WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO:	Municipal Manager / Munisipale Bestuurder
VAN / FROM:	Director: Finance / Direkteur: Finansies
DATUM / DATE:	31 January 2016 / 31 Januarie 2016
VERW. / REF.:	09/1/2/2

FINANCE MONTHLY REPORT – JANUARY 2016

A MAYOR'S REPORT

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

B RESOLUTIONS

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

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.

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

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

.

FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2016

A BURGEMEESTERS VERSLAG

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

B BESLUIT

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

C OPSOMMING

Die munisipaliteit het 92% van die meters gelees, waarvan 99% die eerste keer korrek gelees is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 002 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.

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

Die munisipaliteit het bestellings ter waarde van R 2,6 miljoen uitgereik, waarvan R 0,15 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 67,9 miljoen in die primêre bankrekening en R 24 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 rekeninge, en kan dit doen net-

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

2.2 Besteding aan personeel voordele

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

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

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

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

2.3 Monthly budget statements

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

This section read as follows:

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

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

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

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

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

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

2.3 Maandelikse begroting state

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

Hierdie artikel lees soos volg:

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

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

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

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

(4) 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."

(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 Other Policy Requirements

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

2.4 Ander Beleid Vereistes

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

3. DISCUSSION

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

- Revenue
- Supply Chain Management
- Financial Administration

3. BESPREKING

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

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

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

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

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

Activities	Nov-15	Dec-15	Jan-16
Meter readings:			
No. of meter readings by meter readers	12 738	12 746	12 829
No. of readings estimated	1 160	1 288	1 143
No. of readings by owners	323	234	299
Metering online	68	69	69
Total number of meters	14 289	14 337	14 340
Completion date of meter readings	13/11/2015	14/12/2015	18/01/2016
No. of re-readings performed	317	616	474
No. of changes after re-readings	101	196	139
% of meters read correctly first time	99.21%	98.46%	98.92%
Faulty meters to technical dept.	0	153	0
Zero Consumption to tech, dept.	0	112	0
Faulty meters replaced	14	16	6
Water Connections	0	2	1
New Sewerage Connections	0	0	0
Disconnections	20	27	10
% of meters estimated	8.12%	8.98%	7.97%

Nota.Skattings redes by Meterlesings Note Estimates - Meter readings	Nov-15	Dec-15	Jan-16
Meter locked	90	59	58
Gate locked	451	480	400
Under Ground	62	73	97
Beneath rubble	26	52	53
Under water	21	34	31
Dogs	188	160	178
Meter unreadable	27	33	50
Can't find mete/Vehicles parked on meter	295	294	276
Unread	0	103	
	1160	**1288**	**1143**

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Nov-15	Dec-15	Jan-16
Debt raising date	20/11/2015	18/12/2015	20/01/2016
Date of account postage	24/11/2015	22/12/2015	22&25/01/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	01/12/2015	04/01/2016	01/02/2016
Electricity Pre paid Reconciliation	01/12/2015	05/01/2016	01/02/2016

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	Nov-15	Dec-15	Jan-16
- N'duli (Polo cross)	1 096	1 096	1 096
- PA Hamlet (Phase 3 & 4)	0	0	0
- PA Hamlet (Phase 5)	0	0	0
- Tulbagh (Chris Hani)	534	534	534
- Wolseley (Pine Valley)	469	469	346
Total	2 099	2 099	1 976

Explanation:

Latest figures from housing department end December 2015.

Verduideliking:

Nuutste syfers vanaf Behuising einde Desember 2015.

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Nov-15	Dec-15	Jan-16
Electricity - Conventional	2 945	2 949	2 941
Electricity - Prepaid	9 797	9 900	9 912
Property rates	14 015	14 014	14 038
Refuse removal	11 832	11 908	11 904
Sewerage	12 284	12 358	12 359
Water	12 246	12 314	12 317
Other	12 240	11 965	12 240
Total number of accounts printed	16 970	17 009	15 392
Total number accounts emailed	0	0	1 610

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

Service Description	Nov-15	Dec-15	Jan-16
Assesment Rates (Monthly)	2 677 310.97	2 668 943.85	2 660 825.52
Assesment Rates (Yearly)	291 388.94	36 740.32	30 496.03
Electricity	12 224 417.54	13 686 957.77	13 957 196.29
Refuse Removal	2 549 649.13	2 598 896.25	2 512 235.87
Sewerage	2 163 982.33	2 527 973.66	2 232 846.79
Water Levies	3 712 311.19	4 683 313.21	4 686 766.25
Rental	28 076.13	28 076.13	28 076.13
Housing	12 893.42	12 893.42	12 893.42
Loans	554.34	554.34	554.34
Indigent subsidy	-1 312 902.71	-1 278 248.75	-1 313 432.89
Sundries	116 293.70	104 425.23	101 549.18
Total	22 463 974.98	25 070 525.43	24 910 006.93

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Nov-15	Dec-15	Jan-16
Total Pre Paid Meters	9 797	9 900	9 912
Total Free units(Indigents)	135 470	116 570	118 670
Cost of free Units	R 128 181.71	R 96 753.10	R 98 496.10
Units sold	2 466 014.9	2 511 881.7	2 435 855.2
Cost of units sold	R 2 667 684.01	R 2 788 242.13	R 2 692 062.21
Vat Amount	R 373 512.70	R 403 932.59	R 390 713.56
Axillary Amount	R 2 055.00	R 2 553.50	R 2 501.56
Total Amount Pre Paid	R 3 043 251.71	R 3 291 481.32	R 3 183 773.43

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Nov-15	Dec-15	Jan-16
Deferments	3179185.54	3459375.48	3364207.84
Current	350667.19	573941.97	621840.73
30 days	323895.96	310310.36	416366.57
60 days	274832.2	346406.85	280555.7
90 days	257582.64	304573.24	332116.88
> 90 days	8983808.48	10311161.66	10234937.01
Total	R 13 369 972.01	R 15 305 769.56	R 15 250 024.73

Explanation:

Outstanding increased with R 55,744.83 whilst the total applicants increased with 71.

Verduideliking:

Uitstaande skuld het toegeneem met R 55,744.83 terwyl die aantal aansoekers met 71 gestyg het.

Mechanisms	Nov-15	Dec-15	Jan-16
Approved Indigent households:			
No. of households at beginning of the month:	2 738	2 747	2 674
Additions during the month	275	207	165
Cancellations during the month	266	280	94
No. of households at end of the month:	2 747	2 674	2 745
	Nov-15	Dec-15	Jan-16
Cost of Indigent to Council(403131121)	R 1 151 499.52	R 1 122 651.75	R 1 151 499.52

Explanation:

Indigent decreased from 2 674 to 2 745 at end January 2016.

Verduideliking:

Deernis het afgeneem vanaf 2674 na 2 745 einde Januarie 2016.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	Nov-15	Dec-15	Jan-16
Erfs subdivided	2	0	1
Application for clearance certificates	43	23	39
Clearance certificates issued	78	49	67
Deeds registrations	35	28	41
Consolidations	0	1	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 January 2016:

3.1.7 Uitstaande Debiteure

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

Debtors Age Analysis By Income Source	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 -	%
Water	5 894 880	909 975	1 061 699	808 105	863 367	1 080 493	5 010 160	38 426 969	54 055 648	29.61%
Electricity	13 293 224	434 517	324 349	325 354	271 092	300 422	1 399 225	3 098 350	19 446 533	10.65%
Property Rates	2 634 379	318 529	239 115	361 515	2 171 052	92 731	388 362	12 795 015	19 000 698	10.41%
Waste Water Management	2 231 106	466 161	415 342	395 835	408 455	372 929	2 216 264	18 257 437	24 763 529	13.56%
Waste Management	2 617 617	572 191	511 980	493 681	466 169	461 387	2 428 167	23 292 743	30 843 935	16.89%
Property Rental Debtors	83 735	23 594	22 097	21 493	21 055	20 545	120 576	1 616 573	1 929 668	1.06%
Interest on Arrear Debtor Accounts	87 627	41 960	63 037	74 789	158 699	121 830	890 918	32 132 261	33 571 121	18.39%
Other	-2 600 435	57 999	41 980	21 647	41 913	59 049	177 173	1 156 719	-1 043 956	-0.57%
Total By Income Source	24 242 133	2 824 925	2 679 599	2 502 420	4 401 802	2 509 385	12 630 846	130 776 068	182 567 177	100%
%	13.28%	1.55%	1.47%	1.37%	2.41%	1.37%	6.92%	71.63%	100.00%	
Commercial	10 892 481	471 199	300 535	391 222	949 487	369 812	1 509 993	8 334 286	23 219 014	12.72%
Households	10 897 546	1 957 812	2 071 122	1 733 360	2 191 945	1 861 777	10 015 530	115 587 074	146 316 165	80.14%
Other	1 288 816	251 367	172 469	243 293	609 817	135 074	658 857	5 026 275	8 385 968	4.59%
Total By Customer Group	24 242 133	2 824 925	2 679 599	2 502 420	4 401 802	2 509 385	12 630 846	130 776 068	182 567 177	100%
%	13.28%	1.55%	1.47%	1.37%	2.41%	1.37%	6.92%	71.63%	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.

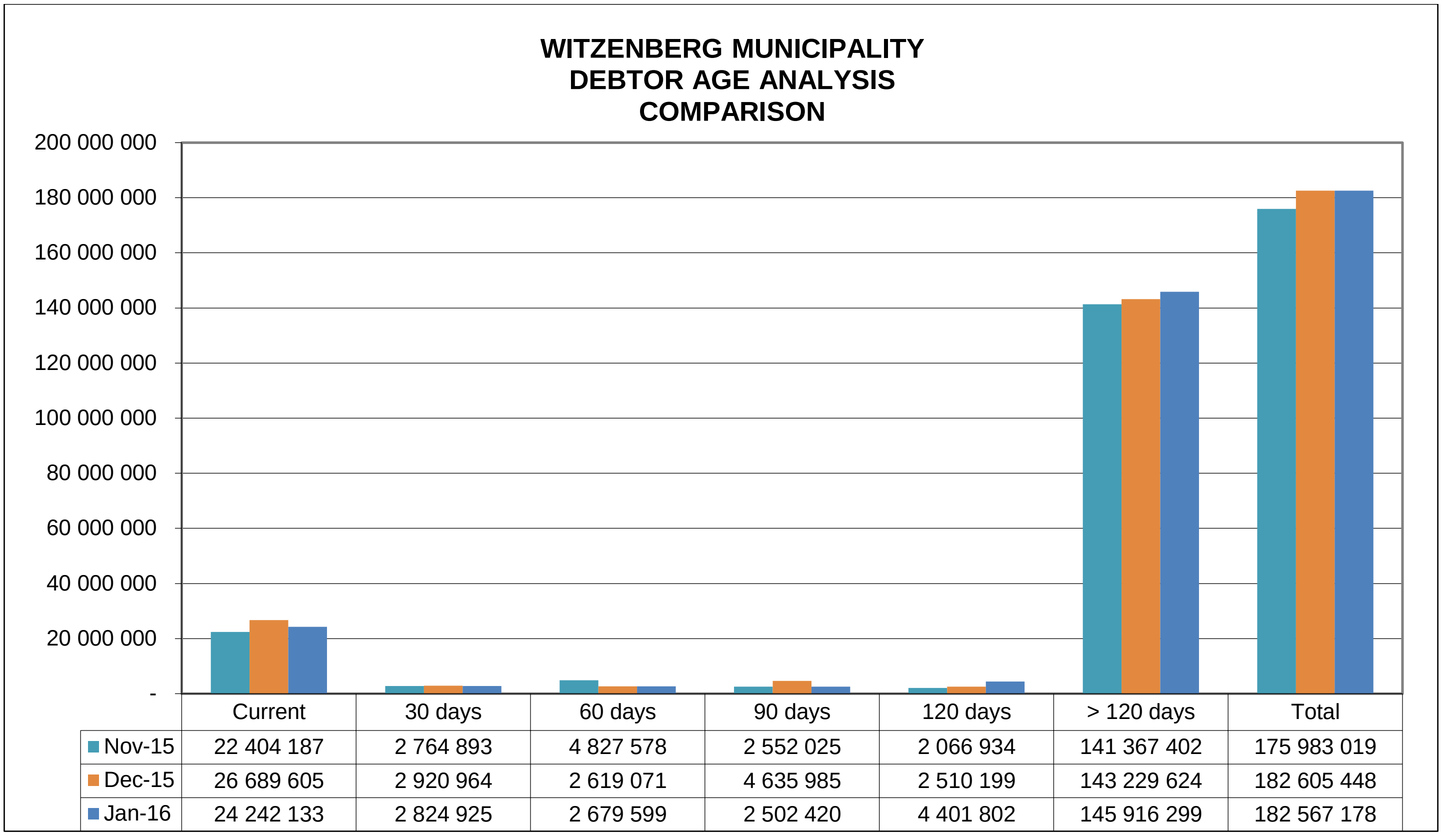
- Problematies om rekeninge te lewer in areas waar straatname en nommers nie verskyn nie en skuld dus nie gevorder kan word nie.
- Problematies om skuld te vorder in Prince Alfred's Hamlet en Op die Berg omrede ons nie die Elektrisiteit versprei nie en dus nie die elektrisiteit kan diskonnekteer nie.

3.1.8 DEBITEURE OUDERDOMSANALISE

3.1.8 VERGELYKING

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

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



	Current	30 days	60 days	90 days	120 days	> 120 days	Total
Nov-15	22 404 187	2 764 893	4 827 578	2 552 025	2 066 934	141 367 402	175 983 019
Dec-15	26 689 605	2 920 964	2 619 071	4 635 985	2 510 199	143 229 624	182 605 448
Jan-16	24 242 133	2 824 925	2 679 599	2 502 420	4 401 802	145 916 299	182 567 178

<u>Explanation:</u>

Decrease in outstanding amounts from December 2015 to January 2016.

<u>Verduideliking:</u>

Verlaging in uitstaandes van December 2015 na January 2016.

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:

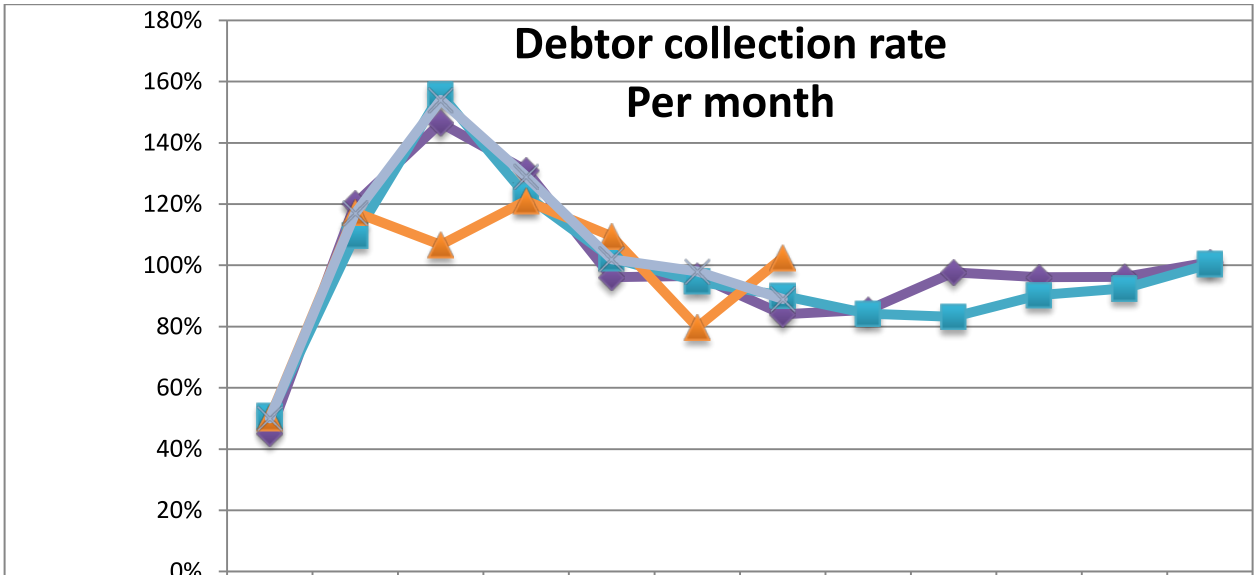
		Nov-15		Dec-15		Jan-16
Collecting agent		R		R		R
Third party agents:		**6 449 250.31**		**6 666 874.69**		**14 727 590.71**
Syntell	R	3 066 432.50	R	3 136 897.79	R	6 438 233.95
Pay a bill	R	423 013.95	R	429 153.86	R	4 785 872.46
Easy pay	R	2 181 066.84	R	2 313 949.20	R	2 053 534.73
Pay@	R	303 958.84	R	251 434.83	R	1 300 843.74
ACB	R	474 778.18	R	535 439.01	R	149 105.83
Cashiers:	R	75 649 510.43	R	47 542 983.77	R	40 810 872.67
Transfer(Senior Cashier)	R	72 260 334.41	R	44 930 655.27	R	22 719 753.25
RMC 1 - Ceres	R	439 806.56	R	56 078.18	R	89 045.57
RMC 2 - Ceres	R	1 093 739.76	R	879 432.27	R	13 263 383.36
RMC 3 - Ceres	R	-				
RMC 4 - Ceres	R	368 453.18	R	521 327.93	R	377 106.63
RMC 6 - Tulbagh	R	544 311.18	R	441 165.87	R	629 995.70
RMC 7 - Wolseley	R	601 298.15	R	449 413.63	R	1 877 183.60
RMC 8 - Hamlet	R	58 752.79	R	57 380.02	R	772 074.29
RMC 9 - Op-die-Berg	R	43 085.30	R	41 297.70	R	334 381.84
RMC 10 - Thusong Center	R	239 729.10	R	166 232.90	R	747 948.43
Back office receipting	R	-66 653.01	R	-47 398.03	R	646 982.03
Total Cash Receipted	**R**	**82 032 107.73**	**R**	**54 162 460.43**	**R**	**56 185 445.41**

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:		Nov-15		Dec-15		Jan-16
Average of all Cashiers						
Number of transactions		7 517		3 427		3 916
Number of days operational		189		153		180
Number of receipts cancelled		5		5		17
Amount receipted	R	60 898 464.93	R	47 542 983.77	R	40 810 872.67
Value of variances in end of days - Surplus/(Shortage)						
Average number of transactions per day		39.77		22.40		21.76
Percentage cancelled receipts		0.07%		0.15%		0.43%
Percentage variances in end of days		0.00%		0.00%		0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH

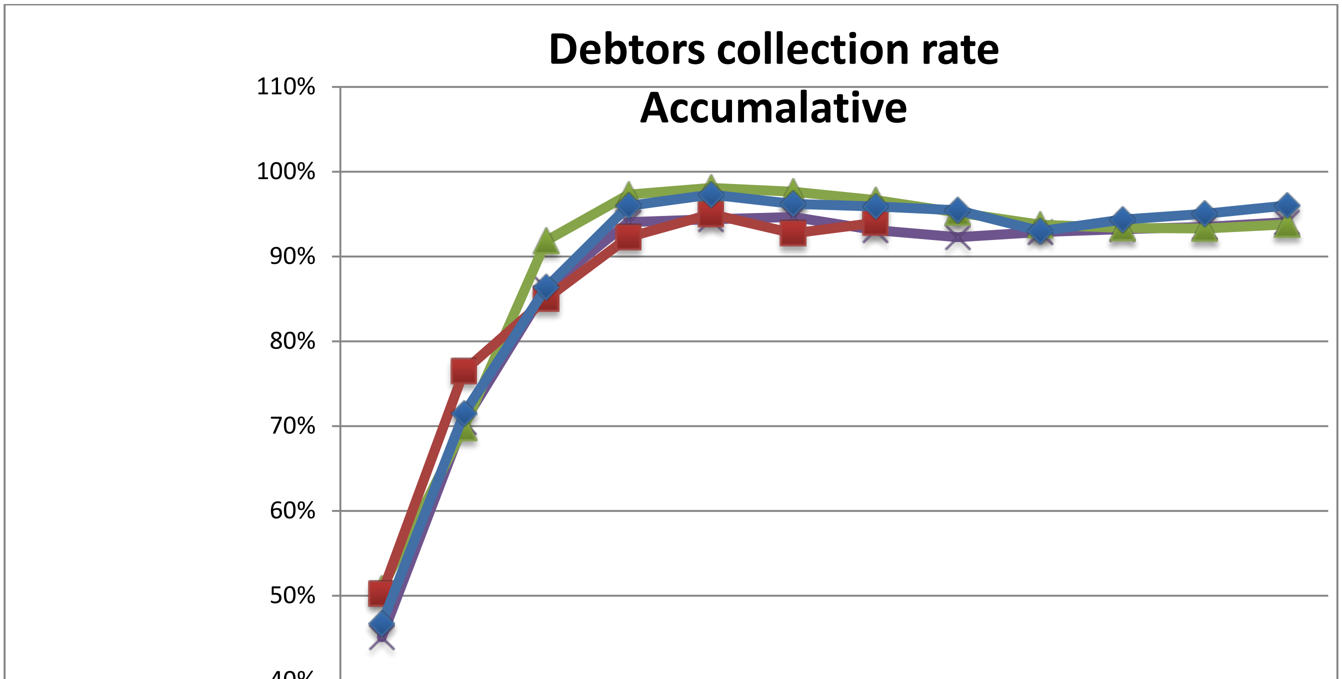


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2013/2014	45%	120%	147%	131%	96%	97%	84%	85%	98%	96%	96%	101%
2014/2015	51%	110%	156%	123%	102%	95%	90%	84%	83%	90%	92%	100%
2015/2016	50%	117%	107%	121%	110%	80%	102%					
Target	50%	117%	154%	129%	102%	98%	89%					

<u>Explanation:</u>
The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 89% while the actual figure for January 2016 amounts to 102% with a small increase when compared to the previous year 90%.

<u>Verduideliking:</u>
Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 89%, terwyl die syfer vir Januarie 2016 beloop 102% in vergelyking met die vorige jaar 90%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2013/2014	45%	70%	86%	94%	94%	95%	93%	92%	93%	93%	93%	94%
2014/2015	51%	70%	92%	97%	98%	98%	97%	95%	94%	93%	93%	94%
2015/2016	50%	76%	85%	92%	95%	93%	94%					
Target for 2015/2016	47%	71%	86%	96%	97%	96%	96%	95%	93%	94%	95%	96%

<u>Explanation:</u>
The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 96% while the actual figure is 94%.

<u>Verduideliking:</u>
Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 96%, terwyl die werklike syfer 94% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Nov-15	Dec-15	Jan-16
Councillors:	R	R	R
Deferments	-1 338.47	16 698.13	-62 625.97
Current	5 720.52	7 498.35	8 252.62
30 days	2 028.98	4 507.51	2 202.47
60 days	1 721.79	1 165.88	1 175.76
90 days	104.46		
> 90 days			
Total	R 8 237.28	R 29 869.87	R -50 995.12

Explanation:
Credit due to credit for water leak for 1 Councillor for period of een year.

Verduideliking:
Krediet as gevolg van regstelling van waterlek by 1 Raadslid vir periode van een jaar.

Employees:	R	R	R
Deferments	96 487.79	107 959.64	103 948.81
Current	57 646.94	64 399.57	56 149.96
30 days	14 926.60	18 573.25	15 962.83
60 days	4 240.86	5 277.14	4 124.82
90 days	3 853.21	3 061.17	3 645.13
> 90 days	81 486.63	82 037.61	82 463.55
Total	R 258 642.03	R 281 308.38	R 266 295.10
Government Departments:	R	R	R
Current	442 090.76	418 951.29	455 627.16
30 days	252 266.45	266 354.84	223 533.95
60 days	55 154.50	66 683.48	55 168.46
90 days	61 391.48	55 597.54	59 383.27
> 90 days	653 274.77	697 845.05	721 930.68
Total	R 1 464 177.96	R 1 505 432.20	R 1 515 643.52
Schools & Hostels:	R	R	R
Deferment			
Current	323 466.15	416 411.63	288 851.15
30 days	169 331.13	90 806.88	125 577.58
60 days	62 861.34	62 054.57	63 074.51
90 days	78 766.97	62 136.88	53 266.24
> 90 days	428 514.24	474 952.59	529 855.73
Total	R 1 062 939.83	R 1 106 362.55	R 1 060 625.21

3.1.12.1 50 Highest Business and Government Accounts Attached as Annexure M

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

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Nov-15	Dec-15	Jan-16
No. of customers on the disconnections lists	3 945	1 674	2 108
No. already block	1 487	1 454	358
No. of new disconnections for the month:			
- Prepaid	823	328	1 051
- Conventional	155	142	54
Number reconnected:			
- Prepaid	823	328	354
- Conventional	155	55	49
Reconnected :due to faulty groupings and			
Indigent and poor households			
No. of customers still disconnected	1 454	358	1 607
% of disconnections executed	62%	100%	69%

Legal Processes:	Nov-15	Dec-15	Jan-16
Internal process:			
No. of accounts transferred to internal debt collection			
No. of notices issued	7 320	9258	8 843
No. of final demands issued	129	0	0
No of summons issued	0	0	0
No of current and handed over accounts	129	0	0
No. of court order/execution order obtained	0	0	0
No. of default judgements performed	0	0	0
No of Follow Up Calls made	89	41	0
No Of Arrangements made	20	15	3
No Of Sms sent on first notices	2 544	3256	3220
No of Sms sent on current accounts	5 217	0	5239

Processes:	Nov-15		Dec-15		Jan-16
1st Notices issued					
Value of 1st Notices issued	R	88 014 453.18	R	100 145 669.20	R101 699 039.17
Amount received	R	2 621 872.31	R	2 078 157.10	R6 100 380.65
Percentage recovered	3%		2%		6%
SMS'e					
Value of SMS'e issued	R	22 247 541.76	0		R 26 845 434.52
Amount received	R	984 091.40	0		R 1 684 924.98
Percentage recovered	4.42%		0		6.28%

Explanation:
Figures as received from Credit control Consultants.
Closing of offices December.
Attached as Annexure M.1

Verduideliking:
Syfers soos van Kredietbeheer konsultante ontvang.
Desember sluiting van kantoor.
Aangeheg as Bylae M.1

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings Fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/33	Supply and delivery of 52w, 144w and 279w LED light fittings	03-Feb-2016
08/2/13/40	Hiring of tipper trucks, digger loaders, bull dozers and excavators for the Witzenberg municipal area	19-Feb-2016

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

Die volgende formele geskrewe pryskwotasies is tans in die Adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/41	Service provider for Hospitality skills training	09-Feb-2016
08/2/13/42	Supply delivery & installation of carpets for chalets at Pine Forest holiday resort	10-Feb-2016

3.2.1.2 Evaluation stage

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/8	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 21-Jan-2016 09-Dec-2015	J Jacobs M Green E Lintnaar
08/2/13/10	Service provider for environmental practices (waste) training (NQF level 4) (Re-advertisement)	08-Jan-2016	Awaiting	I Swartbooi
08/2/13/14	Provision of online electronic CIPC (companies and intellectual property commission) and credit search services	15-Jan-2016	Awaiting	M Frieslaar
08/2/13/18	Bridge maintenance and repair in Witzenberg	04-Dec-2015	18-Jan-2016	E Lintnaar
08/2/13/20	Supply and delivery of tablets on a 24 month contract	08-Jan-2016	27-Jan-2016	R Rhode
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

08/2/13/27	Supply and delivery of one new 8 ton skip loader	24-Nov-2015	03-Dec-2015	J Jacobs
08/2/13/35	Streetlight Installation at Prince Alfred's Hamlet & Op die Berg	22-Jan-2016	Awaiting	B van der Watt
08/2/13/36	Supply and delivery of road signs and accessories	08-Jan-2016	19-Jan-2016	E Lintnaar
08/2/13/37	Supply and delivery of 11KV compact switchgear for Voortrekker substation in Wolseley	11-Jan-2016	03-Feb-2016	B van der Watt

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/25	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
08/2/13/30	Provider for training of municipal officials on a supervisory short course	28-Jan-2016	Awaiting	I Swartbooi

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

3.2.1.3 Toekenningsfase:

Geen mededingende tenders is tans in die toekenningsfase nie.

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

Geen formele geskrewe prys kwotasie is tans in die toekenningsfase.

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 Januarie

3.2.1.4 Tenders toegeken

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

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

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

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

2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/23	22-Jan-2016	BDK Technologies (Pty) Ltd	Maintenance of the Witzenberg municipality's computer network	Only responsive bidder	Based on tendered rates with an estimated value of R 310 940.00 (Incl. VAT)

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

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
T2015/060	18-Jan-2016	Fire Raiders (Pty) Ltd	Supply and Delivery of One (1) Major Fire Fighting Vehicle	Transversal Procurement: SCM Regulation 32	Based on tendered rates with an estimated value of R 2 500 477.99 (Incl. VAT)

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

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

An organ of state may, prior to the award of a tender, cancel a tender if-
(a) due to changed circumstances, there is no longer need for the goods or services tendered for; or
(b) funds are no longer available to cover the total envisaged expenditure; or
(c) no acceptable tenders are received.

No formal written price quotation or competitive bid was cancelled during the month of January 2016.

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

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

'n staats instansie mag op voor die toekenning van 'n tender, 'n tender te kanselleer indien-
(a) as gevolg van veranderde omstandighede, daar is nie meer nodig vir die goedere of dienste aangebied;
(b) fondse is nie meer beskikbaar om die totaal in die vooruitsig gestel uitgawes te dek;
(c) geen aanvaarbare tenders ontvang is.

Geen formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende January 2016 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
137848	22-Jan-2016	Boland Skryfbehoeftes	Supply and delivery of stationery	Lowest responsive quotation	R 2 394.05	Chief Financial Officer
137907	27-Jan-2016	Ayanda Mbanga Communications	Newspaper advertisements for notices – Approval of Oversight Report.	Lowest responsive quotation	R 5 637.47	Chief Financial Officer
137912	27-Jan-2016	Parkerson Thomas Technologies	Supply and delivery of 20 x Storage Boxes JD469 and 20 x Computer Binders A3 (370mm x 280mm)	Lowest responsive quotation	R 2 058.61	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 0000 were awarded by an official acting in terms of a sub-delegation for the month of January 2016:

3.2.1.7 Paragraaf 20 (d): Beleids voldoening

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

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

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/13/24	29-Jan-2016	KAM Computing CC	Supply and delivery of Computer equipment	Bidder scored the highest points	R 169 457.87 (incl. VAT)	Director: Community Services

3.2.1.8 Appeals

No appeals were lodged during January 2016.

3.2.1.8 Appèlle

Geen appèl is gedurende Januarie 2016 ontvang nie.

3.2.1.9 Deviations

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

The following table contains the approved deviations by the

3.2.1.9 Afwykings

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

Die volgende tabel bevat die goedgekeurde afwykings deur die

Accounting Officer for the month of January 2016 which totals R 149 923.00:

Rekenpligtige Beampte vir die maand van Januarie 2016 wat beloop op die totaal van R 149 923.00:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
13-Jan-16	AC Security	Security Monitoring Services for Wolseley & Tulbagh Offices	Impractical	137633	1 378.60
13-Jan-16	Williams Loodgieters	Install new water supply to Kitchen & Toilets	Emergency	137655	4 720.00
13-Jan-16	Witzenberg Herald	2015 Top Matriculants Message	Impractical	137661	12 168.00
14-Jan-16	Eskom	Temporary Electricity Outlet for the pumping of water from Saronsberg Dam, Tulbagh	Emergency	137672	37 784.00
14-Jan-16	Deca Consulting Engineers	Professional Fees: Design and preparation of drawings - Road markings in Vos Street	Impractical	137673	15 800.40
14-Jan-16	AJ Minnaar Towing & Welding	Breakdown Recovery Nissan 1400 CT 2153	Emergency	137678	950.00
15-Jan-16	Biddulphs Removals	Furniture Conveyance: Mr Green	Impractical	137702	32 162.22
19-Jan-16	WM Spilhaus	Repair of Borehole: Wolseley Sports ground	Impractical	137745	7 909.80
20-Jan-16	Zelpy 2707 (Pty) Ltd t/a Thorp Ceres	90 000km Service Traffic Chev Aveo CT 8531	Single supplier	137770	2 900.21
20-Jan-16	Witzenberg Herald	Back to School Feature	Single supplier	137795	12 168.00
20-Jan-16	Witzenberg Herald	Placing of schedule for Council Meeting	Impractical	137796	7 488.00
25-Jan-16	Zelpy 2707 (Pty) Ltd t/a Thorp Ceres	75 000km Service CT 8540	Impractical	137 851	3 821.82
21-Jan-16	Zelpy 2707 (Pty) Ltd t/a Thorp Ceres	90 000km Service Chev Aveo CT 8535	Impractical	137853	6 432.45
27-Jan-16	Tourvest Travel Services	Registration at Sports facility Indaba	Single supplier	137904	4 239.50

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
November 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%
January 2016	R 149 923.00	R2 676 601.90	5.60%

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

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

	30 November 2015	31 December 2015	31January 2016
Value of inventory at hand	R5 550 036.55	R5 732 388.85	R5 343 086.64
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.32 times	1.37	1.43 times
Turnover rate excluding Chinese meters	1.35 times	1.39	1.46 times
Date of latest stores reconciliation	01 February 2016		
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:

	Nov 2015	Dec 2015	Jan 2016
Salaries – Cost to company	R10,068,652.99	R10,192,746.32	R10,663,203.70
Provisions included with salaries	R1,033,746.44	R1,860,839.77	R-731,000.21
Number of Employees and Councillors included in run	574	587	587
Number of Ward members receiving out of pocket allowance	104	113	113
Balancing date of salary control account			
Balancing amount	R6 933 026.28	R45 261.00	R542 242.34

3.2.3.2 Creditors Section

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

3.2.3.2 Krediteure afdeling

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

Period	< 30 days	< 60 days	< 90 Days	< 1 20 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
December 2015	2 348 785	71 318	3 060	0	0	0	0	0	2 423 163
January 2016	5 676 849	206 640	122	59 850	5 722	0	0	0	5 949 184

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

Name of creditor	Dec 2015 Amount	Jan 2016 Amount	Description	Reason
AWV PROJECT		160 056	Disposable Refuse Bags	Did not appear on Statement
CERES BUILD IT		1 807	Various Goods Delivered	Did not appear on Statement
CERES SPAR		27 871	Various Goods Delivered	Did not appear on Statement

FREDDIE OPPERMAN		400	ERF 2378 NERINE	Did not appear on Statement
GIOVANNI`FISHERIES		207	Various Goods Delivered	Did not appear on Statement
HARVEY WORLD TRAVEL		8 479	Travel and Accommodation	Did not appear on Statement
INCLEDON CAPE		202	Various Goods Delivered	Did not appear on Statement
JC SERVICES		11 707	Various Goods Delivered	Did not appear on Statement
SPILHAUS/IRRIGATION		128	PVC Glue	Did not appear on Statement
JAN PALM CONSULTING ENIGEERS		59 850	Application of the Tulbagh Waste site	Did not appear on Statement
KAAP AGRI		109	Dux Star fresh Airfreshner	Did not appear on Statement
ARB ELECTRICAL	16 386		Various Goods Delivered	Did not appear on Statement
BELLCO ELECTRICAL	913		Joints Kits	Did not appear on Statement
CERES PLANT HIRE	2 503	1 003	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	29	Parrot Staples	Did not appear on Statement
TERASON	23 940		Various Goods Delivered	Did not appear on Statement
VILKO /VILLIERSDORP	465	88	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:

	Oct 2015	Nov 2015	Dec 2015	Jan 2016
Total value of creditors paid	R28,065,874	R35,478,979	R28,139,810	28,087,141
Date of creditor reconciliation	02/11/2015	01/12/2015	11/01/2016	01/02/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	Dec 2015 Amounts outstanding	Jan 2016 Amounts Outstanding	Description of goods/ services
DENNIS LENDOR CIVILS		43 032	Supply and Upgrade of Water Networks
BELLCO ELECTRICAL		39 073	Various Goods Delivered
SPILHAUS IRRIGATION		22 948	Various Goods Delivered
CERES SPAR		21 324	Various goods Delivered
BOLAND SKRYFBEHOEFTES		16 850	Various Goods Delivered
DOOLING IT SOLUTION CC		15 088	A-4 Photocopied Paper
AUTOZONE/MULTIPART		13 920	Various Goods Delivered
HARVEY WORLD TRAVEL	30 977		Travel and Accommodation
VILKO/VILLIERSDORP	32 963	27 031	Various Goods Delivered
ARB ELECTRICAL	36 286		Various Goods Delivered
KAAP AGRI	37 544	16 879	Various Goods Delivered
CONLOG	37 800		Various Goods Delivered
METSI CHEM IKAPA	52 508	78 762	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

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

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

Name of creditor	Dec 2015	Jan 2016
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 LYNERS & ASSOCIATES		
CONSOLIDATED AFRICAN TECHNOLOGIES		
SOLETHU ENERGY		
KGOLO INSTITUTE		
UMZALI CIVILS	745 830.53	
STRATA CIVILS		
AUDITOR GENERAL	535 826.93	
VENUS SECURITY SERVICE	548 967.91	
ESKOM	12 005 520.60	12 008 373.84
ASLA KONSTRUKSIE	3 925 192.00	
MARTIN AND EAST		4 640 419.28
ASLA CONSTRUCTION		1 971 648.64
DENNIS LENDOR CIVILS		359 997.05
MULTIPART PETROL		287 439.47
D J ELEKTRIES		217 689.45
T.R.F SPORT		201 092.84
SYNTELL NETWORKS		192 005.33
BEKA		174 693.60
DIE POSMEESTER		166 901.60

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	Dec 2015		Jan 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 743.40	7.82%	R 3 014.60	31.31%
Refreshments and caterings	R 5 995.80	63.07%	R 2 560.75	26.60%
Rent (Halls etc.);	R 0.00	0.00%	R 1 500.00	15.58%
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 181.90	1.91%	R 96.00	1.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 2 585.40	27.20%	R 2 456.85	25.52%
GRAND TOTAL	R 9 506.50		R 9 628.20	

Petty cash: Cash at hand reconciliation

Kleinkas: Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Nov 2015	Dec 2015	Jan 2016
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R7 633.30)	(R9 506.50)	(R9 628.20)
Replenishment during month	R2 762.65	R7 388.80	R6 940.30
Cash at hand before month-end replenishment	R129.35	R2 882.30	R2 312.10
Replenishment at month end	R4 870.65	R2 117.70	R2 687.90
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3.1 Cash and Investments

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

Cash:

3.3 FINANSIëLE ADMINISTRASIE

3.3.1 Kontant en Beleggings

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

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	31 Dec 2015		31 Jan 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R76,352,197	R68,250,163	R80,472,278	R75,899,675

Investments:

Beleggings:

Institution / Instansie	Nov 2015		Dec 2015		Jan 2016	
	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%	R11,000,000	45.83%
Standard Bank of SA Ltd	R13,000,000	28.89%	R13,000,000	37.14%	R13,000,000	54.17%
Total	R45,000,000		R35,000,000		R24,000,000	

Investment Purpose Doel van Belegging	Nov 2015		Dec 2015		Jan 2016	
	R	% of available funds	R	% of availabl e funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions	R45,000,000	100%	R35,000,000	100%	R24,000,000	100%
Total	R45,000,000		R35,000,000		R24,000,000	

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:	Nov 2015	Dec 2015	Jan 2016
Balances	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	Nov 2015	Dec 2015	Jan 2016
Primary bank account	03/12/2015	07/01/2016	03/02/2016
Investment reconciliation	07/12/2015	07/01/2016	02/02/2016
Long term Liabilities	07/12/2015	07/01/2016	01/02/2016
Grant Register	07/12/2015	12/01/2016	09/02/2016

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

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

	Dec 2015		Jan 2016	
Description / Beskrywing	Number of items	Amount	Number of items	Amount
Uncleared ACB	65	R3,519,760	195	R6,680,909
Outstanding cheques	29	R28,958	53	R58,153
Transactions not in cash book	1537	R7,012,285	1499	R3,232,644
Receipts not cleared on Bank statement	430	R2,457,155	487	R5,398,504
Outstanding journals	7	R1,814	3	R600

3.3.2 Liabilities / 3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance Jan 16 R	Payment (Redemption)	Interest	Closing Balance Jan 16 R	Payments Febr 2016 R
ABSA	12,8% - 14,5%	0			0	
DBSA	10,75% - 17,45%	17,050,683			17,050,683	R0
Nedbank	13.50%	7,671,560			7,671,560	R0 R0
Ceres Golf Club	18%	17,738			17,738	R0
Total		R24,739,982	R0	R0	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	Jan 2016	R0	01/02/2016
Traffic : Motor Registration	Jan 2016	R695,857-17	01/02/2016
Traffic : RTMC Fees	Jan 2016	R23,960-03	01/02/2016
Direct Deposit	Jan 2016	R453,690-67	02/02/2016
Traffic : AARTO	Jan 2016	R0	01/02/2016
Traffic : Drivers Licence	Jan 2016	R9,632-94	01/02/2016
Traffic : Roadworthy	Jan 2016	R6,913-61	01/02/2016
Faulty Direct Deposits	Jan 2016	R6,407-75	02/02/2016
Traffic : Nu-Traffic	Jan 2016	R152,406-58	02/02/2016
VAT	Jan 2016	R802 267.56	02/02/2016

3.3.4 INSURANCE

<u>Month of Reporting</u>: January 2015

Insurance report - ANNEXURE O

3.3.5 VERSEKERING

<u>Maandverslag</u>: Januarie 2015

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

<u>Month of Reporting</u>: December 2015

Assets Report – ANNEXURE N

3.3.6 BATES

<u>Maandverslag</u>: Desember 2015

Bates verslag - BYLAE N

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

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

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

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

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

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

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

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

Other Annexures:

Annexure A - The detail movements of the investments

Annexure M – 50 Highest Business and Government Accounts

Annexure M.1 – Legal Collections

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 M.1 – Invorderaars Verslag

Bylae N – Bates verslag

Bylae O – Versekering

Yours faithfully

Die uwe

H J Kritzinger
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTE

WITZENBERG MUNICIPALITY

INVESTMENT REGISTER

Institution	Account number	Investment Purpose	Balance as at 01 January 2016	Movements for the month of January: Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	Balance as at 31 January 2016
			R	R	R	R	R	R	R
			35 000 000.00	**11 122 066.85**	**0.00**	**122 066.85**	**0.00**	**0.00**	**24 000 000.00**
Nedbank Ltd	03/7881032766/40	Unutilised receipts	0.00						0.00
Nedbank Ltd	03/7881032766/41	Unutilised receipts	11 000 000.00						11 000 000.00
ABSA Bank Ltd	2074577855	Unutilised receipts	0.00						0.00
ABSA Bank Ltd	2075359808	Unutilised receipts	0.00						0.00
ABSA Bank Ltd	2075638292	Unutilised receipts	11 000 000.00	11 122 066.85		122 066.85			0.00
Standard Bank of SA Ltd	088779831-024	Unutilised receipts	0.00						0.00
Standard Bank of SA Ltd	088779831-025	Unutilised receipts	13 000 000.00						13 000 000.00
Investec Bank Ltd	1100-198879-450	Unutilised receipts	0.00						0.00

A

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

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2016	M07	WC022	0100	Bulk Electricity	0	0	0	0	0	0	0	0	0
			0200	Bulk Water	0	0	0	0	0	0	0	0	0
			0300	PAYE deductions	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	5 676 860	206 645	123	59 850	5 723	0	0	0	5 949 201
			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	5 676 860	206 645	123	59 850	5 723	0	0	0	5 949 201
			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

10/02/2016

Bisser

01/02/2016

05/02/2016

B

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

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
													-
2016	M07	WC022	1100	Debtors Age Analysis By Income Source									
			1200	Trade and Other Receivables from Exchange Transactions - Water	5 894 880	909 975	1 061 699	808 105	863 367	1 080 493	5 010 160	38 426 969	54 055 648
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	13 293 224	434 517	324 349	325 354	271 092	300 422	1 399 225	3 098 350	19 446 533
			1400	Receivables from Non-exchange Transactions - Property Rates	2 634 379	318 529	239 115	361 515	2 171 052	92 731	388 362	12 795 015	19 000 698
			1500	Receivables from Exchange Transactions - Waste Water Management	2 231 106	466 161	415 342	395 835	408 455	372 929	2 216 264	18 257 437	24 763 529
			1600	Receivables from Exchange Transactions - Waste Management	2 617 617	572 191	511 980	493 681	466 169	461 387	2 428 167	23 292 743	30 843 935
			1700	Receivables from Exchange Transactions - Property Rental Debtors	83 735	23 594	22 097	21 493	21 055	20 545	120 576	1 616 573	1 929 668
			1810	Interest on Arrear Debtor Accounts	87 627	41 960	63 037	74 789	158 699	121 830	890 918	32 132 261	33 571 121
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0
			1900	Other	-2 600 435	57 999	41 980	21 647	41 913	59 049	177 173	1 156 719	-1 043 956
			2000	Total By Income Source	24 242 133	2 824 925	2 679 599	2 502 420	4 401 802	2 509 385	12 630 846	130 776 068	182 567 177
			2100	Debtors Age Analysis By Customer Group									
			2200	Organs of State	1 163 290	144 547	135 473	134 545	650 553	142 722	446 465	1 828 433	4 646 029
			2300	Commercial	10 892 481	471 199	300 535	391 222	949 487	369 812	1 509 993	8 334 286	23 219 014
			2400	Households	10 897 546	1 957 812	2 071 122	1 733 360	2 191 945	1 861 777	10 015 530	115 587 074	146 316 165
			2500	Other	1 288 816	251 367	172 469	243 293	609 817	136 074	658 857	5 026 275	8 385 968
			2600	Total By Customer Group	24 242 133	2 824 925	2 679 599	2 502 420	4 401 802	2 509 385	12 630 846	130 776 068	182 567 177

Notes:

Property Rental Debtors: Including housing and land sale debtors
Total By Income Source = Total by Customer Group
The total debtors amount must balance the total amount reflected for debtors on the BSAC return.
Bad Debts=Bad Debts written off during the month
Impairment - Bad Debts i.t.o Council Policy :

The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
The impairment amount that is entered in this block should be the agregated amount as per the calculation formula in the municipality
If a formule 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

10/02/2016

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01/02/2016

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

Year End	Month End	Mun	Item	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2016	M06	WC022	3000	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	3,592,137					
			3020	Property rates - penalties & collection charges	30,997	14,316	19,642	45,812		0	0					
			3030	Service charges - electricity revenue	17,779,192	18,091,606	16,769,827	16,879,258	13,942,290	9,939,405	13,019,336					
			3040	Service charges - water revenue	3,076,587	2,463,281	2,123,301	2,604,691	2,556,195	2,469,116	3,306,706					
			3050	Service charges - sanitation revenue	1,658,247	1,890,829	1,875,862	2,754,022	1,799,564	1,613,606	2,125,515					
			3060	Service charges - refuse revenue	1,838,221	1,790,930	1,729,306	1,859,179	1,902,699	1,650,217	2,178,289					
			3070	Service charges - other	-434,424	473,147	5,535,982	-25,461	2,479,470	3,153,783	2,404,143					
			3080	Rental of facilities and equipment	555,425	712,489	708,264	770,451	661,777	923,094	1,221,310					
			3090	Interest earned - external investments	246,522	309,201	201,011	641,816	469,743	349,467	389,955					
			3100	Interest earned - outstanding debtors	171,613	125,096	123,213	192,468		0	0					
			3110	Dividends received						0	0					
			3120	Fines	137,958	176,126	238,685	215,237	218,912	76,997	279,624					
			3130	Licences and permits	59,864	10,894	8,568	13,885	8,431	6,874	10,729					
			3140	Agency services	270,398	254,158	407,794	392,204	371,209	251,809	476,522					
			3150	Transfer receipts - operational	29,045,001	416,000	67,221	771,867	18,623,283	0	852,010					
			3160	Other revenue	921,539	3,012,037	2,789,270	2,409,429	4,867,885	1,309,533	2,936,819					
			3170	Cash Receipts by Source	58,332,967	39,397,155	40,154,905	36,552,442	53,132,560	24,536,074	32,793,095	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	3,919,388	0					
			3200	Contributions recognised - capital & Contributed						0	0					
			3210	Proceeds on disposal of PPE						0	0					
			3220	Short term loans						0	0					
			3230	Borrowing long term/refinancing						0	0					
			3240	Increase (decrease) in consumer deposits	57,613	43,846	29,858	28,596	41,776	47,112	57,749					
			3250	Decrease (Increase) in non-current debtors						0	0					
			3260	Decrease (increase) other non-current						0	0					
			3270	Decrease (increase) in non-current investments						0	0					
			3280	Total Cash Receipts by Source	67,856,580	39,441,001	42,785,550	50,310,008	57,093,726	28,502,574	32,850,844	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	9,246,230					
			4020	Remuneration of councillors	752,663	744,901	744,901	743,901	738,846	743,401	999,984					
			4030	Collection costs	15,741	134,668	83,465		173,078	72,737	107,860					
			4040	Interest paid			1,295,395			284,512	87,490					
			4050	Bulk purchases - Electricity		16,325,234	16,335,162	9,763,202	10,231,152	10,296,548	10,398,715					
			4060	Bulk purchases - Water & Sewer						0	0					
			4070	Other materials						0	0					
			4080	Contracted services	343,847	555,173	1,396,984	1,789,220	1,160,187	1,090,049	566,450					
			4090	Grants and subsidies paid - other municipalities	63,461	7,150	188,700	71,152	173,732	51,613	170,511					
			4100	Grants and subsidies paid - other						0	0					
			4110	General expenses	12,343,404	2,821,881	4,126,576	6,821,844	8,600,857	6,608,121	6,509,901					
			4120	Cash Payments by Type	21,853,255	27,870,195	34,225,547	28,065,874	35,478,979	28,139,810	28,087,141	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	1,526,848					
			4150	Repayment of borrowing			3,668,675			347,692	111,721					
			4160	Other Cash Flows/Payments	27,659,143	4,933,168	4,790,551	5,949,340	7,386,197	5,933,453	6,543,332					
			4170	Total Cash Payments by Type	50,882,272	33,131,335	46,165,823	34,405,454	45,019,258	35,564,092	36,269,042	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	-3,418,198	0	0	0	0	0
			4190	Cash/cash equivalents at the month/year begin:	62,383,031	79,357,339	85,667,005	82,286,732	98,191,286	110,265,754	103,204,236	99,786,038	99,786,038	99,786,038	99,786,038	99,786,038
			4200	Cash/cash equivalents at the month/year end:	79,357,339	85,667,005	82,286,732	98,191,286	110,265,754	103,204,236	99,786,038	99,786,038	99,786,038	99,786,038	99,786,038	99,786,038

08/02/2016

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E

STATEMENT OF FINANCIAL PERFORMANCE

January 2015

		Committed Orders	Actual	
0100	OPERATING REVENUE	0	0	99990100
0200	Property Rates	0	3,267,472	99990200
0300	Property Rates - Penalties And Collection Charges	0	83,843	99990300
0400	Service Charges	0	22,409,396	99990400
0700	Rent Of Facilities And Equipment	0	1,284,381	99990700
0800	Interest Earned - External Investments	0	389,955	99990800
1000	Interest Earned - Outstanding Debtors	0	799,202	99991000
1100	Dividends Received	0	0	99991100
1300	Fines	0	277,124	99991300
1400	Licenses and Permits	0	11,088	99991400
1500	Agency Services	0	474,729	99991500
1600	Transfers Recognised - Operating	0	4,707,610	99991600
1610	Transfers Recognised - Capital	0	2,175,892	99991610
1700	Other Revenue	-5,030	438,212	99991700
1800	Gain On Disposal Of Property, Plant & Equipment	0	0	99991800
1900	Total Operating Revenue Generated	-5,030	36,318,906	99991900
2000	Less Revenue Foregone	0	-2,176,309	99992000
2100	Total Direct Operating Revenue	-5,030	34,142,597	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	2,643,367	99992500
2600	Dividends Received - Internal (From Municipal Entities)	0	0	99992600
2700	Total Indirect Operating Revenue	0	2,643,367	99992700
2800	Total Operating Revenue	-5,030	36,785,964	99992800
2900	OPERATING EXPENDITURE	0	0	99992900
3000	Employee Related Costs - Wages & Salaries	0	-6,429,813	99993000
3100	Employee Related Costs - Social Contributions	0	-1,998,252	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	-943,484	99993400
3500	Debt Impairment	0	-2,780,890	99993500
3600	Collection Costs	-109,370	-107,860	99993600
3700	Depreciation and Asset Impairment	0	-1,614,236	99993700
3900	Interest Expense - External Borrowings	0	-707,585	99993900
4000	Redemption Payments - External Borrowings (Gamap To Remove)	0	0	99994000
4100	Bulk Purchases	0	-10,398,715	99994100
4110	Other Materials	0	0	99994110
4200	Contracted Services	-1,352,936	-569,169	99994200
4300	Grants and Subsidies	-3,000	-166,000	99994300
4400	Other Expenditure	-8,090,836	-6,018,353	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	-9,556,140	-31,734,355	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)	-3,447	-2,526,814	99995000
5010	Contributed Assets	0	0	99995010
5100	Total Indirect Operating Expenditure	-3,447	-2,526,814	99995100
5200	Total Operating Expenditure	-9,559,587	-34,261,169	99995200
5300	SURPLUS	0	0	99995300
5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-9,564,617	2,524,795	99995400
5500	Taxation	0	0	99995500
5600	Operating Surplus / (Deficit) - After Tax	-9,564,617	2,524,795	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	-9,564,617	2,524,795	99995900
6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0	99996200
5700	Dividends Paid (Municipal Entities Only)	0	0	99995700
6210	Asset Financing Reserve (Afr)	0	-40,172	99996210
6220	Housing Development Fund	0	0	99996220
6230	Depreciation Reserve Ex Afr	0		99996230
6240	Depreciation Reserve Ex Govt Grants	0		99996240
6250	Depreciation Reserve Ex Donations And Contributions	0		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)	-9,564,617	3,669,574	99996700

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ACTUAL CAPITAL AQCUISITION - DEC 2015

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	1,062,541	1,356,847	0	2,419,388	99990300
0400	Water Reservoirs & Reticulation	0	838,532	3,449	0	841,981	99990400
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0	99990500
0600	Electricity Reticulation	0	0	0	0	0	99990600
0700	Sewerage Purification & Reticulation	0	592,763	0	0	592,763	99990700
0800	Housing	0	0	0	0	0	99990800
0900	Street Lighting	0	0	0	0	0	99990900
1000	Refuse sites	0	17,500	0	0	17,500	99991000
1100	Gas	0	0	0	0	0	99991100
1200	Other	0	0	0	0	0	99991200
1300	Sub-total Infrastructure	0	2,511,336	1,360,296	0	3,871,632	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	24,000	0	0	24,000	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	6,893	0	0	6,893	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	15,368	3,240	0	18,608	99993200
3300	Sub-total Other Assets	0	46,261	3,240	0	49,501	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	2,557,597	1,363,536	0	3,921,133	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	284,450	1,356,847	0	1,641,297	99994400
4500	Surplus Cash	0	0	0	0	0	99994500
4600	Public contributions/ donations	0	1,105	0	0	1,105	99994600
4700	National Government Transfers and Grants	0	288,348	0	0	288,348	99994700
4701	Provincial Government Transfers and Grants	0	1,983,694	6,689	0	1,990,383	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	2,557,597	1,363,536	0	3,921,133	99995100

10/02/2016

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - January 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	45,744,227.91	50.64%
66(b)	Contributions to pension funds and medical aid	19,825,718.00	19,825,718.00	10,025,056.54	50.57%
66(c)	Travel, accomodation and subsistence	4,777,424.00	4,777,424.00	2,295,487.25	48.05%
66(d)	Housing benefits and allowances	960,532.00	960,532.00	463,991.32	48.31%
66(e)	Overtime	4,397,315.00	4,397,315.00	4,291,253.00	97.59%
66(f)	Loans and advances	0.00	0.00	0.00	0.00%
66(g)	Other type of benefit or allowances related to staff	15,220,485.00	15,217,485.00	8,926,814.41	58.66%
	Sub - Total (Staff Benefits)	**R 135,516,789.00**	**R 135,513,789.00**	**R 71,746,830.43**	**52.94%**
Councillor Benefits					
MAY	Mayor	730,788.00	730,788.00	444,259.89	60.79%
DM	Deputy Mayor	594,441.00	594,441.00	322,385.86	54.23%
SP	Speaker	594,719.00	594,719.00	351,070.81	59.03%
MCM	Mayoral Committee members	2,187,350.00	2,187,350.00	1,232,480.51	56.35%
CLLR	Other Councillors	3,837,907.00	3,837,907.00	2,168,100.98	56.49%
MED	Medical aid contributions	39,870.00	39,870.00	23,521.33	59.00%
PEN	Pension fund contributions	964,270.00	964,270.00	531,078.17	55.08%
WARD	Ward Committee Allowance	720,000.00	720,000.00	395,500.00	54.93%
	Sub - Total (Councillors' Benefits)	**R 9,669,345.00**	**R 9,669,345.00**	**R 5,468,397.55**	**56.55%**
Total Councillor and Staff Benefits		**R 145,186,134.00**	**R 145,183,134.00**	**R 77,215,227.98**	**53.18%**

05/02/2016

10/02/2016

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending 2015
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions January 2015	Expenditure transactions January 2015	Income YTD transactions Quarter 3	Expenditure YTD transactions Quarter 3	Income YTD transactions	Expenditure YTD transactions
		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
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
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
11(1) (e) (i)	Money collected on behalf of organ of state:						
	- VAT	3,182,183.84	2,303,397.04	3,182,183.84	2,303,397.04	22,086,401.41	19,834,987.63
	- Agency fees, for example motor registration, drivers licence, etc.	2,385,106.23	1,468,717.83	2,385,106.23	1,468,717.83	10,853,841.84	10,388,429.11
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state			0.00	0.00	38,844.00	0.00
11(1) (f)	Refund of money incorrectly paid into bank account	5,640.23		5,640.23	0.00	54,043.88	52,308.48
11(1) (g)	Refund of guarantees, sureties & security deposits	241,326.77	161,249.10	241,326.77	161,249.10	1,198,892.98	751,296.41
		5,814,257.07	3,933,363.97	5,814,257.07	3,933,363.97	34,232,024.11	31,027,021.63

MFMA Section	Item Description	Transactions January 2015	YTD Transactions Quarter 3	YTD Transactions
11(1) (h)	Cash management and investment purposes:			
	- Realised (Withdrawal)	54,356.16	54,356.16	60,386,860.27
	- Made(-)	-11,122,066.85	-11,122,066.85	-106,889,370.96
	- Nett movement	-11,067,710.69	-11,067,710.69	-46,502,510.69

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H

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

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

Municipality	WC022 Witzenberg	Financial Year	2015/16
		Month End	M07 Jan

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	1,026,524
Spent This Month	40,465
Total FMG Funds Spent	1,066,989
Total FMG funds Received and Not Spent	383,011
Percentage of Funds Spent	73.59%
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

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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	**M07 Jan**

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	210,000
Spent This Month	
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 wit the Division of Revenue Act.

(Print Name Below)

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

Signed .... **Dated** 10/02/16

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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K

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

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

Municipality	**WC022 Witzenberg**	**Financial Year**	**2015/16**
		Month End	**M07 Jan**

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	12,568,000
Received This Month	
Total MIG Funds Received	12,568,000
Spent Prior Periods (Since Inception) - See Last Months Form	10,050,889
Spent This Month	195,114
Total MIG Funds Spent	10,246,003
Total MIG funds Received and Not Spent	2,321,997
Percentage of Funds Spent	81.52%
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

Dated

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

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09-02-2016

INEG

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

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

MUNME Municipality WC022 Witzenberg

Financial Year	2015/16
Month End	M07 Jan

0100 Financial Accounting for Grant Funds Received and Expended

		Rand
0200	Received Prior Periods (Since Inception) - See Last Months Form	4 029 959
0300	Received This Month	0
0400	Total INEG Funds Received	4 029 959
0500	Spent Prior Periods (Since Inception) - See Last Months Form	600 094
0600	Spent This Month	0
0700	Total INEG Funds Spent	600 094
0800	Total INEG funds Received and Not Spent	3 429 865
0900	Percentage of Funds Spent	14.89%
1000	Funds Currently Committed but Not Spent	0
1100	Scheduled Transfers Withheld	

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

(Print Name Below)

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

Signed

Dated 15/02/16

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

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10/02/2016

09-02-2016

09-02-2016

M.

50 HIGHEST ACCOUNTS

Account number	Future/ 16-Feb	15-Nov	15-Oct	Older than 15-Oct	Total
17610600023	R -	R 157 872.75	R 149 689.30	R 2 600 489.36	R 2 908 051.41
20750396040	R -	R 18 738.87	R 18 905.25	R 922 189.43	R 959 833.55
10000672976	R -	R -	R -	R 686 919.43	R 686 919.43
89760700012	R -	R -	R -	R 598 693.34	R 598 693.34
13258100084	R -	R 26 026.91	R 26 276.94	R 345 104.28	R 397 408.13
10000413144	R -	R -	R -	R 370 235.30	R 370 235.30
10000678594	R -	R -	R -	R 342 320.89	R 342 320.89
75005720008	R -	R 547.47	R 565.93	R 331 479.84	R 332 593.24
22101200037	R -	R 31 286.51	R 32 124.38	R 223 920.90	R 287 331.79
89578800023	R -	R 547.47	R 551.70	R 319 464.32	R 320 563.49
10000645367	R -	R -	R -	R 305 920.48	R 305 920.48
18007500005	R -	R 772.07	R -	R -	R 772.07
12139300069	R -	R 30 401.69	R 28 149.89	R 185 256.37	R 243 807.95
75009420016	R -	R 313.41	R 46 007.52	R 177 409.17	R 223 730.10
10000680241	R -	R -	R -	R 291 825.31	R 291 825.31
75008270007	R -	R 5 652.19	R 11 753.14	R 241 131.75	R 258 537.08
24262800055	R -	R 6 589.48	R 6 640.46	R 241 517.33	R 254 747.27
10000634525	R -	R -	R -	R 250 135.88	R 250 135.88
10000665509	R -	R -	R -	R 244 590.07	R 244 590.07
20750274067	R -	R 909.77	R 944.80	R 240 068.06	R 241 922.63
75009210013	R -	R 486.16	R 567.19	R 232 701.55	R 233 754.90
89568200006	R -	R 483.90	R 501.88	R 222 123.80	R 223 109.58
19766800023	R -	R 3 661.66	R 3 808.32	R 206 808.03	R 214 278.01
75012160011	R -	R 466.54	R 470.15	R 211 812.86	R 212 749.55
86514204655	R 6 403.85	R 829.80	R 836.03	R 201 608.14	R 209 677.82
90731800002	R -	R 1 348.18	R 1 533.63	R 206 173.63	R 209 055.44
10000679076	R -	R -	R -	R 210 753.50	R 210 753.50
89573600000	R -	R 603.98	R 644.23	R 207 402.80	R 208 651.01
89584900012	R -	R 123.31	R -	R 206 174.19	R 206 297.50
10000670974	R -	R -	R -	R 206 436.38	R 206 436.38
75013190028	R -	R 1 827.56	R 2 079.75	R 197 789.82	R 201 697.13
20750274050	R -	R -	R -	R 205 695.85	R 205 695.85
10000686216	R -	R -	R -	R 182 954.62	R 182 954.62
77032900002	R -	R 2 465.15	R 2 450.45	R 160 260.95	R 165 176.55
18000001031	R -	R -	R -	R 171 136.37	R 171 136.37
75005130005	R -	R 3 413.64	R 8 519.81	R 122 564.09	R 134 497.54
75011700016	R -	R 2 334.72	R 4 157.50	R 149 889.04	R 156 381.26
75011280013	R -	R 533.34	R 473.06	R 159 717.13	R 160 723.53
60007430028	R -	R 51 239.26	R -	R -	R 51 239.26
75012090028	R -	R 2 473.68	R 4 008.53	R 142 456.92	R 148 939.13
89577600002	R -	R 2 286.10	R 4 246.86	R 145 463.09	R 151 996.05
75013760016	R -	R 2 452.84	R 3 710.65	R 135 285.24	R 141 448.73
75007060001	R -0.01	R 1 611.14	R 2 823.44	R 133 329.75	R 137 764.32
75011320016	R -	R 2 390.30	R 4 246.86	R 134 776.06	R 141 413.22
10000645257	R -	R -	R -	R 144 803.41	R 144 803.41
80515700066	R 6 908.45	R 528.36	R 553.46	R 135 032.32	R 143 022.59
60018260018	R -	R 478.12	R 484.73	R 141 560.33	R 142 523.18
10000679784	R -	R -	R -	R 142 675.92	R 142 675.92
89585000005	R -	R 1 334.28	R 8 953.74	R 118 037.49	R 128 325.51
31000005070	R -	R 741.06	R 893.81	R 135 667.07	R 137 301.94
	R 13 312.29	R 363 771.67	R 377 573.39	R 13 889 761.86	R 14 644 419.21

M. 1

REPORT: JANUARY 2016

LEGAL COLLECTIONS

Prepared by: Geodebt Solutions CC

Date: 08/02/2016

M. 1

Handovers for the period 01/01/2016 – 31/01/2016

Total Handovers	Handedover Date	Amount
0	NONE	R 0

Section 129 for the period 01/01/2016 – 31/01/2016

Total S129	Date	Amount
0	NONE	R 0

Payments Received – January 2016

PAYMENTS RECEIVED ON SUMMONS	
Account	Amount
10000469970	1221.77
10000422805	886.00
10000663129	320.39
10000670936	221.29
10000670840	171.58
10000677256	124.69
10000578913	88.60
10000670864	83.60
10000677328	42.93
10000642278	20.19
10000477427	17.51
10000469743	58.02
10000548930	135.56
10000682339	281.80
10000479962	567.77
10000550137	643.55

M. 1

10000582916	905.30
10000582875	1571.00
10000682913	5000.00
10000675175	4414.02
10000675144	5609.20
10000676956	31941.61
10000669235	150.00
10000556855	200.00
10000667020	200.00
10000636981	220.00
10000677139	240.00
10000426579	250.00
10000682391	250.00
10000665970	440.00
10000567185	450.00
10000680313	500.00
10000682425	500.00
10000666153	829.40
10000668935	1000.00
10000682906	1000.00
10000636792	2000.00
10000689264	2000.00
10000680320	3370.00
10000675034	20734.37
10000636682	67680.00
10000671212	28194.40
10000645604	62531.40
10000671250	15717.60
TOTAL	262 758.60
PAYMENTS RECEIVED ON JUDGMENTS	
Account	Amount
10000450013	122.31
10000546007	85.00
10000648243	200.00
10000644672	350.00
10000640537	405.20
10000637913	1918.20
10000645783	5049.61
10000634927	29740.18

M. 1

10000647905	100.00
10000644665	200.00
10000663284	260.00
10000663246	580.00
10000660315	1000.00
10000634525	4000.00
TOTAL	44 010.50
PAYMENTS RECEIVED ON ARRANGEMENTS	
Account	Amount
10000646007	85.00
10000552610	100.00
10000647905	100.00
10000685507	140.00
10000669235	150.00
10000685356	150.00
10000656865	200.00
10000667020	200.00
10000644665	200.00
10000636981	220.00
10000677139	240.00
10000426579	250.00
10000682591	250.00
10000663284	260.00
10000677067	300.00
10000644672	350.00
10000685617	400.00
10000665970	440.00
10000667185	450.00
10000682425	500.00
10000680315	500.00
10000663246	580.00
10000682913	600.00
10000686153	829.40
10000660315	1000.00
10000668935	1000.00
10000689264	2000.00
10000680320	3370.00
10000634525	8000.00

M. 1

TOTAL	22 864.40
PAYMENTS RECEIVED ON HANDED OVER ACCOUNTS (S129)	
Account	Amount
10000577479	354.40
10000058111	171.30
10000486229	88.60
10000536211	16.82
10000637504	16.37
10000636417	14.35
10000540370	8.53
10000247505	50.00
10000552610	100.00
10000677067	300.00
10000679557	50.56
10000596634	142.50
10000274585	175.41
10000580471	292.22
10000542439	751.86
10000685425	2914.76
10000490150	4911.89
10000689714	4920.40
10000685961	5810.02
10000689367	9008.82
10000689434	10431.60
10000689783	17757.59
10000689257	21462.24
10000689422	25772.86
10000685507	140.00
10000685356	150.00
10000686036	400.00
10000685617	400.00
10000685789	400.00
10000687750	1349.00
10000689549	5000.00
10000682982	73479.59
TOTAL	186 895.78

M.1

Arrangements

Total Arrangements	Arrangement Amount	M/W
3	R 3000.00	M

Accounts submitted for tracing purposes

Total Accounts	Trace Debtor
8	Account submitted for tracing due to only having a postal address or only having one Defendants' IDnr where there are more than one Defendant

M.1

RECOMMENDATIONS AND REPORT BACK ON DECEMBER 2015 RECOMMENDATIONS;

1. We are still awaiting feedback from the Council to proceed with the sale in execution of movable assets of Debtors once the Warrants of Executions are served and we receive returns from the Sheriffs where the Debtor had movable assets that could be sold in a sale in execution. Many Debtors pay their accounts once the Sheriff compiles an inventory of the Debtor's movable property in order to proceed with a sale in execution.

2. No legal procedures, including Section 129 Letters of Demand, were issued during the month of January 2016 as well. We focused on contacting the Debtors against whom legal action already has been taken in an attempt to urge them to make payment arrangements. The reason for us still not issuing Section 129 Letters of Demand during January 2016 is that we are still awaiting the cheque for handovers that were already issued during the month of November 2015. We are going to roll-back the November 2015 handovers as many of the Debtors already paid their handed-over accounts after we contacted them.

3. It is however still of a great concern that the bulk of the legal accounts have no contact numbers and since no proper tracing system has been approved or implemented we cannot contact the Debtors for payment.

4. We are going to proceed with the issuing of Section 129 Letters of Demand as well as Summonses and Request for Default Judgments and Warrants of Executions especially on accounts where there are no contact details available.

5. Council's urgent feedback regarding the tracing of Debtors as well as the approval of the Sale in Execution of movable assets is required.

M.1

Date: 08/02/2016
Chrisna Langenhoven

Legal Advisor

Geodebt Solutions CC

N

INTANGIBLE ASSET REPORT: January 2015

	2016	2015
PROPERTY, PLANT AND EQUIPMENT (CONTINUE)	R	R
INTANGIBLE ASSETS		
Computer Software		
Net Carrying amount at 1 July	722 756	1 346 949
Cost	4 162 314	4 149 014
Accumulated Amortisation	(3 439 558)	(2 800 065)
Accumulated Impairment	-	-
Additions	-	13 300
Amortisation for Year	(364 284)	(639 492)
Impairments	-	-
Disposals	-	-
Net Carrying amount at 30 June	358 472	722 757
Cost	4 162 314	4 162 314
Accumulated Amortisation	(3 803 842)	(3 439 558)
Accumulated Impairment	-	-

N

INVESTMENT PROP. ASSET REPORT: January 2015

INVESTMENT PROPERTY	2016	2015
	R	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	(185 646)	(315 166)
Impairment	-	-
Transfers from Inventory	-	-
Transfers	-	-
Net Carrying amount at 30 June	**48 823 856**	**49 009 502**
Cost	51 075 650	51 075 650
Accumulated Depreciation	(2 251 794)	(2 066 148)
Accumulated Impairment	-	-

Property Plant & Equipment: January 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	4 068 454	24 500	-	527 436	4 632 696
Capital under Construction	-	-	20 503 165	-	-	-	20 503 165
Transfers from/(to) Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note							
Revaluations							
Impairments			-	-	-	-	-
Impairments Reversals						-	-
Depreciation	-	(653 288)	(6 621 310)	(1 045 963)	(67 562)	(2 418 748)	(10 806 891)
Normal Depreciation	-	(653 288)	(6 621 310)	(1 045 963)	(67 562)	(2 418 748)	(10 806 891)
Correction of error			-	-	-	-	-
Carrying value of disposals							
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2014	**78 203 971**	**93 364 480**	**401 614 479**	**69 170 734**	**-**	**20 574 966**	**663 228 630**
Cost	78 203 971	101 142 111	510 617 913	74 292 881	691 343	50 958 555	815 906 774
Original Cost	78 203 971	101 142 111	510 617 913	74 292 881	691 343	50 958 555	815 906 774
Revaluation	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Revaluation							
Accumulated Depreciation	-	(7 777 631)	(108 703 435)	(5 122 147)	(691 343)	(29 832 458)	(152 127 013)
Original Cost	-	(7 777 631)	(108 703 435)	(5 122 147)	(691 343)	(29 832 458)	(152 127 013)
Revaluation							-

INSURANCE REPORT: January 2016

Monthly Premium	R 96 256
Insurance Receipts	R 0
Insurance Expenses	R 9 175
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	63
New claims for the month	9
Property Loss/damage	6
Public Liability	
Motor Accident	1
Glass	2
Claims closed during the month	10
Total claims open at the end of the month	62

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 Claims Action	Total
Additional Information Submitted to Insurance	10
Awaiting Invoice	2
Claim Reported, Awaiting Response from Insurer	12
Order Made out and given through to supplier	1
Request for Quotations Submitted	4
Claim closed	1
Agreement loss signed and submitted to Insurer	2
Requested Department to obtain Quotation	11
Insurer Requires Additional Info2	3
Additional Information Requested from relevant department	5
Invoice received and submitted for payment/or refund to Insurers	2
Assessor Appointed	3
Insurer has appointed an assesor, awaiting results	2
Quotations submitted for Order	1
Quotations submitted to Insurer, Awaiting Approval	3
Grand Total	62

Age analysis of Outstanding Claims

Category	Status of Claim	AON	INDWE	Grand Total
30 days or Less		7		7
More than 30 days		2		2
60 days or more		17		17
More than 120 Days		21	15	36
Grand Total		47	15	62

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 July2015 R
	-2,957,652.63	-	-83,753,715.12	35,038,871.21	20,330,888.34	-31,341,608.20
National Government Grants			-19,601,435.21			
Finance Management Grant	440.75		-1,450,000.00	1,066,548.40	-	-383,010.85
Municipal Systems Improvement Grant	-		-930,000.00	210,000.00	-	-720,000.00
Municipal Infrastructure Grant	650,831.45		-12,568,000.00	1,151,239.83	8,443,932.78	-2,321,995.94
Regional Bulk Infrastructure Grant	-		-	-	-	-
Housing - Kluitjieskraal	85,704.00		-	-	-	85,704.00
Intergrated 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	31,995,833.31	-	-9,141,166.69
Neighbourhood Development Plan	-321.44		-	-	-	-321.44
Rural Development	-555,514.66		-	2,800.00	20,000.00	-532,714.66
Expanded Public Works Progamme	103,812.52		-729,000.00	532,212.21	-	-92,975.27
Provincial Government Grants						
Library services	-536,287.10		-3,115,000.00	453.60	13,740.00	-3,637,093.50
Library Grant - MRF	66,785.00		-3,866,667.00	9,108.87	65,063.36	-3,725,709.77
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	-	11,043,257.00	-4,175,647.00
Multiputpose Centre (Thusong Centre)	-		-222,000.00	-	-	-222,000.00
Financial Management Supporting Grant	-620,000.00		-200,000.00	-	-	-820,000.00
Municipal Infrastructure Support Grant	-145,266.42		-	-	114,310.06	-30,956.36
Other						
Grant Water meters (China)	-118,962.88		-	-	-	-118,962.88
Essen Belgium	-1,512,288.11		-174,848.12	-	101,165.78	-1,585,970.45

09/02/2016.

19/02/2016

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