 427
		2000	Total By Income Source	26 689 605	2 920 964	2 619 071	4 635 985	2 510 199	2 037 594	12 431 655	128 760 375	182 605 449
		2100	Debtors Age Analysis By Customer Group									
		2200	Organs of State	1 161 418	155 540	144 579	656 248	142 809	143 773	335 636	1 816 325	4 556 329
		2300	Commercial	12 668 407	354 635	425 016	1 069 916	357 997	241 584	1 437 636	8 156 438	24 711 629
		2400	Households	11 585 800	2 193 182	1 785 484	2 289 618	1 872 809	1 548 987	10 001 294	113 856 226	145 133 399
		2500	Other	1 273 979	217 607	263 992	620 203	136 585	103 250	657 089	4 931 386	8 204 092
		2600	Total By Customer Group	26 689 605	2 920 964	2 619 071	4 635 985	2 510 199	2 037 594	12 431 655	128 760 375	182 605 449

Notes:

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

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CFA. CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save File as: Muncde_CFA_ccy_Mun_XLS (e.g.: G1411_CFA_2005_M10)

Change Muncde to your own municipal code (e.g.: G1411) and Year End (ccy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Change Month End (Mun) to Active Month (M0)=July M12=June(e.g. M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)

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

Year	Month	Item	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2016	M05	WC022	Cash Receipts by Source												
		3010	Property rates	2,975,827	9,657,245	7,557,000	7,027,784	5,231,102	2,792,173						
		3020	Property rates - penalties & collection charges	30,997	14,316	19,642	45,812		0						
		3030	Service charges - electricity revenue	17,779,192	18,091,606	16,769,827	16,879,258	13,942,280	9,939,405						
		3040	Service charges - water revenue	3,076,587	2,463,281	2,123,301	2,604,691	2,556,195	2,469,116						
		3050	Service charges - sanitation revenue	1,658,247	1,890,829	1,875,862	2,754,022	1,759,564	1,613,606						
		3060	Service charges - refuse revenue	1,838,221	1,790,930	1,729,305	1,899,179	1,902,699	1,650,217						
		3070	Service charges - other	-434,424	473,147	5,535,962	-25,461	2,479,470	3,153,783						
		3080	Rental of facilities and equipment	555,425	712,489	708,264	770,451	661,777	923,094						
		3090	Interest earned - external investments	246,522	309,201	201,011	641,816	469,743	349,467						
		3100	Interest earned - outstanding debtors	171,513	125,096	123,213	182,466		0						
		3110	Dividends received												
		3120	Fines	137,958	176,126	238,665	215,237	218,912	76,997						
		3130	Licences and permits	59,864	10,694	8,568	13,885	8,431	6,874						
		3140	Agency services	270,398	254,166	407,794	392,204	371,209	251,809						
		3150	Transfer receipts - operational	29,045,001	416,000	67,221	771,667	18,623,283	0						
		3160	Other revenue	921,539	3,012,037	2,789,270	2,409,429	4,867,885	1,309,533						
		3170	Cash Receipts by Source	58,332,967	39,397,155	40,154,905	36,552,442	53,132,560	24,536,074	0	0	0	0	0	0
		3180	Other Cash Flows/Receipts by Source												
		3190	Transfer receipts - capital	9,466,000		2,600,787	13,728,970	3,919,388	0						
		3200	Contributions recognised - capital & Contributed												
		3210	Proceeds on disposal of PPE												
		3220	Short term loans												
		3230	Borrowing long term/refinancing												
		3240	Increase (decrease) in consumer deposits	57,613	43,846	29,858	28,596	41,778	47,112						
		3250	Decrease (increase) in non-current debtors												
		3260	Decrease (increase) other non-current												
		3270	Decrease (increase) in non-current investments												
		3280	Total Cash Receipts by Source	67,855,580	39,441,001	42,785,550	50,310,008	57,093,726	28,502,574	0	0	0	0	0	0
		4000	Cash Payments by Type												
		4010	Employee related costs	8,334,139	8,281,188	10,054,364	8,876,555	14,401,527	8,992,829						
		4020	Remuneration of councillors	752,663	744,901	744,901	743,901	738,646	743,401						
		4030	Collection costs	15,741	134,668	83,465	72,737	173,078	72,737						
		4040	Interest paid			1,295,385			284,512						
		4050	Bulk purchases - Electricity		15,325,234	16,335,162	9,763,202	10,231,152	10,296,548						
		4060	Bulk purchases - Water & Sewer												
		4070	Other materials												
		4080	Contracted services	343,847	555,173	1,396,984	1,789,220	1,160,187	1,090,049						
		4090	Grants and subsidies paid - other municipalities	63,461	7,150	188,700	71,152	173,732	51,613						
		4100	Grants and subsidies paid - other												
		4110	General expenses	12,343,404	2,821,881	4,126,576	6,821,844	8,600,657	6,608,121						
		4120	Cash Payments by Type	21,853,255	27,870,195	34,225,547	28,065,874	35,478,979	28,139,810	0	0	0	0	0	0
		4130	Other Cash Flows/Payments by Type												
		4140	Capital assets	1,369,874	327,972	3,481,050	390,240	2,154,082	1,143,137						
		4150	Repayment of borrowing			3,668,675			347,692						
		4160	Other Cash Flows/Payments	27,659,143	4,933,168	4,790,551	5,949,340	7,386,197	5,933,453						
		4170	Total Cash Payments by Type	50,892,272	33,131,335	46,165,823	34,405,454	45,019,268	35,564,092	0	0	0	0	0	0
		4180	Net Increase/Decrease in Cash Held	16,974,308	6,309,666	-3,380,273	15,904,554	12,074,468	-7,061,518						
		4190	Cash/cash equivalents at the monthly/year begin:	62,383,031	79,357,339	85,667,005	82,286,732	98,191,266	110,265,754	103,204,236	103,204,236	103,204,236	103,204,236	103,204,236	103,204,236
		4200	Cash/cash equivalents at the monthly/year end:	79,357,339	85,667,005	82,286,732	98,191,266	110,265,754	103,204,236	103,204,236	103,204,236	103,204,236	103,204,236	103,204,236	103,204,236

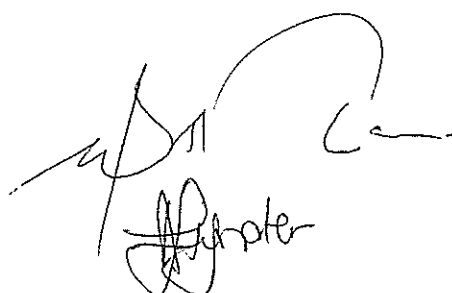
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STATEMENT OF FINANCIAL PERFORMANCE
December 2015

E

	Committed Orders	Actual
0100 OPERATING REVENUE	0	0 99990100
0200 Property Rates	0	3 237 928 99990200
0300 Property Rates - Penalties And Collection Charges	0	115 422 99990300
0400 Service Charges	0	22 709 983 99990400
0700 Rent Of Facilities And Equipment	0	986 899 99990700
0800 Interest Earned - External Investments	0	349 467 99990800
1000 Interest Earned - Outstanding Debtors	0	837 439 99991000
1100 Dividends Received	0	0 99991100
1300 Fines	0	76 997 99991300
1400 Licenses and Permits	0	7 916 99991400
1500 Agency Services	0	251 809 99991500
1600 Transfers Recognised - Operating	0	4 960 885 99991600
1610 Transfers Recognised - Capital	0	5 124 842 99991610
1700 Other Revenue	-5 030	234 258 99991700
1800 Gain On Disposal Of Property, Plant & Equipment	0	0 99991800
1900 Total Operating Revenue Generated	-5 030	38 893 846 99991900
2000 Less Revenue Foregone	0	-1 776 562 99992000
2100 Total Direct Operating Revenue	-5 030	37 117 284 99992100
2200 INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99992200
2300 Interest Received - Internal Loans	0	0 99992300
2500 Internal Recoveries (Activity Based Costing Etc)	0	1 006 659 99992500
2600 Dividends Received - Internal (From Municipal Entities)	0	0 99992600
2700 Total Indirect Operating Revenue	0	1 006 659 99992700
2800 Total Operating Revenue	-5 030	38 123 943 99992800
2900 OPERATING EXPENDITURE	0	0 99992900
3000 Employee Related Costs - Wages & Salaries	0	-8 863 098 99993000
3100 Employee Related Costs - Social Contributions	0	-1 933 058 99993100
3200 Less Employee Costs Capitalised	0	0 99993200
3300 Less Employee Costs Allocated To Other Operating Items	0	0 99993300
3400 Remuneration Of Councillors	0	-686 901 99993400
3500 Debt Impairment	0	-1 793 479 99993500
3600 Collection Costs	-161 789	196 912 99993600
3700 Depreciation and Asset Impairment	0	-1 616 380 99993700
3900 Interest Expense - External Borrowings	0	-879 929 99993900
4000 Redemption Payments - External Borrowings (Gamap To Remove)	0	0 99994000
4100 Bulk Purchases	0	-10 296 548 99994100
4110 Other Materials	0	0 99994110
4200 Contracted Services	-1 284 363	-1 359 796 99994200
4300 Grants and Subsidies	-4 000	-25 239 99994300
4400 Other Expenditure	-11 435 995	-5 085 637 99994400
4500 Loss On Disposal Of Property, Plant & Equipment	0	0 99994500
4550 Contributions To/(From) Provisions	0	0 99994550
4600 Total Direct Operating Expenditure	-12 886 147	-32 343 153 99994600
4700 INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99994700
4800 Interest - Internal Borrowings	0	0 99994800
5000 Internal Charges (Activity Based Costing Etc)	0	-1 211 710 99995000
5010 Contributed Assets	0	0 99995010
5100 Total Indirect Operating Expenditure	0	-1 211 710 99995100
5200 Total Operating Expenditure	-12 886 147	-33 554 862 99995200
5300 SURPLUS	0	0 99995300
5400 Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-12 891 177	4 569 080 99995400
5500 Taxation	0	0 99995500
5600 Operating Surplus / (Deficit) - After Tax	-12 891 177	4 569 080 99995600
5800 Cross Subsidisation	0	0 99995800
6600 Plus Interests In Entities Not Wholly Owned	0	0 99996600
5900 Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-12 891 177	4 569 080 99995900
6200 OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
5700 Dividends Paid (Municipal Entities Only)	0	0 99995700
6210 Asset Financing Reserve (Afr)	0	-7 846 99996210
6220 Housing Development Fund	0	0 99996220
6230 Depreciation Reserve Ex Afr	0	869 357 99996230
6240 Depreciation Reserve Ex Govt Grants	0	310 069 99996240
6250 Depreciation Reserve Ex Donations And Contributions	0	8 670 99996250
6260 Self-Insurance Reserve	0	0 99996260
6270 Revaluation Reserve	0	0 99996270
6280 Other	0	0 99996280
6700 Change To Unappropriated Surplus / (Accumulated Deficit)	-12 891 177	5 749 331 99996700



14/01/2016

13/01/2016

ACTUAL CAPITAL ACQUISITION - DEC 2015

F

Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
0100	INFRASTRUCTURE	0	0	0	0	0 99990100
0300	Roads, Pavements, Bridges & Storm Water	0	2,091,202	217,556	0	2,308,758 99990300
0400	Water Reservoirs & Reticulation	0	2,041,882	0	0	2,041,882 99990400
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0 99990500
0600	Electricity Reticulation	0	161,485	0	0	161,485 99990600
0700	Sewerage Purification & Reticulation	0	984,938	0	0	984,938 99990700
0800	Housing	0	0	0	0	0 99990800
0900	Street Lighting	0	296	0	0	296 99990900
1000	Refuse sites	0	52,500	0	0	52,500 99991000
1100	Gas	0	0	0	0	0 99991100
1200	Other	0	0	0	0	0 99991200
1300	Sub-total Infrastructure	0	5,332,303	217,556	0	5,549,859 99991300
1400	COMMUNITY	0	0	0	0	0 99991400
1500	Establishment of Parks & Gardens	0	0	0	0	0 99991500
1600	Sportsfields	0	0	0	0	0 99991600
1700	Community Halls	0	0	0	0	0 99991700
1800	Libraries	0	0	0	0	0 99991800
1900	Recreational Facilities	0	0	0	0	0 99991900
2000	Clinics	0	0	0	0	0 99992000
2100	Museums & Art Galleries	0	0	0	0	0 99992100
2200	Other	0	0	0	0	0 99992200
2300	Sub-total Community	0	0	0	0	0 99992300
2310	HERITAGE ASSETS	0	0	0	0	0 99992310
2311	Heritage Assets	0	0	0	0	0 99992311
2312	Sub-total Heritage Assets	0	0	0	0	0 99992312
2320	INVESTMENT PROPERTIES	0	0	0	0	0 99992320
2321	Investment Properties	0	0	0	0	0 99992321
2322	Sub-total Investment Properties	0	0	0	0	0 99992322
2400	OTHER ASSETS	0	0	0	0	0 99992400
2500	Other motor vehicles	0	0	0	0	0 99992500
2600	Plant & equipment	0	0	0	0	0 99992600
2700	Office equipment	0	0	11,552	0	11,552 99992700
2800	Abattoirs	0	0	0	0	0 99992800
2900	Markets	0	0	0	0	0 99992900
3000	Airports	0	0	0	0	0 99993000
3100	Security Measures	0	0	0	0	0 99993100
3110	Civic Land and Buildings	0	0	0	0	0 99993110
3120	Other Land and Buildings	0	0	0	0	0 99993120
3200	Other	0	26,526	36,809	0	63,335 99993200
3300	Sub-total Other Assets	0	26,526	48,361	0	74,887 99993300
3400	SPECIALISED VEHICLES	0	0	0	0	0 99993400
3500	Refuse	0	0	0	0	0 99993500
3600	Fire	0	0	0	0	0 99993600
3700	Conservancy	0	0	0	0	0 99993700
3800	Ambulances	0	0	0	0	0 99993800
3900	Buses	0	0	0	0	0 99993900
4000	Sub-total Specialised Vehicles	0	0	0	0	0 99994000
4010	AGRICULTURAL ASSETS	0	0	0	0	0 99994010
4011	Agricultural Assets	0	0	0	0	0 99994011
4012	Sub-total Agricultural Assets	0	0	0	0	0 99994012
4020	BIOLOGICAL ASSETS	0	0	0	0	0 99994020
4021	Biological Assets	0	0	0	0	0 99994021
4022	Sub-total Biological Assets	0	0	0	0	0 99994022
4030	INTANGIBLES	0	0	0	0	0 99994030
4031	Intangibles	0	0	0	0	0 99994031
4032	Sub-total Intangibles	0	0	0	0	0 99994032
4100	TOTAL	0	5,358,829	265,917	0	5,624,746 99994100
4200	SOURCE OF FINANCE	0	0	0	0	0 99994200
4300	External Loans	0	0	0	0	0 99994300
4400	Asset Financing Reserve	0	220,154	255,417	0	475,571 99994400
4500	Surplus Cash	0	0	0	0	0 99994500
4600	Public contributions/ donations	0	24,335	0	0	24,335 99994600
4700	National Government Transfers and Grants	0	1,194,952	0	0	1,194,952 99994700
4701	Provincial Government Transfers and Grants	0	3,919,388	10,500	0	3,929,888 99994701
4702	District Municipality Transfers and Grants	0	0	0	0	0 99994702
4703	Other Transfers and Grants	0	0	0	0	0 99994703
4800	Leases	0	0	0	0	0 99994800
5000	Other	0	0	0	0	0 99995000
5100	TOTAL FINANCING	0	5,358,829	265,917	0	5,624,746 99995100

Bynder 14/01/2016
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WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - December 2015

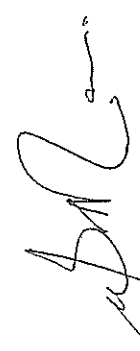
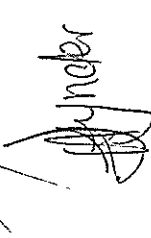
(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2015/2016	Amended Budget 2015/2016	Year to Date Total	% Spent to date
66(a)	Salaries and Wages	90 335 315.00	90 335 315.00	39 104 973.71	43.29%
66(b)	Contributions to pension funds and medical aid	19 825 718.00	19 825 718.00	8 551 066.32	43.13%
66(c)	Travel, accommodation and subsistence	4 777 424.00	4 777 424.00	1 947 565.43	40.77%
66(d)	Housing benefits and allowances	960 532.00	960 532.00	398 795.84	41.52%
66(e)	Overtime	4 397 315.00	4 412 315.00	3 556 541.79	80.60%
66(f)	Loans and advances	0.00	0.00	0.00	0.00%
66(g)	Other type of benefit or allowances related to staff	17 033 108.00	17 033 108.00	9 808 161.61	57.58%
	Sub - Total (Staff Benefits)	R 137 329 412.00	R 137 344 412.00	R 63 367 104.70	46.14%
Councillor Benefits					
MAY	Mayor	730 788.00	730 788.00	361 257.88	49.43%
DM	Deputy Mayor	594 441.00	594 441.00	274 291.92	46.14%
SP	Speaker	594 719.00	594 719.00	274 413.30	46.14%
MCM	Mayoral Committee members	2 187 350.00	2 187 350.00	1 004 940.00	45.94%
CLLR	Other Councillors	3 837 907.00	3 837 907.00	1 762 134.94	45.91%
MED	Medical aid contributions	39 870.00	39 870.00	20 004.00	50.17%
PEN	Pension fund contributions	964 270.00	964 270.00	432 371.98	44.84%
WARD	Ward Committee Allowance	720 000.00	720 000.00	339 000.00	47.08%
	Sub - Total (Councillors' Benefits)	R 9 669 345.00	R 9 669 345.00	R 4 468 414.02	46.21%
Total Councillor and Staff Benefits		R 146 998 757.00	R 147 013 757.00	R 67 835 518.72	46.14%

 14/01/2016
 14/01/2016

05

MUNICIPALITY WITZENBERG													
Report: Withdrawals from Municipal Bank Accounts													
Quarter ending December 2015													
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003													
MFMA Section	Item Description	Income transactions October 2015	Income transactions November 2015	Income transactions December 2015	Expenditure transactions October 2015	Expenditure transactions November 2015	Expenditure transactions December 2015	Income YTD transactions Quarter 2	Expenditure YTD transactions Quarter 2	Income YTD transactions	Expenditure YTD transactions		
		R	R	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)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11(1) (e) (i)	Money collected on behalf of organ of state: - VAT	3 332 556.02	2 721 171.75	3 182 183.84	3 432 794.89	2 721 531.73	2 303 397.04	9 235 911.61	8 457 723.66	18 904 217.57	17 531 590.59	0.00	0.00
11(1) (e) (ii)	- Agency fees, for example motor registration, drivers licence, etc. (Insurance received by the Municipality on behalf of organ of state)	1 775 554.57	1 782 199.60	1 161 050.56	1 903 353.38	1 705 022.04	1 530 314.40	4 718 804.73	5 138 689.82	8 468 735.61	8 919 711.28	0.00	0.00
11(1) (f)	Refund of money incorrectly paid into bank account	0.00	0.00	38 844.00	0.00	0.00	0.00	38 844.00	0.00	38 844.00	38 844.00	0.00	0.00
11(1) (g)	Refund of guarantees, sureties & security deposits	5 049.00	7 976.30	1 892.25	6 929.40	5 700.00	1 051.73	14 917.55	13 681.13	48 403.65	52 300.48	0.00	0.00
		172 124.44	154 753.30	189 741.30	125 869.10	85 436.25	119 872.46	507 619.04	331 277.81	957 566.21	590 047.31	0.00	0.00
		5 285 284.03	4 666 100.95	4 564 711.95	5 469 046.77	4 517 690.02	3 954 635.63	14 516 096.93	13 941 372.42	28 417 767.04	27 093 657.66	0.00	0.00
		Transactions October 2015	Transactions November 2015	Transactions December 2015	YTD Transactions Quarter 2								
11(1) (h)	Cash management and investment purposes:	278 147.95	0.00	10 054 356.16	YTD Transactions								
	- Realised	-30 412 610.96	-45 244 578.08	10 054 356.16	60 332 504.11								
	- Net movement	-30 134 463.01	-45 244 578.08	10 054 356.16	-95 767 304.11								
					-35 434 800.00								

 14/01/2016
 13/01/2016

H

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

I

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

Municipality	WC022 Witzenberg
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Financial Year	2015/16
Month End	M06 Dec

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	1 450 000
Received This Month	0
Total FMG Funds Received	1 450 000
Spent Prior Periods (Since Inception) - See Last Months Form	972 125
Spent This Month	54 399
Total FMG Funds Spent	1 026 524
Total FMG funds Received and Not Spent	423 476
Percentage of Funds Spent	70.79%
Funds Currently Committed but Not Spent	

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

Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)

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


 11/01/2016
 12/01/2016


 14/01/2016

**Municipal Systems Improvement Programme Grant (MSiG)
Monthly Report as per the Division of Revenue Act**

J

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

Municipality **WC022 Witzenberg**

Financial Year	2015/16
Month End	M06 Dec

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	0
Received This Month	930 000
Total MSiG Funds Received	930 000
Spent Prior Periods (Since Inception) - See Last Months Form	105 000
Spent This Month	105 000
Total MSiG Funds Spent	210 000
Total MSiG funds Received and Not Spent	720 000
Percentage of Funds Spent	22.58%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	0

Conditions:

- Submission of signed (only Municipal Manager) activity plan in a prescribed format with detailed budget and time frames on the implementation of prioritised measurable outputs.
- Submission of monthly expenditure reports by the 10th of every month and in accordance with the Division of Revenue Act.

(Print Name Below)

I, **H T Krizinger**
and that this report has been submitted electronically as required.

, The ~~Accounting Officer~~ or Delegate certify that the above information is correct

Signed

Dated

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
Save file as: Muncde_MSIG_ccyy_Mnn.XLS (e.g. GT411_MSIG_2009_M01.xls)
Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

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14/01/2016

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

K

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

Municipality **WC022 Witzenberg**

Financial Year	2015/16
Month End	M06 Dec

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	5 466 000
Received This Month	7 102 000
Total MIG Funds Received	12 568 000
Spent Prior Periods (Since Inception) - See Last Months Form	8 886 223
Spent This Month	97 242
Total MIG Funds Spent	8 983 465
Total MIG funds Received and Not Spent	3 584 535
Percentage of Funds Spent	71.48%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

- Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.
- Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.
- Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.
- Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

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

Signed

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

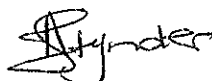
Save file as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

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

Dated _____



11-01-2016



12/01/2016.


14/01/2016.

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

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

Municipality WC022 Witzenberg

Financial Year 2015/16
Month End M06 Dec

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	4 029 960
Received This Month	
Total INEG Funds Received	4 029 960
Spent Prior Periods (Since Inception) - See Last Months Form	458 153
Spent This Month	14 411
Total INEG Funds Spent	472 564
Total INEG funds Received and Not Spent	3 557 396
Percentage of Funds Spent	11.73%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

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

(Print Name Below)

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

Signed

Dated

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

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

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

11-01-2016

Syde
12/01/2016

14/01/2016

M

Account numb	Future/ Jan-16		Oct-15		Sep-15		Older than Sep-15		Total
17610600023	R	-	R 148 540.11	R	153 433.14	R	2 427 933.19	R	3 045 352.15
20750396040	R	-	R 18 738.87	R	18 901.38	R	896 677.28	R	971 462.51
10000672976	R	-	R -	R	-	R	682 475.09	R	682 475.09
89760700012	R	-	R -	R	-	R	594 323.69	R	594 323.69
13258100084	R	-	R 26 075.20	R	26 220.51	R	316 325.65	R	424 674.64
10000413144	R	-	R -	R	-	R	368 575.82	R	368 575.82
10000678594	R	-	R -	R	-	R	340 028.64	R	340 028.64
22101200037	R	-	R 31 877.75	R	44 777.26	R	179 875.43	R	331 707.03
75005720008	R	-	R 561.59	R	537.38	R	329 076.58	R	331 327.34
89578800023	R	-	R 547.47	R	501.80	R	316 910.35	R	319 055.77
10000645367	R	-	R -	R	-	R	303 810.82	R	303 810.82
12139300069	R	-	R 27 933.77	R	34 800.93	R	175 804.85	R	295 447.75
10000680241	R	-	R -	R	-	R	290 167.65	R	290 167.65
75008270007	R	-	R 11 662.87	R	7 546.47	R	232 372.70	R	269 216.49
75009420016	R	-	R 45 654.31	R	2 072.08	R	174 035.50	R	267 631.95
24262800055	R	-	R 6 589.48	R	6 639.28	R	233 111.70	R	259 366.48
10000634525	R	-	R -	R	-	R	252 518.32	R	252 518.32
10000665509	R	-	R -	R	-	R	243 465.79	R	243 465.79
20750274067	R	-	R 937.55	R	650.65	R	237 953.15	R	241 141.41
75009210013	R	-	R 562.83	R	482.73	R	231 181.88	R	233 167.62
89568200006	R	-	R 498.03	R	487.56	R	220 232.96	R	222 251.62
19766800023	R	-	R 3 779.08	R	3 015.59	R	202 482.64	R	216 330.89
75012160011	R	-	R 466.54	R	470.07	R	209 929.95	R	211 797.36
86514204655	R	6 723.87	R 829.80	R	835.89	R	199 503.57	R	211 017.64
90731800002	R	-	R 1 521.86	R	1 029.37	R	203 897.92	R	209 551.98
10000679076	R	-	R -	R	-	R	209 376.56	R	209 376.56
89573600000	R	-	R 639.29	R	558.74	R	205 652.48	R	208 099.98
89584900012	R	-	R -	R	45.97	R	204 989.60	R	205 237.62
10000670974	R	-	R -	R	65.43	R	204 757.74	R	204 823.17
20750274050	R	-	R -	R	-	R	204 802.98	R	204 802.98
75013190028	R	-	R 2 063.78	R	1 498.37	R	194 980.66	R	202 340.19
10000686216	R	-	R -	R	-	R	182 090.65	R	182 090.65
18000001031	R	-	R -	R	-	R	171 889.97	R	171 889.97
77032900002	R	-	R 2 430.41	R	2 205.00	R	156 921.15	R	171 464.10
75011280013	R	-	R 469.43	R	580.08	R	158 200.75	R	160 367.16
75011700016	R	-	R 4 125.58	R	12 883.77	R	136 108.81	R	157 849.70
89577600002	R	-	R 4 214.26	R	2 667.50	R	141 909.30	R	155 150.32
75012090028	R	-	R 3 977.76	R	2 275.37	R	139 197.91	R	151 996.43
75013760016	R	-	R 3 682.16	R	1 995.37	R	132 418.53	R	149 888.63
75005130005	R	-	R 8 454.40	R	11 261.94	R	110 386.83	R	147 367.26
10000645257	R	-	R -	R	-	R	143 868.53	R	143 868.53
75011320016	R	-	R 4 214.26	R	2 149.37	R	131 762.46	R	143 133.54
80515700066	R	7 146.03	R 549.20	R	425.73	R	134 001.21	R	143 118.02
75007060001	R	-	R 2 801.76	R	8 958.64	R	123 609.52	R	142 171.74
60018260018	R	-	R 481.01	R	481.74	R	140 240.84	R	142 145.88
10000679784	R	-	R -	R	-	R	142 046.99	R	142 046.99
31000005070	R	-	R 886.94	R	732.68	R	134 152.08	R	137 407.57
89585000005	R	-	R 8 885.00	R	2 324.38	R	115 052.07	R	133 276.99
89579300052	R	-	R 1 105.02	R	4 126.98	R	123 236.55	R	130 871.96
24342500020	R	123 943.37	R -	R	-	R	-	R	128 573.02
R 137 813.27		R	375 757.37	R	357 639.15	R	13 604 325.29	R	15 205 225.41

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INVESTMENT PROP. ASSET REPORT: December 2015

INVESTMENT PROPERTY

	2016 R	2015 R
Net Carrying amount at 1 July	49 009 502	49 596 404
Cost	51 075 650	51 347 386
Under Construction	-	-
Accumulated Depreciation	(2 066 148)	(1 750 982)
Accumulated Impairment	-	-
Acquisitions	-	-
Disposals	-	(271 736)
Depreciation for the year	(158 878)	(315 166)
Impairment	-	-
Transfers from Inventory	-	-
Transfers	-	-
Net Carrying amount at 30 June	48 850 624	49 009 502
Cost	51 075 650	51 075 650
Accumulated Depreciation	(2 225 026)	(2 066 148)
Accumulated Impairment	-	-

INTANGIBLE ASSET REPORT: December 2015

	2016 R	2015 R
PROPERTY, PLANT AND EQUIPMENT (CONTINUE)		
INTANGIBLE ASSETS		
Computer Software		
Net Carrying amount at 1 July	722 756	1 348 949
Cost	4 162 314	4 149 014
Accumulated Amortisation	(3 439 558)	(2 800 065)
Accumulated Impairment	-	-
Additions	-	13 300
Amortisation for Year	(311 759)	(639 492)
Impairments	-	-
Disposals	-	-
Net Carrying amount at 30 June	410 997	722 757
Cost	4 162 314	4 162 314
Accumulated Amortisation	(3 751 317)	(3 439 558)
Accumulated Impairment	-	-

Property Plant & Equipment: December 2015

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

Reconciliation of Carrying Value

	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2014	78 203 971	94 005 465	383 664 149	70 192 218	67 562	22 466 275	648 599 641
Cost	78 203 971	101 129 809	485 746 274	74 268 381	691 343	50 431 115	790 470 893
Original Cost	78 203 971	101 129 809	485 746 274	74 268 381	691 343	50 431 115	790 470 893
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Accumulated Depreciation	-	(7 124 343)	(102 082 125)	(4 076 164)	(623 781)	(27 413 710)	(141 320 122)
Original Cost	-	(7 124 343)	(102 082 125)	(4 076 164)	(623 781)	(27 413 710)	(141 320 122)
Acquisitions	-	12 302	2 520 663	24 500	-	484 831	3 042 296
Capital under Construction	-	-	18 575 288	-	-	-	18 575 288
Transfers from/(to) Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note	-	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairments Reversals	-	-	-	-	-	-	-
Depreciation	-	(559 093)	(5 668 904)	(896 509)	(67 562)	(2 079 880)	(9 271 948)
Normal Depreciation	-	(559 093)	(5 668 904)	(896 509)	(67 562)	(2 079 880)	(9 271 948)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2014	78 203 971	93 458 675	399 091 195	69 320 209	-	20 871 226	660 945 276
Cost	78 203 971	101 142 111	506 842 225	74 292 881	691 343	50 915 946	812 088 477
Original Cost	78 203 971	101 142 111	506 842 225	74 292 881	691 343	50 915 946	812 088 477
Revaluation	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Revaluation	-	-	-	-	-	-	-
Accumulated Depreciation	-	(7 683 436)	(107 751 029)	(4 972 673)	(691 343)	(29 493 589)	(150 592 070)
Original Cost	-	(7 683 436)	(107 751 029)	(4 972 673)	(691 343)	(29 493 589)	(150 592 070)
Revaluation	-	-	-	-	-	-	-

INSURANCE REPORT: DECEMBER 2015

Monthly Premium R 96 256
Insurance Receipts R 97 419
Insurance Expenses R 4 480
Items placed under insurance

Insurance Schedule	Insured Value (R)	Annual Premium
Combined	R444 093 259	R 218 431
Office Contents	R47 680 305	R14 304
Business Interruption	R370 000 000	R118 400
Accounts Receivable	R 15 000 000	R4 950
Theft	R 1 357 500	R16 350
Money	R330 000	R9 145
Glass	R50 000	R1 000
Fidelity	R600 000	R10 000
Goods in Transit	R50 000	R1 000
All Risks	R6 587 529	R74 764
Public Liability	R25 000 000	R26 200
Employer's Liability	R2 000 000	R1 000
Stated Benefits	-	R87 739
House owners	R151 620 130	R45 586
Electronic Equipment	R4 211 913	R36 095
Aerodrome Owners Liability	R25 000 000	R12 500
Motor Fleet	R 20 839 338	R302 500
Directors & Officers	-	R24 000
Sasria	-	R151 157
Total		R 1 155 121

Claims movement for the month

Total claims open at the beginning of the month	66
New claims for the month	7
Property Loss/damage	2
Public Liability	1
Motor Accident	3
Glass	1
Claims closed during the month	2
Total claims open at the end of the month	71

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

AON Claim Actions	Total
Additional Information Submitted to Insurance	5
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	16
Request for Quotations Submitted	4
Claim closed	1
Agreement loss signed and submitted to Insurer	3
Agreement of loss received	2
Requested Department to obtain Quotation	6
Insurer Requires Additional Info2	7
Additional Information Requested from relevant department	3
Insurer will contact 3rd Party	1
Assessor Appointed	1
Insurer has appointed an assesor, awaiting results	2
Claim within excess: Memo submitted to Manager for approval	3
Quotations submitted for Order	1
Grand Total	56

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	7		7
More than 30 days	4		4
60 days or more	18		18
More than 120 Days	27	15	42
Grand Total	56	15	71

Note: AON has been appointed as the Insurance Broker for the period 01 July 2015 – 30 June 2016

WITZENBERG MUNICIPALITY - GRANT REGISTER 2015/2016

Description	Balance 1 July 2015 R	DORA Allocation R	Grants Received R	Operating Expenditure R	Capital Expenditure R	Balance 31 July 2015 R
National Government Grants	-2,957,652.63	-	-82,701,704.91	30,332,366.25	18,153,890.73	-37,173,100.56
Finance Management Grant	440.75		-18,549,425.00	1,026,083.27	-	-423,475.98
Municipal Systems Improvement Grant	-		-1,450,000.00	210,000.00	-	-720,000.00
Municipal Infrastructure Grant	650,831.45		-930,000.00	1,141,633.75	8,258,424.37	-2,517,110.43
Regional Bulk Infrastructure Grant	-		-12,568,000.00	-	-	-
Housing - Kluitjieskraal	85,704.00		-	-	-	85,704.00
Integrated National Electricity Program	-29,959.29		-4,000,000.00	70,674.99	529,419.36	-3,429,864.94
Equitable share	-		-41,137,000.00	27,424,999.98	-	-13,712,000.02
Neighbourhood Development Plan	-321.44		-	-	-	-321.44
Rural Development	-555,514.66		-	2,800.00	20,000.00	-532,714.66
Expanded Public Works Programme	103,812.52		-729,000.00	450,425.39	-	-174,762.09
Provincial Government Grants						
Library services	-536,287.10		-2,343,334.00	-	10,500.00	-2,869,121.10
Library Grant - MRF	66,785.00		-3,866,667.00	5,748.87	41,063.36	-3,753,069.77
CDW	-260,922.45		-144,000.00	-	-	-404,922.45
Mainroads	-		-84,000.00	-	-	-84,000.00
Housing	-85,704.00		-15,133,200.00	-	9,083,563.00	-6,135,341.00
Multipurpose Centre (Thusong Centre)	-		-222,000.00	-	-	-222,000.00
Financial Management Supporting Grant	-620,000.00		-	-	-	-620,000.00
Municipal infrastructure Support Grant	-145,266.42		-	-	110,860.12	-34,406.30
Other						
Grant Water meters (China)	-118,962.88		-	-	-	-118,962.88
Essen Belgium	-1,512,288.11		-94,503.91	-	100,060.52	-1,506,731.50

14/01/2016 *[Signature]*
12/01/2016 *[Signature]*

[Signature]