

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 29 February 2016 / 29 Februarie 2016

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

FINANCE MONTHLY REPORT – FEBRUARY 2016

FINANSIES MAANDELIKSE VERSLAG – FEBRUARIE 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.

A BURGEMEESTERS VERSLAG

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

B RESOLUTIONS

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

B BESLUIT

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

C EXECUTIVE SUMMARY

The municipality has read 92% of its consumption meters of which 99% was read correctly the first time. The monthly billing was also done as scheduled and during this process 16 419 accounts amounting to R 27.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 2.9 million. The indigent cost to the municipality for the month amounts to R 1.3 million.

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 16 419 rekeninge ten bedrae van R 27.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 2.9 miljoen. Die deernis subsidies vir die maand beloop R 1.3 miljoen.

The accumulated debtor's collection target for the year is 95%, but the actual accumulated year to date debtor's collection is 93%.

Die opgehoopde debiteure verhaling se teiken vir die jaar is 95%, maar die werklike jaar tot op datum invordering is 93%.

The municipality issued orders to the value of R 8.9 million of which R 0.9 million was in terms of deviations.

Bestellings ter waarde van R 8.9 miljoen uitgereik, waarvan R 0,9 miljoen ten opsigte van afwykings is.

The municipality currently has R 92.6 million in its primary bank account and R 13 million on investment.

Die munisipaliteit het R 92.6 miljoen in die primêre bankrekening en R 13 miljoen op belegging.

D REPORT

1. PURPOSE

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

2. LEGAL FRAMEWORK

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

2.1 WITHDRAWALS FROM BANK ACCOUNTS

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

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

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

2.2 Expenditure on staff benefits

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

Section 66 reads as follow:

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

D REPORT

1. DOEL

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

2. WETLIKE RAAMWERK

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

2.1 ONTTREKKINGS UIT BANKREKENINGE

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

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

- (a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;
- (b) in terme van artikel 26 (4) gemagtig uitgawes te besty;
- (c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te besty;
- (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 beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel.

Hierdie artikel lees soos volg:

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

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

(2) Die staat moet die volgende insluit—

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

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

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

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

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

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

2.4 Other Policy Requirements

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

3. DISCUSSION

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

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

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

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

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

2.4 Ander Beleid Vereistes

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

3. BESPREKING

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

- o Inkomste
- o Voorsieningskanaal Bestuur
- o Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

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

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

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

Activities	Dec-15	Jan-16	Feb-16
Meter readings:			
No. of meter readings by meter readers	12 746	12 829	12 786
No. of readings estimated	1 288	1 143	1 174
No. of readings by owners	234	299	316
Metering online	69	69	69
Total number of meters	14 337	14 340	14 345
Completion date of meter readings	14/12/2015	18/01/2016	15/02/2016
No. of re-readings performed	616	474	414
No. of changes after re-readings	196	139	106
% of meters read correctly first time	98.46%	98.92%	99.17%
Faulty meters to technical dept.	153	0	147
Zero Consumption to tech dept	112	0	127
Faulty meters replaced	16	6	48
Water Connections	2	1	5
New Sewerage Connections	0	0	0
Disconnections	27	10	17
% of meters estimated	8.98%	7.97%	8.18%

Nota.Skattinge redes by Meterlesings Note Estimates - Meter readings	Dec-15	Jan-16	Feb-16
Meter locked	59	58	39
Gate locked	480	400	400
Under Ground	73	97	93
Beneath rubble	52	53	24
Under water	34	31	33
Dogs	160	178	246
Meter unreadable	33	50	46
Can't find meter/Vehicles parked on meter	294	276	293
Unread	103		
	1288	1143	1174

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Dec-15	Jan-16	Feb-16
Debt raising date	18/12/2015	20/01/2016	19/02/2016
Date of account postage	22/12/2015	22&25/01/2016	24&28/02/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	04/01/2016	01/02/2016	01/03/2016
Electricity Pre paid Reconciliation	05/01/2016	01/02/2016	01/03/2016

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

3.1.1.2 Aantal informele huishoudings met toegang tot basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Dec-15	Jan-16	Feb-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	346	311
Total	2 099	1 978	1 941

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	Dec-15	Jan-15	Feb-15
Electricity - Conventional	2 949	2 941	2 920
Electricity - Prepaid	9 900	9 912	9 922
Property rates	14 014	14 038	14 039
Refuse removal	11 908	11 904	11 916
Sewerage	12 358	12 359	12 373
Water	12 314	12 317	12 328
Other	11 965	12 240	12 151
Total number of accounts printed	17 009	15 392	14 927
Total number accounts emailed	0	0	1 492

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

Service Description	Dec-15	Jan-16	Feb-16
Assessment Rates (Monthly)	2 668 943.85	2 660 825.52	2 639 267.53
Assessment Rates (Yearly)	36 740.32	30 496.03	45 778.77
Electricity	13 686 957.77	13 957 196.29	16 879 956.45
Refuse Removal	2 598 896.25	2 512 235.87	2 561 170.65
Sewerage	2 527 973.66	2 232 846.79	2 291 446.10
Water Levies	4 683 313.21	4 686 766.25	4 642 223.42
Rental	28 076.13	28 076.13	27 521.55
Housing	12 893.42	12 893.42	12 708.17
Loans	554.34	554.34	554.34
Indigent subsidy	-1 278 248.75	-1 313 432.89	-1 301 927.17
Sundries	104 425.23	101 549.18	125 713.64
Total	R25 070 525.43	R24 910 006.93	R27 924 413.45

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

Pre-paid Electricity Sales	Dec-15	Jan-16	Feb-16
Total Pre Paid Meters	9 900	9 912	9 922
Total Free units(Indigents)	116 570	118 670	113 570
Cost of free Units	R 96 753.10	R 98 496.10	R 94 263.10
Units sold	2 511 881.7	2 435 855.2	2 256 348.9
Cost of units sold	R 2 788 242.13	R 2 692 062.21	2 465 709.9
Vat Amount	R 403 932.59	R 390 713.56	R 358 428.77
Axillary Amount	R 2 553.50	R 2 501.56	R 2 367.50
Total Amount Pre Paid	R 3 291 481.32	R 3 183 773.43	R 2 920 769.24

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Dec-15	Jan-16	Feb-16
Deferments	3 459 375.48	3 364 207.84	3 622 386.68
Current	573 941.97	621 840.73	543 143.91
30 days	310 310.36	416 366.57	432 243.94
60 days	346 406.85	280 555.7	366 371.5
90 days	304 573.24	332 116.88	257 876.34
> 90 days	10 311 161.66	10 234 937.01	10 146 622.91
Total	R 15 305 769.56	R 15 250 024.73	R 15 368 645.28

Explanation:

Verduideliking:

Outstanding increased with R 118 620.55 whilst the total applicants decreased with 20.

Uitstaande skuld het toegeneem met R 118,620.55 terwyl die aantal aansoekers met 20 gedaal het.

Mechanisms	Dec-15	Jan-16	Feb-16
Approved Indigent households:			
No. of households at beginning of the month:	2 747	2 674	2 745
Additions during the month	207	165	193
Cancellations during the month	280	94	213
No. of households at end of the month:	2 674	2 745	2 725
	Dec-15	Jan-16	Feb-16
Cost of Indigent to Council(403131121)	R 1 122 651.75	R 1 151 499.52	R 1 142 122.70

Explanation:

Indigent decreased from 2 745 to 2 725 at end February 2016.

Verduideliking:

Deernis het afgeneem vanaf 2 745 na 2 725 einde Februarie 2016.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	Dec-15	Jan-16	Feb-16
Erfs subdivided	0	1	1
Application for clearance certificates	23	39	61
Clearance certificates issued	49	67	220
Deeds registrations	28	41	45
Consolidations	1	0	0

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 29 February 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 29 Februarie 2016:

Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	
Debtors Age Analysis By Income Source										
	R	R	R	R	R	R	R	R	R	%
Water	5 848 432	1 308 538	826 922	1 005 767	774 996	832 037	5 021 895	39 338 055	54 956 642	29%
Electricity	16 699 595	562 937	302 805	288 485	294 280	260 927	1 470 718	3 168 955	23 048 701	12%
Property Rates	2 990 014	236 445	246 213	209 775	286 724	2 029 913	412 817	12 450 185	18 862 085	10%
Waste Water Management	2 313 222	463 589	422 141	396 467	383 363	389 963	2 254 195	18 492 485	25 115 425	13%
Waste Management	2 628 642	563 321	518 370	487 030	472 340	451 324	2 467 547	23 642 340	31 230 914	17%
Property Rental Debtors	98 422	21 435	20 872	20 142	19 974	19 776	117 443	1 619 260	1 937 324	1%
Interest on Arrear Debtor Accounts	87 626	50 440	59 480	79 265	88 045	191 316	916 281	32 839 599	34 312 054	18%
Other	-2 266 233	67 366	53 138	39 548	19 661	38 634	202 533	1 168 421	-676 932	0%
Total By Income Source	28 399 721	3 274 071	2 449 940	2 526 478	2 339 383	4 213 890	12 863 428	132 719 301	188 786 212	100 %
%	15.04%	1.73%	1.30%	1.34%	1.24%	2.23%	6.81%	70.30%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 262 990	365 553	121 519	134 603	135 622	655 507	548 592	1 863 260	5 087 647	3%
Commercial	15 467 081	340 111	320 040	254 984	344 919	846 509	1 651 858	8 079 662	27 305 165	14%
Households	10 714 783	2 256 315	1 835 655	1 991 534	1 683 614	2 165 786	9 985 447	117 679 227	148 312 361	79%
Other	954 868	312 092	172 725	145 358	175 226	546 088	677 530	5 097 152	8 081 040	4%
Total By Customer Group	28 399 721	3 274 071	2 449 940	2 526 478	2 339 383	4 213 890	12 863 428	132 719 301	188 786 212	100 %
%	15.04%	1.73%	1.30%	1.34%	1.24%	2.23%	6.81%	70.30%	100.00%	

Explanation:

From the above it shows that the Households are 79% 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 79% van die uitstaande bedrag uitmaak en die meerderheid is meer as een jaar oud bestaande uit maandelikse en jaarlikse belasting, water-, elektrisiteit- en vullisverwydering dienste.

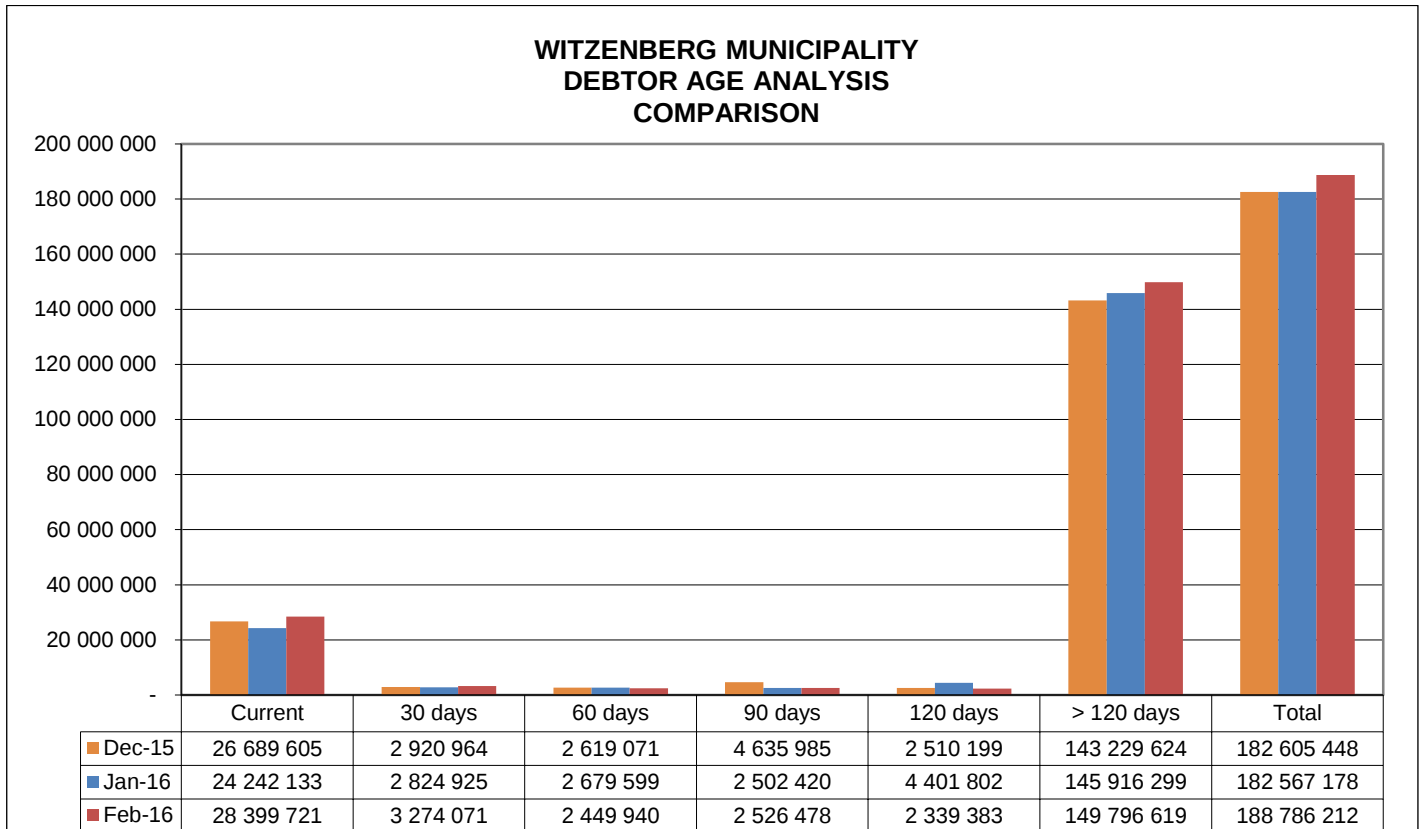
- Problematies om rekeninge te lewer in areas waar straatname en nommers nie verskyn nie en skuld dus nie gevorder kan word nie.
- Problematies om skuld te vorder in Prince Alfred's Hamlet en Op die Berg omrede ons nie die Elektrisiteit versprei nie en dus nie die elektrisiteit kan diskonnekteer nie.

3.1.8 DEBITEURE OUDERDOMSANALISE

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

3.1.8 VERGELYKING

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



Explanation:

Increase in outstanding amounts from January 2016 to February 2016.

Verduideliking:

Verhoging in uitstaandes van January 2016 na Februarie 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:

	Dec-15	Jan-16	Feb-16
Collecting agent	R	R	R
Third party agents:	6 666 874.69	14 727 590.71	6 639 685.19
Syntell	R 3 136 897.79	R 6 438 233.95	R 3 053 730.80
Pay a bill	R 429 153.86	R 4 785 872.46	R 404 229.60
Easy pay	R 2 313 949.20	R 2 053 534.73	R 2 233 908.27
Pay@	R 251 434.83	R 1 300 843.74	R 423 299.77
ACB	R 535 439.01	R 149 105.83	R 524 516.75
Cashiers:	R 47 542 983.77	R 40 810 872.67	R 56 663 409.48
<i>Transfer(Senior Cashier)</i>	R 44 930 655.27	R 22 719 753.25	R 52 938 132.29
RMC 1 - Ceres	R 56 078.18	R 89 045.57	R 28 022.66
RMC 2 - Ceres	R 879 432.27	R 13 263 383.36	R 1 325 491.37
RMC 3 - Ceres			R -
RMC 4 - Ceres	R 521 327.93	R 377 106.63	R 702 035.15
RMC 6 - Tulbagh	R 441 165.87	R 629 995.70	R 701 785.32
RMC 7 - Wolseley	R 449 413.63	R 1 877 183.60	R 637 913.53
RMC 8 - Hamlet	R 57 380.02	R 772 074.29	R 62 807.05
RMC 9 - Op-die-Berg	R 41 297.70	R 334 381.84	R 58 662.70
RMC 10 - Thusong Center	R 166 232.90	R 747 948.43	R 208 559.41
Back office receipting	R -47 398.03	R 646 982.03	R -131 008.76
Total Cash Receipted	R 54 162 460.43	R 56 185 445.41	R 63 172 085.91

Explanation:

An Investment of R11 million paid out

Verduideliking:

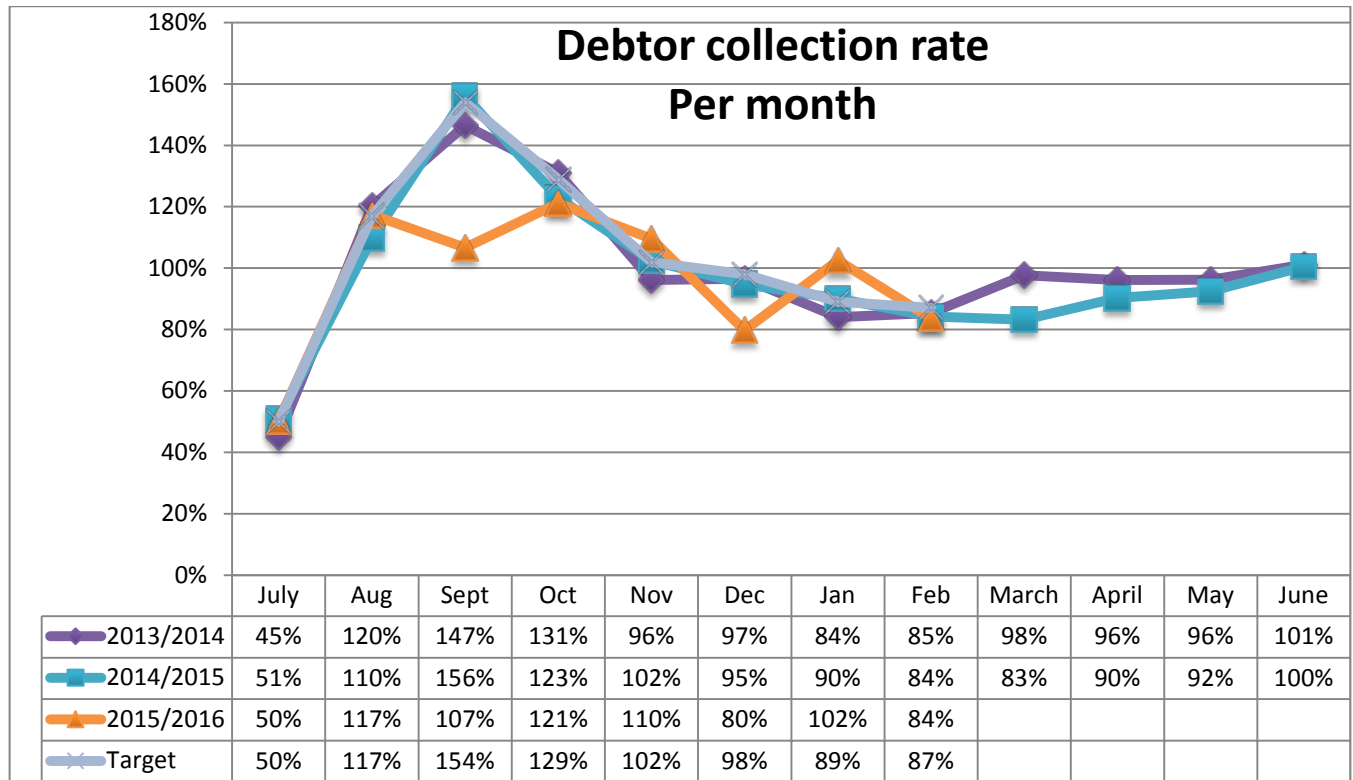
'n Belegging van R11 miljoen het uitbetaal.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Dec-15	Jan-16	Feb-16
Average of all Cashiers			
Number of transactions	3 427	3 916	5 169
Number of days operational	153	180	189
Number of receipts cancelled	5	17	26
Amount receipted	R47 542 983.77	R40 810 872.67	R56 663 409.48
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	22.40	21.76	27.35
Percentage cancelled receipts	0.15%	0.43%	0.50%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH

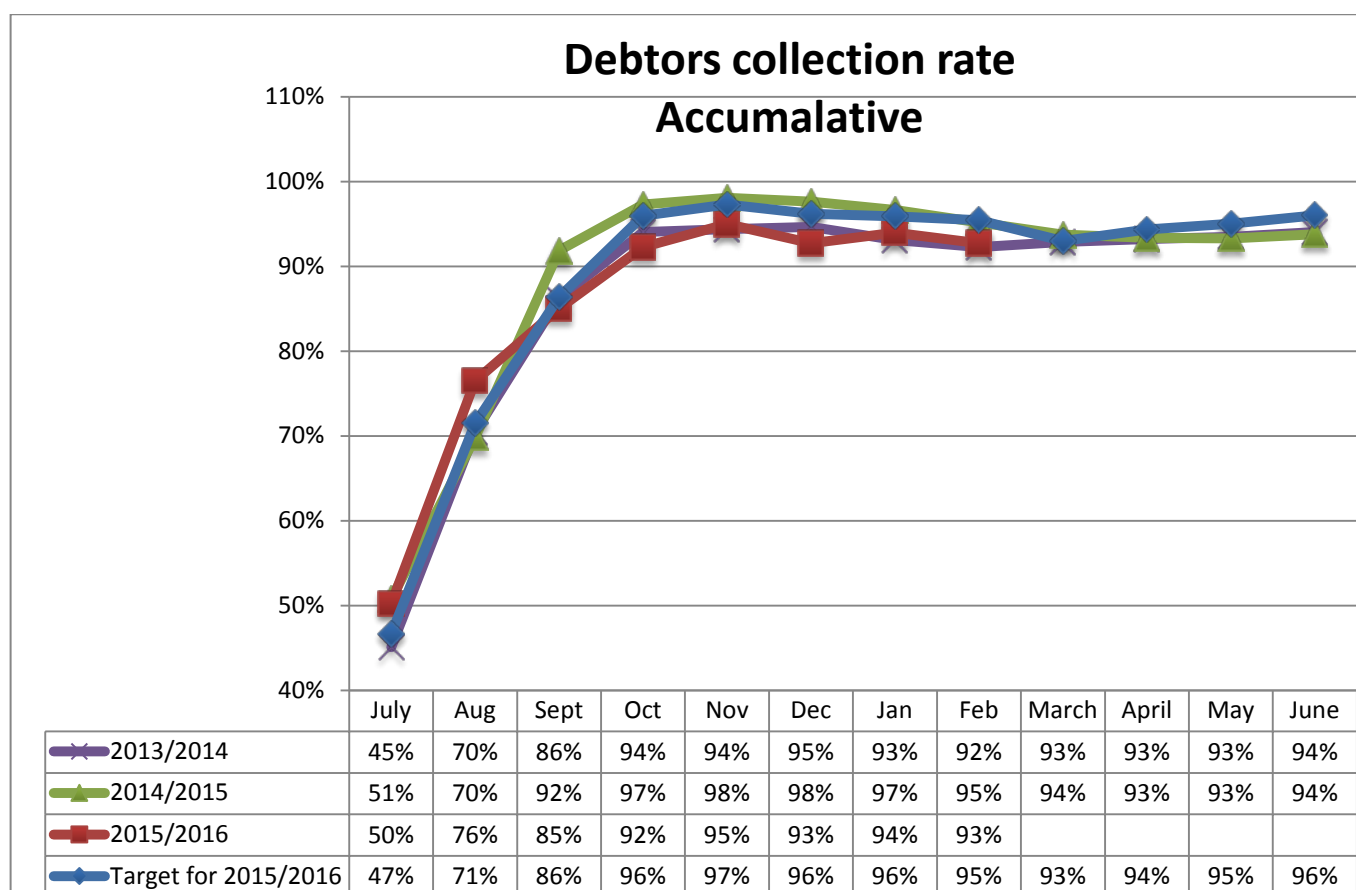


Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 87% while the actual figure for February 2016 amounts to 84% which is equal to the previous year 84%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhalings te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 87%, terwyl die syfer vir Februarie 2016 beloop 84% in vergelyking met die vorige jaar 84%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 95% while the actual figure is 93%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 95%, terwyl die werklike syfer 93% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Dec-15	Jan-16	Feb-16
Councillors:			
Deferments	16 698.13	-62 625.97	-58 158.46
Current	7 498.35	8 252.62	7 752.97
30 days	4 507.51	2 202.47	3 268.84
60 days	1 165.88	1 175.76	0.42
90 days			
> 90 days			
Total	R 29 869.87	R -50 995.12	R -47 136.23

Explanation:

Credit due to credit for water leak for 1 Councillor for period of one year.

Verduideliking:

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

Employees:	Dec-15	Jan-16	Feb-16
Deferments	107 959.64	103 948.81	88 793.99
Current	64 399.57	56 149.96	54 687.07
30 days	18 573.25	15 962.83	12 222.80
60 days	5 277.14	4 124.82	3 713.05
90 days	3 061.17	3 645.13	3 424.76
> 90 days	82 037.61	82 463.55	82 846.46
Total	R 281 308.38	R 266 295.10	R 245 688.13
Government Departments:			
Current	418 951.29	455 627.16	459 218.70
30 days	266 354.84	223 533.95	416 774.11
60 days	66 683.48	55 168.46	221 702.90
90 days	55 597.54	59 383.27	55 545.09
> 90 days	697 845.05	721 930.68	799 640.89
Total	R 1 505 432.20	R 1 515 643.52	R 1 952 881.69
Schools & Hostels:			
Deferment			
Current	416 411.63	288 851.15	277 419.98
30 days	90 806.88	125 577.58	108 385.37
60 days	62 054.57	63 074.51	89 251.66
90 days	62 136.88	53 266.24	40 374.50
> 90 days	474 952.59	529 855.73	564 640.60
Total	R 1 106 362.55	R 1 060 625.21	R 1 080 072.11

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:	Dec-15	Jan-16	Feb-16
No. of customers on the disconnections lists	1 674	2 108	2 791
No. already block	1 454	358	1 607
No. of new disconnections for the month:			
- Prepaid	328	1 051	859
- Conventional	142	54	61
Number reconnected:			
- Prepaid	328	354	273
- Conventional	55	49	51
Reconnected :due to faulty groupings and Indigent and poor households			193
No. of customers still disconnected	358	1 607	1 521
% of disconnections executed	100%	69%	91%

Legal Processes:	Dec-15	Jan-16	Feb-16
<u>Internal process:</u>			
No. of accounts transferred to internal debt collection			
No. of notices issued	9 258	8 843	7 693
No. of final demands issued	0	0	0
No of summons issued	0	0	9
No of current and handed over accounts	0	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	41	0	0
No Of Arrangements made	15	3	0
No Of Sms sent on first notices	3256	3220	2 670
No of Sms sent on current accounts	0	5239	5 223
Processes:	Dec-15	Jan-16	Feb-16
1st Notices issued			
Value of 1st Notices issued	R100 145 669.20	R101 699 039.17	R94 804 775.57
Amount received	R 2 078 157.10	R6 100 380.65	R4 208 028.53
Percentage recovered	2%	6%	4%
SMS'e			
Value of SMS'e issued		R 26 845 434.52	R 24 601 315.74
Amount received		R 1 684 924.98	R 1 454 771.29
Percentage recovered		6.28%	5.91%

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:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/1	Sale of church sites in Pine Valley, Wolseley	04-Mar-2016
08/2/13/34	Appointment of an Auctioneer	23-Mar-2016
08/2/13/43	Supply and delivery of 1 x new chassis and cab with new sweeper body	08-Mar-2016

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/44	Supply and delivery of self-containing breathing apparatus and spare cylinders	04-Mar-2016

3.2.1.2 Evaluation stage

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/8	Supply and delivery of three new 1 ton light delivery vehicles, two new four door sedan vehicles and one new 1.3 ton light delivery vehicle (LDV)	01-Dec-2015	17-Dec-2015 21-Jan-2016 09-Dec-2015 Referred back	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	08-Feb-2016	I Swartbooi
08/2/13/14	Provision of online electronic CIPC (companies and intellectual property commission) and credit search services	15-Jan-2016	18-Feb-2016	M Frieslaar
08/2/13/20	Supply and delivery of tablets on a 24 month contract	08-Jan-2016	27-Jan-2016 Referred back	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	22-Feb-2016	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	17-Feb-2016	N Jacobs / S Farmer
08/2/13/33	Supply and delivery of 52w, 144w and 279w LED light fittings	03-Feb-2016	19-Feb-2016	B van der Watt

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:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

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08/2/13/35	Streetlight Installation at Prince Alfred's Hamlet & Op die Berg	22-Jan-2016	03-Feb-2016	B van der Watt
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
08/2/13/40	Hiring of tipper trucks, digger loaders, bull dozers and excavators for the Witzenberg municipal area	19-Feb-2016	02-Mar-2016	E Lintnaar

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/25	Supply and delivery of 1000w HPS-MH flood light fittings for Witzenberg Municipality	23-Nov-2015	19-Feb-2016	B van der Watt
08/2/13/30	Provider for training of municipal officials on a supervisory short course	28-Jan-2016	15-Feb-2016	I Swartbooi
08/2/13/31	Service provider for computer literacy training for municipal officials	16-Feb-2016	03-Mar-2016	I Swartbooi
08/2/13/41	Service provider for Hospitality skills training	09-Feb-2016	16-Feb-2016	I Swartbooi
08/2/13/42	Supply delivery & installation of carpets for chalets at Pine Forest holiday resort	10-Feb-2016	Cancelled	J Samuel
08/2/13/49	Supply and delivery of hydraulic spiking tools	25-Feb-2016	02-Mar-2016	B van der Watt
08/2/13/50	Supply and delivery of Thermal Imager	25-Feb-2016	02-Mar-2016	B van der Watt

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."

3.2.1.4 Tenders toegeken

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

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

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

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

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

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/18	19-Feb-2016	Nammic Western Cape	Bridge maintenance and repair in Witzenberg	Only responsive bidder	Based on the tendered rates provided that expenditure does not exceed the amount of R 1 000 000.00 (Incl. VAT)
08/2/13/27	19-Feb-2016	AAD Truck & Bus (PTY) Ltd	Supply and delivery of one new 8 ton skip loader	Bidder scored the highest points	R 1 072 640.00 (Incl. VAT)
08/2/13/36	19-Feb-2016	Lenash International Investments	Supply and delivery of road signs and accessories	Bidder scored the highest points	Based on tendered rates provided that expenditure is within the available budget

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

Geen tender was toegeken deur die Rekenpligtige Beamppte gedurende Februarie 2016 nie.

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

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

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

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

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

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

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

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

Geen formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Februarie 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

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 beamppte of 'n

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.”

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
138096	05-Feb-2016	Forms Independent	Printing and binding of 50 Section 56 traffic notice books.	Lowest responsive quotation	R 8 379.00 (Incl. VAT)	Chief Financial Officer
138103	05-Feb-2016	Boland Toilet Services (Pty) Ltd	Supplying of 14 Chemical Toilets at Ceres Sport Grounds on 6 Feb 2016.	Lowest responsive quotation	R 6 964.94 (Incl. VAT)	Chief Financial Officer
138193	11-Feb-2016	Print Tag CC	Printing of posters on plastic A2 corrugated boards with full colour print	Lowest responsive quotation	R 29 910.75 (Incl. VAT)	Chief Financial Officer
138290	16-Feb-2016	Logo Clothing	Supply and Delivery of 100% Cotton Golf T-Shirts	Only responsive quotation	R 6 087.05 (Incl. VAT)	Chief Financial Officer
138318	17-Feb-2016	Weskaap Safety and Protective Gear	Supply and Delivery of Men’s walking trainers for Meter Readers	Lowest responsive quotation	R 5 585.89 (Incl. VAT)	Chief Financial Officer
138408	22-Feb-2016	Van Der Merwe Busdiens	Providing Transport for 60 Youth from Op die Berg to Stellenbosch University.	Lowest responsive quotation	R 9 500.00 (Non VAT)	Chief Financial Officer
138510	25-Feb-2016	Hamlet Country Lodge	Catering for Council Meeting 26 Feb 2016	Only responsive quotation	R 3 325.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Paragraph 20 (d): Policy Compliance

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

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

No 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 February 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.

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur ’n amptenaar wat in terme van ’n sub-afvaardiging vir die maand van Februarie 2016 nie.

3.2.1.8 Appeals

No appeals were lodged during February 2016.

3.2.1.9 Deviations

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

The following table contains the approved deviations by the Accounting Officer for the month of February 2016 which totals R 928 983.89:

3.2.1.8 Appèlle

Geen appèl is gedurende Februarie 2016 ontvang nie.

3.2.1.9 Afwykings

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

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Februarie 2016 wat beloop op die totaal van R 928 983.89:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
02-Feb-16	Regan Brown Attorneys	Legal services: Packaging services / Witzenberg Mun	Impractical	137997	25 520.24
02-Feb-16	O'Neil & Visser Attorneys	Legal services: Various cases	Impractical	138002	86 631.00
02-Feb-16	Witzenberg Auto Glass	Damaged Crockery Mayoral Aged day	Impractical	138006	2 030.00
02-Feb-16	Vox Electric	Emergency repair to ODB Sewer pumpstation	Emergency	138009	1 191.30
02-Feb-16	AAD Truck & Bus	Service of Gearbox CT 5842	Impractical	138016	7 668.15
03-Feb-16	Office Technology Brokers	Repair of Large Shredder - Archives	Impractical	138046	2 599.20
04-Feb-16	Peninsula Water Treatment	Emergency callout: Repair to chlorination pump Ceres WWTW	Emergency	138062	3 990.00
04-Feb-16	Giovanni's Fisheries	Foodparcels for staff: After hours	Emergency	138063	163.00
04-Feb-16	Giovanni's Fisheries	Foodparcels for staff: After hours	Emergency	138066	396.00
09-Feb-16	SACPCMP	Professional Fees J Barnard	Single Supplier	138153	3 130.18
10-Feb-16	Transnet	Monthly Rental of Testing Yard, Feb 2016 2016000454	Impractical	138178	7 137.17
11-Feb-16	Witzenberg Herald	Publishing of notice: Water restrictions	Single supplier	138180	6 084.00
11-Feb-16	Boland Toilet Services	Servicing of Septic tanks	Emergency	138189	34 927.36
11-Feb-16	Drager SA (Pty) Ltd	Calibration of alcohol tets and mouth pieces	Single Supplier	138205	2 202.48
15-Feb-16	Ian Dickie	Purchasing of Sewer network equipment	Single Supplier	138256	18 261.78

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16-Feb-16	WC Communications	Repair & Service telephone line	Impractical	138279	13 883.62
17-Feb-16	DJ Electric	Rest & Supply 114 COC's for Pine Valley Wolseley	Emergency	138328	45 486.00
18-Feb-16	IMQS	Annual updating of Water & Sewer networks & software programme	Impractical	138357	36 566.64
22-Feb-16	PIGS	Extra leak detection area new extension	Impractical	138401	17 328.00
23-Feb-16	AMEU (Association of Municipal electricity utilities)	Membership fee 2016: Mr vd Watt	Single supplier	138419	6 420.00
23-Feb-16	HSM Amanzi Pump & Sewerage Engineers	Supply of Robot pumps	Single supplier	138439	236 621.82
24-Feb-16	Sanitech	Servicing of chemical toilets	Emergency	138485	18 376.80
25-Feb-16	Ceres Plant Hire	Repair of Bomag Roller	Impractical	138515	4 207.20
26-Feb-16	Super Airbrake & Clutch	Replace Springblade, Centre bolt and bushes CT 2315 Compactor	Emergency	138529	3 471.30
26-Feb-16	Boland Toilet Services	Servicing of Septic tanks	Emergency	138531	12 560.60
26-Feb-16	Wolseley Grondverskuiwing	Routine operation of Landfill site PAH	Impractical	138548	228 000.00
29-Feb-16	Pitney Bowes Batsumi Enterprises	Refilling of franking machine	Impractical	138566	9 600.00
29-Feb-16	Conlog (PTY) Ltd	Supply of Electricity prepaid meters	Single supplier	138571	21 042.12
29-Feb-16	Landis & Gyr (PTY) Ltd	Supply of Electricity prepaid meters	Single supplier	138572	63 840.00
29-Feb-16	PC Berning	Emergency repairs to CFA 1828	Emergency	138573	9 647.93

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
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%
February 2016	R 928 983.89	R8 905 322.65	10.44%

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):

FINANCE MONTHLY REPORT FEBRUARY 2016 / FINANSIES MAANDELIKSE VERSLAG – FEBRUARIE 2016

	31 December 2015	31 January 2016	29 February 2016
Value of inventory at hand	R5 732 388.85	R5 343 086.64	R5 213 203.58
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.37	1.43 times	1.49 times
Turnover rate excluding Chinese meters	1.39	1.46 times	1.52 times
Date of latest stores reconciliation	01 March 2016		
Date of last stock count	15 December 2015		
Date of next stock count	30 March 2016		

Expenditure

Uitgawe

3.2.3.1 Salaries section

3.2.3.1 Salaris afdeling

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

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

	Dec 2015	Jan 2016	Feb 2016
Salaries – Cost to company	R10,192,746.32	R10,663,203.70	
Provisions included with salaries	R1,860,839.77	R-731,000.21	
Number of Employees and Councillors included in run	587	587	581
Number of Ward members receiving out of pocket allowance	113	113	112
Balancing date of salary control account			
Balancing amount	R45 261.00	R542 242.34	

3.2.3.2 Creditors Section

3.2.3.2 Krediteure afdeling

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

'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
Feb 2016	965 081	8 055	62 244	0	0	0	0	0	1 035 380

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

Name of creditor	Jan 2016 Amount	Feb 2016 Amount	Description	Reason
ACTOM ELECTRICAL PRODUCTS		784	Cable Ties	Did not appear on Statement
AWV PROJECT MANAGEMENT		62 244	Disposable Green Refuse Bags	Did not appear on Statement
AUTOZONE/MULTIPART		2 100	Hydraulic Oil 20L	Did not appear on Statement
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

FINANCE MONTHLY REPORT FEBRUARY 2016 / FINANSIES MAANDELIKSE VERSLAG – FEBRUARIE 2016

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
SPIILHAUS/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			Various Goods Delivered	Did not appear on Statement
BELLCO ELECTRICAL			Joints Kits	Did not appear on Statement
CERES PLANT HIRE	1 003		Various Goods Delivered	Did not appear on Statement
INCLEDON CAPE			Various Goods Delivered	Did not appear on Statement
PROCEDO TRAINING			Various Goods Delivered	Did not appear on Statement
TRIPLE ONE PRINTERS	29		Parrot Staples	Did not appear on Statement
TERASON			Various Goods Delivered	Did not appear on Statement
VILKO /VILLIERSDORP	88	403	Various Goods Delivered	Did not appear on Statement
WALTONS STATIONERY			Various Goods Delivered	Did not appear on Statement

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

	Nov 2015	Dec 2015	Jan 2016	Feb 2016
Total value of creditors paid	R35,478,979	R28,139,810	28,087,141	
Date of creditor reconciliation	01/12/2015	11/01/2016	01/02/2016	01/03/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	Jan 2016 Amounts Outstanding	Feb 2016 Amounts Outstanding	Description of goods/ services
WALTONS STATIONERY		229 928	Various Goods Delivered
BEKA		24 624	BEKALANE PINE VALLEY
IAN DICKIE		29 202	VIBRATORY TAMPER TRENCH
DELNIET KONSTRUKSIE		58 894	
PIGS		75 924	
DENNIS LENDOR CIVILS	43 032		Supply and Upgrade of Water Networks
BELLCO ELECTRICAL	39 073	42 066	Various Goods Delivered
SPIILHAUS IRRIGATION	22 948		Various Goods Delivered
CERES SPAR	21 324	44 973	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			Travel and Accommodation
VILKO/VILLIERSDORP	27 031		Various Goods Delivered
ARB ELECTRICAL			Various Goods Delivered
KAAP AGRI	16 879	38 221	Various Goods Delivered
CONLOG			Various Goods Delivered
METSI CHEM IKAPA	78 762	105 016	Chlorine gas Cylinders
CERES SPAR			Various Goods Delivered
JC SERVICES			Various Goods Delivered
AWV PROJECT MANAGEMENT		203 939	Disposable Bags

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

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

Name of creditor	Jan 2016	Feb 2016
VENUS SECURITY		582 928.55
UMZALI CIVILS		275 214.26
PVR SERVICES		344 200.20
STRATA CIVILS		319 890.30
SOLETHU ENERGY		252 957.54
AWV PROJECT MANAGEMENT		160 056.00
DIE POSMEESTER		154 443.75
ESKOM	12 008 373.84	15 316 763.85
MARTIN AND EAST	4 640 419.28	
ASLA CONSTRUCTION	1 971 648.64	
DENNIS LENDOR CIVILS	359 997.05	869 428.07
MULTIPART PETROL	287 439.47	260 802.90
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	Jan 2016		Feb 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 3 014.60	31.31%	R 1 013.00	15.22%
Refreshments and caterings	R 2 560.75	26.60%	R 1 939.00	29.13%
Rent (Halls etc.);	R 1 500.00	15.58%	R 0.00	0.00%
Refunds (Library book fees)	R 0.00	0.00%	R 56.00	0.84%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 96.00	1.00%	R 48.00	0.72%
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 2 456.85	25.52%	R 3 600.90	54.09%
GRAND TOTAL	R 9 628.20		R 6 656.90	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Dec 2015	Jan 2016	Feb 2016
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R9 506.50)	(R9 628.20)	(R6 656.40)
Replenishment during month	R7 388.80	R6 940.30	R3 463.1
Cash at hand before month-end replenishment	R2 882.30	R2 312.10	R1 806.70
Replenishment at month end	R2 117.70	R2 687.90	R3 193.30
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIËLE ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

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

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

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	31 Jan 2016		29 Feb 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R80,472,278	R75,899,675	R95,772,454	R92,642,699

Investments:

Beleggings:

Institution / Instansie	Dec 2015		Jan 2016		Feb 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R11,000,000	31.43%				
First Rand Bank						
Investec Bank Ltd						
Nedbank Ltd	R11,000,000	31.43%	R11,000,000	45.83%		
Standard Bank of SA Ltd	R13,000,000	37.14%	R13,000,000	54.17%	R13,000,000	100%
Total	R35,000,000		R24,000,000		R13,000,000	

Investment Purpose Doel van Belegging	Dec 2015		Jan 2016		Feb 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions	R35,000,000	100%	R24,000,000	100%	R13,000,000	100%
Total	R35,000,000		R24,000,000		R13,000,000	

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

Description / Beskrywing	Jan 2016		Feb 2016	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	195	R6,680,909	120	R12,346,625
Outstanding cheques	53	R58,153	27	R24,441
Transactions not in cash book	1499	R3,232,644	1003	R5,656,086
Receipts not cleared on Bank statement	487	R5,398,504	486	R3,585,226
Outstanding journals	3	R600	0	R0

3.3.2 Liabilities

3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance Feb 16 R	Payment (Redemption)	Interest	Closing Balance Febr 2016 R	Payments March 2016 R
ABSA	12,8% - 14,5%	0			0	R0
DBSA	10,75% - 17,45%	17,050,683			17,050,683	R4,964,070
Nedbank	13.50%	7,671,560			7,671,560	R0
Ceres Golf Club	18%	17,738			17,738	R0
Total		R24,739,982	R0	R0	R24,739,982	R4,964,070

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	Feb 2016	R0	01/03/2016
Traffic : Motor Registration	Feb 2016	R148,439-10	07/03/2016
Traffic : RTMC Fees	Feb 2016	R42,068-03	07/03/2016
Direct Deposit	Feb 2016	R453,690-67	01/03/2016
Traffic : AARTO	Feb 2016	R0	01/03/2016
Traffic : Drivers Licence	Feb 2016	R12,002-94	07/03/2016
Traffic : Roadworthy	Feb 2016	R7,015-46	07/03/2016
Faulty Direct Deposits	Feb 2016	R6,565-05	01/03/2016
Traffic : Nu-Traffic	Feb 2016	R152,406-58	01/03/2016
VAT	Feb 2016	R820 605.51	02/03/2016

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: February 2016

Maandverslag: Februarie 2016

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: February 2016

Maandverslag: Februarie 2016

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

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

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

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

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

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

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

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

- **Annexure G** - Sect 66 for Feb 2016 / Artikel 66 vir Feb 2016
- **Annexure H** - Sect 11 for Feb 2016 / Artikel 11 vir Feb 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 Elektriesering 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		Movements for the month of February				Costs & Fees	Interest Yield for the Month
			R	01 February 2016	Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes		
					R	R	R	R	R	%
			24 000 000.00	0.00	11 187 858.90	0.00	187 858.90	0.00	13 000 000.00	6.91%
Nedbank Ltd	03/7881032766/40	Unutilised receipts		0.00					0.00	
Nedbank Ltd	03/7881032766/41	Unutilised receipts	11 000 000.00		11 187 858.90		187 858.90		0.00	6.85%
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		0.00					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	6.98%
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_coyy_Mnn.XLS (e.g.: GT411_AC_2003_M07)
 Change Year End (coyy) 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	M08	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	965 100	8 057	62 244	0	0	0	0	0	1 035 401
			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	965 100	8 057	62 244	0	0	0	0	0	1 035 401
			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

Besser
 01/03/2016

16/12/16

AD - AGE ANALYSIS OF DEBTORS (All values in Rand)

Save File as : Muncde_AD_ccoy_Mnn.XLS (e.g.: GT411_AD_2005_M10)

Change Year End (ccoy) 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	M08	WC022	1100	Debtors Age Analysis By Income Source									
			1200	Trade and Other Receivables from Exchange Transactions - Water	5 848 432	1 308 538	828 922	1 005 767	774 998	832 037	5 021 895	39 338 055	54 956 642
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	16 689 595	562 937	302 805	288 485	294 280	280 927	1 470 718	3 168 955	23 048 701
			1400	Receivables from Non-exchange Transactions - Property Rates	2 880 014	236 445	246 213	208 775	286 724	2 029 913	412 817	12 450 185	18 862 085
			1500	Receivables from Exchange Transactions - Waste Water Management	2 313 222	463 589	422 141	398 467	383 363	389 963	2 254 195	18 492 485	25 115 425
			1600	Receivables from Exchange Transactions - Waste Management	2 628 842	563 321	518 370	467 030	472 340	451 324	2 467 547	23 642 340	31 230 914
			1700	Receivables from Exchange Transactions - Property Rental Debtors	98 422	21 435	20 872	20 142	19 974	19 778	117 443	1 619 280	1 937 324
			1810	Interest on Arrear Debtor Accounts	87 628	50 440	59 480	79 265	88 046	191 316	916 281	32 839 589	34 312 054
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0
			1800	Other	-2 286 233	67 366	53 138	39 548	19 661	38 634	202 533	1 188 421	-678 932
			2000	Total By Income Source	28 399 721	3 274 071	2 449 940	2 526 478	2 339 383	4 213 890	12 863 428	132 719 301	188 786 212
			2100	Debtors Age Analysis By Customer Group									
			2200	Organs of State	1 262 980	365 553	121 519	134 603	135 622	655 507	548 592	1 863 280	5 087 647
			2300	Commercial	15 467 061	340 111	320 040	254 984	344 919	846 508	1 651 858	8 078 682	27 306 165
			2400	Households	10 714 783	2 256 315	1 835 655	1 891 534	1 683 614	2 165 786	9 985 447	117 679 227	148 312 361
			2500	Other	954 888	312 082	172 725	145 358	175 226	546 068	677 530	6 087 152	8 081 040
			2600	Total By Customer Group	28 399 721	3 274 071	2 449 940	2 526 478	2 339 383	4 213 890	12 863 428	132 719 301	188 786 212

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 LLo Council Policy:

The aim of this schedule is to ensure that the Impairment contribution is done in a structured manner

The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality

If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

Handwritten signature

11/03/2016

Bisser
01/03/2016

C

CFA : 1.157 / FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save File as : Muncide_CFA_coy_Mun.XLS (e.g.: GT411, CFA_2005_M10)

Change Muncide to your own municipal code (e.g.: GT411) and Year End (copy) to Financial Year End (e.g.: 2004/2005)

Change Month End (Mun) to Active Month (M10)=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	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
2016 M07	WC022	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Item	Detail												
3010	Cash Receipts by Source												
3020	Property rates	2,976,827	9,657,245	7,557,000	7,027,764	6,231,102	2,792,173	3,592,137	3,032,506				
3030	Property rates - penalties & collection charges	30,997	14,318	19,642	45,812		0	0	0				
3040	Service charges - electricity revenue	17,779,182	18,091,808	16,799,827	16,879,258	13,942,280	9,930,405	13,019,338	11,531,448				
3050	Service charges - water revenue	3,076,597	2,463,281	2,123,301	2,604,691	2,596,195	2,488,116	3,300,708	3,166,390				
3060	Service charges - sanitation revenue	1,859,247	1,890,829	1,875,862	2,754,022	1,798,564	1,613,606	2,126,515	1,728,380				
3070	Service charges - refuse revenue	1,839,221	1,790,830	1,729,305	1,859,179	1,902,689	1,650,217	2,178,286	1,925,742				
3080	Service charges - other	-434,424	473,147	5,535,982	-25,461	2,478,470	3,153,763	2,404,143	2,907,450				
3090	Rental of facilities and equipment	665,425	712,488	708,284	770,451	681,777	923,094	1,221,310	572,378				
3100	Interest earned - external investments	246,522	309,201	201,011	641,816	469,743	349,487	389,955	780,422				
3110	Interest earned - outstanding debtors	171,613	125,096	123,213	192,488		0	0	0				
3120	Dividends received												
3130	Fines	137,958	178,126	236,865	216,237	218,912	76,967	270,824	182,315				
3140	Licences and permits	59,864	10,694	8,568	13,885	8,431	6,874	10,728	10,310				
3150	Agency services	270,398	254,158	407,794	382,204	371,299	281,808	478,522	344,751				
3160	Transfer receipts - operational	29,046,001	416,000	771,697	18,823,263	18,823,263	0	852,090	2,245,333				
3170	Other revenue	921,539	3,012,037	2,769,270	2,408,428	4,867,886	1,309,533	2,938,619	1,705,168				
3180	Cash Receipts by Source	58,332,987	39,397,155	40,154,905	38,552,442	53,132,560	24,536,074	32,763,095	30,145,659	0	0	0	0
3190	Other Cash Flows/Receipts by Source												
3200	Transfer receipts - capital	9,468,000		2,600,787	13,728,970	3,918,388	3,918,388	0	10,856,539				
3210	Contributions recognised - capital & contributed						0	0	0				
3220	Proceeds on disposal of PPE						0	0	0				
3230	Short term loans						0	0	0				
3240	Borrowing long term/renfunding						0	0	0				
3250	Increase (decrease) in consumer deposits	57,813	43,846	29,858	28,586	41,778	47,112	57,748	80,200				
3260	Decrease (increase) in non-current debtors						0	0	0				
3270	Decrease (increase) other non-current						0	0	0				
3280	Decrease (increase) In non-current Investments						0	0	0				
4000	Total Cash Receipts by Source	67,856,580	39,441,001	42,765,550	50,310,008	67,063,726	28,502,574	32,850,844	41,082,598	0	0	0	0
4010	Cash Payments by Type												
4020	Employee related costs	8,334,139	9,281,188	10,054,364	8,876,555	14,401,527	8,982,828	9,246,230	10,122,014				
4030	Remuneration of councillors	752,953	744,901	744,901	743,901	739,846	743,401	989,984	779,717				
4040	Collection costs	15,741	134,668	83,465	173,078	173,078	72,737	107,860	6,543				
4050	Interest paid			1,295,365			284,512	87,490	0				
4060	Bulk purchases - Electricity		15,325,234	16,335,162	9,763,202	10,231,182	10,298,548	10,398,715	13,248,248				
4070	Bulk purchases - Water & Sewer						0	0	0				
4080	Other materials						0	0	0				
4090	Contracted services	343,847	555,173	1,368,984	1,769,220	1,160,187	1,080,049	588,460	1,156,979				
4100	Grants and subsidies paid - other municipalities	463,461	7,150	186,700	71,152	173,732	51,613	170,511	1,773				
4110	Grants and subsidies paid - other						0	0	0				
4120	General expenses	12,343,404	2,821,881	4,128,578	6,821,844	8,800,657	6,808,121	6,509,901	4,031,482				
4130	Cash Payments by Type	21,853,255	27,870,195	34,225,547	28,085,874	35,478,978	28,138,810	28,087,141	28,345,736	0	0	0	0
4140	Other Cash Flows/Payments by Type												
4150	Capital assets	1,368,874	327,872	3,461,050	390,240	2,154,082	1,143,137	1,528,848	413,030				
4160	Repayment of borrowing			3,668,876		7,386,187	347,662	111,721	0				
4170	Other Cash Flows/Payments	27,859,143	4,893,168	4,790,561	5,949,340	7,386,187	5,933,453	6,543,332	6,458,740				
4180	Total Cash Payments by Type	50,882,272	33,131,335	46,165,823	34,405,454	45,019,258	35,584,092	36,289,042	35,217,508	0	0	0	0
4190	Net Increase/(Decrease) in Cash Held	16,974,306	6,309,666	-3,380,273	15,804,554	12,074,468	-7,061,518	-3,418,186	5,865,082	0	0	0	0
4200	Cash/cash equivalents at the month/year begin:	62,389,031	79,357,339	85,667,005	82,288,732	98,191,286	110,285,754	103,204,236	105,651,130	105,651,130	105,651,130	105,651,130	105,651,130
	Cash/cash equivalents at the month/year end:	79,357,339	85,667,005	82,288,732	98,191,286	110,285,754	103,204,236	99,786,038	105,651,130	105,651,130	105,651,130	105,651,130	105,651,130

Order 09/03/2016

11/03/2016

STATEMENT OF FINANCIAL PERFORMANCE

February 2015

E

	Committed Orders	Actual
0100 OPERATING REVENUE		0 99990100
0200 Property Rates	0	3,348,318 99990200
0300 Property Rates - Penalties And Collection Charges	0	98,012 99990300
0400 Service Charges	0	24,725,356 99990400
0700 Rent Of Facilities And Equipment	0	636,905 99990700
0800 Interest Earned - External Investments	0	790,422 99990800
1000 Interest Earned - Outstanding Debtors	0	842,003 99991000
1100 Dividends Received	0	0 99991100
1300 Fines	0	182,315 99991300
1400 Licenses and Permits	0	10,831 99991400
1500 Agency Services	0	344,751 99991500
1600 Transfers Recognised - Operating	0	4,871,047 99991600
1810 Transfers Recognised - Capital	0	848,995 99991810
1700 Other Revenue	0	273,900 99991700
1800 Gain On Disposal Of Property, Plant & Equipment	-5,030	0 99991800
1900 Total Operating Revenue Generated	-5,030	36,973,855 99991900
2000 Less Revenue Foregone	0	-1,831,533 99992000
2100 Total Direct Operating Revenue	-5,030	35,142,323 99992100
2200 INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99992200
2300 Interest Received - Internal Loans	0	0 99992300
2500 Internal Recoveries (Activity Based Costing Etc)	0	1,045,691 99992500
2600 Dividends Received - Internal (From Municipal Entities)	0	0 99992600
2700 Total Indirect Operating Revenue	0	1,045,691 99992700
2800 Total Operating Revenue	-5,030	36,188,014 99992800
2900 OPERATING EXPENDITURE	0	0 99992900
3000 Employee Related Costs - Wages & Salaries	0	-9,049,488 99993000
3100 Employee Related Costs - Social Contributions	0	-1,996,455 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	-723,717 99993400
3500 Debt Impairment	0	-118,463 99993500
3600 Collection Costs	-271,169	-5,543 99993600
3700 Depreciation and Asset Impairment	0	-1,508,299 99993700
3900 Interest Expense - External Borrowings	0	-596,392 99993900
4000 Redemption Payments - External Borrowings (Gamap To Remove)	0	0 99994000
4100 Bulk Purchases	0	-13,248,248 99994100
4110 Other Materials	0	0 99994110
4200 Contracted Services	-1,119,225	-1,164,370 99994200
4300 Grants and Subsidies	-3,000	0 99994300
4400 Other Expenditure	-7,905,729	-3,839,286 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	-9,299,113	-32,250,241 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)	-9,073	-959,226 99995000
5010 Contributed Assets	0	0 99995010
5100 Total Indirect Operating Expenditure	-9,073	-959,226 99995100
5200 Total Operating Expenditure	-9,308,186	-33,209,467 99995200
5300 SURPLUS	0	0 99995300
5400 Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-9,313,216	2,978,547 99995400
5500 Taxation	0	0 99995500
5600 Operating Surplus / (Deficit) - After Tax	-9,313,216	2,978,547 99995600
5800 Cross Subsidisation	0	0 99995800
6000 Plus Interests In Entities Not Wholly Owned	0	0 99996000
6000 Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-9,313,216	2,978,547 99995900
6200 OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
6700 Dividends Paid (Municipal Entities Only)	0	0 99996700
6210 Asset Financing Reserve (Afr)	0	0 99996210
6220 Housing Development Fund	0	0 99996220
6230 Depreciation Reserve Ex Afr	0	0 99996230
6240 Depreciation Reserve Ex Govt Grants	0	0 99996240
6250 Depreciation Reserve Ex Donations And Contributions	0	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)	-9,313,216	2,978,547 99996700

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ACTUAL CAPITAL ACQUISITION - FEB 2015

F

Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
0100	INFRASTRUCTURE	0	0	0	0	0 99990100
0300	Roads, Pavements, Bridges & Storm Water	0	122,809	0	0	122,809 99990300
0400	Water Reservoirs & Reticulation	0	979,973	0	0	979,973 99990400
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0 99990500
0600	Electricity Reticulation	0	244,270	0	0	244,270 99990600
0700	Sewerage Purification & Reticulation	0	0	63,288	0	63,288 99990700
0800	Housing	0	0	0	0	0 99990800
0900	Street Lighting	0	29,371	0	0	29,371 99990900
1000	Refuse sites	0	0	0	0	0 99991000
1100	Gas	0	0	0	0	0 99991100
1200	Other	0	0	0	0	0 99991200
1300	Sub-total Infrastructure	0	1,376,223	63,288	0	1,439,511 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	801,930	0	0	801,930 99992600
2700	Office equipment	0	0	7,377	0	7,377 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	3,333	0	0	3,333 99993100
3110	Civic Land and Buildings	0	0	0	0	0 99993110
3120	Other Land and Buildings	0	0	2,140	0	2,140 99993120
3200	Other	0	117,614	0	0	117,614 99993200
3300	Sub-total Other Assets	0	422,877	9,517	0	432,394 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	1,799,100	72,805	0	1,871,905 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	910,757	70,665	0	981,422 99994400
4500	Surplus Cash	0	0	0	0	0 99994500
4600	Public contributions/ donations	0	39,348	2,140	0	41,489 99994600
4700	National Government Transfers and Grants	0	848,994	0	0	848,994 99994700
4701	Provincial Government Transfers and Grants	0	0	0	0	0 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	1,799,100	72,805	0	1,871,905 99995100

Under 08/03/2016

11/03/2016

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - February 2016

(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
Staff Benefits					
66(a)	Salaries and Wages	90,335,315.00	90,335,315.00	53,091,876.21	58.77%
66(b)	Contributions to pension funds and medical aid	19,825,718.00	19,825,718.00	11,494,740.17	57.98%
66(c)	Travel, accommodation and subsistence	4,777,424.00	4,777,424.00	2,658,508.09	55.65%
66(d)	Housing benefits and allowances	960,532.00	960,532.00	856,245.80	89.14%
66(e)	Overtime	4,397,315.00	4,397,315.00	4,900,889.47	111.45%
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	10,564,265.89	69.42%
	Sub - Total (Staff Benefits)	R 135,516,789.00	R 135,513,789.00	R 83,566,525.63	61.67%
Councillor Benefits					
MAY	Mayor	730,788.00	730,788.00	509,421.92	69.71%
DM	Deputy Mayor	594,441.00	594,441.00	370,479.80	62.32%
SP	Speaker	594,719.00	594,719.00	399,184.99	67.12%
MCM	Mayoral Committee members	2,187,350.00	2,187,350.00	1,408,731.10	64.40%
CLLR	Other Councillors	3,837,907.00	3,837,907.00	2,473,997.60	64.46%
MED	Medical aid contributions	39,870.00	39,870.00	27,038.66	67.82%
PEN	Pension fund contributions	964,270.00	964,270.00	607,760.15	63.03%
WARD	Ward Committee Allowance	720,000.00	720,000.00	451,500.00	62.71%
	Sub - Total (Councillors' Benefits)	R 9,669,345.00	R 9,669,345.00	R 6,248,114.22	64.62%
	Total Councillor and Staff Benefits	R 145,186,134.00	R 145,183,134.00	R 89,814,639.85	61.86%


 10/03/2016


 11/03/2016

MUNICIPALITY WITZENBERG

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

MFMA Section	Item Description	Income transactions January 2016	Income transactions February 2016	Expenditure transactions January 2016	Expenditure transactions February 2016	Income YTD Quarter 3	Expenditure YTD Quarter 3	Income YTD transactions	Expenditure YTD transactions
11(1)(b)	Expenditure authorised in terms of section 28(4) (Expenditure before annual budget is approved)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11(1)(c)	Unforeseeable and unavoidable expenditure authorised in terms of section 28(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11(1)(d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11(1)(e)(i)	Money collected on behalf of organ of state:								
	- VAT	3,182,183.84	3,281,725.25	2,303,387.04	2,449,457.89	6,433,909.09	4,752,854.73	25,338,128.66	22,284,445.32
11(1)(e)(ii)	- Agency fees, for example motor registration, drivers licence, etc.	2,385,106.23	1,485,546.46	1,488,717.83	2,057,940.89	3,880,652.69	3,528,658.51	12,346,386.30	12,446,388.79
11(1)(f)	Insurance received by the Municipality on behalf of organ of state	0.00	0.00	0.00	0.00	0.00	0.00	38,844.00	0.00
11(1)(g)	Refund of money incorrectly paid into bank account	5,840.23	2,759.80	0.00	2,802.50	8,400.03	2,802.50	56,803.68	54,910.98
	Refund of guarantees, sureties & security deposits	243,328.77	231,144.21	161,246.10	101,194.00	472,470.98	262,443.10	1,430,037.19	852,490.41
		5,814,257.07	4,981,175.72	3,833,363.97	4,611,194.97	10,705,432.79	8,544,568.84	30,213,188.83	35,038,218.50
11(1)(h)	Cash management and investment purposes:								
	- Realised (Withdrawal)	54,356.16	122,086.85			176,423.01		60,508,927.12	
	- Made(-)	-11,122,086.85	-11,000,000.00			-22,122,086.85		-117,889,370.98	
	- Net movement	-11,067,730.69	-10,877,913.15			-21,946,943.84		-57,380,443.84	

Spinder 09/03/2016
Spinder 14/03/2016

H

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

I

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

Municipality **WC022 Witzenberg**

Financial Year	2015/16
Month End	M08 Feb

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	1 066 989
Spent This Month	28 514
Total FMG Funds Spent	1 095 503
Total FMG funds Received and Not Spent	354 497
Percentage of Funds Spent	75.55%
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

10/03/2016


Rynden
10/03/2016

11/03/2016
 C

**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 **M08 Feb**

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	344 200
Total MSIG Funds Spent	554 200
Total MSIG funds Received and Not Spent	375 800
Percentage of Funds Spent	59.59%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	0

Conditions:

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

(Print Name Below)

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

Signed

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

Save file as: Muncode_MSIG_ccyy_Mnn.XLS (e.g. GT411_MSIG_2009_M01.xls)

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

Dated _____

10/03/2016

10/03/2016

11/03/2016

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

K

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

Municipality WC022 Witzenberg

Financial Year 2015/16
Month End M08 Feb

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	10 248 003
Spent This Month	381 512
Total MIG Funds Spent	10 607 515
Total MIG funds Received and Not Spent	1 960 485
Percentage of Funds Spent	84.40%
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, _____
and that this report has been submitted electronically as required.

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

Signed

Dated

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

Save file as: Muncde MIG copy Mnn.XLS (e.g. GT411 MIG 2009 M01.xls)

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

10/03/2016

[Signature]

10/03/2016

[Signature]

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

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

Municipality	WC022 Witzenberg	Financial Year	2015/16
		Month End	M08 Feb

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	4 029 960
Received This Month	
Total INEG Funds Received	4 029 960
Spent Prior Periods (Since Inception) - See Last Months Form	600 094
Spent This Month	270 281
Total INEG Funds Spent	870 375
Total INEG funds Received and Not Spent	3 159 585
Percentage of Funds Spent	21.60%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

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

(Print Name Below)

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

Signed

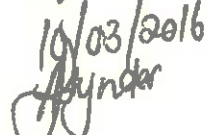
Dated _____

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

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

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

10/03/2016

 10/03/2016


11/03/2016


Account number	Future/ Mar-16	Dec-15	Nov-15	Older than Nov-15	Total
17610600023	R -	R 161 348.09	R 159 150.95	R 2 624 095.44	R 2 944 594.48
20750396040	R -	R 18 746.61	R 18 912.99	R 948 187.03	R 985 846.63
10000672976	R -	R -	R -	R 691 570.48	R 691 570.48
89760700012	R -	R -	R -	R 603 266.22	R 603 266.22
18007500005	R -	R 161 935.46	R 778.42	R -	R 162 713.88
13258100084	R -	R 30 713.84	R 26 237.64	R 374 269.43	R 431 220.91
10000413144+89580400008	R -	R -	R -	R 398 522.71	R 398 522.71
10000678594	R -	R -	R -	R 344 719.76	R 344 719.76
12139300069	R -	R 27 171.78	R 30 647.83	R 215 089.49	R 272 909.10
22101200037	R -	R 44 841.86	R 31 539.82	R 258 057.90	R 334 439.58
75005720008+10000634721+10000659621	R -	R 618.34	R 551.90	R 433 076.24	R 434 246.48
89578800023	R -	R 561.80	R 551.90	R 322 167.97	R 323 281.67
75009420016+10000662290+10000470523	R -	R 46 291.76	R 315.95	R 313 565.48	R 360 173.19
10000645367+10000645367+10000670974	R -	R 17 293.74	R 17 447.22	R 899 255.61	R 933 996.57
10000680241+60002170004	R -	R -	R -	R 329 573.69	R 329 573.69
75008270007	R -	R 12 219.27	R 5 697.99	R 254 252.32	R 272 169.58
24262800055	R -	R 6 591.85	R 6 642.83	R 235 992.52	R 249 227.20
10000634525+19602700005	R -	R -	R -	R 302 863.00	R 302 863.00
20750274067+75006600006***	R -	R 708.55	R 917.14	R 252 724.86	R 254 350.55
10000665509	R -	R -	R -	R 245 766.66	R 245 766.66
75009210013	R -	R 465.15	R 490.10	R 234 358.58	R 235 313.83
89568200006	R -	R 561.80	R 487.82	R 224 098.10	R 225 147.72
75012160011	R -	R 475.40	R 470.32	R 213 765.13	R 214 710.85
86514204655+10000550209	R 6 083.83	R 2 337.57	R 836.34	R 206 025.28	R 215 283.02
90731800002+10000553642	R -	R 1 793.47	R 1 359.10	R 290 174.45	R 293 327.02
10000679076	R -	R -	R -	R 212 194.49	R 212 194.49
89573600000	R -	R 660.62	R 608.87	R 209 299.09	R 210 568.58
75013190028+10000565564	R -	R 2 015.87	R 1 842.36	R 205 479.16	R 209 337.39
89584900012	R -	R 80.98	R 124.31	R 207 348.83	R 207 554.12
20750274050***	R -	R -	R -	R 206 630.21	R 206 630.21
19766800023	R -	R 3 475.25	R 3 691.31	R 189 071.71	R 196 238.27
10000686216+22201901256	R -	R -	R -	R 221 601.23	R 221 601.23
77032900002	R -	R 7 575.52	R 2 486.41	R 163 919.85	R 173 981.78
18000001031	R -	R -	R -	R 171 301.81	R 171 301.81
89577600002+10000557206	R -	R 4 156.64	R 2 304.61	R 155 724.73	R 162 185.98
75005130005	R -	R 14 100.03	R 3 441.28	R 122 032.41	R 139 573.72
75011700016+10000659827	R -	R 2 453.72	R 2 353.62	R 201 377.31	R 206 184.65
75011280013+10000660126	R -	R 597.13	R 537.66	R 199 363.72	R 200 498.51
75012090028+10000662049	R -	R 4 156.64	R 2 493.71	R 177 384.24	R 184 034.59
75007060001	R -0.01	R 5 286.83	R 1 624.18	R 136 973.45	R 143 884.45
75013760016	R -	R 9 509.21	R 2 472.70	R 139 937.34	R 151 919.25
75011320016+10000659652	R -	R 2 678.03	R 2 409.65	R 212 954.77	R 218 042.45
10000645257+20750367051	R -	R -	R -	R 163 325.23	R 163 325.23
89585000005	R -	R 5 783.11	R 1 345.08	R 127 754.67	R 134 882.86
60018260018	R -	R 475.40	R 481.99	R 142 925.39	R 143 882.78
80515700066	R 6 670.87	R 479.21	R 532.66	R 136 228.86	R 143 911.60
10000679784+60024040008	R -	R -	R -	R 155 784.69	R 155 784.69
31000005070	R -	R 915.07	R 747.07	R 137 386.28	R 139 048.42
89579300052	0	1918.57	523.43	130240.39	132682.39
89586800011	1145.69	2473.01	1552.52	121204.67	126375.89
	R 13 900.38	R 603 467.18	R 334 609.68	R 15 462 882.88	R 16 414 860.12

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INTANGIBLE ASSET REPORT: February 2015

PROPERTY, PLANT AND EQUIPMENT (CONTINUE) INTANGIBLE ASSETS	2015 R	2016 R
Computer Software		
Net Carrying amount at 1 July	722 756	1 348 949
Cost	4 182 314	4 149 014
Accumulated Amortisation	(3 439 558)	(2 800 085)
Accumulated Impairment	-	-
Additions	-	13 300
Amortisation for Year	(413 327)	(639 492)
Impairments	-	-
Disposals	-	-
Net Carrying amount at 30 June	309 429	722 757
Cost	4 182 314	4 182 314
Accumulated Amortisation	(3 852 885)	(3 439 558)
Accumulated Impairment	-	-

INVESTMENT PROP. ASSET REPORT: February 2015

INVESTMENT PROPERTY

	2016	2015
	R	R
Net Carrying amount at 1 July	49 009 502	49 598 404

Cost
Under Construction
Accumulated Depreciation
Accumulated Impairment

51 075 650	51 347 386
-	-
(2 066 148)	(1 750 982)
-	-

Acquisitions
Disposals
Depreciation for the year
Impairment
Transfers from Inventory
Transfers

-	-
-	(271 736)
(210 886)	(315 168)
-	-
-	-
-	-

Net Carrying amount at 30 June

49 798 818	49 009 502
------------	------------

Cost
Accumulated Depreciation
Accumulated Impairment

51 075 650	51 075 650
(2 276 834)	(2 066 148)
-	-

Property Plant & Equipment: February 2015

The Standard of GRAP 17 on Property, Plant and Equipment prescribes 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	94 005 485	383 684 149	70 192 218	87 582	22 488 275	848 599 841
Cost	78 203 971	101 129 809	485 746 274	74 288 381	891 343	50 431 115	790 470 893
Original Cost	78 203 971	101 129 809	485 746 274	74 288 381	891 343	50 431 115	790 470 893
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Accumulated Depreciation	-	(7 124 345)	(102 082 125)	(4 078 184)	(823 751)	(27 413 710)	(141 320 122)
Original Cost	-	(7 124 345)	(102 082 125)	(4 078 184)	(823 751)	(27 413 710)	(141 320 122)
Acquisitions	-	14 443	4 379 346	24 500	-	854 300	5 372 589
Capital under Construction	-	-	21 935 139	-	-	-	21 935 139
Transfers from/(to) Non-current Assets Held for Sale - Note	1	1	1	1	1	1	1
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note	1	1	1	1	1	1	1
Revaluations	1	1	1	1	1	1	1
Impairments	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Reversals	-	-	-	-	-	-	-
Depreciation	-	(741 405)	(7 812 258)	(1 184 714)	(87 582)	(2 735 188)	(12 241 107)
Normal Depreciation	-	(741 405)	(7 812 258)	(1 184 714)	(87 582)	(2 735 188)	(12 241 107)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2014	78 203 971	93 278 503	402 468 377	69 032 004	-	20 585 407	863 568 262
Cost	78 203 971	101 144 252	512 080 780	74 288 861	891 343	51 385 418	817 778 622
Original Cost	78 203 971	101 144 252	512 080 780	74 288 861	891 343	51 385 418	817 778 622
Revaluation	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Revaluation	-	-	-	-	-	-	-
Accumulated Depreciation	-	(7 865 748)	(109 594 353)	(5 250 877)	(861 343)	(30 148 877)	(163 561 229)
Original Cost	-	(7 865 748)	(109 594 353)	(5 250 877)	(861 343)	(30 148 877)	(163 561 229)
Revaluation	-	-	-	-	-	-	-

INSURANCE REPORT: February 2016

Monthly Premium R 96 256
Insurance Receipts R 0
Insurance Expenses R 21 558
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	65
New claims for the month	6
Property Loss/damage	3
Public Liability	1
Motor Accident	1
Glass	1
Claims closed during the month	7
Total claims open at the end of the month	64

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

	Total
Additional Information Submitted to Insurance	10
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	17
Order Made out and given through to supplier	1
Request for Quotations Submitted	4
Claim Closed	1
Requested Department to obtain Quotation	11
Insurer Requires Additional Info2	4
Additional Information Requested from relevant department	4
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	2
Insurer has appointed an assessor, awaiting results	2
Quotations submitted for Order	1
Quotations submitted to Insurer, Awaiting Approval	3
Insurer requires proof of Excess Payment	1
Grand Total	64

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	7		7
More than 30 days	7		7
60 days or more	9		9
More than 120 Days	26	15	41
Grand Total	49	15	64

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

WITZENBERG MUNICIPALITY - GRANT REGISTER 2015/2016

Description	Balance 1 July 2015 R	DORA Allocation R	Grants Received R	Operating Expenditure R	Capital Expenditure R	Balance 31 July 2015 R
National Government Grants						
Finance Management Grant	-2,957,652.63		-96,855,587.12	39,868,428.30	21,221,373.39	-38,723,438.06
Municipal Systems Improvement Grant	440.75		-32,703,307.21	1,095,062.60	-	-354,496.65
Municipal Infrastructure Grant	650,831.45		-1,450,000.00	252,270.20	301,930.00	-375,799.80
Regional Bulk Infrastructure Grant			-930,000.00	1,202,774.51	8,753,909.34	-1,960,484.70
Housing - Kluitjieskraal	85,704.00		-12,568,000.00	-	-	85,704.00
Integrated National Electricity Program	-29,959.29		-4,000,000.00	103,867.39	766,508.06	-3,159,583.84
Equitable share	-321.44		-41,137,000.00	36,566,666.64	-	-4,570,333.36
Neighbourhood Development Plan	-555,514.66		-	2,800.00	20,000.00	-532,714.66
Rural Development	103,812.52		-1,041,000.00	635,424.49	-	-301,762.99
Expanded Public Works Programme						
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		-5,800,000.00	9,108.87	65,063.36	-5,659,042.77
CDW	-260,922.45		-144,000.00	-	-	-404,922.45
Mainroads	-		-84,000.00	-	-	-84,000.00
Housing	-85,704.00		-25,989,739.00	-	11,043,257.00	-15,032,186.00
Multipurpose Centre (Thusong Centre)	-620,000.00		-222,000.00	-	-	-222,000.00
Financial Management Supporting Grant	-145,266.42		-200,000.00	-	-	-820,000.00
Municipal Infrastructure Support Grant			-	-	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	-	142,655.57	-1,544,480.66

Hyndor 10/03/2016

[Signature] 11/03/2016