

❖ Annual Budget

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- B. Resolution of adopted reviewed IDP and Annual Budget
- C. Executive Summary of Adopted Budget and IDP
- D. Adopted Circular 48
- E. Adopted Policies
 - Reviewed Indigent Policy
 - Cash Management Policy
 - Investment Policy
 - Borrowing Policy
 - Reviewed Budget Policy
 - reviewed Tariff Policy
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 - reviewed Transport and Operational Manual
 - Reviewed Supply Chain Management
- F. Service Delivery and Budget Implementation Plan
- G. Repairs and Maintenance Plan
- H. Quarterly Compliance Checklist
- I. Quality Certification

Executive Mayors speech during the Adoption of the Reviewed Integrated Development Plan 2010/2011 and the Medium Term Revenue and Expenditure Framework 2010/2013

Honourable Speaker

Chief Whip of Council and the Whippery

Members of the Mayoral Committee

Councillors

Traditional Leadership

The Municipal Manager and his Management Team and staff

The guests

Members of the community in all your ranks

I greet and welcome you all to have come to bless one of the important days in the sphere of local government at Mquma in particular. I stand before this Council today to present the reviewed Integrated Development Plan for 2010/2011 and the Medium Term Revenue and Expenditure Framework for 2010/2013. This day has been arrived at through hard-work and sweat by all the community members, councillors and officials of the Municipality and the sector departments in a quest to fulfil the limitless needs of our people.

Let me take this opportunity to remind all of us that what make us to relate and engage is the vision that Mquma desire achieving and nothing else. We are a people that has met and agreed to subscribe to such an ideal for the improvement of the lives of our communities. As the collective leadership we agreed to assume the leadership roles, guide and develop strategies to respond positively to the challenges that face us. I must hasten to remind all of us that over the past four years we have achieved and been challenged as the leadership collective.

Honourable Speaker, we remain glue and that must never be compromised for the sake of the people of this area. It has proven itself that real leaders are transparent, truthful to the course and not people who drive a different agenda. As this leadership, we have been given a mandate by the electorate to drive development and this reviewed Integrated Development Plan 2010/2011 is the direct translation of the 2007/2012 IDP.

We have been vilified by the negative forces throughout the past and through focus and continuous engagements with our communities, truth set us free. Our Municipality has been under immense pressure but never succumbed because of you and for that, remain loyal and be the servants of our people. It is only through

building systems and processes that this Municipality will prosper and contribute toward the theoretical agenda of local government in South Africa and the World.

Honourable Speaker, we are a Municipality that has enormous history and heritage, we have rich natural resources and as well a gateway to the coast. We must moving forward ensure that we genuinely protect our pride and ensure that all the development in this area benefits the aborigines in all forms whether socially, economically and even politically. We must go forward create public dialogues so that the space is used to advance the interest of this area.

Honourable Speaker, let me take this time to acknowledge the work that has been done by all of us because there cannot be any process of development for us without us.

Honourable Speaker, I now turn to the presentation of the Reviewed Integrated Development Plan 2010/2011.

Since the adoption of the IDP and Budget Process Plan we were set to focus on all the processes and engagement with various stakeholders and that has been done. The first phase has been quite a challenging one but we emerged with a reviewed situational analysis that retrieves the status quo of this area so that it informs the planning processes. The population of this area remains un-changed along with our economic profile. The infrastructural backlogs in all the areas remain un-changed and that means we have a lot to do with the meagre resources that we have.

The objectives and strategies phase did not change substantially except accommodating for the implementation of critical documents like the Master Plan Vision 2022, the Strategic Environmental Assessment and the Spatial Development Framework. We have identified a need to provide much support in the local economic development perspective and that has been much in our focus and planning.

The projects phase has been quite a challenge as other sector departments have taken much time to submit their projects. Through the inter-governmental relations perspective we have been echoing that the IDP is the central planning tool and all must participate and surely that status quo will improve or the better in future. I must also speaker indicate that we have as an executive been biased in the service delivery projects so that we make a positive impact in the communities.

Honourable Speaker, we have reviewed other sector plans in particular the Transport and the Housing Plans so as to reflect what we need to do. All the stated above will be subjected into an intense program of public participation so that there is ownership at the end.

Allow me Honourable Speaker to present to the Council the Reviewed Integrated Development 2010/2011 for approval.

Honourable Speaker I now turn to adopt the Medium Term Revenue and Expenditure Framework 2010/2013.

The adopted budget is the financial expression of the needs of our communities. This budget therefore is informed by what is available in the revenue streams at our disposals. As you might be aware the Municipality is dependent on grant funding as the majority of our people are un-able to pay for the municipal rates and services. We are experiencing a challenge of not been able to collect as per the credit control policy and for that we call up on all our communities to make an effort and awaken up to ensure that we improve the living conditions of our area.

The Budget and Treasury Office must in the meantime develop the revenue enhancement strategy so as to avert all the revenue challenges that face Council so that in the final analysis we turn the corner and respond appropriately to the needs of our people.

Honourable Speaker, the budget assumptions that inform the budget are Consumer Price Index (CPIX) of 7% allowance increase for councillors, 6 % salary increase of Section 57 Managers, 7.7% salary for employees below Section 57 Managers, administration costs, repairs and maintenance is 5,7% increase based on circular 51 published by National Treasury, capital charges increment is 5,7 %, provision for bad debts based on actual collection in 2009/10, capital budget estimates are based on grant allocation as Gazetted in the Division of Revenue Act and lastly this MTREF is aligned to the IDP as it responds to the reviewed objectives and strategies.

The revenue has increased from R125, 047,301 to R139, 860,832.

The capital budget has decreased from R51 537, 084 to R45 059 100 and the operating expenditure has increased from R128, 465,906 to R139, 858,934.

In conclusion, Honourable Speaker and Council, this means we must all of us mobilise more resources for the funding of all the un-funded mandates that are reflected in our IDP as there is a decline in the capital budget.

Allow me Honourable Speaker to Adopt the Medium Term Revenue and Expenditure Framework 2010/2013 to Council for approval.

I thank you

A handwritten signature in black ink, appearing to read 'S. M. M. M.', is written over a horizontal line. The signature is enclosed in a large, hand-drawn oval.

**MNQUMA LOCAL MUNICIPALITY
BUDGET AND TREASURY DIRECTORATE**



**FINAL MTREF BUDGET TO THE SPECIAL COUNCIL
MEETING**

June 2010

COMPILED BY:

Handwritten signature of N Ntshanga in black ink, consisting of a stylized 'N' and 'S' followed by a horizontal line.

N NTSHANGA

CHIEF FINANCIAL OFFICER

SIGNED BY:

Handwritten signature of N Pakade in black ink, featuring a stylized 'N' and 'P' followed by a horizontal line.

N PAKADE

MUNICIPAL MANAGER

RECOMMENDED BY: _____

EXECUTIVE MAYOR

MTREF 2010-2013 BUDGET TO SPECIAL COUNCIL MEETING

PURPOSE

The purpose of the report is to table in the Final MTREF budget for 2010-2013 for both Operating, Capital, reviewed tariff Structure and reviewed policies for final approval.

LEGAL OR STATURORY REQUIREMENTS

In terms of section 23 of the MFMA 56 of 2003; Municipal councils must consider any views of the

- (a) Local Community
- (b) The National Treasury, the relevant Provincial Treasury and any Provincial and National organs of state or Municipalities which made submissions on the budget

In terms of the Municipal Finance Management Act 56 of 2003 Section 24(1) and (2)

The municipal council must at least 30 days before the start of the budget year consider the approval of the annual budget

24(2) an annual budget:-

- (a) must be approved before the start of the budget year
- (b) is approved by the adoption by the council of a resolution referred to in Section 17(3)(a)(i);and
- (c) must be approved together with the adoption of resolution as may be necessary

BACKGROUND EXPOSITION, FACTS AND OR PROPOSAL

Council approved a draft MTREF budget on the 31 March 2010 for 2010-2013. The budget has been presented to the local community and subjected to public hearings for inputs from all relevant stakeholders such as Provincial Treasury, National Treasury and Department of Housing and Local Government. Below are the budget assumptions for the final budget:

- Personnel budget decreased from 13 % to 7.7% for employees below Section 57 Managers.
- Personnel budget for Section 57 Managers will be 6% based on policy that was adopted by council.
- Personnel increase for Councilors is 7% based on gazette No. 32833
- Debt impairment; Finance charges; Bulk purchases, other materials, contracted services and other expenditure have increased by 5.7% for 2010/2011, 6.2 % for 2011/2012 and 5.9% for 2012/2013 in accordance to Circular 51 as published by National Treasury.
- Capital Budget estimates are based on grant allocation as gazetted in Division of Revenue Act.
- Operating projects are funded by MSIG, FMG and Equitable share. The projects focused on business plan development, training of staff, ward committee participation etc. More detail is on the projects spreadsheet.

A detailed budget for MTREF 2010/2011 is as follows:

Revenue By Source as Circular 48 refers

Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Revenue By Source										
Property rates	2	38,870	18,252	26,490	21,845	21,846	21,846	17,845	18,951	20,069
Property rates - penalties & collection charges		-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-
Service charges - water revenue	2	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	3,572	3,319	4,349	3,941	3,143	3,143	3,143	3,338	3,535
Service charges - other										
Rental of facilities and equipment		-	3,065	2,977	4,143	610	610	2,071	2,199	2,329
Interest earned - external investments		-	1,118	1,324	223	679	679	1,219	1,294	1,371
Interest earned - outstanding debtors		3,501	2,899	1,122	4,366	674	674	674	716	758
Dividends received		-	-	-	-	-	-	-	-	-
Fines		294	356	976	1,104	931	931	1,336	1,419	1,503
Licenses and permits		1,015	1,711	1,963	967	673	673	5,343	5,675	6,010
Agency services					6,770	673	673	1,091	1,159	1,227
Transfers recognized - operational		52,739	52,991	106,330	81,891	9,389	9,389	106,809	112,585	170,991
Other revenue	2	2,144	1,786	2,848	7,474	2,270	4,547	330	350	371
Gains on disposal of PPE		-	28	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		102,135	85,525	148,378	132,723	40,888	43,165	139,861	147,886	208,163

Income budget has increased from R 128, 970,500 to R 139,860,832 with an increase of the Equitable share from R 88m to R112m. Finance Management Grant has also increased from R 750 000.00 to R 1 200 000.00.

Operating Expenditure by Vote as per Circular 48

Description	Ref	2006/7		2007/8		2008/9		Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13		
R thousand														
<u>Expenditure By Type</u>														
Employee related costs	2	46,359	41,531	52,103	64,455	64,455	-	-	-	75,404	91,068	101,944		
Remuneration of councillors		12,875	14,073	13,950	15,291	15,291	13,156	13,156	13,156	14,522	18,897	18,726		
Debt impairment	3			22,733	3,903	3,903	18,028	18,028	18,028	4,126	4,382	4,640		
Depreciation & asset impairment	2	5,664	5,051	7,166	2,016	2,016	-	-	-	1,698	1,804	1,910		
Finance charges										2,256	2,396	2,537		
Bulk purchases	2		88	2,457	5,500	5,500	2,770	2,770	2,770	3,000	3,186	3,374		
Other materials	8									8,034	8,532	9,035		
Contracted services										4,290	4,556	4,824		
Transfers and grants										11,412	12,510	13,335		
Other expenditure	4, 5	23,059	14,261	22,693	41,738	41,738	34,743	34,743	32,044	15,117	16,073	17,021		
Loss on disposal of PPE			284											
Total Expenditure		87,957	75,288	121,103	128,886	132,904	68,697	65,998	139,859	163,402	177,347			

CAPITAL EXPENDITURE BY CATEGORY AS PER CIRCULAR 48

R thousand	Vote Description	Ref	2006/7			2007/8			2008/9			Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13				
	<u>Capital expenditure - Vote</u>	2																
	<u>Multi-year expenditure to be appropriated</u>																	
	Vote1 - Office of the Executive Mayor		-	-	23	120	120	120	120	120	16	17	18					
	Vote2 - Office of the Speaker		-	-	7	15	15	15	15	15	16	17	18					
	Vote3 - Accounting Officer		-	-	59	171	60	33	33	33	63	67	71					
	Vote4 - Budget and Treasury Office		-	-	188	300	500	523	523	523	100	106	112					
	Vote5 - Corporate Services		-	-	160	814	914	471	471	471	1,035	1,099	1,164					
	Vote6 - Infrastructural Development and Planning		-	-	33,634	38,200	54,346	29,588	29,588	29,588	42,432	50,044	60,487					
	Vote7 - Community Services		-	-	1,035	11,917	1,817	499	499	499	1,398	1,484	1,572					
	Example 8 - Vote8		-	-	-	-	-	-	-	-	-	-	-					
	Example 9 - Vote9		-	-	-	-	-	-	-	-	-	-	-					
	Example 10 - Vote10		-	-	-	-	-	-	-	-	-	-	-					
	Example 11 - Vote11		-	-	-	-	-	-	-	-	-	-	-					
	Example 12 - Vote12		-	-	-	-	-	-	-	-	-	-	-					
	Example 13 - Vote13		-	-	-	-	-	-	-	-	-	-	-					
	Example 14 - Vote14		-	-	-	-	-	-	-	-	-	-	-					
	Example 15 - Vote15		-	-	-	-	-	-	-	-	-	-	-					
	Capital multi-year expenditure sub-total	7	-	-	35,105	51,537	57,772	31,249	31,249	31,249	45,059	52,834	63,442					

Final Tariff Structure for 2010-2011

The tariff structure has been reviewed and taken into account tariffs that were not proposed by the Municipality previously and sift out those which no longer exist.

Reviewed and Newly Developed Policies

In line with National Treasury Circular policies were reviewed and adopted by council as a draft and they were work shopped to councilors. All comments and suggestions were effected.

STAFF IMPLICATIONS

Budget has been prepared in house

FINANACIAL IMPLICATIONS

An operating Budget expenditure has increased from R 128,885 970 to R 139,858,934

An operating Budget Income has increased from R 128 970 500 to R139, 860,832

Capital budget has been decreased from R 51 537 084.00 to R 45 059 100.00

ANNEXURES

- A Extract of Circular 51
- B MTREF budget 2010-2013 (Circular 48)
- C MTREF Capital Budget 2010-2013
- D Proposed Posts for 2010-2011
- E Final Tariff Structure
- F Policies
 - Borrowing Policy
 - Budget Policy
 - Cash Management
 - Property Rates by Policy
 - Indigent Policy
 - Tariff Policy
 - Transport Policy, and
 - Supply Chain Management Policy

RECOMMENDATIONS:

It is hereby recommend that council approves the final MTREF Circular 48 Budget. It is further recommended that the following resolutions be presented:

1. That in terms of section 24 of the MFMA Act 56 of 2003, the annual budget of the municipality for 2010-2013 and Capital appropriations are approved as set out in the following tables:
 - 1.1 Budgeted Financial Performance by standard classification of revenue of R139 860 832 and Expenditure of R139, 858,934 **(A2 circular 48)** be recommended.
 - 1.2 Budgeted Financial Performance by vote of revenue of R 139 860 832 and Expenditure of R 139 858 934 **(A3 circular 48)** be recommended.
 - 1.3 Budgeted Financial Performance of revenue by source of R 139 860 832 and Expenditure by type of R139 858 934 **(A4 circular 48)** recommended for approval)
2. That the Financial Position, Cash flow and Service delivery targets are approved in the following tables:
 - 2.1 Budgeted Financial Position **(A6 circular 48)**
 - 2.2 Budgeted Cash flows **(A7 circular 48)**
 - 2.3 Cash backed and accumulated surplus reconciliation **(A8 circular 48)**
 - 2.4 Asset management **(A9 circular 48)**
 - 2.5 Basic service delivery measures **(A10 circular 48)**
3. That in terms of S24(2)(c)(i) of the MFMA Act 56 of 2003 and Section 74 and 75 of the systems act of 2000 as amended, rates tariffs and services were used to prepare the estimates of revenue by source for July 2010 be approved.
4. That in terms of section 5 of Property Rates Act 6 of 2004, the amendments as set out in property rates policy be approved.
5. That in terms of section 24(2)(c)(iii) of the MFMA Act 56 of 2003, the measurable performance objectives for operating and capital budget by vote for each year of the MTREF as set out in supporting table are approved.
6. That the following Policies be approved:
 - 6.1 Developed Borrowing Policy
 - 6.2 Reviewed Budget Policy
 - 6.3 Developed Cash Management policy
 - 6.4 Reviewed Property Rates by Policy
 - 6.5 Reviewed Indigent Policy
 - 6.6 Reviewed Tariff Policy
 - 6.7 Reviewed Transport Policy, and
 - 6.8 Reviewed Supply Chain Management Policy
7. That free basic package as set out in the budget be approved.

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Transparency

**Information &
service delivery**

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Contact details:

Technical enquiries to the MFMA Helpline at:
mfma@treasury.gov.za

Data submission enquiries:
Elsabé Rossouw
National Treasury
Tel: (012) 315-5534
Electronic documents: lgdocuments@treasury.gov.za
Queries on formats: lgdataqueries@treasury.gov.za

Preparation Instructions

Municipality Name: EC122 Mquma ▼

CFO Name: Nomtandazo Ntshanga

Tel: 047 401 2431

Fax: 047 491 0195

E-Mail: nntshanga@mnquma.gov.za

Budget for MTREF starting: 2010 ▼

Budget Year: 2010/11

Does this municipality have Entities? No ▼

If YES: Identify type of report: Parent Municipality ▼

Name Votes & Sub-Votes

Printing Instructions

Showing / Hiding Columns

Hide Reference columns on all sheets

Hide Pre-audit columns on all sheets

Showing / Clearing Highlights

Clear Highlights on all sheets

Submission of Data

Preparing Data File for Submission

Export Data to Data File



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- Vote2 - Office of the Speaker
- Vote3 - Accounting Officer
- Vote4 - Budget and Treasury Office
- Vote5 - Corporate Services
- Vote6 - Infrastructural Development and Planning
- Vote7 - Community Services
- Vote8 - Example 8
- Vote9 - Example 9
- Vote10 - Example 10
- Vote11 - Example 11
- Vote12 - Example 12
- Vote13 - Example 13
- Vote14 - Example 14
- Vote15 - Example 15

Organisational structure sub-votes (if required)

<p>Office of the Executive Mayor</p> <p>Mayoral Office</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p> <p>Subvote example 1</p>
<p>Office of the Speaker</p> <p>Office of the Speaker</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p> <p>Subvote example 2</p>
<p>Accounting Officer</p> <p>Accounting Officer</p> <p>Director: Strategic Management</p> <p>Strategic Management</p> <p>Project Management Unit</p> <p>Subvote example 3</p> <p>Subvote example 3</p> <p>Subvote example 3</p> <p>Subvote example 3</p> <p>Subvote example 3</p> <p>Subvote example 3</p>
<p>Budget and Treasury Office</p> <p>Office of the Chief Finance officer</p> <p>Expenditure and Supply chain & Asset Management</p> <p>Revenue and Debt Management</p> <p>Budget planning, Monitoring and Financial Reporting</p> <p>Subvote example 4</p> <p>Subvote example 4</p> <p>Subvote example 4</p> <p>Subvote example 4</p> <p>Subvote example 4</p> <p>Subvote example 4</p>
<p>Corporate Services</p> <p>Office of the Director: Corporate Services</p> <p>Admin support services</p> <p>Human Resources</p> <p>Information Technology</p> <p>Subvote example 5</p> <p>Subvote example 5</p> <p>Subvote example 5</p> <p>Subvote example 5</p> <p>Subvote example 5</p> <p>Subvote example 5</p>
<p>Infrastructural Development and Planning</p> <p>Office of the Director: Infrastructure</p> <p>Building, Land and Housing</p> <p>Mechanical Workshop</p> <p>Public Works and Roads</p> <p>Subvote example 6</p> <p>Subvote example 6</p>



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- Subvote example 6
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Community Services

- Office of the Director: Community Services
- Public Amenities
- Protection and Law enforcement
- Primary Health Care
- Solid Waste and Environmental Cleansing
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Example 12

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EC122 Mquma - Contact Information

A. GENERAL INFORMATION	
Municipality	EC122 Mquma
Grade	4
Province	EC EASTERN CAPE
Web Address	www.mquma.gov.za
e-mail Address	
B. CONTACT INFORMATION	
Postal address:	
P.O. Box	36
City / Town	Butterworth
Postal Code	4960
Street address	
Building	Corner King & Mhatha Streer
Street No. & Name	Corner King & Mhatha Streer
City / Town	Butterworth
Postal Code	4960
General Contacts	
Telephone number	047 401 2400
Fax number	047 491 0195
C. POLITICAL LEADERSHIP	
Speaker:	Secretary/PA to the Speaker:
Name	Mawonga Faniso
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Cell number	082 575 8855
Fax number	047 491 3587
E-mail address	mfaniso@mquma.gov.za
Name	Zodidi Ngwane
Telephone number	047 491 3586
Cell number	076 490 9657
Fax number	047 491 3587
E-mail address	zngwane@mquma.gov.za
Mayor/Executive Mayor:	Secretary/PA to the Mayor/Executive Mayor:
Name	Mbasa Ntongana
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E-mail address	mntongana@mquma.gov.za
Name	Siphokazi Mlamzeli
Telephone number	047 491 3586
Cell number	083 319 4198
Fax number	047 491 3587
E-mail address	smlamzeli@mquma.gov.za
Deputy Mayor/Executive Mayor:	Secretary/PA to the Deputy Mayor/Executive Mayor:
Name	
Telephone number	N/A
Cell number	
Fax number	
E-mail address	
D. MANAGEMENT LEADERSHIP	
Municipal Manager:	Secretary/PA to the Municipal Manager:
Name	Ngamela Pakade
Telephone number	047 491 3586
Cell number	082 553 7619
Fax number	047 491 3587
E-mail address	npakade@mquma.gov.za
Name	Noxolo Ndela
Telephone number	047 491 3586
Cell number	072 944 2199
Fax number	047 491 3587
E-mail address	ndela@mquma.gov.za
Chief Financial Officer	Secretary/PA to the Chief Financial Officer
Name	Nontandazo Ntshanga
Telephone number	047 401 2433
Cell number	076 315 7390
Fax number	047 491 0195
E-mail address	ntshanga@mquma.gov.za
Name	Sibulele Mlungwana
Telephone number	047 401 2431
Cell number	073 537 3965
Fax number	047 491 0195
E-mail address	smlungwana@mquma.gov.za
Official responsible for submitting financial information	
Name	Buntu Mashiyi
Telephone number	047 401 2454
Cell number	082 403 1115
Fax number	047 491 0195
E-mail address	bmashiyi@mquma.gov.za
Official responsible for submitting financial information	
Name	Tozama Jako
Telephone number	047 401 2458
Cell number	073 277 8598
Fax number	047 491 0195
E-mail address	tjako@mquma.gov.za
Official responsible for submitting financial information	
Name	Bukelewa Neku
Telephone number	047 401 2425
Cell number	073 246 9201
Fax number	047 491 0195
E-mail address	bneku@mquma.gov.za

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R thousands	2007/8		2008/9		Current Year 2009/10			2010/11 Medium Term Revenue & Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Financial Performance										
Property rates	38,870	18,252	26,490	21,845	21,845	21,846	21,846	17,845	18,951	20,069
Service charges	3,572	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338	3,535
Investment revenue	-	1,118	1,324	223	223	679	679	1,219	1,294	1,371
Transfers recognised - operational	52,739	52,991	106,330	78,139	81,891	9,389	9,389	106,809	112,585	170,991
Other own revenue	6,953	9,844	9,886	24,823	24,823	5,831	8,108	10,845	11,518	12,197
Total Revenue (excluding capital transfers and contributions)		85,525	148,378	128,971	132,723	40,888	43,165	139,861	147,686	208,163
Employee costs	46,359	41,531	52,103	64,455	64,455	-	-	75,404	91,068	101,944
Remuneration of councillors	12,875	14,073	13,950	15,291	15,291	13,156	13,156	14,522	18,897	18,726
Depreciation & asset impairment	5,664	5,051	7,166	2,016	2,016	-	-	1,698	1,804	1,910
Finance charges	-	-	-	-	-	-	-	2,256	2,396	2,537
Materials and bulk purchases	-	88	2,457	5,500	5,500	2,770	2,770	11,034	11,718	12,409
Transfers and grants	-	-	-	-	-	-	-	11,412	12,510	13,335
Other expenditure	23,059	14,545	45,426	41,623	45,642	52,772	50,072	23,533	25,010	26,485
Total Expenditure	87,957	75,288	121,103	128,886	132,904	68,697	65,998	139,859	163,402	177,347
Surplus/(Deficit)	14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	2	(15,717)	30,817
Transfers recognised - capital	-	-	-	-	-	-	-	35,411	42,588	52,591
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	9,649	10,247	10,851
Surplus/(Deficit) after capital transfers & contributions	14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259
Capital expenditure & funds sources										
Capital expenditure										
Transfers recognised - capital	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Public contributions & donations	-	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-	-
Internally generated funds	-	-	-	-	-	-	-	-	-	-
Total sources of capital funds	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Financial position										
Total current assets	95,157	116,983	23,396	97,972	85,887	81,091	-	122,460	155,289	164,322
Total non current assets	48,526	57,360	121,801	145,586	203,358	-	-	139,589	122,531	129,760
Total current liabilities	31,160	38,687	29,014	73,018	48,378	28,503	787	10,396	10,326	10,833
Total non current liabilities	-	516	1,723	2,648	-	-	-	-	-	-
Community wealth/Equity	-	50,035	65,565	-	-	-	-	-	-	-
Cash flows										
Net cash from (used) operating	3,170	12,787	31,076	18,076	27,014	16,268	16,268	21,359	11,555	67,102
Net cash from (used) investing	(17,259)	(13,622)	(35,164)	(51,537)	(57,772)	(29,511)	(29,511)	(45,059)	(52,834)	(63,442)
Net cash from (used) financing	-	(114)	(615)	(787)	(787)	(787)	(787)	(708)	(638)	(574)
Cash/cash equivalents at the year end	(14,088)	(15,038)	(19,741)	(55,599)	46,190	156,557	63,706	146,179	104,263	107,348
Cash backing/surplus reconciliation										
Cash and investments available	9,985	10,054	7,730	1,400	7,343	13,286	-	600	500	400
Application of cash and investments	(108,579)	(141,739)	(18,761)	60,298	(11,416)	(2,452)	-	(27,605)	(34,744)	(64,210)
Balance - surplus (shortfall)	118,564	151,792	26,491	(58,898)	18,759	15,738	-	28,205	35,244	64,610
Asset management										
Asset register summary (WDV)	-	-	-	-	-	-	-	-	-	-
Depreciation & asset impairment	5,664	5,051	7,166	2,016	2,016	-	1,698	1,698	1,804	1,910
Renewal of Existing Assets	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-
Free services										
Cost of Free Basic Services provided	-	-	-	-	-	-	132	132	132	132
Revenue cost of free services provided	-	-	-	-	-	-	2,100	2,100	2,100	2,100
Households below minimum service level										
Water:	-	-	-	-	-	-	-	-	-	-
Sanitation/sewerage:	-	-	-	-	-	-	-	-	-	-
Energy:	-	-	-	-	-	-	-	-	-	-
Refuse:	-	-	-	-	-	-	942,940	942,940	942,940	942,940

Financial Performance (revenue and expenditure) by standard classification

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R thousand	1	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Revenue - Standard										
<i>Governance and administration</i>		92,416	80,446	107,439	115,506	119,258	96,797	127,270	134,107	193,500
Executive and council		-	230	-	1,819	1,819	-	-	-	-
Budget and treasury office		91,820	80,009	107,312	113,355	117,107	96,764	126,967	133,750	193,145
Corporate services		595	208	127	331	331	32	304	357	360
<i>Community and public safety</i>		2,308	1,325	1,854	9,497	9,497	2,874	1,947	8,440	8,935
Community and social services		32	75	26	1,238	1,238	25	31	33	35
Sport and recreation		-	-	-	-	-	-	-	-	-
Public safety		2,276	1,250	1,828	2,070	2,070	2,849	4,309	4,576	4,846
Housing		-	-	-	618	618	-	156	165	175
Health		-	-	-	5,571	5,571	-	3,452	3,666	3,882
<i>Economic and environmental services</i>		94	759	33,341	26	26	89	1,500	1,801	2,185
Planning and development		94	259	112	-	-	-	-	-	-
Road transport		-	500	33,229	26	26	89	1,500	1,801	2,185
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		7,317	2,994	5,744	3,941	3,941	2,613	3,143	3,338	3,535
Electricity		-	-	-	-	-	-	-	-	-
Water		169	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		7,148	2,994	5,744	3,941	3,941	2,613	3,143	3,338	3,535
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Revenue - Standard	2	102,135	85,525	148,378	128,970	132,722	102,372	139,861	147,686	208,110
Expenditure - Standard										
<i>Governance and administration</i>		52,221	42,372	80,323	70,329	74,347	35,570	77,327	90,676	97,060
Executive and council		16,423	18,713	21,188	25,637	25,637	21,671	28,087	35,079	36,286
Budget and treasury office		23,577	11,762	46,362	27,666	31,418	13,838	27,890	31,044	33,860
Corporate services		12,221	11,898	12,773	17,026	17,292	-	21,351	24,493	26,918
<i>Community and public safety</i>		19,338	15,378	19,942	28,928	28,928	-	24,807	29,143	32,335
Community and social services		1,370	1,454	1,503	5,368	5,368	-	-	-	-
Sport and recreation		-	-	-	-	-	-	-	-	-
Public safety		12,123	9,301	10,092	14,019	14,019	-	16,231	19,470	21,653
Housing		1,688	1,910	5,882	5,619	5,619	-	5,227	5,831	6,463
Health		4,158	2,713	2,465	3,922	3,922	-	3,350	3,842	4,242
<i>Economic and environmental services</i>		7,895	9,617	11,841	78,351	78,351	-	23,023	25,799	28,715
Planning and development		2,500	2,216	2,672	6,542	6,542	-	8,337	9,874	10,757
Road transport		5,396	7,401	9,169	11,809	11,809	-	14,686	15,925	17,438
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		8,503	7,921	8,997	11,278	11,278	-	14,702	16,503	18,170
Electricity		-	-	-	-	-	-	-	-	-
Water		996	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-
Waste management		7,507	7,921	8,997	11,278	11,278	-	14,702	16,503	18,170
<i>Other</i>	4	-	-	-	-	-	-	-	-	-
Total Expenditure - Standard	3	87,957	75,288	121,102	128,886	132,904	35,570	139,859	162,061	175,770
Surplus/(Deficit) for the year		14,177	10,236	27,276	84	(183)	66,863	2	(14,375)	32,337

References

- Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
- Total Revenue by standard classification must reconcile to Total Operating Revenue shown in Budgeted Financial Performance (revenue and expenditure)
- Total Expenditure by Standard Classification must reconcile to Total Operating Expenditure shown in Budgeted Financial Performance (revenue and expenditure)
- All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abbatoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification

Financial Performance (revenue and expenditure by standard classification)

Standard Classification Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term R Framework	
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12
R thousand	1								
Revenue - Standard									
<i>Municipal governance and administration</i>		92,416	80,446	107,439	115,505	119,258	96,797	127,270	134,100
Executive and council		-	230	-	1,819	1,819	-	-	-
<i>Mayor and Council</i>									
<i>Municipal Manager</i>			230		1,819	1,819			
Budget and treasury office		91,820	80,009	107,312	113,355	117,107	96,764	126,967	133,750
Corporate services		595	208	127	331	331	32	304	357
<i>Human Resources</i>		140	0	2	-	-	-	-	-
<i>Information Technology</i>			40						
<i>Property Services</i>									
<i>Other Admin</i>		455	167	125	331	331	32	304	357
Community and public safety		2,308	1,325	1,854	9,497	9,497	2,874	7,947	8,440
Community and social services		32	75	26	1,238	1,238	25	31	33
<i>Libraries and Archives</i>			36	6	1,209	1,209	-	-	-
<i>Museums & Art Galleries etc</i>									
<i>Community halls and Facilities</i>									
<i>Cemeteries & Crematoriums</i>		32	39	20	29	29	25	31	33
<i>Child Care</i>									
<i>Aged Care</i>									
<i>Other Community</i>									
<i>Other Social</i>									
Sport and recreation									
Public safety		2,276	1,250	1,828	2,070	2,070	2,849	4,309	4,576
<i>Police</i>									
<i>Fire</i>		0	7		-	-			
<i>Civil Defence</i>									
<i>Street Lighting</i>									
<i>Other</i>		2,276	1,243	1,828	2,070	2,070	2,849	4,309	4,576
Housing					618	618		156	165
Health		-	-	-	5,571	5,571	-	3,452	3,666
<i>Clinics</i>					5,571	5,571		3,452	3,666
<i>Ambulance</i>									
<i>Other</i>									
Economic and environmental services		94	759	33,341	26	26	89	1,500	1,801
Planning and development		94	259	112	-	-	-	-	-
<i>Economic Development/Planning</i>			202						
<i>Town Planning/Building enforcement</i>		94	57	112					
<i>Licensing & Regulation</i>									
Road transport		-	500	33,229	26	26	89	1,500	1,801
<i>Roads</i>		-	500	33,229	3	3			
<i>Public Buses</i>									
<i>Parking Garages</i>									
<i>Vehicle Licensing and Testing</i>									
<i>Other</i>					23	23	89	1,500	1,801
Environmental protection		-	-	-	-	-	-	-	-
<i>Pollution Control</i>									
<i>Biodiversity & Landscape</i>									
<i>Other</i>									
Trading services		7,317	2,994	5,744	3,941	3,941	2,613	3,143	3,338
Electricity		-	-	-	-	-	-	-	-
<i>Electricity Distribution</i>									
<i>Electricity Generation</i>									
Water		169	-	-	-	-	-	-	-
<i>Water Distribution</i>		169							
<i>Water Storage</i>									
Waste water management		-	-	-	-	-	-	-	-
<i>Sewerage</i>									
<i>Storm Water Management</i>									
<i>Public Toilets</i>									
Waste management		7,148	2,994	5,744	3,941	3,941	2,613	3,143	3,338
<i>Solid Waste</i>		7,148	2,994	5,744	3,941	3,941	2,613	3,143	3,338
Other		-	-	-	-	-	-	-	-
Air Transport									
Abattoirs									
Tourism									
Forestry									
Markets									
Total Revenue - Standard	2	102,135	85,525	148,378	128,970	132,722	102,372	139,861	147,680

	52,221	42,372	80,328	70,329	74,347	35,510	77,327	90,618
Executive and council	16,423	18,713	21,188	25,637	25,637	21,671	28,087	35,079
Mayor and Council	13,662	14,535	16,704	19,133	19,133	15,998	20,746	25,879
Municipal Manager	2,761	4,178	4,484	6,505	6,505	5,673	7,341	9,200
Budget and treasury office	23,577	11,762	46,382	27,666	31,418	13,838	27,890	31,044
Corporate services	12,221	11,898	12,773	17,026	17,292	-	21,351	24,493
Human Resources	2,426	2,221	3,177	6,347	6,347	-	5,973	6,577
Information Technology	409	577	551	705	705	-	1,912	2,190
Property Services								
Other Admin	9,385	9,100	9,044	9,974	10,240	-	13,465	15,725
Community and public safety	19,338	15,378	19,942	28,928	28,928	-	24,807	29,147
Community and social services	1,370	1,454	1,503	5,368	5,368	-	-	-
Libraries and Archives	581	535	594	764	764	-	-	-
Museums & Art Galleries etc								
Community halls and Facilities								
Cemeteries & Crematoriums								
Child Care								
Aged Care								
Other Community	788	919	909	4,605	4,605	-	-	-
Other Social								
Sport and recreation								
Public safety	12,123	9,301	10,092	14,019	14,019	-	16,231	19,470
Police								
Fire	1,520	682	491	-	-	-	-	-
Civil Defence								
Street Lighting								
Other	10,603	8,619	9,601	14,019	14,019	-	16,231	19,470
Housing	1,688	1,910	5,882	5,619	5,619	-	5,227	5,831
Health	4,158	2,713	2,465	3,922	3,922	-	3,350	3,842
Clinics	4,158	2,713	2,465	3,922	3,922	-	3,350	3,842
Ambulance								
Other								
Economic and environmental services	7,895	9,617	11,841	18,351	18,351	-	23,023	25,795
Planning and development	2,500	2,216	2,672	6,542	6,542	-	8,337	9,874
Economic Development/Planning	2,500	2,216	2,672	6,542	6,542	-	8,337	9,874
Town Planning/Building enforcement								
Licensing & Regulation								
Road transport	5,396	7,401	9,169	11,809	11,809	-	14,686	15,921
Roads	3,586	4,794	5,468	8,857	8,857	-	11,586	12,193
Public Buses								
Parking Garages								
Vehicle Licensing and Testing								
Other	1,809	2,607	3,701	2,952	2,952	-	3,099	3,731
Environmental protection	-	-	-	-	-	-	-	-
Pollution Control								
Biodiversity & Landscape								
Other								
Trading services	8,503	7,921	8,997	11,278	11,278	-	14,702	16,503
Electricity	-	-	-	-	-	-	-	-
Electricity Distribution								
Electricity Generation								
Water	996	-	-	-	-	-	-	-
Water Distribution	996	-	-	-	-	-	-	-
Water Storage								
Waste water management	-	-	-	-	-	-	-	-
Sewerage								
Storm Water Management								
Public Toilets								
Waste management	7,507	7,921	8,997	11,278	11,278	-	14,702	16,503
Solid Waste	7,507	7,921	8,997	11,278	11,278	-	14,702	16,503
Other	-	-	-	-	-	-	-	-
Air Transport								
Abattoirs								
Tourism								
Forestry								
Markets								
Total Expenditure - Standard	87,957	75,288	121,102	128,886	132,904	35,510	139,859	162,061
Surplus/(Deficit) for the year	14,177	10,236	27,276	84	(183)	66,863	2	(14,375)

References

- Government Finance Statistics Functions and Sub-functions are standardised to assist national and international accounts and comparison
- Total Revenue by Standard Classification must reconcile to total operating revenue shown in Financial Performance (revenue and expenditure)
- Total Expenditure by Standard Classification must reconcile to total operating expenditure shown in Financial Performance (revenue and expenditure)
- All amounts must be classified under a Standard (modified GFS) classification. The GFS function 'Other' is only for Abattoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification



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Revenue & Ex

Budget Year
2012/13

193,505
-
-
-
193,145
360
360
8,938
35
-
35
4,846
4,846
175
3,882
3,882
2,185
-
2,185
2,185
-
3,535
-
-
-
3,535
3,535
-
208,161



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36,286
26,326
9,960
33,860
26,918
7,130
2,384
17,404
32,358
-
21,653
21,653
6,463
4,242
4,242
28,194
10,757
10,757
17,437
13,309
4,129
-
18,170
-
-
-
-
18,170
18,170
-
175,781
32,377

Financial Performance (revenue and expenditure by municipal vote)

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R thousand		2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Revenue by Vote										
	1									
Vote1 - Office of the Executive Mayor		-	-	-	-	-	-	-	-	-
Vote2 - Office of the Speaker		-	-	-	-	-	-	-	-	-
Vote3 - Accounting Officer		-	432	1,110	1,819	1,819	-	1,475	1,774	2,158
Vote4 - Budget and Treasury Office		91,820	80,009	107,312	113,355	117,107	-	126,967	133,750	193,145
Vote5 - Corporate Services		595	208	127	331	331	-	304	357	360
Vote6 - Infrastructural Development and Planning		296	596	32,251	673	673	-	212	225	238
Vote7 - Community Services		9,423	4,280	7,578	12,791	12,791	-	10,903	11,580	12,263
Example 8 - Vote8		-	-	-	-	-	-	-	-	-
Example 9 - Vote9		-	-	-	-	-	-	-	-	-
Example 10 - Vote10		-	-	-	-	-	-	-	-	-
Example 11 - Vote11		-	-	-	-	-	-	-	-	-
Example 12 - Vote12		-	-	-	-	-	-	-	-	-
Example 13 - Vote13		-	-	-	-	-	-	-	-	-
Example 14 - Vote14		-	-	-	-	-	-	-	-	-
Example 15 - Vote15		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	102,135	85,525	148,378	128,970	132,722	-	139,861	147,686	208,117
Expenditure by Vote										
<i>appropriated</i>										
	1									
Vote1 - Office of the Executive Mayor		4,771	4,560	5,568	7,706	7,706	-	7,205	10,701	10,503
Vote2 - Office of the Speaker		8,891	9,975	11,136	11,426	11,426	-	13,541	15,178	15,824
Vote3 - Accounting Officer		5,261	6,394	8,265	13,047	13,047	-	15,678	19,340	21,137
Vote4 - Budget and Treasury Office		23,577	11,762	46,362	27,666	31,418	-	27,890	31,044	33,860
Vote5 - Corporate Services		12,221	11,898	12,773	17,026	17,292	-	21,351	24,493	26,918
Vote6 - Infrastructural Development and Planning		8,079	9,311	13,941	17,427	17,427	-	19,913	22,599	24,776
Vote7 - Community Services		25,158	21,389	23,056	34,588	34,588	-	34,282	40,047	44,329
Example 8 - Vote8		-	-	-	-	-	-	-	-	-
Example 9 - Vote9		-	-	-	-	-	-	-	-	-
Example 10 - Vote10		-	-	-	-	-	-	-	-	-
Example 11 - Vote11		-	-	-	-	-	-	-	-	-
Example 12 - Vote12		-	-	-	-	-	-	-	-	-
Example 13 - Vote13		-	-	-	-	-	-	-	-	-
Example 14 - Vote14		-	-	-	-	-	-	-	-	-
Example 15 - Vote15		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	87,957	75,288	121,102	128,886	132,904	-	139,859	163,402	177,347
Surplus/(Deficit) for the year	2	14,177	10,236	27,276	84	(183)	-	2	(15,717)	30,817

References

1. Insert 'Vote'; e.g. department, if different to standard classification structure
2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)
3. Assign share in 'associate' to relevant Vote

Financial Performance (revenue and expenditure by municipal vote)A

R thousand		2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Revenue by Vote										
Vote1 - Office of the Executive Mayor										
Mayoral Office		-	-	-	-	-	-	-	-	-
Subvote example 1										
Subvote example 1										
Vote2 - Office of the Speaker										
Office of the Speaker		-	-	-	-	-	-	-	-	-
Vote3 - Accounting Officer										
Accounting Officer		-	432	1,110	1,819	1,819	-	1,475	1,774	2,158
Director: Strategic Management		-	230	-	-	-	-	-	-	-
Strategic Management		-	-	-	-	-	-	-	-	-
Project Management Unit		-	202	-	-	-	-	-	-	-
Project Management Unit		-	-	1,110	1,819	1,819	-	1,475	1,774	2,158
Vote4 - Budget and Treasury Office										
Office of the Chief Finance officer		91,820	80,009	107,312	113,355	117,107	-	126,967	133,750	193,141
Expenditure and Supply chain & Asset Management		-	-	-	-	-	-	-	-	-
Revenue and Debt Management		91,820	80,005	106,812	112,605	116,107	-	125,767	132,500	191,645
Budget planning, Monitoring and Financial Reporting		-	-	500	750	1,000	-	1,200	1,250	1,500
Vote5 - Corporate Services										
Office of the Director: Corporate Services		595	208	127	331	331	-	304	357	360
Admin support services		455	167	127	331	331	-	304	357	360
Human Resources		140	0	-	-	-	-	-	-	-
Information Technology		-	40	-	-	-	-	-	-	-
Vote6 - Infrastructural Development and Planning										
Office of the Director: Infrastructure		296	596	32,251	673	673	-	212	225	238
Building, Land and Housing		94	57	-	618	618	-	156	165	175
Mechanical Workshop		-	-	-	-	-	-	-	-	-
Public Works and Roads		201	539	32,251	32	32	-	31	33	35
Subvote example 6										
Vote7 - Community Services										
Office of the Director: Community Services		9,423	4,280	7,578	12,791	12,791	-	10,903	11,580	12,261
Public Amenities		-	36	6	1,209	1,209	-	-	-	-
Protection and Law enforcement		2,276	1,250	1,828	2,070	2,070	-	4,309	4,576	4,846
Primary Health Care		-	-	-	5,571	5,571	-	3,452	3,666	3,882
Solid Waste and Environmental Cleansing		7,148	2,994	5,744	3,941	3,941	-	3,143	3,338	3,535

Financial Performance (revenue and expenditure by municipal vote)A

R thousand		2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Example 15 - Vote15 Subvote example 15		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	102,135	85,525	148,378	128,970	132,722	-	139,861	147,686	208,161

Financial Performance (revenue and expenditure by municipal vote)A

R thousand		2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Expenditure by Vote										
	1									
	Vote1 - Office of the Executive Mayor	4,771	4,560	5,568	7,706	7,706	-	7,205	10,701	10,503
	Mayoral Office	4,771	4,560	5,568	7,706	7,706		7,205	10,701	10,503
	Subvote example 1									
	Subvote example 1									
	Vote2 - Office of the Speaker	8,891	9,975	11,136	11,426	11,426	-	13,541	15,178	15,824
	Office of the Speaker	8,891	9,975	11,136	11,426	11,426		13,541	15,178	15,824
	Vote3 - Accounting Officer	5,261	6,394	8,265	13,047	13,047	-	15,678	19,340	21,137
	Accounting Officer	2,761	4,178	4,484	4,862	4,862		5,933	7,590	8,243
	Director: Strategic Management	-	-	819	1,272	1,272		1,282	1,610	1,761
	Strategic Management	2,500	2,216	1,853	5,270	5,270		7,055	8,269	9,045
	Project Management Unit	-	-	1,110	1,643	1,643		1,408	1,872	2,087
	Vote4 - Budget and Treasury Office	23,577	11,762	46,362	27,666	31,418	-	27,890	31,044	33,866
	Office of the Chief Finance officer	-	-	8,294	2,156	2,156		1,451	1,721	1,877
	Expenditure and Supply chain & Asset Management	485	462	5,976	7,460	7,460		8,448	9,371	10,257
	Revenue and Debt Management	23,092	11,300	28,785	11,920	15,422		12,335	13,794	14,881
	Budget planning, Monitoring and Financial Reporting	-	-	3,307	6,130	6,380		5,657	6,158	6,846
	Vote5 - Corporate Services	12,221	11,898	12,773	17,026	17,292	-	21,351	24,493	26,918
	Office of the Director: Corporate Services	-	-	849	1,350	1,350		1,384	1,879	2,065
	Admin support services	9,385	9,100	8,195	8,624	8,890		12,082	13,847	15,338
	Human Resources	2,426	2,221	3,177	6,347	6,347		5,973	6,577	7,130
	Information Technology	409	577	551	705	705		1,912	2,190	2,384
	Vote6 - Infrastructural Development and Planning	8,079	9,311	13,941	17,427	17,427	-	19,913	22,599	24,776
	Office of the Director: Infrastructure	781	1,124	1,043	1,017	1,017		1,237	1,670	1,850
	Building, Land and Housing	1,688	1,910	5,882	5,619	5,619		5,227	5,831	6,463
	Mechanical Workshop	1,028	1,483	1,547	1,935	1,935		1,862	2,061	2,279
	Public Works and Roads	4,582	4,794	5,468	8,857	8,857		11,586	13,037	14,184
	Subvote example 6									
	Vote7 - Community Services	25,158	21,389	23,056	34,588	34,588	-	34,282	40,047	44,325
	Office of the Director: Community Services	788	919	909	4,605	4,605		1,605	2,120	2,319
	Public Amenities	581	535	594	764	764		-	-	-
	Protection and Law enforcement	12,123	9,301	10,092	14,019	14,019		14,626	17,350	19,333
	Primary Health Care	4,158	2,713	2,465	3,922	3,922		3,350	3,842	4,242

Financial Performance (revenue and expenditure by municipal vote)A

R thousand		2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Subvote example 14										
Example 15 - Vote15		-	-	-	-	-	-	-	-	-
Subvote example 15										
Total Expenditure by Vote	2	87,957	75,288	121,102	128,886	132,904	-	139,859	163,402	177,341
Surplus/(Deficit) for the year	2	14,177	10,236	27,276	84	(183)	-	2	(15,717)	30,817

References

1. Insert 'Vote'; e.g. Department, if different to standard structure
2. Must reconcile to Financial Performance ('Revenue and Expenditure by Standard Classification' and 'Revenue and Expenditure')
3. Assign share in 'associate' to relevant Vote



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Financial Performance (revenue and expenditure)

		2007/8							2008/9			Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Revenue By Source																		
Property rates	2	38,870	18,252	26,490	21,845	21,845	21,846	21,846	17,845	18,951	20,069							
Property rates - penalties & collection charges																		
Service charges - electricity revenue	2	-	-	-	-	-	-	-	-	-	-							
Service charges - water revenue	2	-	-	-	-	-	-	-	-	-	-							
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-							
Service charges - refuse revenue	2	3,572	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338	3,535							
Service charges - other																		
Rental of facilities and equipment		-	3,065	2,977	4,143	4,143	610	610	2,071	2,199	2,329							
Interest earned - external investments		-	1,118	1,324	223	223	679	679	1,219	1,294	1,371							
Interest earned - outstanding debtors		3,501	2,899	1,122	4,366	4,366	674	674	674	716	758							
Dividends received		-	-	-	-	-	-	-	-	-	-							
Fines		294	356	976	1,104	1,104	931	931	1,336	1,419	1,503							
Licences and permits		1,015	1,711	1,963	967	967	673	673	5,343	5,675	6,010							
Agency services		-	-	-	6,770	6,770	673	673	1,091	1,159	1,227							
Transfers recognised - operational		52,739	52,991	106,330	78,139	81,891	9,389	9,389	106,809	112,585	170,991							
Other revenue	2	2,144	1,786	2,848	7,474	7,474	2,270	4,547	330	350	371							
Gains on disposal of PPE		-	28	-	-	-	-	-	-	-	-							
Total Revenue (excluding capital transfers and contributions)		102,135	85,525	148,378	128,971	132,723	40,888	43,165	139,861	147,686	208,163							
Expenditure By Type																		
Employee related costs	2	46,359	41,531	52,103	64,455	64,455	-	-	75,404	91,068	101,944							
Remuneration of councillors		12,875	14,073	13,950	15,291	15,291	13,156	13,156	14,522	18,897	18,726							
Debt impairment	3	-	-	22,733	3,903	3,903	18,028	18,028	4,126	4,382	4,640							
Depreciation & asset impairment	2	5,664	5,051	7,166	2,016	2,016	-	-	1,698	1,804	1,910							
Finance charges		-	-	-	-	-	-	-	2,256	2,396	2,537							
Bulk purchases	2	-	88	2,457	5,500	5,500	2,770	2,770	3,000	3,186	3,374							
Other materials	8	-	-	-	-	-	-	-	8,034	8,532	9,035							
Contracted services		-	-	-	-	-	-	-	4,290	4,556	4,824							
Transfers and grants		-	-	-	-	-	-	-	11,412	12,510	13,335							
Other expenditure	4, 5	23,059	14,261	22,693	37,720	41,738	34,743	32,044	15,117	16,073	17,021							
Loss on disposal of PPE		-	284	-	-	-	-	-	-	-	-							
Total Expenditure		87,957	75,288	121,103	128,886	132,904	68,697	65,998	139,859	163,402	177,347							
Surplus/(Deficit)		14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	2	(15,717)	30,817							
Transfers recognised - capital		-	-	-	-	-	-	-	35,411	42,588	52,591							
Contributions recognised - capital	6	-	-	-	-	-	-	-	9,649	10,247	10,851							
Contributed assets		-	-	-	-	-	-	-	-	-	-							
Surplus/(Deficit) after capital transfers & contributions		14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259							
Taxation		-	-	-	-	-	-	-	-	-	-							
Surplus/(Deficit) after taxation		14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259							
Attributable to minorities		-	-	-	-	-	-	-	-	-	-							
Surplus/(Deficit) attributable to municipality		14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259							
Share of surplus/ (deficit) of associate	7	-	-	-	-	-	-	-	-	-	-							
Surplus/(Deficit) for the year		14,178	10,238	27,275	85	(181)	(27,809)	(22,833)	45,061	37,118	94,259							

References

1. Classifications are revenue sources and expenditure type
2. Detail to be provided in Table SA1
3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment
4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs
5. Repairs & maintenance detailed in Table A9 and Table SA3c
6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)
7. Equity method

Capital Expenditure by vote, standard classification and funding

R thousand	Ref	2006/7	2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Capital expenditure - Vote											
Multi-year expenditure¹ to be appropriated	2										
Vote1 - Office of the Executive Mayor		-	-	23	120	120	120	120	16	17	18
Vote2 - Office of the Speaker		-	-	7	15	15	15	15	16	17	18
Vote3 - Accounting Officer		-	-	59	171	60	33	33	63	67	71
Vote4 - Budget and Treasury Office		-	-	188	300	500	523	523	100	106	112
Vote5 - Corporate Services		-	-	160	814	914	471	471	1,035	1,099	1,164
Vote6 - Infrastructural Development and Planning		-	-	33,634	38,200	54,346	29,588	29,588	42,432	50,044	60,487
Vote7 - Community Services		-	-	1,035	11,917	1,817	499	499	1,398	1,484	1,572
Example 8 - Vote8		-	-	-	-	-	-	-	-	-	-
Example 9 - Vote9		-	-	-	-	-	-	-	-	-	-
Example 10 - Vote10		-	-	-	-	-	-	-	-	-	-
Example 11 - Vote11		-	-	-	-	-	-	-	-	-	-
Example 12 - Vote12		-	-	-	-	-	-	-	-	-	-
Example 13 - Vote13		-	-	-	-	-	-	-	-	-	-
Example 14 - Vote14		-	-	-	-	-	-	-	-	-	-
Example 15 - Vote15		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Single-year expenditure² to be appropriated	2										
Vote1 - Office of the Executive Mayor		-	-	-	-	-	-	-	-	-	-
Vote2 - Office of the Speaker		-	-	-	-	-	-	-	-	-	-
Vote3 - Accounting Officer		-	-	-	-	-	-	-	-	-	-
Vote4 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-	-
Vote5 - Corporate Services		-	-	-	-	-	-	-	-	-	-
Vote6 - Infrastructural Development and Planning		-	-	-	-	-	-	-	-	-	-
Vote7 - Community Services		-	-	-	-	-	-	-	-	-	-
Example 8 - Vote8		-	-	-	-	-	-	-	-	-	-
Example 9 - Vote9		-	-	-	-	-	-	-	-	-	-
Example 10 - Vote10		-	-	-	-	-	-	-	-	-	-
Example 11 - Vote11		-	-	-	-	-	-	-	-	-	-
Example 12 - Vote12		-	-	-	-	-	-	-	-	-	-
Example 13 - Vote13		-	-	-	-	-	-	-	-	-	-
Example 14 - Vote14		-	-	-	-	-	-	-	-	-	-
Example 15 - Vote15		-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Vote		-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Capital Expenditure - Standard											
Governance and administration				437	1,390	1,579	1,159	1,159	1,198	1,273	1,348
Executive and council				89	276	165	165	165	63	67	71
Budget and treasury office				188	300	500	523	523	100	106	112
Corporate services				160	814	914	471	471	1,035	1,099	1,164
Community and public safety				1,037	11,922	1,842	499	499	1,187	1,260	1,334
Community and social services					1,002	11,831	22	-	1,187	1,260	1,334
Sport and recreation											
Public safety				6	21	1,740	499	499	-	-	-
Housing				3	15	25	-	-	-	-	-
Health				26	55	55	-	-	-	-	-
Economic and environmental services				33,631	38,225	54,352	29,591	29,591	42,674	50,302	60,760
Planning and development					30	30	3	3	32	34	36
Road transport				33,631	38,185	54,322	29,588	29,588	42,432	50,044	60,487
Environmental protection					10	-	-	-	211	224	237
Trading services				-	-	-	-	-	-	-	-
Electricity											
Water											
Waste water management											
Waste management											
Other				-	-	-	-	-	-	-	-
Total Capital Expenditure - Standard	3	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Funded by:											
National Government				35,105	41,537	57,772	31,249	31,249	45,059	52,834	63,442
Provincial Government					10,000						
District Municipality											
Other transfers and grants											
Transfers recognised - capital	4	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442
Public contributions & donations	5										
Borrowing	6										
Internally generated funds											
Total Capital Funding	7	-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442

References

- Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).
- Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year.
- Capital expenditure by standard classification must reconcile to the appropriations by vote.
- Must reconcile to supporting table SA20 and to Budgeted Financial Performance (revenue and expenditure).
- Must reconcile to Budgeted Financial Performance (revenue and expenditure).
- Include finance leases and PPP capital funding component of unitary payment - total borrowing/repayments to reconcile to changes in Table SA17.
- Total Capital Funding must balance with Total Capital Expenditure.
- Include any capitalised interest (MFMA section 46) as part of relevant capital budget.

EC122 Mnguma - Table A5 Budgeted Capital Expenditure by vote, standard classification and funding

Vote Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Capital expenditure - Municipal Vote	1										
Multi-year expenditure appropriation	2										
Vote1 - Office of the Executive Mayor		-	-	23	120	120	120	120	16	17	18
Mayoral Office				23	120	120	120	120	16	17	18
Subvote example 1											
Subvote example 1											
Vote2 - Office of the Speaker		-	-	7	15	15	15	15	16	17	18
Office of the Speaker				7	15	15	15	15	16	17	18
Vote3 - Accounting Officer		-	-	59	171	60	33	33	63	67	71
Accounting Officer				59	141	30	30	30	32	34	36
Director: Strategic Management					-				32	34	36
Strategic Management					30	30	3	3			
Project Management Unit					-				-	-	-
Vote4 - Budget and Treasury Office		-	-	188	300	500	523	523	100	106	112
Office of the Chief Finance officer				101		100			100	106	112
Expenditure and Supply chain & Asset Management					300	400	523	523			
Revenue and Debt Management											
Budget planning, Monitoring and Financial Reporting				86							

EC122 Mnguma - Table A5 Budgeted Capital Expenditure by vote, standard classification and funding

Vote Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
R thousand	1										
Example 15 - Vote15 Subvote example 15		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total		-	-	35,105	51,537	57,772	31,249	31,249	45,059	52,834	63,442

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R thousand		2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
ASSETS											
Current assets											
		694	897	380	700	700	6,643				
	1	12,890	15,409	7,019	700	6,643	6,643	-	600	500	400
	1	80,941	96,668	13,404	94,709	76,681	55,806	-	121,860	154,789	163,922
		-	1,889	776	-	-	-				
		-	-	-	-	-	-				
	2	631	2,119	1,816	1,863	1,863	12,000				
		95,157	116,983	23,395	97,972	85,887	81,091	-	122,460	155,289	164,324
Non current assets											
		-	518	-	-	-	-				
		-	273	331	-	-	-				
		-	-	-	-	-	-				
		-	-	-	-	-	-				
	3	48,526	56,569	121,469	145,586	203,358	-	-	139,589	122,531	129,760
		-	-	-	-	-	-				
		-	-	-	-	-	-				
		-	-	-	-	-	-				
		-	-	-	-	-	-				
		-	-	-	-	-	-				
		48,526	57,360	121,801	145,586	203,358	-	-	139,589	122,531	129,760
		143,683	174,343	145,197	243,558	289,245	81,091	-	262,049	277,820	294,084
LIABILITIES											
Current liabilities											
	1	3,600	6,526	-	-	-	-				
	4	-	114	615	787	787	787	787	708	638	574
		317	317	-	317	-	-				
	4	19,562	23,547	22,667	34,011	9,688	9,688	-	9,688	9,688	10,260
		7,681	8,183	5,732	37,903	37,903	18,028				
		31,160	38,687	29,014	73,018	48,378	28,503	787	10,396	10,326	10,834
Non current liabilities											
		-	516	1,723	2,648	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	516	1,723	2,648	-	-	-	-	-	-
		31,160	39,203	30,738	75,666	48,378	28,503	787	10,396	10,326	10,834
	5	112,523	135,140	114,459	167,892	240,867	52,588	(787)	251,653	267,494	283,224
COMMUNITY WEALTH/EQUITY											
		-	50,035	32,106	-	-	-	-	-	-	-
	4	-	-	33,458	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
	5	-	50,035	65,565	-	-	-	-	-	-	-

References

1. Detail to be provided in Table SA3
2. Include completed low cost housing to be transferred to beneficiaries within 12 months
3. Include 'Construction-work-in-progress' (disclosed separately in annual financial statements)
4. Detail to be provided in Table SA3. Includes reserves to be funded by statute.
5. Net assets must balance with Total Community Wealth/Equity

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R thousand		2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Ratepayers and other		90,365	85,804	232,754	29,929	29,929	15,613	15,613	17,845	18,951	20,069
Government - operating	1				79,277	82,515	74,513	74,513	106,809	112,585	170,991
Government - capital	1				51,537	57,772	29,511	29,511	45,059	52,834	63,442
Interest			1,118	1,324	679	679	679	679	1,219	1,294	1,371
Dividends											
Payments											
Suppliers and employees		(87,120)	(73,785)	(202,612)	(124,786)	(124,786)	(91,127)	(91,127)	(135,905)	(159,203)	(172,899)
Finance charges		(75)	(351)	(390)	(2,493)	(2,493)	(2,493)	(2,493)	(2,256)	(2,396)	(2,537)
Transfers and Grants	1	-	-	-	(16,067)	(16,602)	(10,428)	(10,428)	(11,412)	(12,510)	(13,335)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1,250	12,787	31,076	18,076	27,014	16,268	16,268	21,359	11,555	67,100
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		-	178	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	(273)	(58)	-	-	-	-	-	-	-
Payments											
Capital assets		(17,259)	(13,528)	(35,105)	(51,537)	(57,772)	(29,511)	(29,511)	(45,059)	(52,834)	(63,442)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(17,259)	(13,622)	(35,164)	(51,537)	(57,772)	(29,511)	(29,511)	(45,059)	(52,834)	(63,442)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans		-	(114)	(615)	(787)	(787)	(787)	(787)	(708)	(638)	(574)
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-
Payments											
Repayment of borrowing		-	-	-	-	-	-	-	-	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	(114)	(615)	(787)	(787)	(787)	(787)	(708)	(638)	(574)
NET INCREASE/ (DECREASE) IN CASH HELD		(14,088)	(950)	(4,703)	(34,249)	(31,546)	(14,030)	(14,030)	(24,409)	(41,917)	3,084
Cash/cash equivalents at the year begin:	2		(14,088)	(15,038)	(21,350)	77,736	170,587	77,736	170,588	146,179	104,263
Cash/cash equivalents at the year end:	2		(14,088)	(15,038)	(19,741)	(55,599)	46,190	156,557	63,705	146,179	104,263

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities
2. Cash equivalents includes investments with maturities of 3 months or less

EC Reserves/accumulated surplus reconciliation

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R thousand		2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Cash and investments available											
	1	(14,088)	(15,038)	(19,741)	(55,599)	46,190	156,557	63,706	146,179	104,263	107,348
		24,073	24,819	27,140	56,999	(38,847)	(143,271)	(63,706)	(145,579)	(103,763)	(106,948)
	1	-	273	331	-	-	-	-	-	-	-
Cash and investments available:		9,985	10,054	7,730	1,400	7,343	13,286	-	600	500	400
Application of cash and investments											
		12,141	14,513	9,395	24,323	-	-	-	-	-	-
		-	-	-	24,323	-	-	-	-	-	-
	2	-	-	-	-	-	-	-	-	-	-
	3	(120,720)	(156,251)	(28,156)	11,652	(11,416)	(2,452)	-	(27,605)	(34,744)	(64,210)
		-	-	-	-	-	-	-	-	-	-
	4	-	-	-	-	-	-	-	-	-	-
	5	-	-	-	-	-	-	-	-	-	-
Total Application of cash and investments:		(108,579)	(141,739)	(18,761)	60,298	(11,416)	(2,452)	-	(27,605)	(34,744)	(64,210)
Surplus(shortfall)		118,564	151,792	26,491	(58,898)	18,759	15,738	-	28,205	35,244	64,610

References

1. Must reconcile with Budgeted Cash Flows
2. For example: VAT, taxation
3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)
4. For example: sinking fund requirements for borrowing
5. Council approval required for each reserve created and basis of cash backing of reserves

Asset Management

	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
K thousand										
CAPITAL EXPENDITURE										
Total New Assets	1	–	–	44,184	51,537	57,772	57,572	45,059	52,834	63,442
Infrastructure - Road transport		–	–	22,940	34,587	51,129	51,129	38,792	37,238	49,571
Infrastructure - Electricity		–	–	1,700	65	–	–	2,845	5,212	5,105
Infrastructure - Water		–	–	–	–	–	–	–	–	–
Infrastructure - Sanitation		–	–	–	–	–	–	–	–	–
Infrastructure - Other		–	–	12,031	–	–	–	–	–	–
Infrastructure		–	–	36,671	34,652	51,129	51,129	41,637	42,450	54,676
Community		–	–	4,658	11,070	3,580	3,380	600	4,425	5,813
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Other assets		–	–	2,855	5,815	3,063	3,063	2,072	5,163	2,109
Agricultural Assets		–	–	–	–	–	–	–	–	–
Biological assets		–	–	–	–	–	–	–	–	–
Intangibles		–	–	–	–	–	–	750	797	843
Total Renewal of Existing Assets	2	–	–	–	–	–	–	–	–	–
Infrastructure - Road transport		–	–	–	–	–	–	–	–	–
Infrastructure - Electricity		–	–	–	–	–	–	–	–	–
Infrastructure - Water		–	–	–	–	–	–	–	–	–
Infrastructure - Sanitation		–	–	–	–	–	–	–	–	–
Infrastructure - Other		–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	–	–	–
Community		–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Other assets		–	–	–	–	–	–	–	–	–
Agricultural Assets		–	–	–	–	–	–	–	–	–
Biological assets		–	–	–	–	–	–	–	–	–
Intangibles		–	–	–	–	–	–	–	–	–
Total Capital Expenditure	4	–	–	44,184	51,537	57,772	57,572	45,059	52,834	63,442
Infrastructure - Road transport		–	–	22,940	34,587	51,129	51,129	38,792	37,238	49,571
Infrastructure - Electricity		–	–	1,700	65	–	–	2,845	5,212	5,105
Infrastructure - Water		–	–	–	–	–	–	–	–	–
Infrastructure - Sanitation		–	–	–	–	–	–	–	–	–
Infrastructure - Other		–	–	12,031	–	–	–	–	–	–
Infrastructure		–	–	36,671	34,652	51,129	51,129	41,637	42,450	54,676
Community		–	–	4,658	11,070	3,580	3,380	600	4,425	5,813
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Other assets		–	–	2,855	5,815	3,063	3,063	2,072	5,163	2,109
Agricultural Assets		–	–	–	–	–	–	–	–	–
Biological assets		–	–	–	–	–	–	–	–	–
Intangibles		–	–	–	–	–	–	750	797	843
TOTAL CAPITAL EXPENDITURE - Asset class	2	–	–	44,184	51,537	57,772	57,572	45,059	52,834	63,442
ASSET REGISTER SUMMARY - PPE (WDV)										
Infrastructure - Road transport	5									
Infrastructure - Electricity										
Infrastructure - Water										
Infrastructure - Sanitation										
Infrastructure - Other										
Infrastructure		–	–	–	–	–	–	–	–	–
Community		–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Other assets		–	–	–	–	–	–	–	–	–
Agricultural Assets		–	–	–	–	–	–	–	–	–
Biological assets		–	–	–	–	–	–	–	–	–
Intangibles		–	–	–	–	–	–	–	–	–
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	–	–	–	–	–	–	–	–	–
EXPENDITURE OTHER ITEMS										
Depreciation & asset impairment	3	5,664	5,051	7,166	2,016	2,016	–	1,698	1,804	1,910
Repairs and Maintenance by Asset Class		–	–	–	–	–	–	–	–	–
Infrastructure - Road transport		–	–	–	–	–	–	–	–	–
Infrastructure - Electricity		–	–	–	–	–	–	–	–	–
Infrastructure - Water		–	–	–	–	–	–	–	–	–
Infrastructure - Sanitation		–	–	–	–	–	–	–	–	–
Infrastructure - Other		–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	–	–	–
Community		–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Other assets		–	–	–	–	–	–	–	–	–
TOTAL EXPENDITURE OTHER ITEMS	6,7	5,664	5,051	7,166	2,016	2,016	–	1,698	1,804	1,910
% of capital exp on renewal of assets		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Renewal of Existing Assets as % of deprecn*		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
RAM as a % of PPE		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Renewal and RAM as a % of PPE		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

References

- Detail of new assets provided in Table SA34a
- Detail of renewal of existing assets provided in Table SA34b
- Detail of Repairs and Maintenance by Asset Class provided in Table SA34c
- Must reconcile to total capital expenditure on Budgeted Capital Expenditure
- Must reconcile to 'Budgeted Financial Position' (written down value)
- Donated/contributed and assets funded by finance leases to be allocated to the respective category

Basic service delivery measurement

Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Household service targets (000)	1									
Water:										
Piped water inside dwelling										
Piped water inside yard (but not in dwelling)	2									
Using public tap (at least min.service level)	4									
Other water supply (at least min.service level)										
Minimum Service Level and Above sub-total	3	-	-	-	-	-	-	-	-	-
Using public tap (< min.service level)	4									
Other water supply (< min.service level)										
No water supply										
Below Minimum Service Level sub-total		-	-	-	-	-	-	-	-	-
Total number of households	5	-	-	-	-	-	-	-	-	-
Sanitation/sewerage:										
Flush toilet (connected to sewerage)										
Flush toilet (with septic tank)										
Chemical toilet										
Pit toilet (ventilated)										
Other toilet provisions (> min.service level)										
Minimum Service Level and Above sub-total		-	-	-	-	-	-	-	-	-
Bucket toilet										
Other toilet provisions (< min.service level)										
No toilet provisions										
Below Minimum Service Level sub-total		-	-	-	-	-	-	-	-	-
Total number of households	5	-	-	-	-	-	-	-	-	-
Energy:										
Electricity (at least min.service level)										
Electricity - prepaid (min.service level)										
Minimum Service Level and Above sub-total		-	-	-	-	-	-	-	-	-
Electricity (< min.service level)										
Electricity - prepaid (< min. service level)										
Other energy sources										
Below Minimum Service Level sub-total		-	-	-	-	-	-	-	-	-
Total number of households	5	-	-	-	-	-	-	-	-	-
Refuse:										
Removed at least once a week							2,200	2,200	2,200	
Minimum Service Level and Above sub-total		-	-	-	-	-	2,200	2,200	2,200	
Removed less frequently than once a week							943	943	943	
Using communal refuse dump										
Using own refuse dump										
Other rubbish disposal										
No rubbish disposal										
Below Minimum Service Level sub-total		-	-	-	-	-	943	943	943	
Total number of households	5	-	-	-	-	-	3,143	3,143	3,143	
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)										
Sanitation (free minimum level service)										
Electricity/other energy (50kwh per household per month)										
Refuse (removed at least once a week)										
Cost of Free Basic Services provided (R' 000)	8									
Water (6 kilolitres per household per month)										
Sanitation (free sanitation service)										
Electricity/other energy (50kwh per household per month)							132	132	132	
Refuse (removed once a week)										
Total cost of FBS provided (minimum social package)		-	-	-	-	-	132	132	132	
Highest level of free service provided										
Property rates (R000 value threshold)										
Water (kilolitres per household per month)										
Sanitation (kilolitres per household per month)										
Sanitation (Rand per household per month)										
Electricity (kwh per household per month)										
Refuse (average litres per week)										
Revenue cost of free services provided (R' 000)	9									
Property rates (R15 000 threshold rebate)							2,100	2,100	2,100	
Property rates (other exemptions, reductions and rebates)										
Water										
Sanitation										
Electricity/other energy										
Refuse										
Municipal Housing - rental rebates										
Housing - top structure subsidies										
Other										
Total revenue cost of free services provided (total social package)	6	-	-	-	-	-	2,100	2,100	2,100	

References:

1. Include services provided by another entity; e.g. Eskom
2. Stand distance <= 200m from dwelling
3. Stand distance > 200m from dwelling
4. Borehole, spring, rain-water tank etc.
5. Must agree to total number of households in municipal area
6. Include value of subsidy provided by municipality above provincial subsidy level
7. Show number of households receiving at least these levels of services completely free
8. Must reflect the cost to the municipality of providing the Free Basic Service

A1 Supporting detail to 'Budgeted Financial Performance'

Description	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year +2 2012/13
R thousand											
REVENUE ITEMS:											
Property rates											
Total Property Rates	6	38,870	18,252	26,490	21,845	21,845	21,846	21,846	21,845	23,199	24,568
less Revenue Foregone								4,000	4,248	4,499	
Net Property Rates		38,870	18,252	26,490	21,845	21,845	21,846	21,846	17,845	18,951	20,069
Service charges - electricity revenue											
Total Service charges - electricity revenue	6										
less Revenue Foregone											
Net Service charges - electricity revenue		-	-	-	-	-	-	-	-	-	-
Service charges - water revenue											
Total Service charges - water revenue	6										
less Revenue Foregone											
Net Service charges - water revenue		-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue											
Total Service charges - sanitation revenue											
less Revenue Foregone											
Net Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue											
Total refuse removal revenue	6	3,572	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338	3,535
Total landfill revenue		-	-	-	-	-	-	-	-	-	-
less Revenue Foregone		-	-	-	-	-	-	-	-	-	-
Net Service charges - refuse revenue		3,572	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338	3,535
Other Revenue by source											
Fuel levy		-	-	-	-	-	-	-	-	-	-
Other revenue	3	2,144	1,786	2,848	7,474	7,474	2,270	4,547	330	350	371
Total 'Other' Revenue	1	2,144	1,786	2,848	7,474	7,474	2,270	4,547	330	350	371
EXPENDITURE ITEMS:											
Employee related costs											
Salaries and Wages	2	37,000	32,859	39,046	46,332	46,332			59,075	68,835	77,388
Contributions to UIF, pensions, medical aid		5,704	6,142	7,452	9,633	9,633			12,425	15,907	17,857
Travel, motor car, accom, & other allowances		3,480	2,102	3,472	6,932	6,932			1,083	1,755	1,858
Housing benefits and allowances		93	144	1,503	106	106			1,615	2,617	2,771
Overtime		83	284	630	488	488			330	534	565
Performance bonus		-	-	-	965	965			877	1,421	1,504
Long service awards		-	-	-	-	-			-	-	-
Payments in lieu of leave		-	-	-	-	-			-	-	-
Post-retirement benefit obligations	4	-	-	-	-	-			-	-	-
sub-total	5	46,359	41,531	52,103	64,455	64,455	-	-	75,404	91,068	101,944
Less - Employees costs capitalised to PPE											
Total Employee related costs	1	46,359	41,531	52,103	64,455	64,455	-	-	75,404	91,068	101,944
Contributions recognised - capital											
List contributions by contract									9,649	10,247	10,851
Total Contributions recognised - capital		-	-	-	-	-	-	-	9,649	10,247	10,851
Depreciation & asset impairment											
Depreciation of Property, Plant & Equipment		5,664	5,051	7,166	2,016	2,016			1,698	1,804	1,910
Lease amortisation											
Capital asset impairment											
Total Depreciation & asset impairment	1	5,664	5,051	7,166	2,016	2,016	-	-	1,698	1,804	1,910
Bulk purchases											
Electricity Bulk Purchases		-	88	2,457	5,500	5,500	2,770	2,770	1,000	1,062	1,125
Water Bulk Purchases									2,000	2,124	2,249
Total bulk purchases	1	-	88	2,457	5,500	5,500	2,770	2,770	3,000	3,186	3,374
Contracted services											
List services provided by contract											
sub-total	1	-	-	-	-	-	-	-	-	-	-
Allocations to organs of state:											
Electricity											
Water											
Sanitation											
Other									4,290	4,556	4,824
Total contracted services		-	-	-	-	-	-	-	4,290	4,556	4,824
Other Expenditure By Type											
Repairs and maintenance (to be deleted)		4,982	1,741	3,407	4,969	4,969	2,699				
Collection costs		-	-	-	-	-	-				
Contributions to 'other' provisions		-	-	-	2,723	2,723	-				
Consultant fees		1,239	201	462	526	526	526	526	500	531	563
Audit fees		203	1,500	649	1,500	1,500	1,500	1,500	1,500	1,593	1,687
General expenses	3	16,635	10,819	18,175	28,002	32,020	30,018	30,018	13,117	13,948	14,771
Total 'Other' Expenditure	1	23,059	14,261	22,693	37,720	41,738	34,743	32,044	15,117	16,073	17,021

References

1. Must reconcile with 'Budgeted Financial Performance (Revenue and Expenditure)
2. Must reconcile to supporting documentation on staff salaries
3. Insert other categories where revenue or expenditure is of a material nature (list separate items until 'General expenses' is not > 10% of Total Expenditure)
4. Expenditure to meet any 'unfunded obligations'
5. This sub-total must agree with the total on SA22, but excluding councillor and board member items
6. Include a note for each revenue item that is affected by 'revenue foregone'
7. Special consideration may have to be given to including 'goodwill arising' or 'joint venture' budgets where circumstances require this (include separately under relevant notes)

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Ice Budget (revenue source/expenditure type and dept.)

Description	Ref	Office of the Executive Mayor	Office of the Speaker	Vote3 - Accounting Officer	Vote4 - Budget and Treasury Office	Vote5 - Corporate Services	Vote6 - Infrastructural Development and Planning	Vote7 - Community Services	Example 8 - Vote8	Example 9 - Vote9	Example 10 - Vote10	Example 11 - Vote11	Example 12 - Vote12	Example 13 - Vote13	Example 14 - Vote14	Example 15 - Vote15	Total
R thousand																	
Revenue By Source																	
Property rates					17,845												17,845
Property rates - penalties & collection charges																	-
Service charges - electricity revenue																	-
Service charges - water revenue																	-
Service charges - sanitation revenue																	-
Service charges - refuse revenue								3,143									3,143
Service charges - other																	-
Rental of facilities and equipment					1,880	91											2,071
Interest earned - external investments					1,219												1,219
Interest earned - outstanding debtors					674												674
Dividends received																	-
Fines								1,336									1,336
Licences and permits								5,343									5,343
Agency services								1,091									1,091
Other revenue					193			40									329
Transfers recognised - operational				1,475	105,063	250	96										106,809
Gains on disposal of PPE																	-
Total Revenue (excluding capital transfers and contributions)				1,475	126,994	341	96	10,954									139,860
Expenditure By Type																	
Employee related costs	1,459	1,462	9,008	11,907	13,298	12,606	25,664										75,404
Remuneration of councillors	3,507	11,014															14,522
Debt impairment				3,468			658										4,126
Depreciation & asset impairment	95		41	11	0	1,410	142										1,698
Finance charges	84	84	94	409	1,015	47	524										2,256
Bulk purchases				3,000													3,000
Other materials	1,014	6	48	20	53	4,710	2,182										8,034
Contracted services			1,352	2,936	708	87	1,206										6,290
Transfers and grants	530	464	2,847	1,909	4,219	643	800										11,412
Other expenditure	516	510	881	4,229	2,057	1,818	3,106										13,117
Loss on disposal of PPE																	-
Total Expenditure	7,205	13,541	14,270	27,890	21,351	21,320	34,282										139,859
Surplus/(Deficit)	(7,205)	(13,541)	(12,795)	99,104	(21,010)	(21,224)	(23,328)										1
Transfers recognised - capital																	35,411
Contributions recognised - capital	16	16	63	100	1,035	7,021	1,368										9,649
Contributed assets																	-
Surplus/(Deficit) after capital transfers & contributions	(7,189)	(13,525)	(12,732)	99,204	(19,975)	21,207	(21,930)										45,060

1. Departmental columns to be based on municipal or generation structure

EC

Reconciliation of IDP strategic objectives and budget (revenue)

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R thousand		2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Infrastructural development and service delivery										
Socio Economy	Broadening of revenue base	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338	3,535
	Broadening of revenue base	2,141	2,914	2,934	3,163	3,163	3,163	7,771	8,253	8,740
Municipal Transformation and Institutional Development										
Good governance and Public Participation										
Financial Viability	Broadening of revenue base	96,675	78,262	141,503	121,867	126,417	34,582	128,947	136,095	195,887
Total Revenue (excluding capital transfers and contributions)		102,165	85,525	148,378	128,971	132,723	40,888	139,861	147,686	208,161

References

1. Total revenue must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)

SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

R thousand	Strategic Objective	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
	Good governance and Public Participation		46,359	41,531	52,103	64,455	64,455	-	75,404	91,068	101,944
	To have an improved system of municipal governance in line with applicable legislation by 2012										
	To have an improved system of municipal governance in line with applicable legislation by 2012		12,875	14,073	13,950	15,291	15,291	13,156	14,522	18,897	18,726
	To have an improved system of municipal governance in line with applicable legislation by 2012				22,733	3,903	3,903	18,028	4,126	4,382	4,640
	To have an improved system of municipal governance in line with applicable legislation by 2012		5,664	5,051	7,166	2,016	2,016	-	1,698	1,804	1,910
	To have an improved system of municipal governance in line with applicable legislation by 2012		-	-	-	-	-	-	2,256	2,396	2,537
	To have an improved system of municipal governance in line with applicable legislation by 2012		-	88	2,457	5,500	5,500	2,770	3,000	3,186	3,374
	To have an improved system of municipal governance in line with applicable legislation by 2012		-	-	-	-	-	-	6,290	6,680	7,074
	To have an improved system of municipal governance in line with applicable legislation by 2012								11,412	12,510	13,335
	To have an improved system of municipal governance in line with applicable legislation by 2012		23,059	14,545	22,693	37,720	41,738	34,743	13,117	13,948	14,771
	Infrastructural Development and Service Delivery								8,034	8,532	9,035
	To ensure proper management and maintenance of municipal properties by 2012										
		1	87,957	75,288	121,103	128,886	132,904	68,697	139,859	163,402	177,347

References

1. Total expenditure must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)

		S										
	Provide compliance with the environmental legislation/Act											
Municipal Transformation and Institutional Development	Provide centralized, adequate and fully resourced municipal offices by 2012	T	555	3,489	848	648	922	979	1,037			
Good governance and Public Participatin	To ensure a developmentally-oriented planning by 2012	U										
	To have an improved system of municipal governance in line with applicable legislation by 2012	V					500	531	562			
	To maximise participation of citizens in the municipal affairs by 2012	W	9,911	13,396	5,795	26,804						
	To ensure fully functional systems of internal and external communication by 2012	X					356	378	400			
Financial Viability	Increase the institutions budget and/or Revenue enhancement by 20% by 2012	Y					650	690	731			
	Ensure efficient and effective co-ordination of special programs	Z										
			1	-	-	35,106	51,537	57,772	78,581	45,059	52,834	63,442

References

1. Total capital expenditure must reconcile to Budgeted Capital Expenditure
2. Goal code must be used on Table A36

Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year +2 2012/13
Office of the Municipal Manager										
Planning and Development										
Sub-function 1 - (name)										
Facilitate the review of the Intergrated Development Plan for 2009/2010	Review IDP for 2009/2010							1	1	1
Ensure that the performance reviews are done quarterly	Performance reviews done							4	4	4
Develop and implement the communication, marketing and branding strategy	Communication, marketing and branding strategy adopted by council							1	1	1
Develop and implement the LED strategy	LED Strategy adopted by Council							1	1	1
Develop and implement the SMME Development Strategy	SMME Development strategy adopted by council							1	1	1
Develop and implement the Tourism strategy	Tourism strategy adopted by council							1	1	1
Develop and implement the Research strategy	Research strategy adopted by council							1	1	1
Budget and Treasury Office										
Revenue										
Revenue and Debt Management										
Collect current debt	%ge collected of current debt							65.0%	65.0%	65.0%
Collect of debt	%ge collected of old debt							16.0%	16.0%	16.0%
Budget planning and Financial										
Compliance reports	No of reports submitted									
Budget 2010-2013	Budgeted adopted							1	1	1
Implement BTO Policies	Compliance with policies							105	105	105
Corporate Services										
Vote: Finance & Administration										
Admin Support										
with the Workplace Skills plan	Annual training plan							1	1	1
Meetings in line with the institutional calendar and the Standing Rules of Order of Council	No of council Meeting							6	6	6

Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Develop and implement the Community Participation Strategy	Community participation Strategy adopted by council							1	1	1
Develop and implement the Information and Communication technology strategy	ICT Strategy adopted by Council							1	1	1
Community Services										
Vote : Solid Waste Management										
Improve solid waste management and solid waste disposal by 16.6% per annum	% reduction of areas with heaps and illegal dumping sites							16.6%	16.6%	16.6%
Vote : Primary Health Services										
Ensure provision of Primary Health Care service within a reasonable distance by at least 20km by 2017	Educational programmes conducted	0						6	6	6
Infrastructural Development										
Planning, Survey, Valuation and Housing										
Vote: Building & Planning										
Building inspections conducted	No. of building inspections							100	100	100
Identify and demolish illegal structures	No. of illegal structures							50	50	50
Maintenance of council buildings	No. Of buildings repaired							20	20	20
Vote: Electricity										
Installation of Highmast lights	No. of Highmast lights							3	3	3
Installation of Christmas lights	No. of towns							1	1	1
Repair of Highmast lights	No. of Highmast lights							10	10	10
Vote: Road Transport										
Construction of new road for previous unserviced areas	No. of roads completed							14	14	14
Surfacing of urban streets	No of streets completed							3	3	3
Total KM of roads to be bladed	No. of KM bladed							200	200	200
Stormwater maintenance	No. of catchpits cleared &							40	40	40
Township roads repair	No. of KM repaired							5	5	5
And so on for the rest of the votes										

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))
 2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities



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2012/13 Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13

3. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

EC122 Mmquma - Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13

EC122 Mmquma - Entities measureable performance objectives

Description	Unit of measurement	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13	+2
Entity 1 - (name of entity) <i>Insert measure/s description</i>											
Entity 2 - (name of entity) #REF!											
Entity 3 - (name of entity) #REF!											
And so on for the rest of the Entities											

1. Include a measurable performance objective as agreed with the parent municipality (MFMA s87(5)(d))
 2. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

Financial indicators and benchmarks

Description of financial indicator	Basis of calculation	2006/7	2007/8	2008/9	Current Year 2009/10				2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2010/11	Budget Year 2011/12	Budget Year 2012/13
Borrowing Management											
Borrowing to Asset Ratio	Total Long-Term Borrowing/Total Assets	0.0%	0.3%	1.2%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	1.5%	1.4%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0.0%	0.0%	6833333.3%	-514524.2%	0.0%	-243722.0%	-243722.0%	0.0%	-181150521.9%	-98414900.4%
Safety of Capital											
Debt to Equity	Loans, Creditors, Overdraft & Tax Provision/ Funds & Reserves	0.0%	78.4%	46.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Gearing	Long Term Borrowing/ Funds & Reserves	0.0%	0.0%	5.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Liquidity											
Current Ratio	Current assets/current liabilities	3.1	3.0	0.8	1.3	1.8	2.8	-	11.8	15.0	15.2
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	3.1	3.0	0.8	1.3	1.8	2.8	-	11.8	15.0	15.2
Liquidity Ratio	Monetary Assets/Current Liabilities	0.4	0.4	0.3	0.0	0.2	0.5	-	0.1	0.0	0.0
Revenue Management											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		196.9%	301.2%	587.7%	587.7%	587.7%	587.7%	51.8%	57.3%	57.3%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	79.2%	115.8%	9.6%	73.4%	57.8%	136.5%	0.0%	87.1%	104.8%	78.7%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old					9.1%	9.1%	9.1%	9.1%	9.1%	9.1%
Creditors Management											
Creditors System Efficiency	% of Creditors Paid Within Terms (within 'MFMA' s 65(e))										
Funding of Provisions											
Provisions not funded - %	Unfunded Provs./Total Provisions										
Other Indicators											
Electricity Distribution Losses (2)	% Volume (units purchased and generated less units sold)/units purchased and generated										
Water Distribution Losses (2)	% Volume (units purchased and own source less units sold)/Total units purchased and own source										
Employee costs	Employee costs/(Total Revenue - capital revenue)	45.4%	48.6%	35.1%	50.0%	48.6%	0.0%	0.0%	53.9%	61.7%	49.0%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	61.0%	69.2%	47.4%	60.9%	59.1%	192.0%		64.3%	73.7%	57.4%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		0.0%	0.0%	0.0%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	5.5%	5.9%	4.8%	1.6%	1.5%	0.0%	0.0%	2.8%	2.8%	2.1%
IDP regulation financial viability indicators											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year	44.2	24.6	61.9	74.9	74.9	74.9	27.7	25.5	25.6	27.1
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	190.7%	400.1%	41.9%	316.4%	256.2%	218.0%	0.0%	528.5%	632.1%	632.1%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	(2.9)	(3.2)	(2.6)	(7.5)	6.2	55.3	22.5	15.3	9.1	8.6

References

1. Consumer debtors > 12 months old are excluded from current assets
2. Only include if services provided by the municipality

the SA9 Social, economic and demographic statistics and assumptions

asis of calculation 1996 Census 2001 Census 2007 Survey 2006/7 2007/8 2008/9 Current Year 2009/10 Medium Term Revenue & Expenditure Framework

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		1996 Census	2001 Census	2007 Survey	2006/7	2007/8	2008/9	Current Year 2009/10	Medium Term Revenue & Expenditure Framework		
Population	Mnquma IDP 2010	-	285	298	298	298	298	298	298	298	298
Females aged 5 - 14	Mnquma IDP 2010	-	78	82	82	82	82	82	82	82	82
Males aged 5 - 14	Mnquma IDP 2010	-	67	70	70	70	70	70	70	70	70
Females aged 15 - 34	Mnquma IDP 2010	-	63	66	66	66	66	66	66	66	66
Males aged 15 - 34	Mnquma IDP 2010	-	54	56	56	56	56	56	56	56	56
Unemployment	Mnquma IDP 2010	-	53	51	51	51	51	51	51	51	51
Household income (households) (1.)											
None	Mnquma IDP 2010		26,816	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
R1 - R4800	Mnquma IDP 2010		6,034	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
R4800 - R9600	Mnquma IDP 2010		18,095	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Poverty profiles (2.)											
Insert description	Mnquma IDP 2010										
Household/demographics (000)											
Number of people in municipal area	Mnquma IDP 2010		285	298	298	298	298	298	298	298	298
Number of poor people in municipal area	Mnquma IDP 2010		276	276	276	276	276	276	276	276	276
Number of households in municipal area	Mnquma IDP 2010		75	75	75	75	75	75	75	75	75
Number of poor households in municipal area	Mnquma IDP 2010		64	64	64	64	64	64	64	64	64
Definition of poor household (R per month)	Mnquma IDP 2010		2	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Housing statistics (3.)											
Formal	Mnquma IDP 2010										
Informal	Mnquma IDP 2010										
Total number of households	Mnquma IDP 2010		-	-	-	-	-	-	-	-	-
Dwellings provided by municipality (4.)	Mnquma IDP 2010										
Dwellings provided by province/s	Mnquma IDP 2010										
Dwellings provided by private sector (5.)	Mnquma IDP 2010										
Total new housing dwellings	Mnquma IDP 2010		-	-	-	-	-	-	-	-	-
Economic (6.)											
Inflation/inflation outlook (CPIX)											
Interest rate - borrowing											
Interest rate - investment					0.0%	0.0%	12.8%	12.5%	12.5%	12.5%	12.5%
Remuneration increases											
Consumption growth (electricity)					34.0%	34.0%	34.0%	34.0%	34.0%	34.0%	34.0%
Consumption growth (water)											
Collection rates (7.)											
Property tax/service charges						87.0%	55.0%	57.0%	57.0%	57.0%	57.0%
Rental of facilities & equipment						17.0%	26.0%	17.0%	17.0%	17.0%	17.0%
Interest - external investments											
Interest - debtors											
Revenue from agency services						92.0%	92.0%		90.0%	90.0%	90.0%

References

1. Monthly household income threshold
2. Show the poverty analysis the municipality uses to determine its indigents policy and the provision of services
3. Include total of all housing units within the municipality
4. Number of subsidised dwellings to be constructed by the municipality under agency agreement with province
5. Provide estimate based on building approval information. Include any non-subsidised dwellings constructed by the municipality
6. Insert actual or estimated % increases assumed as a basis for budget calculations
7. Insert actual or estimated % collection rate assumed as a basis for budget calculations for each revenue group

	Outcome	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	
Valuation:										
Date of valuation:	1									
Financial year valuation used		30/06/2007	30/06/2008	30/06/2009						
Municipal by-laws s6 in place? (Y/N)	2	Yes	Yes	Yes	Yes					
Municipal/assistant valuer appointed? (Y/N)		Yes	Yes	Yes	Yes					
Municipal partnership s38 used? (Y/N)		no								
No. of assistant valuers (FTE)	3	-	-	-	-					
No. of data collectors (FTE)	3	-	-	-	-					
No. of internal valuers (FTE)	3	-	-	-	-					
No. of external valuers (FTE)	3	-	-	-	-					
No. of additional valuers (FTE)	4	-	-	-	-					
Valuation appeal board established? (Y/N)		No	No	No	No					
Implementation time of new valuation roll (mths)				12months	12months					
No. of properties	5		23,680		23,680					
No. of sectional title values	5									
No. of unreasonably difficult properties s7(2)										
No. of supplementary valuations					1	1	1	1	1	
No. of valuation roll amendments					-	-	-	-	-	
No. of objections by rate payers					-	-	-	-	-	
No. of appeals by rate payers					-	-	-	-	-	
No. of successful objections	8				-	-	-	-	-	
No. of successful objections > 10%	8				-	-	-	-	-	
Supplementary valuation					-	-	-	-	-	
Public service infrastructure value (Rm)	5				-	-	-	-	-	
Municipality owned property value (Rm)					-	-	-	-	-	
Valuation reductions:										
Valuation reductions-public infrastructure (Rm)			-	-	-	-	-	-	-	
Valuation reductions-nature reserves/park (Rm)			-	-	-	-	-	-	-	
Valuation reductions-mineral rights (Rm)			-	-	-	-	-	-	-	
Valuation reductions-R15,000 threshold (Rm)		-	-	-	2	2	2	2	2	
Valuation reductions-public worship (Rm)		-	-	-	-	-	-	-	-	
Valuation reductions-other (Rm)		-	-	-	0					
Total valuation reductions:		-	-	-	2	2	2	2	2	
Total value used for rating (Rm)	5				859	859	859	859	859	
Total land value (Rm)	5				859	859	859	859	859	
Total value of improvements (Rm)	5				-	-	-	-	-	
Total market value (Rm)	5				-	-	-	-	-	
Rating:										
Residential rate used to determine rate for other categories? (Y/N)	5	No	No	No	No		Yes			
Differential rates used? (Y/N)		No	No	No	No		Yes			
Limit on annual rate increase (s20)? (Y/N)		No	No	No	No					
Special rating area used? (Y/N)		No	No	No	No					
Phasing-in properties s21 (number)										
Rates policy accompanying budget? (Y/N)		Yes	Yes	Yes	Yes					
Fixed amount minimum value (R'000)										
Non-residential prescribed ratio s19? (%)										
Rate revenue:										
Rate revenue budget (R'000)	6	25,123	19,820	27,546	21,845	21,845	21,845	17,845	18,898	18,951
Rate revenue expected to collect (R'000)	6	19,820	18,252	26,490	15,000	15,000	15,000	15,000	15,000	15,000
Expected cash collection rate (%)		37.0%	37.0%	37.0%	37.0%	71.0%	65.0%	65.0%	65.0%	65.0%
Special rating areas (R'000)	7	-	-	-	-	-	-	-	-	-
Rebates, exemptions - indigent (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - bona fide farm. (R'000)		-	-	-	156	-	-	-	-	-
Rebates, exemptions - other (R'000)		-	-	-	-	-	-	-	-	-
Phase-in reductions/discounts (R'000)		-	-	-	-	-	-	-	-	-
Total rebates, exemptns, reductns, discs (R'000)		-	-	-	156	-	-	-	-	-

References

1. All numbers to be expressed as whole numbers except FTEs and Rates in the Rand
2. To give effect to rates policy
3. Full Time Equivalent (FTE) should be expressed to one decimal place and takes into account full time and part time staff
4. Required to implement new system (FTE)
5. Provide relevant information for historical comparisons. Must reconcile to the total of Table SA12
6. Current and budget year must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)
7. Included in rate revenue budget
8. In favour of the rate-payer

Category (budget year)

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	Vacant site	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/nts	Public benefit organs.	Mining Props.	
Budget Year 2010/11																		
Valuation:																		
No. of properties		4,831	44	144	41		2,142	25										
No. of sectional title property values		-	-	-	-	-	-	-	-									
No. of unreasonably difficult properties s7(2)																		
No. of supplementary valuations			1	1	1	1	1	1	1									
Supplementary valuation (Rm)			90	196	7	95	35	30	407									
No. of valuation roll amendments			-	-	-	-	-	-	-									
No. of objections by rate-payers			-	-	-	-	-	-	-									
No. of appeals by rate-payers			-	-	-	-	-	-	-									
No. of appeals by rate-payers finalised			-	-	-	-	-	-	-									
No. of successful objections	5		-	-	-	-	-	-	-									
No. of successful objections > 10%	5		-	-	-	-	-	-	-									
Estimated no. of properties not valued				84			52	25	128									
Years since last valuation (select)			>5	>5	>5	>5	>5	>5	>5									
Frequency of valuation (select)			5	5	5	5	5	5	5									
Method of valuation used (select)			Market	Market	Market	Market	Market	Market	Market									
Base of valuation (select)			Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.									
Phasing-in properties s21 (number)			0	0	0	0	0	0	0									
Combination of rating types used? (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes									
Flat rate used? (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes									
Is balance rated by uniform rate/variable rate?			Uniform	Uniform	Uniform	Uniform	Uniform	Uniform	Uniform									
Valuation reductions:																		
Valuation reductions-public infrastructure (Rm)			-	-	-	-	-	-	-									
Valuation reductions-nature reserves/park (Rm)			-	-	-	-	-	-	-									
Valuation reductions-mineral rights (Rm)			-	-	-	-	-	-	-									
Valuation reductions-R15,000 threshold (Rm)									2									
Valuation reductions-public worship (Rm)			-	-	-	-	-	-	-									
Valuation reductions-other (Rm)	2		-	-	0	-	-	-	-									
Total valuation reductions:																		
Total value used for rating (Rm)	6		90	196	7	95	35	30	407									
Total land value (Rm)	6		90	196	7	95	35	30	407									
Total value of improvements (Rm)	6		90	196	7	95	35	30	407									
Total market value (Rm)	6		90	196	7	95	35	30	407									
Rating:																		
Average rate	3		0.030000	0.030000	0.030000	0.030000	0.030000	0.030000	0.030000									
Rate revenue budget (R'000)		12,198	2,685	5,881	209	2,858	1,047	894	12,206									
Rate revenue expected to collect (R'000)		6,099	1,745	3,823	136	1,858	680	581	7,934									
Expected cash collection rate (%)	4	50.0%	65.0%	65.0%	65.0%	65.0%	65.0%	65.0%	65.0%									
Special rating areas (R'000)			-	-	-	-	-	-	-									
Rebates, exemptions - indigent (R'000)			-	-	-	-	-	-	-									
Rebates, exemptions - pensioners (R'000)			-	-	-	-	-	-	-									
Rebates, exemptions - bona fide farm. (R'000)			-	-	-	-	-	-	-									
Rebates, exemptions - other (R'000)			-	-	-	-	-	-	-									
Phase-in reductions/discounts (R'000)			-	-	-	-	-	-	-									
Total rebates,exemptns,eductns,discs (R'000)																		

References:

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

Category (current year)

Description	Ref	resi.	Indust.	Bus. & Comm.	Farm props.	Vacant site	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
Current Year 2009/10																	
Valuation:																	
No. of properties		4,831	44	144	41		2,142	25									
No. of sectional title property values																	
No. of unreasonably difficult properties s7(2)																	
No. of supplementary valuations																	
Supplementary valuation (Rm)																	
No. of valuation roll amendments																	
No. of objections by rate-payers																	
No. of appeals by rate-payers																	
No. of appeals by rate-payers finalised																	
No. of successful objections	5																
No. of successful objections > 10%	5																
Estimated no. of properties not valued																	
Years since last valuation (select)																	
Frequency of valuation (select)																	
Method of valuation used (select)																	
Base of valuation (select)																	
Phasing-in properties s21 (number)																	
Combination of rating types used? (Y/N)																	
Flat rate used? (Y/N)																	
Is balance rated by uniform rate/variable rate?																	
Valuation reductions:																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																	
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)	2																
Total valuation reductions:		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total value used for rating (Rm)	6																
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
Rating:																	
Average rate	3																
Rate revenue budget (R'000)		12,198	2,685	6,582	52			1,224									
Rate revenue expected to collect (R'000)		6,099	1,343	3,291	26			612									
Expected cash collection rate (%)	4	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Special rating areas (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - indigent (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - bona fide farm. (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - other (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Phase-in reductions/discounts (R'000)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total rebates,exemptns,eductns,discs (R'000)																	

References

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections

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Rand/cent	Ref	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework				
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11 % incr.	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Monthly Account for Household - 'Large' Household											
Rates and services charges:											
Property rates			472.56	472.56			472.56	472.56	472.56	472.56	
Electricity: Basic levy											
Electricity: Consumption											
Water: Basic levy											
Water: Consumption											
Sanitation											
Refuse removal			75.77	75.77			75.77	75.77	75.77	75.77	
Other			-	-							
sub-total			548.33	548.33				548.33	548.33	548.33	
VAT on Services			10.61	10.61							
Total large household bill:			558.94	558.94			(1.9%)	548.33	548.33	548.33	
% increase/-decrease						(100.0%)		(2,886,047.4%)			
Monthly Account for Household - 'Small' Household											
Rates and services charges:											
Property rates			24.62	24.62				24.62	24.62	24.62	
Electricity: Basic levy											
Electricity: Consumption											
Water: Basic levy											
Water: Consumption											
Sanitation											
Refuse removal			36.08	36.08				36.08	36.08	36.08	
Other											
sub-total			60.70	60.70				60.70	60.70	60.70	
VAT on Services			5.05	5.05							
Total small household bill:			65.75	65.75			(7.7%)	60.70	60.70	60.70	
% increase/-decrease						(100.0%)		(78,931.2%)			
Monthly Account for Household - 'Small' Household receiving free basic services											
Rates and services charges:											
Property rates											
Electricity: Basic levy											
Electricity: Consumption											
Water: Basic levy											
Water: Consumption											
Sanitation											
Refuse removal											
Other											
sub-total			-	-				-	-	-	
VAT on Services											
Total small household bill:			-	-				-	-	-	
% increase/-decrease								-	-	-	

References

- 1 Use as basis 1 000m² erf, 150m² improvements, 1 000 units electricity and 30kl water.
- 2 Use as basis 300m² erf, 48m² improvements, 498 units electricity and 25kl water.
- 3 Use as basis 300m² erf, 48m² improvements, 60kw electricity and 6kl water (TO BE CONFIRMED).

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	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12
R thousand										
Parent municipality										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank										
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Municipal Bonds										
Municipality sub-total	1		-	-	-	-	-	-	-	-
Entities										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank										
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Entities sub-total			-	-	-	-	-	-	-	-
Consolidated total:			-	-	-	-	-	-	-	-

References

1. Total investments must reconcile to Budgeted Financial Position ('current' call investment deposits plus 'non-current' investments)

Investment particulars by maturity

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Name of institution & investment ID	1	Yrs/Months	Investment	Type of Investment	Expiry date of investment	Monetary value		Interest to be realised	
						Rand thousand			
Parent municipality									
Municipality sub-total							-		-
Entities									
Entities sub-total							-		-
TOTAL INVESTMENTS AND INTEREST	1						-		-

References

1. Total investments must reconcile to all items in Table SA15 for the Current Year (30 June)
2. List investments in expiry date order

EC1

Borrowing

R thousand		07/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework				
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	
Parent municipality											
	Long-Term Loans (annuity/reducing balance)										
	Long-Term Loans (non-annuity)										
	Local registered stock										
	Instalment Credit										
	Financial Leases		515	1,723	2,648	1,551	1,551	1,473	1,395	1,317	
	PPP liabilities										
	Finance Granted By Cap Equipment Supplier										
	Marketable Bonds										
	Non-Marketable Bonds										
	Bankers Acceptances										
	Financial derivatives										
	Other Securities										
	Municipality sub-total	1	-	515	1,723	2,648	1,551	1,551	1,473	1,395	1,317
Entities											
	Long-Term Loans (annuity/reducing balance)										
	Long-Term Loans (non-annuity)										
	Local registered stock										
	Instalment Credit										
	Financial Leases										
	PPP liabilities										
	Finance Granted By Cap Equipment Supplier										
	Marketable Bonds										
	Non-Marketable Bonds										
	Bankers Acceptances										
	Financial derivatives										
	Other Securities										
	Entities sub-total	1	-	-	-	-	-	-	-	-	
	Total Borrowing	1	-	515	1,723	2,648	1,551	1,551	1,473	1,395	1,317

References

1. Total borrowing must reconcile to Budgeted Financial Position (Borrowing - non-current)

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R thousand		2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
RECEIPTS:										
Operating Transfers and Grants										
	1, 2									
National Government:		52,617	55,915	70,643	90,004	93,756	93,756	114,542	129,128	141,785
Equitable share		50,986	53,919	68,824	88,519	92,021	92,021	112,592	126,838	139,485
Finance Management		632	842	765	750	1,000	1,000	1,200	1,450	1,500
Municipal Systems Improvement		1,000	1,153	1,054	735	735	735	750	840	800
Other transfers/grants [insert description]										
Provincial Government:		-	-	-	-	-	-	-	-	-
Health subsidy										
Other transfers/grants [insert description]										
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		613	3,110	4,392	-	-	-	-	-	-
Other grants??????		613	3,110	4,392						
Total Operating Transfers and Grants	5	53,231	59,025	75,035	90,004	93,756	93,756	114,542	129,128	141,785
Capital Transfers and Grants										
National Government:		10,184	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
Municipal Infrastructure (MIG)		10,184	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
Other capital transfers/grants [insert desc]										
Provincial Government:		-	-	-	-	-	-	-	-	-
Other capital transfers/grants [insert description]										
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-	-	-
Other grants??????										
Total Capital Transfers and Grants	5	10,184	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
TOTAL RECEIPTS OF TRANSFERS & GRANTS		63,414	70,886	106,330	122,976	126,728	126,728	151,428	173,490	195,726

References

1. Each transfer/grant is listed by name as gazetted together with the name of the transferring department or municipality, donor or other organisation
2. Amounts actually RECEIVED; not revenue recognised (objective is to confirm grants transferred)
3. Replacement of RSC levies
4. Housing subsidies for housing where ownership transferred to organisations or persons outside the control of the municipality
5. Total transfers and grants must reconcile to Budgeted Cash Flows
6. Motor vehicle licensing refunds to be included under 'agency' services (Not Grant Receipts)

Transfers and grant programme

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R thousand	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12
EXPENDITURE:	1									
Operating expenditure of Transfers and Grants										
National Government:										
Equitable share		55,915	70,643	90,004	93,756	93,756	109,344	121,557	134,785	
Finance Management		842	765	750	1,000	1,000	1,200	1,250	1,500	
Municipal Systems Improvement		1,153	1,054	735	735	735	750	840	800	
Other transfers/grants [insert description]										
Provincial Government:										
Health subsidy		-	-	-	-	-	-	-	-	
Other transfers/grants [insert description]										
District Municipality:										
[insert description]		-	-	-	-	-	-	-	-	
Other grant providers:										
Other grants??????		-	3,110	4,392	6,770	5,571	5,571	2,118	2,214	2,345
			3,110	4,392	6,770	5,571	5,571	2,118	2,214	2,345
Total operating expenditure of Transfers and Grants:		-	59,025	75,035	96,774	99,327	99,327	111,462	123,771	137,130
Capital expenditure of Transfers and Grants										
National Government:										
Municipal Infrastructure (MIG)		-	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
			11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
Other capital transfers/grants [insert desc]										
Provincial Government:										
Other capital transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
District Municipality:										
[insert description]		-	-	-	-	-	-	-	-	-
Other grant providers:										
Other grants??????		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		-	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		-	70,886	106,330	129,746	132,299	132,299	148,348	168,133	191,071

References

1. Expenditure must be separately listed for each transfer or grant received or recognised

nsfers, grant receipts and unspent funds

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R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
					2007/8	2008/9	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11
Operating transfers and grants:		1,3								
National Government:										
	Balance unspent at beginning of the year	967	206	379						
	Current year receipts	52,617	55,915	70,643	90,004	93,756	93,756	114,542	2,090	93,756
	Conditions met - transferred to revenue	53,585	56,120	71,022	90,004	93,756	93,756	114,542	2,090	93,756
	Conditions still to be met - transferred to liabilities									
Provincial Government:										
	Balance unspent at beginning of the year	3,623	3,963	4,005						
	Current year receipts	613	3,110	4,392						
	Conditions met - transferred to revenue	4,237	7,074	8,397	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
District Municipality:										
	Balance unspent at beginning of the year									
	Current year receipts									
	Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
Other grant providers:										
	Balance unspent at beginning of the year									
	Current year receipts									
	Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
Total operating transfers and grants revenue		57,821	63,194	79,419	90,004	93,756	93,756	114,542	2,090	93,756
Total operating transfers and grants - CTBM		2	-	-	-	-	-	-	-	-
Capital transfers and grants:		1,3								
National Government:										
	Balance unspent at beginning of the year	7,550	10,344	5,769	4,100	4,100	4,100	-	-	-
	Current year receipts	10,184	11,861	31,295	32,972	32,972	32,972	36,886	44,362	53,941
	Conditions met - transferred to revenue	17,733	22,205	37,063	37,072	37,072	37,072	36,886	44,362	53,941
	Conditions still to be met - transferred to liabilities									
Provincial Government:										
	Balance unspent at beginning of the year									
	Current year receipts									
	Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
District Municipality:										
	Balance unspent at beginning of the year									
	Current year receipts									
	Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
Other grant providers:										
	Balance unspent at beginning of the year									
	Current year receipts									
	Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
	Conditions still to be met - transferred to liabilities									
Total capital transfers and grants revenue		17,733	22,205	37,063	37,072	37,072	37,072	36,886	44,362	53,941
Total capital transfers and grants - CTBM		2	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		75,555	85,399	116,482	127,076	130,828	130,828	151,428	46,452	147,697
TOTAL TRANSFERS AND GRANTS - CTBM		-	-	-	-	-	-	-	-	-

References

- Total capital transfers and grants revenue must reconcile to Budgeted Financial Performance and Financial Position; total recurrent grants revenue must reconcile to Budgeted Financial Performance
- CTBM = conditions to be met
- National Treasury database will require this reconciliation for each transfer/grant

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R thousand		2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Transfers to other municipalities										
	<i>Insert description</i>	1								
TOTAL TRANSFERS TO MUNICIPALITIES:			-	-	-	-	-	-	-	-
Transfers to Entities/Other External Mechanisms										
	<i>Insert description</i>	2								
TOTAL TRANSFERS TO ENTITIES/EMs'			-	-	-	-	-	-	-	-
Transfers to other Organs of State										
	<i>Insert description</i>	3								
TOTAL TRANSFERS TO OTHER ORGANS OF STATE:			-	-	-	-	-	-	-	-
Grants to other Organisations										
	<i>Insert description</i>	4								
TOTAL GRANTS TO OTHER ORGANISATIONS:			-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS		5	-	-	-	-	-	-	-	-

References

1. Insert description listed by municipal name and demarcation code of r
2. Insert description of each entity or external mechanism (an external mechanism may be provided with resources to ensure a minimum level of service)
3. Insert description of each Organ of State (e.g. transfer to electricity provider to compensate for FBS provided)
4. Insert description of each other organisation (e.g. charity)
5. All descriptions should separate transfers for 'capital purposes' and 'operating purposes'

Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
R thousand		A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)										
Salary	1	12,875	8,826	7,969	9,206	9,206	9,206	9,328	10,647	12,031
Pension Contributions		-	1,193	1,351	1,783	1,783	1,783	992	4,034	2,166
Medical Aid Contributions		-	258	420	317	317	317	355	317	348
Motor vehicle allowance		-	2,535	2,644	2,558	2,558	2,558	2,851	2,827	3,022
Cell phone allowance		-	1,255	1,456	605	605	605	663	665	711
Housing allowance		-	-	-	-	-	-	-	-	-
Other benefits or allowances		-	6	130	823	823	823	302	407	448
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Councillors		12,875	14,073	13,950	15,291	15,291	15,291	14,522	18,897	18,726
% increase	4	-	9.3%	(0.9%)	9.6%	-	-	(5.0%)	30.1%	(0.9%)
Senior Managers of the Municipality										
Salary	2	2,217	2,511	3,194	3,414	3,414	3,414	4,195	4,455	4,718
Pension Contributions		28	69	367	326	326	326	186	197	209
Medical Aid Contributions		-	-	-	138	138	138	83	88	94
Motor vehicle allowance		466	403	635	679	679	679	809	860	910
Cell phone allowance		50	60	110	260	260	260	269	286	303
Housing allowance		-	-	-	-	-	-	-	-	-
Performance Bonus		322	502	-	965	965	965	877	931	986
Other benefits or allowances		34	73	4	10	10	10	-	-	-
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Municipality		3,117	3,818	4,309	5,791	5,791	5,791	6,419	6,817	7,219
% increase	4	-	16.1%	19.1%	34.4%	-	-	10.0%	6.2%	5.9%
Other Municipal Staff										
Basic Salaries and Wages		37,000	32,869	39,046	41,665	41,665	41,665	54,880	64,380	72,670
Pension Contributions		4,254	4,534	5,294	7,302	7,302	7,302	7,417	10,314	11,669
Medical Aid Contributions		1,328	1,308	1,782	1,413	1,413	1,413	3,495	3,848	4,236
Motor vehicle allowance		628	628	697	-	-	-	-	-	-
Cell phone allowance		147	519	226	-	-	-	-	-	-
Housing allowance		62	144	192	106	106	106	143	232	245
Overtime		82	284	630	488	488	488	330	534	565
Performance Bonus		-	-	-	-	-	-	-	-	-
Other benefits or allowances		2,859	1,254	4,236	6,438	6,438	6,438	2,721	3,852	4,183
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Other Municipal Staff		46,359	41,531	52,103	57,411	57,411	57,411	68,985	83,159	93,569
% increase	4	-	(10.4%)	25.5%	10.2%	-	-	20.2%	20.5%	12.5%
Total Parent Municipality		62,351	59,222	70,363	78,493	78,493	78,493	89,926	108,873	119,514
% increase		-	(5.0%)	18.8%	11.6%	-	-	14.6%	21.1%	9.8%
Board Members of Entitles										
Salary		-	-	-	-	-	-	-	-	-
Pension Contributions		-	-	-	-	-	-	-	-	-
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Motor vehicle allowance		-	-	-	-	-	-	-	-	-
Cell phone allowances		-	-	-	-	-	-	-	-	-
Housing allowance		-	-	-	-	-	-	-	-	-
Board Fees		-	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	-	-	-	-	-	-
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Board Members of Entitles		-	-	-	-	-	-	-	-	-
% increase	4	-	-	-	-	-	-	-	-	-
Senior Managers of Entitles										
Salary		-	-	-	-	-	-	-	-	-
Pension Contributions		-	-	-	-	-	-	-	-	-
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Motor vehicle allowance		-	-	-	-	-	-	-	-	-
Cell phone allowances		-	-	-	-	-	-	-	-	-
Housing allowance		-	-	-	-	-	-	-	-	-
Performance Bonus		-	-	-	-	-	-	-	-	-
Other benefits or allowances		-	-	-	-	-	-	-	-	-
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Entitles		-	-	-	-	-	-	-	-	-
% increase	4	-	-	-	-	-	-	-	-	-
Other Staff of Entitles										
Basic Salaries and Wages		-	-	-	-	-	-	-	-	-
Pension Contributions		-	-	-	-	-	-	-	-	-
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Motor vehicle allowance		-	-	-	-	-	-	-	-	-
Cell phone allowances		-	-	-	-	-	-	-	-	-
Housing allowance		-	-	-	-	-	-	-	-	-
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		-	-	-	-	-	-	-	-	-
Other benefits or allowances		-	-	-	-	-	-	-	-	-
In-kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Other Staff of Entitles		-	-	-	-	-	-	-	-	-
% increase	4	-	-	-	-	-	-	-	-	-
Total Municipal Entitles		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		62,351	59,222	70,363	78,493	78,493	78,493	89,926	108,873	119,514
% increase	4	-	(5.0%)	18.8%	11.6%	-	-	14.6%	21.1%	9.8%
TOTAL MANAGERS AND STAFF	5	49,476	45,149	56,413	63,202	63,202	63,202	75,404	89,876	100,788

References:

1. Include 'Loans and advances' where applicable if any reportable amounts until phased compliance with s164 of MFMA achieved
2. s17 of the Systems Act
3. If benefits in kind are provided (e.g. provision of living quarters) the full market value must be shown as the cost to the municipality
4. B/A, C/B, D/C, E/C, F/C, G/D, H/D, I/D
5. Must agree to the sub-total appearing on Table A1 (Employee costs)

Column Definitions:

- A, B and C. Audited actual as per the audited financial statements. If audited amounts are unavailable, unaudited amounts must be provided with a note stating these are unaudited
- D. The original budget approved by council for the budget year.
- E. The budget for the budget year as adjusted by council resolution in terms of section 26 of the MFMA.
- F. An estimate of final actual amounts (pre audit) for the current year at the point in time of preparing the budget for the budget year. This may differ from E.
- G. The amount to be appropriated for the budget year.
- H and I. The indicative projection

allowances & benefits (political office bearers/councillors/senior mana

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	No.	Salary	Contrib.	Allowances	Performance Bonuses	In-kind benefits	Total Package
	10		1.			2.	3.
Councillors	4						
Speaker	5	1	358,645	64,159	128,100		550,904
Chief Whip		1	184,926	24,071	67,903		276,900
Executive Mayor		1	448,308	72,319	173,000		693,627
Deputy Executive Mayor							-
Executive Committee		7	1,899,698	633,872	688,362		3,221,932
Total for all other councillors		63	6,534,089	757,554	2,486,572		9,778,215
Total Councillors	9	73	9,425,666	1,551,976	3,543,937		14,521,579
Senior Managers of the Municipality	6						
Municipal Manager (MM)		1	741,630		162,312		903,942
Chief Finance Officer		1	365,363	152,835	149,380		667,578
Deputy City Manager - Strategic		1	386,550	118,957	159,955		665,462
Deputy City Manager - Infrastructure		1	644,249		25,497		669,747
Deputy City Manager - Community Services		1	582,936		148,730		731,666
Deputy City Manager - Corporate & Human Resources		1	589,592		142,550		732,142
List of each official with packages >= senior manager							
Advocate: Legal Advisor		1	366,458	178,007	163,184		707,649
Project Management Unit		1	518,091		1,497		519,588
Head Office of Intergovernmental & Governance Relations							-
Total Senior Managers of the Municipality	9	8	4,194,869	449,799	953,105	-	5,597,773
A Heading for Each Entity	7, 8						
List each member of board by designation							-
Chief Executive Officer (CEO)							-
Total for municipal entities	9	-	-	-	-	-	-
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION		81	13,620,535	2,001,775	4,497,042	-	20,119,352

References

1. Pension and medical aid
2. If benefits in kind are provided (e.g. provision of living quarters) the full market value must be shown as the cost to the municipality
3. Total package must equal the total cost to the municipality
4. List each political office bearer by designation. Provide a total for all other councillors
5. Political office bearer is defined in MFMA s 1: speaker, executive mayor, deputy executive mayor, member of executive committee, mayor, deputy mayor, member of mayoral committee, the councillor designated to exercise powers and duties of mayor (MSA s 57)
6. Also list each senior manager reporting to MM by designation and each official with package >= senior manager by designation
7. List each entity where municipality has an interest and state percentage ownership and control
8. List each senior manager reporting to the CEO of an Entity by designation
9. Must reconcile to relevant section of Table A24
10. Must reconcile to totals shown for the budget year of Table A22

Personnel numbers

Number	1	2008/9			Current Year 2009/10			Budget Year 2010/11		
		Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities										
Councillors (Political Office Bearers plus Other Councillors)				-			57			57
Board Members of municipal entities	3									
Municipal employees										
Municipal Manager and Senior Managers	2			-			8			8
Other Managers	6		-	-		32	7		32	7
Professionals		-	-	-	-	208	8	-	208	8
Finance			-	-	-	49	7		49	7
Spatial/town planning										
Information Technology						2	-		2	-
Roads						59			59	
Electricity						3			3	
Water										
Sanitation										
Refuse						95	1		95	1
Other						151	38		151	38
Technicians		-	-	-	-	-	-	-	-	-
Finance										
Spatial/town planning										
Information Technology										
Roads										
Electricity										
Water										
Sanitation										
Refuse										
Other										
Clerks (Clerical and administrative)										
Service and sales workers										
Skilled agricultural and fishery workers						1			1	
Craft and related trades										
Plant and Machine Operators										
Elementary Occupations										
TOTAL PERSONNEL NUMBERS		-	-	-	-	392	118	-	392	118
% increase			-	-	-	-	-	(100.0%)	-	(69.9%)
Total municipal employees headcount	5									
Finance personnel headcount	7					34	7		34	7
Human Resources personnel headcount	7					6	1		6	1

References

1. Full Time Equivalent (FTE). E.g. One full time person = 1FTE. A person working half time (say 4 hours out of 8) = 0.5FTE.
2. s57 of the Systems Act
3. Include only in Consolidated Statements
4. Include municipal entity employees in Consolidated Statements
5. Include headcount (number to persons, Not FTE) of managers and staff only (exclude councillors)
6. Managers who provide the direction of a critical technical function
7. Total number of employees working on these functions

Monthly revenue and expenditure

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R thousand	Budget Year 2010/11												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Revenue By Source															
Property rates	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	17,845	18,951	20,069
Property rates - penalties & collection charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	262	262	262	262	262	262	262	262	262	262	262	262	3,143	3,338	3,535
Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	173	173	173	173	173	173	173	173	173	173	173	173	2,071	2,199	2,329
Interest earned - external investments	102	102	102	102	102	102	102	102	102	102	102	102	1,219	1,294	1,371
Interest earned - outstanding debtors	56	56	56	56	56	56	56	56	56	56	56	56	674	716	758
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines	111	111	111	111	111	111	111	111	111	111	111	111	1,336	1,419	1,503
Licences and permits	445	445	445	445	445	445	445	445	445	445	445	445	5,343	5,675	6,010
Agency services	91	91	91	91	91	91	91	91	91	91	91	91	1,091	1,159	1,227
Transfers recognised - operational	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	106,809	112,585	170,991
Other revenue	27	27	27	27	27	27	27	27	27	27	27	27	330	350	371
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,861	147,686	208,163
Expenditure By Type															
Employee related costs	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	75,404	91,068	101,944
Remuneration of councillors	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	14,522	18,897	18,726
Debt impairment	344	344	344	344	344	344	344	344	344	344	344	344	4,126	4,382	4,640
Depreciation & asset impairment	142	142	142	142	142	142	142	142	142	142	142	142	1,698	1,804	1,910
Finance charges	188	188	188	188	188	188	188	188	188	188	188	188	2,256	2,396	2,537
Bulk purchases	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,186	3,374
Other materials	669	669	669	669	669	669	669	669	669	669	669	669	8,034	8,532	9,035
Contracted services	357	357	357	357	357	357	357	357	357	357	357	357	4,290	4,556	4,824
Transfers and grants	951	951	951	951	951	951	951	951	951	951	951	951	11,412	12,510	13,335
Other expenditure	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	15,117	16,073	17,021
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,859	163,402	177,347
Surplus/(Deficit)	0	0	0	0	0	0	0	0	0	0	0	0	2	(15,717)	30,817
Transfers recognised - capital	2,951	2,951	2,951	2,951	2,951	2,951	2,951	2,951	2,951	2,951	2,951	2,951	35,411	42,588	52,591
Contributions recognised - capital	804	804	804	804	804	804	804	804	804	804	804	804	9,649	10,247	10,851
Contributed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	45,061	37,118	94,259
Taxation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	45,061	37,118	94,259

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance



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Revenue and expenditure (municipal vote)

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R thousand	Budget Year 2010/11												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Revenue by Vote															
Vote1 - Office of the Executive Mayor												-	-	-	-
Vote2 - Office of the Speaker												-	-	-	-
Vote3 - Accounting Officer	123	123	123	123	123	123	123	123	123	123	123	123	1,475	1,774	2,158
Vote4 - Budget and Treasury Office	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	126,967	133,750	193,145
Vote5 - Corporate Services	25	25	25	25	25	25	25	25	25	25	25	25	304	357	360
Vote6 - Infrastructural Development and Planning	18	18	18	18	18	18	18	18	18	18	18	18	212	225	238
Vote7 - Community Services	909	909	909	909	909	909	909	909	909	909	909	909	10,903	11,580	12,263
Example 8 - Vote8												-	-	-	-
Example 9 - Vote9												-	-	-	-
Example 10 - Vote10												-	-	-	-
Example 11 - Vote11												-	-	-	-
Example 12 - Vote12												-	-	-	-
Example 13 - Vote13												-	-	-	-
Example 14 - Vote14												-	-	-	-
Example 15 - Vote15												-	-	-	-
Total Revenue by Vote	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,861	147,686	208,163
Expenditure by Vote to be appropriated															
Vote1 - Office of the Executive Mayor	600	600	600	600	600	600	600	600	600	600	600	600	7,205	10,701	10,503
Vote2 - Office of the Speaker	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	1,128	13,541	15,178	15,824
Vote3 - Accounting Officer	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	1,307	15,678	19,340	21,137
Vote4 - Budget and Treasury Office	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	27,890	31,044	33,860
Vote5 - Corporate Services	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	21,351	24,493	26,918
Vote6 - Infrastructural Development and Planning	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	1,659	19,913	22,599	24,776
Vote7 - Community Services	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	2,857	34,282	40,047	44,329
Example 8 - Vote8												-	-	-	-
Example 9 - Vote9												-	-	-	-
Example 10 - Vote10												-	-	-	-
Example 11 - Vote11												-	-	-	-
Example 12 - Vote12												-	-	-	-
Example 13 - Vote13												-	-	-	-
Example 14 - Vote14												-	-	-	-
Example 15 - Vote15												-	-	-	-
Total Expenditure by Vote	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,859	163,402	177,347
Surplus/(Deficit) before assoc.	0	0	0	0	0	0	0	0	0	0	0	1	2	(15,717)	30,817
Taxation												-	-	-	-
Attributable to minorities												-	-	-	-
Share of surplus/ (deficit) of associate												-	-	-	-
Surplus/(Deficit)	1	0	0	0	0	0	0	0	0	0	0	1	2	(15,717)	30,817

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

revenue and expenditure (standard classification)

R thousand	Budget Year 2010/11												Medium Term Revenue and Expenditure Framework			
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	
Revenue - Standard																
Governance and administration	10,606	10,606	10,606	10,606	10,606	10,606	10,606	10,606	10,606	10,606	10,606	10,606	127,270	134,107	193,505	
Executive and council													-	-	-	
Budget and treasury office	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	10,581	126,967	133,750	193,145	
Corporate services	25	25	25	25	25	25	25	25	25	25	25	25	304	357	360	
Community and public safety	662	662	662	662	662	662	662	662	662	662	662	662	7,947	8,440	8,938	
Community and social services	3	3	3	3	3	3	3	3	3	3	3	3	31	33	35	
Sport and recreation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public safety	359	359	359	359	359	359	359	359	359	359	359	359	4,309	4,576	4,846	
Housing	13	13	13	13	13	13	13	13	13	13	13	13	156	165	175	
Health	288	288	288	288	288	288	288	288	288	288	288	288	3,452	3,666	3,882	
Economic and environmental services	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,801	2,185	
Planning and development													-	-	-	
Road transport	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,801	2,185	
Environmental protection													-	-	-	
Trading services	262	262	262	262	262	262	262	262	262	262	262	262	3,143	3,338	3,535	
Electricity													-	-	-	
Water													-	-	-	
Waste water management													-	-	-	
Waste management	262	262	262	262	262	262	262	262	262	262	262	262	3,143	3,338	3,535	
Other													-	-	-	
Total Revenue - Standard	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,861	147,686	208,163	
Expenditure - Standard																
Governance and administration	6,444	6,444	6,444	6,444	6,444	6,444	6,444	6,444	6,444	6,444	6,444	6,444	77,327	90,616	97,064	
Executive and council	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	2,341	28,087	35,079	36,286	
Budget and treasury office	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	2,324	27,890	31,044	33,860	
Corporate services	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	1,779	21,351	24,493	26,918	
Community and public safety	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	2,067	24,807	29,143	32,358	
Community and social services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sport and recreation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public safety	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	1,353	16,231	19,470	21,653	
Housing	436	436	436	436	436	436	436	436	436	436	436	436	5,227	5,831	6,463	
Health	279	279	279	279	279	279	279	279	279	279	279	279	3,350	3,842	4,242	
Economic and environmental services	1,919	1,919	1,919	1,919	1,919	1,919	1,919	1,919	1,919	1,919	1,919	1,919	23,023	25,799	28,194	
Planning and development	695	695	695	695	695	695	695	695	695	695	695	695	8,337	9,874	10,757	
Road transport	1,224	1,224	1,224	1,224	1,224	1,224	1,224	1,224	1,224	1,224	1,224	1,224	14,686	15,925	17,438	
Environmental protection													-	-	-	
Trading services	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	14,702	16,503	18,170	
Electricity													-	-	-	
Water													-	-	-	
Waste water management													-	-	-	
Waste management	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	1,225	14,702	16,503	18,170	
Other													-	-	-	
Total Expenditure - Standard	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,859	162,061	175,786	
Surplus/(Deficit) before assoc.	0	0	0	0	0	0	0	0	0	0	0	0	2	(14,375)	32,377	
Share of surplus/ (deficit) of associate													-	-	-	
Surplus/(Deficit)	1	0	0	0	0	0	0	0	0	0	0	0	2	(14,375)	32,377	

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

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R thousand		Budget Year 2010/11												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	
Multi-year expenditure to be appropriated		1															
	Vote1 - Office of the Executive Mayor	1	1	1	1	1	1	1	1	1	1	1	1	16	17	18	
	Vote2 - Office of the Speaker	1	1	1	1	1	1	1	1	1	1	1	1	16	17	18	
	Vote3 - Accounting Officer	5	5	5	5	5	5	5	5	5	5	5	5	63	67	71	
	Vote4 - Budget and Treasury Office	8	8	8	8	8	8	8	8	8	8	8	8	100	106	112	
	Vote5 - Corporate Services	86	86	86	86	86	86	86	86	86	86	86	86	1,035	1,099	1,164	
	Vote6 - Infrastructural Development and Planning	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	42,432	50,044	60,487	
	Vote7 - Community Services	116	116	116	116	116	116	116	116	116	116	116	116	1,398	1,484	1,572	
	Example 8 - Vote8												-	-	-	-	
	Example 9 - Vote9												-	-	-	-	
	Example 10 - Vote10												-	-	-	-	
	Example 11 - Vote11												-	-	-	-	
	Example 12 - Vote12												-	-	-	-	
	Example 13 - Vote13												-	-	-	-	
	Example 14 - Vote14												-	-	-	-	
	Example 15 - Vote15												-	-	-	-	
	Capital multi-year expenditure sub-total	2	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	45,059	52,834	63,442	
Single-year expenditure to be appropriated		2															
	Vote1 - Office of the Executive Mayor													-	-	-	
	Vote2 - Office of the Speaker													-	-	-	
	Vote3 - Accounting Officer													-	-	-	
	Vote4 - Budget and Treasury Office													-	-	-	
	Vote5 - Corporate Services													-	-	-	
	Vote6 - Infrastructural Development and Planning													-	-	-	
	Vote7 - Community Services													-	-	-	
	Example 8 - Vote8													-	-	-	
	Example 9 - Vote9													-	-	-	
	Example 10 - Vote10													-	-	-	
	Example 11 - Vote11													-	-	-	
	Example 12 - Vote12													-	-	-	
	Example 13 - Vote13													-	-	-	
	Example 14 - Vote14													-	-	-	
	Example 15 - Vote15													-	-	-	
	Capital single-year expenditure sub-total	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Total Capital Expenditure	2	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	45,059	52,834	63,442	

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

Capital expenditure (standard classification)

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R thousand		Budget Year 2010/11												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Capital Expenditure - Standard	1															
Governance and administration		100	100	100	100	100	100	100	100	100	100	100	100	1,198	1,273	1,348
Executive and council		5	5	5	5	5	5	5	5	5	5	5	5	63	67	71
Budget and treasury office		8	8	8	8	8	8	8	8	8	8	8	8	100	106	112
Corporate services		86	86	86	86	86	86	86	86	86	86	86	86	1,035	1,099	1,164
Community and public safety		99	99	99	99	99	99	99	99	99	99	99	99	1,187	1,260	1,334
Community and social services		99	99	99	99	99	99	99	99	99	99	99	99	1,187	1,260	1,334
Sport and recreation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public safety		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		3,556	3,556	3,556	3,556	3,556	3,556	3,556	3,556	3,556	3,556	3,556	3,556	42,674	50,302	60,760
Planning and development		3	3	3	3	3	3	3	3	3	3	3	3	32	34	36
Road transport		3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	3,536	42,432	50,044	60,487
Environmental protection		18	18	18	18	18	18	18	18	18	18	18	18	211	224	237
Trading services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste water management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Waste management		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Standard	2	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	3,755	45,059	52,834	63,442

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

Monthly cash flow

	Budget Year 2010/11												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Cash Receipts By Source													1		
Property rates	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	17,845	24,061	25,167
Property rates - penalties & collection charges													-	-	-
Service charges - electricity revenue													-	-	-
Service charges - water revenue													-	-	-
Service charges - sanitation revenue													-	-	-
Service charges - refuse revenue	262	262	262	262	262	262	262	262	262	262	262	262	3,143	4,370	4,571
Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	173	173	173	173	173	173	173	173	173	173	173	173	2,071	4,563	4,773
Interest earned - external investments	102	102	102	102	102	102	102	102	102	102	102	102	1,219	246	257
Interest earned - outstanding debtors	56	56	56	56	56	56	56	56	56	56	56	56	674	4,809	5,030
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines	111	111	111	111	111	111	111	111	111	111	111	111	1,336	1,215	1,271
Licences and permits	445	445	445	445	445	445	445	445	445	445	445	445	5,343	1,383	1,447
Agency services	91	91	91	91	91	91	91	91	91	91	91	91	1,091	781	817
Transfer receipts - operational	27	27	27	27	27	27	27	27	27	27	27	27	329	107,136	112,064
Other revenue	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	8,901	106,809	112,585	170,991
Cash Receipts by Source	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,860	261,149	326,389
Other Cash Flows by Source															
Transfer receipts - capital													-	-	-
Contributions recognised - capital & Contributed assets													-	-	-
Proceeds on disposal of PPE													-	-	-
Short term loans													-	-	-
Borrowing long term/refinancing													-	-	-
Increase (decrease) in consumer deposits													-	-	-
Decrease (Increase) in non-current debtors													-	-	-
Decrease (increase) other non-current receivables													-	-	-
Decrease (increase) in non-current investments													-	-	-
Total Cash Receipts by Source	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	11,655	139,860	261,149	326,389
Cash Payments by Type															
Employee related costs	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	6,284	75,404	91,068	101,944
Remuneration of councillors	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	14,522	18,897	18,726
Collection costs	344	344	344	344	344	344	344	344	344	344	344	344	4,126	4,382	4,640
Interest paid	142	142	142	142	142	142	142	142	142	142	142	142	1,698	1,804	1,910
Bulk purchases - Electricity	188	188	188	188	188	188	188	188	188	188	188	188	2,256	2,396	2,537
Bulk purchases - Water & Sewer	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,186	3,374
Other materials	722	722	722	722	722	722	722	722	722	722	722	722	8,662	9,200	9,742
Contracted services	365	365	365	365	365	365	365	365	365	365	365	365	4,375	4,646	4,920
Grants and subsidies paid - other municipalities	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	15,423	16,398	17,452
Grants and subsidies paid - other	1,249	1,249	1,249	1,249	1,249	1,249	1,249	1,249	1,249	1,249	1,249	1,249	14,992	15,940	16,880
General expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Payments by Type	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	144,458	167,915	182,126
Other Cash Flows/Payments by Type															
Capital assets													-	-	-
Repayment of borrowing													-	-	-
Other Cash Flows/Payments													-	-	-
Total Cash Payments by Type	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	12,038	144,458	167,915	182,126
NET INCREASE/(DECREASE) IN CASH HELD	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(4,598)	93,234	144,264
Cash/cash equivalents at the month/year begin:		(383)	(766)	(1,150)	(1,533)	(1,916)	(2,299)	(2,682)	(3,065)	(3,449)	(3,832)	(4,215)	-	(4,598)	88,635
Cash/cash equivalents at the month/year end:	(383)	(766)	(1,150)	(1,533)	(1,916)	(2,299)	(2,682)	(3,065)	(3,449)	(3,832)	(4,215)	(4,598)	(4,598)	88,635	232,899

Table SA32 List of external mechanisms

Name of organisation	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
		Number			R thousand
Waltons Stationery	Mths	12	Supply and delivery of Stationery	31/07/2010	
Kekezwa Trading	Mths	12	Supply and delivery of Cleaning equipment	31/07/2010	
B Hlaluku and Cleaning Services	Mths	12	Supply and delivery of Cleaning Material	31/07/2010	
MPSH Engineers			Consulting services of Mngobozweni Access Road		207
MPSH Engineers			Consulting services of Cwebeni Access Road		204
Adisa Engineers			Consulting services of Nyidlana Access Road		189
FNB	Yrs	5	Banking Services	30/08/2014	
Umtiza farmers Corp	Mths	12	Supply and delivery of Paraffin	30/08/2010	103
Junebug Trading 23	Mths	12	Supply and delivery of Paraffin	30/08/2010	110
Mizola Trading	Mths	12	Supply and delivery of Paraffin	30/08/2010	117
Macholi Trading	Mths	12	Supply and delivery of Paraffin	30/08/2010	97
Black Gem Trading	Mths	12	Supply and delivery of Paraffin	30/08/2010	108
Lapido Trading	Mths	12	Supply and delivery of Paraffin	30/08/2010	134
Makinwa Media Management	Mths	12	Advertising Services	30/08/2010	
The Business Zone	Mths	12	Supply and delivery of Electrical Material	30/08/2010	
Eagle Ukhozi Transport			Construction of Ciya Kunene Road		3,692
Eagle Ukhozi Transport			Construction of Qobo qobo Access Road		2,286
Eagle Ukhozi Transport			Construction of Oima Access Road		275
Element Consulting Engineers			Construction of Zangwa to Mzitheni Access Road		127
KNA Consulting Engineers	Mths	6	Construction of Xilinx Access Road	30/04/2010	270
Vodacom Business			ICT Services		
Synopsis Software			Managing of Sisonke play park at Vulli valley		105
Alexander Forbes	Mths	8	Insuring Municipal Assets	30/06/2010	95
Eagle Ukhozi Transport	Mths	6	Construction of Ngwazi Access Road	31/07/2010	2,952
Eagle Ukhozi Transport	Mths	6	Construction of Bongoza via Mpenduza Access Road	31/07/2010	2,952
Eagle Ukhozi Transport	Mths	4	Construction of Dyushu Cerhu Access Road	30/06/2010	836
Fastmove Electrical cc	Mths	9	Construction of Buttenworth Street & Highmast	30/10/2010	3,929
Kherifu trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	78
Ubugcisa Solutions	Mths	12	Supply and delivery of Paraffin	29/02/2011	84
Thembalabantu Security	Mths	12	Supply and delivery of Paraffin	29/02/2011	90
Nyaniso Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	102
Golden Highway Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	102
Bethu Lodge	Mths	12	Supply and delivery of Paraffin	29/02/2011	120
Gqobo & Sons	Mths	12	Supply and delivery of Paraffin	29/02/2011	101
Liya & Milla	Mths	12	Supply and delivery of Paraffin	29/02/2011	139
ZVCH Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	156
Inxuba Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	139
Zizi and Daughters	Mths	12	Supply and delivery of Paraffin	29/02/2011	150
Sibusiso Samandungane	Mths	12	Supply and delivery of Paraffin	29/02/2011	144
Linam Trading and supplies	Mths	12	Supply and delivery of Paraffin	29/02/2011	155
Titiba multi Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	159
Lunga & Slush Trading	Mths	12	Supply and delivery of Paraffin	29/02/2011	174
Eagle Ukhozi Transport	Mths	6	Construction of Godidi Zibunu Access Road	30/09/2010	2,363
Eagle Ukhozi Transport	Mths	6	Construction of Godidi Takazi Access Road	30/09/2010	2,790
Eagle Ukhozi Transport	Mths	4	Construction of Kwa L. Access Road	31/07/2010	1,336
Saunders and Wium			Consulting services and construction of Vulli valley internal Street		371
Rakoma and Associates	Mths	3	Development of Grap asset register	30/06/2010	459
Centane Youth Development		3 weeks	Indigent Verification		130

References

1. Total agreement period from commencement until end
2. Annual value

EC122 Mmquma - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2009/10	2010/11 Medium Term Revenue & Expenditure Framework			Forecast 2013/14	Forecast 2014/15	Forecast 2015/16	Forecast 2016/17	Forecast 2017/18	Forecast 2018/19	Forecast 2019/20	Total Contract Value
		Total	Original Budget	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Parent Municipality:														
Revenue Obligation By Contract	2													
MIG Projects - Income recognised				(35,411)	(42,588)	(52,591)								(130,589)
Equitable share projects				(7,021)	(7,456)	(7,896)								(22,374)
Total Operating Revenue Implication				(42,432)	(50,044)	(60,487)								(152,963)
Expenditure Obligation By Contract	2													
MIG Projects				35,411	42,588	52,591								130,589
Equitable Share				7,021	7,456	7,896								22,374
Total Operating Expenditure Implication				42,432	50,044	60,487								152,963
Capital Expenditure Obligation By Contract	2													
MIG Projects				35,411	42,588	52,591								130,589
Equitable share				7,021	7,456	7,896								22,374
Total Capital Expenditure Implication				42,432	50,044	60,487								152,963
Total Parent Expenditure Implication				84,863	100,088	120,974								305,925
Entities:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Revenue Implication				-	-	-								-
Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Expenditure Implication				-	-	-								-
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Capital Expenditure Implication				-	-	-								-
Total Entity Expenditure Implication				-	-	-								-

References:

- Total implication for all preceding years to be summed and total stated in 'Preceding Years' column
- List all contracts with future financial obligations beyond the three years covered by the MTREF (MFMA s33)

Capital expenditure on new assets by asset class

R thousand	Ref	2006/7	2007/8	2008/9	Current Year 2009/10			2010/11 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		-	-	36,671	34,652	51,129	51,129	41,637	42,450	54,676
Infrastructure - Road transport		-	-	22,940	34,587	51,129	51,129	38,792	37,238	49,571
Roads, Pavements & Bridges				22,940	34,587	51,129	51,129	38,792	37,238	49,571
Storm water										
Infrastructure - Electricity		-	-	1,700	65	-	-	2,845	5,212	5,105
Generation								180	191	202
Transmission & Retiulation										
Street Lighting				1,700	65			2,665	5,021	4,903
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Dams & Reservoirs										
Water purification										
Retiulation										
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Retiulation										
Sewerage purification										
Infrastructure - Other		-	-	12,031	-	-	-	-	-	-
Waste Management										
Transportation	2									
Gas										
Other	3			12,031						
Community		-	-	4,658	11,070	3,580	3,380	600	4,425	5,813
Parks & gardens				200		60	60			
Sportsfields & stadia				400				300	2,675	-
Swimming pools					200	200				
Community halls										
Libraries										
Recreational facilities										
Fire, safety & emergency										
Security and policing										
Buses	7									
Clinics										
Museums & Art Galleries										
Cemeteries										5,738
Social rental housing	8									
Other				4,058	10,870	3,320	3,320	300	1,750	75
Heritage assets		-	-	-	-	-	-	-	-	-
Buildings										
Other	9									
Investment properties		-	-	-	-	-	-	-	-	-
Housing development										
Other										
Other assets		-	-	2,855	5,815	3,063	3,063	2,072	5,163	2,109
General vehicles				1,900						
Specialised vehicles								500	531	562
Plant & equipment					2,415	2,415	2,415	-	-	-
Computers - hardware/equipment								106	112	119
Furniture and other office equipment				555	3,289	648	648	742	788	834
Abattoirs										
Markets										
Civic Land and Buildings				400	111					
Other Buildings										
Other Land										
Surplus Assets - (Investment or Inventory)										
Other								725	3,732	594
Agricultural assets		-	-	-	-	-	-	-	-	-
List sub-class										
Biological assets		-	-	-	-	-	-	-	-	-
List sub-class										
Intangibles		-	-	-	-	-	-	750	797	843
Computers - software & programming								750	797	843
Other (list sub-class)										
Total Capital Expenditure on new assets	1	-	-	44,184	51,537	57,772	57,572	45,059	52,834	63,442
Specialised vehicles		-	-	-	-	-	-	-	-	-
Refuse										
Fire										
Conservancy										
Ambulances										

References

- Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) must reconcile to total capital expenditure in Budgeted Capital Expenditure
- Airports, Car Parks, Bus Terminals and Taxi Ranks
- For example - technology backbones (e.g. fibre optic, WiFi infrastructure) for economic development purposes
- Work-in-progress/under construction to be budgeted under the respective item
- Infrastructure includes "land and buildings required" by that infrastructure and vehicles/plant & equipment used by the service generated by that infrastructure
- Donated/contributed & leased assets to be included within the respective sub-class

b Capital expenditure on the renewal of existing assets by asset c

Description	Ref	2006/7	2007/8	2008/9	Current Year 2009	
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget
R thousand	1					
Capital expenditure on renewal of existing assets by Asset Class/Sub-class						
Infrastructure		-	-	-	-	-
Infrastructure - Road transport		-	-	-	-	-
Roads, Pavements & Bridges						
Storm water						
Infrastructure - Electricity		-	-	-	-	-
Generation						
Transmission & Reticulation						
Street Lighting						
Infrastructure - Water		-	-	-	-	-
Dams & Reservoirs						
Water purification						
Reticulation						
Infrastructure - Sanitation		-	-	-	-	-
Reticulation						
Sewerage purification						
Infrastructure - Other		-	-	-	-	-
Waste Management						
Transportation	2					
Gas						
Other	3					
Community		-	-	-	-	-
Parks & gardens						
Sportsfields & stadia						
Swimming pools						
Community halls						
Libraries						
Recreational facilities						
Fire, safety & emergency						
Security and policing						
Buses	7					
Clinics						
Museums & Art Galleries						
Cemeteries						
Social rental housing	8					
Other						
Heritage assets		-	-	-	-	-
Buildings						
Other	9					
Investment properties		-	-	-	-	-
Housing development						
Other						
Other assets		-	-	-	-	-
General vehicles						
Specialised vehicles						
Plant & equipment						
Computers - hardware/equipment						
Furniture and other office equipment						
Abattoirs	10					

Other Land	
Surplus Assets - (Investment or Inventory)	
Other	
Agricultural assets	
List sub-class	
Biological assets	
List sub-class	
Intangibles	
Computers - software & programming	
Other (list sub-class)	
Total Capital Expenditure on renewal of existing assets	1

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

Specialised vehicles	
Refuse	
Fire	
Conservancy	
Ambulances	

-	-	-	-	-	-

References

1. Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on new assets (SA34a) must reconcile to
2. Airports, Car Parks, Bus Terminals and Taxi Ranks
3. For example - technology backbones (e.g. fibre optic, WIFI infrastructure) for economic development purposes
4. Work-in-progress/under construction to be budgeted under the respective item
5. Infrastructure includes 'land and buildings required' by that infrastructure and vehicles/plant & equipment used by the service generated by
6. Donated/contributed & leased assets to be included within the respective sub-class
7. Busses used to provide a service to the community
8. Not municipal contributions to the 'top structure' being built using the housing subsidies
9. Statues, art collections, medals etc.
10. Ambulances, fire engines, refuse vehicles - but not vehicles that would normally be classified as 'Plant and equipment'

check balance - - -35,105,250 -51,537,237 -57,772,415



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total capital expenditure in Budgeted Capital Expenditure

y that infrastructure

-31,249,323 -31,249,323 -45,059,100 -52,834,270

and maintenance expenditure by asset class

R thousand	1	2006/7	2007/8	2008/9	Current Year 2009/10		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast
Repairs and maintenance expenditure by Asset Class/Sub-class							
Infrastructure		-	-	-	-	-	-
Infrastructure - Road transport		-	-	-	-	-	-
<i>Roads, Pavements & Bridges</i>							
<i>Storm water</i>							
Infrastructure - Electricity		-	-	-	-	-	-
<i>Generation</i>							
<i>Transmission & Reticulation</i>							
<i>Street Lighting</i>							
Infrastructure - Water		-	-	-	-	-	-
<i>Dams & Reservoirs</i>							
<i>Water purification</i>							
<i>Reticulation</i>							
Infrastructure - Sanitation		-	-	-	-	-	-
<i>Reticulation</i>							
<i>Sewerage purification</i>							
Infrastructure - Other		-	-	-	-	-	-
<i>Waste Management</i>							
<i>Transportation</i>	2						
<i>Gas</i>							
<i>Other</i>	3						
Community		-	-	-	-	-	-
Parks & gardens							
Sportsfields & stadia							
Swimming pools							
Community halls							
Libraries							
Recreational facilities							
Fire, safety & emergency							
Security and policing							
Buses	7						
Clinics							
Museums & Art Galleries							
Cemeteries							
Social rental housing	8						
Other							
Heritage assets		-	-	-	-	-	-
Buildings							
Other	9						
Investment properties		-	-	-	-	-	-
Housing development							
Other							
Other assets		-	-	-	-	-	-
General vehicles							

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Furniture and other office equipment							
Abattoirs							
Markets							
Civic Land and Buildings							
Other Buildings							
Other Land							
Surplus Assets - (Investment or Inventory)							
Other							
Agricultural assets		-	-	-	-	-	-
List sub-class							
Biological assets		-	-	-	-	-	-
List sub-class							
Intangibles		-	-	-	-	-	-
Computers - software & programming							
Other (list sub-class)							
Total Repairs and Maintenance Expenditure	1	-	-	-	-	-	-

Specialised vehicles		-	-	-	-	-	-
Refuse							
Fire							
Conservancy							
Ambulances							

References

1. Total Repairs and Maintenance Expenditure by Asset Category must reconcile to total repairs and maintenance expenditure on Table SA1
2. Airports, Car Parks, Bus Terminals and Taxi Ranks
3. For example - technology backbones (e.g. fibre optic, WIFI infrastructure) for economic development purposes
4. Work-in-progress/under construction to be budgeted under the respective item
5. Infrastructure includes 'land and buildings required' by that infrastructure and vehicles/plant & equipment used by the service generated by that infrastructure
6. Donated/contributed & leased assets to be included within the respective sub-class
7. Busses used to provide a service to the community
8. Not municipal contributions to the 'top structure' being built using the housing subsidies
9. Statues, art collections, medals etc.
10. Ambulances, fire engines, refuse vehicles - but not vehicles that would normally be classified as 'Plant and equipment'

check balance	-	-	-35,105,250	-51,537,237	-57,772,415	-31,249,323
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-31,249,323 -45,059,100 -52,834,270

Implications of the capital budget

R thousand		Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	Forecast 2013/14	Forecast 2014/15	Forecast 2015/16	Present value
Capital expenditure	1							
Vote1 - Office of the Executive Mayor		16	17	18				
Vote2 - Office of the Speaker		16	17	18				
Vote3 - Accounting Officer		63	67	71				
Vote4 - Budget and Treasury Office		100	106	112				
Vote5 - Corporate Services		1,035	1,099	1,164				
Vote6 - Infrastructural Development and Planning		42,432	50,044	60,487				
Vote7 - Community Services		1,398	1,484	1,572				
Example 8 - Vote8		-	-	-				
Example 9 - Vote9		-	-	-				
Example 10 - Vote10		-	-	-				
Example 11 - Vote11		-	-	-				
Example 12 - Vote12		-	-	-				
Example 13 - Vote13		-	-	-				
Example 14 - Vote14		-	-	-				
Example 15 - Vote15		-	-	-				
<i>List entity summary if applicable</i>								
Total Capital Expenditure		45,059	52,834	63,442	-	-	-	-
Future operational costs by vote	2							
Vote1 - Office of the Executive Mayor								
Vote2 - Office of the Speaker								
Vote3 - Accounting Officer								
Vote4 - Budget and Treasury Office								
Vote5 - Corporate Services								
Vote6 - Infrastructural Development and Planning								
Vote7 - Community Services								
Example 8 - Vote8								
Example 9 - Vote9								
Example 10 - Vote10								
Example 11 - Vote11								
Example 12 - Vote12								
Example 13 - Vote13								
Example 14 - Vote14								
Example 15 - Vote15								
<i>List entity summary if applicable</i>								
Total future operational costs		-	-	-	-	-	-	-
Future revenue by source	3							
Property rates		17,845	18,951	20,069				
Property rates - penalties & collection charges		-						
Service charges - electricity revenue								
Service charges - water revenue								
Service charges - sanitation revenue								
Service charges - refuse revenue		3,143	3,338	3,535				
Service charges - other		674	716	758				
Rental of facilities and equipment		2,071	2,199	2,329				
<i>List other revenues sources if applicable</i>		120,139	122,481	181,472				
<i>List entity summary if applicable</i>								
Total future revenue		143,872	147,686	208,163	-	-	-	-
Net Financial Implications		(98,813)	(94,851)	(144,721)	-	-	-	-

References

1. Summarise the total capital cost until capital project is operational (MFMA s19(2)(a))
2. Summary of future operational costs from when projects operational (present value until the end of each asset's useful life) (MFMA s19(2)(b))
3. Summarise the future revenue from when projects are operational, including municipal tax and tariff implications, (present value until the end of asset's useful life)

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EC122

R thousand	M	Program/Project description	Project number	IDP Goal code 3.	Asset Class 4.	Asset Sub-Class 4.	Total Project Estimate	Prior year outcomes		2010/11 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2008/9	Current Year 2009/10 Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13	Ward location	New or renewal
	5													
Parent municipality:														
<i>List all capital projects grouped by Municipal Vote</i>														
					<i>Examples</i>	<i>Examples</i>								
Office of the Mayor		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				16	17	18	various	new
Office of the Speaker		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				16	17	18	various	new
Office of the Municipal Manager		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				63	67	71	various	new
Budget and Treasury Office		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				100	106	112	various	new
Corporate Services		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				499	530	561	various	new
		Computers - hardware/equipment	various		Other assets	Computers - hardware/equipment				106	112	119	various	new
		Computers - software & programming	various		Other assets	Computers - software & programming				250	266	281	various	new
Infrastructural Development		Infrastructure - Electricity	various		Other assets	Infrastructure - Electricity				180	191	202	various	new
		Infrastructure - Road transport	various		Other assets	Infrastructure - Road transport				38,792	37,238	49,571	various	new
		Street Lighting	various		Other assets	Street Lighting				2,665	5,021	4,903	various	new
		Sportsfields & stadia	various		Other assets	Sportsfields & stadia				300	2,675	-	various	new
		Other	various		Other assets	Other				300	1,750	75	various	new
		Other	various		Other assets	Other				375	3,360	200	various	new
		Cemeteries	various		Other assets	Cemeteries						5,738	various	new
Community Services		Specialised vehicles	various		Other assets	Specialised vehicles				500	531	562	various	new
		Computers - software & programming	various		Other assets	Computers - software & programming				500	531	562	various	new
		Furniture and other office equipment	various		Other assets	Furniture and other office equipment				48	50	53	various	new
		Other	various		Other assets	Other				350	372	394	various	new
Total Capital expenditure	1									45,059	52,834	63,442		
Entities:														
<i>List all capital projects grouped by Entity</i>														
Entity A														
Water project A														
Entity B														
Electricity project B														
Total Capital expenditure	2									-	-	-		

Preferences

1. Must reconcile with Budgeted Capital Expenditure

2. Must reconcile with table A34

3. As per Table A6

4. As per Table 34



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EC122 fiscal year/s

R thousand	Project name	Project number	Asset Class 3.	Asset Sub-Class 3.	Previous target year to complete	Current Year 2009/10		2010/11 Medium Term Revenue & Expenditure Framework		
						Original Budget	Full Year Forecast	Budget Year 2010/11	Budget Year +1 2011/12	Budget Year +2 2012/13
Parent municipality: <i>List all capital projects grouped by Municipal Vote</i>										
			Examples	Examples						
Entities: <i>List all capital projects grouped by Municipal Entity</i>										
Entity Name <i>Project name</i>										

References

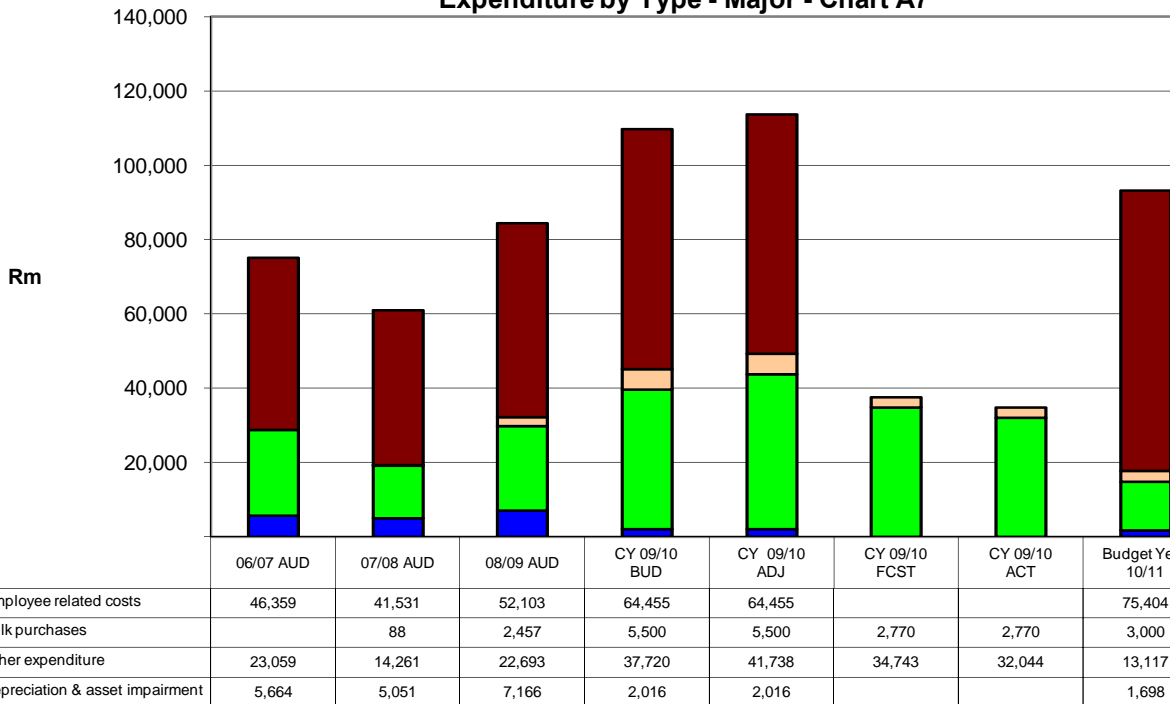
- List all projects with planned completion dates in current year that have been re-budgeted in the MTREF
- Refer MFMA s30
- Asset category and sub-category must be selected from Table A34

			08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11
Interest earned - external investments	.	1,118	1,324	223	223	679	679	1,219
Fines	294	356	976	1,104	1,104	931	931	1,336
Other revenue	2,144	1,786	2,848	7,474	7,474	2,270	4,547	330
Service charges - refuse	3,572	3,319	4,349	3,941	3,941	3,143	3,143	3,143
Rental of facilities and equipment	.	3,065	2,977	4,143	4,143	610	610	2,077
Service charges - other								
Interest earned - outstanding debtors	3,501	2,899	1,122	4,366	4,366	674	674	674
Service charges - sanitation revenue								
Gains on disposal of PPE	.	28
Licences and permits	1,015	1,711	1,963	2,070	2,070	673	673	1,097
Contributed assets								
Contributions								
Agency services				6,770	6,770	673	673	5,343
Dividends received								

Operating Expenditure by Major & Minor Type

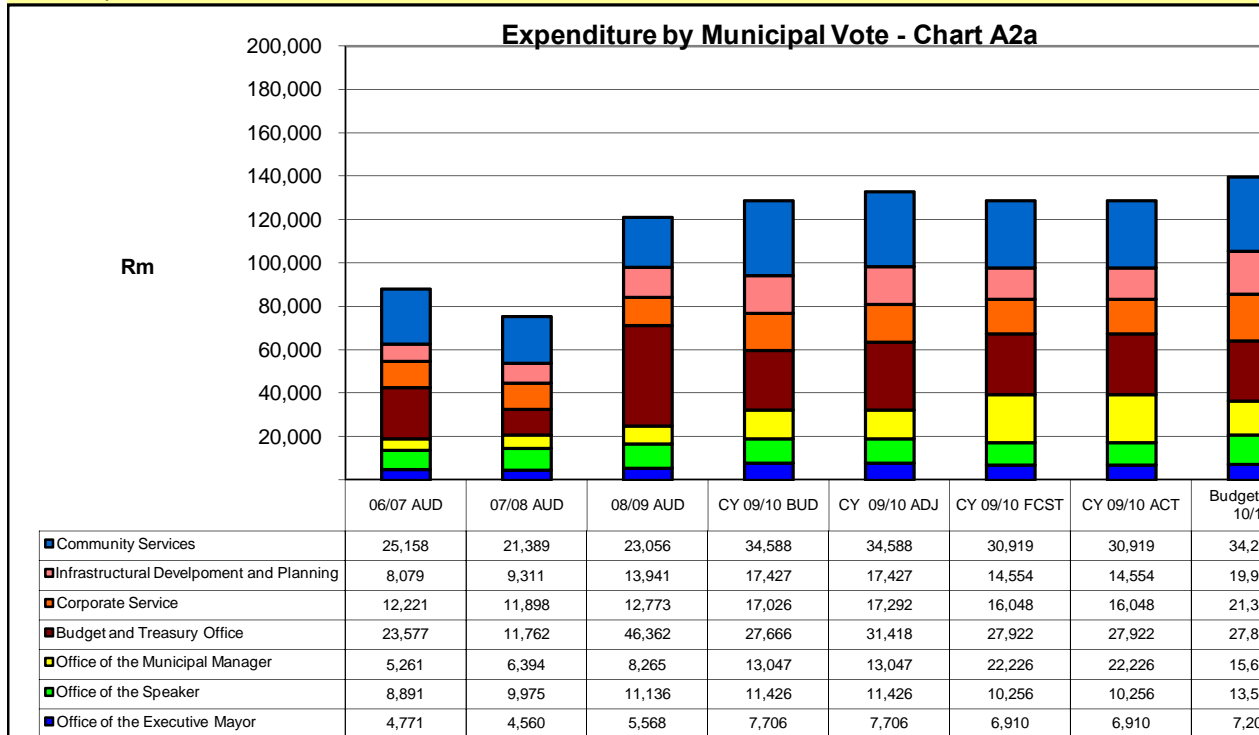
Other materials								
Loss on disposal of PPE			-	284	-	-	-	-
Remuneration of councillors			12,875	14,073	13,950	15,291	15,291	13,156
Grants and subsidies								
Debt impairment					22,733	3,903	3,903	18,028
Contracted services								
Finance charges			-	-	-	-	-	-
Depreciation & asset impairment			5,664	5,051	7,166	2,016	2,016	
Other expenditure			23,059	14,261	22,693	37,720	41,738	32,044
Bulk purchases				88	2,457	5,500	5,500	2,770
Employee related costs			46,359	41,531	52,103	64,455	64,455	
			<i>check</i> 87,957	75,288	121,103	128,886	132,904	68,697
								65,998

Expenditure by Type - Major - Chart A7



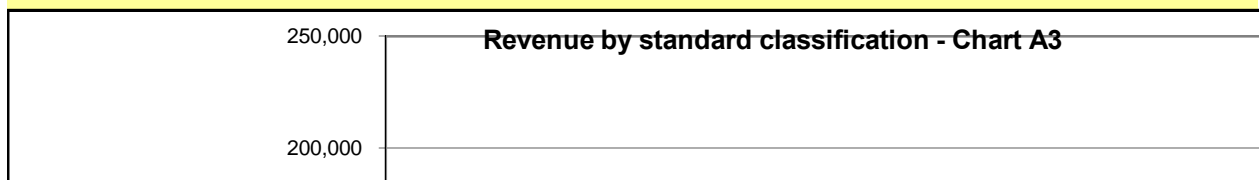
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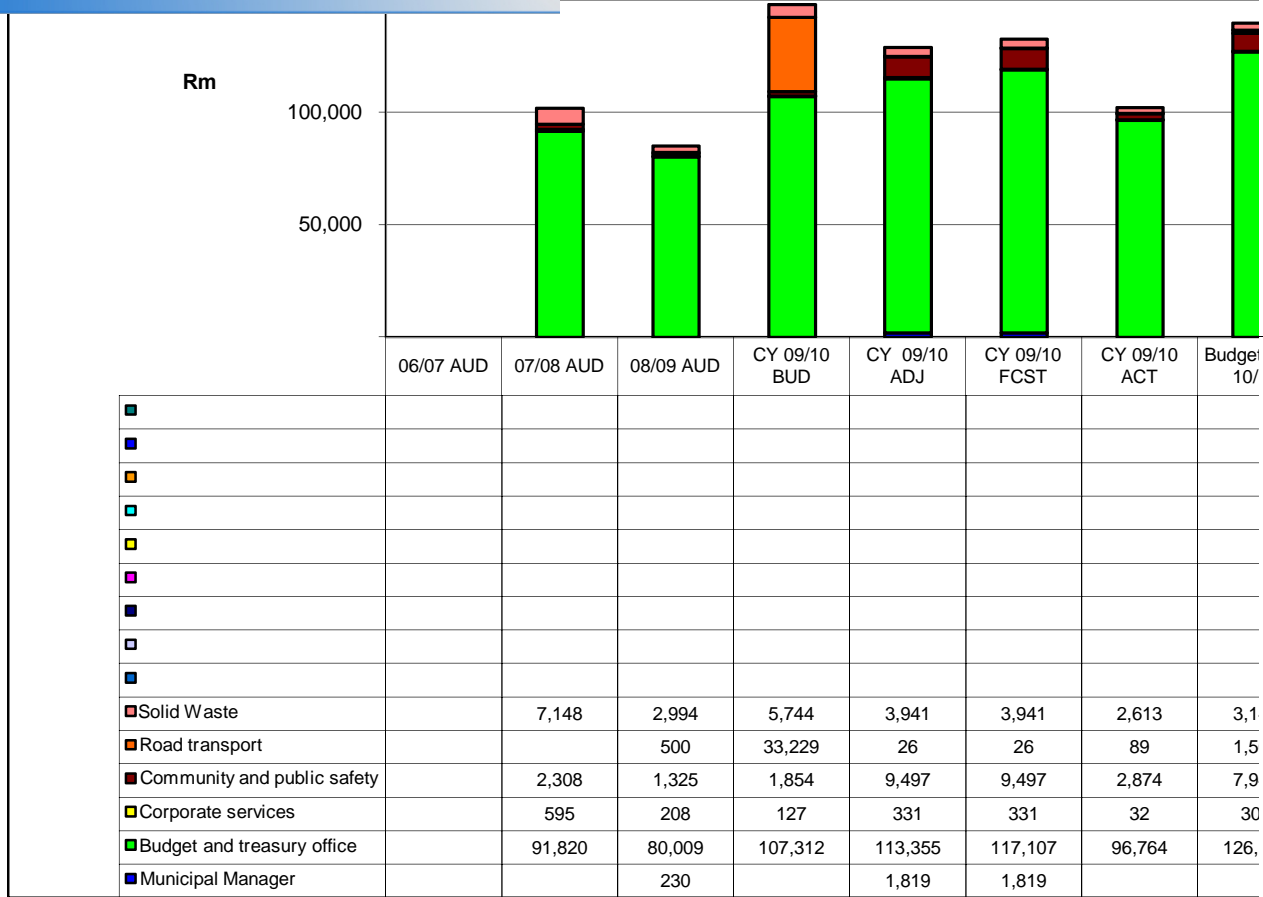
	87,957	75,288	121,102	128,886	132,904	128,835	128,835
Office of the Executive Mayor	4,771	4,560	5,568	7,706	7,706	6,910	6,910
Office of the Speaker	8,891	9,975	11,136	11,426	11,426	10,256	10,256
Office of the Municipal Manager	5,261	6,394	8,265	13,047	13,047	22,226	22,226
Budget and Treasury Office	23,577	11,762	46,362	27,666	31,418	27,922	27,922
Corporate Service	12,221	11,898	12,773	17,026	17,292	16,048	16,048
Infrastructural Development and Planning	8,079	9,311	13,941	17,427	17,427	14,554	14,554
Community Services	25,158	21,389	23,056	34,588	34,588	30,919	30,919



Revenue by Standard Classification

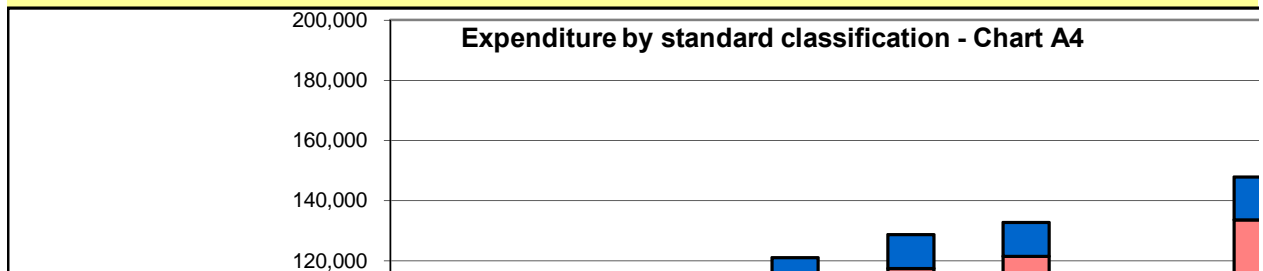
Municipal Manager			230		1,819	1,819	
Budget and treasury office		91,820	80,009	107,312	113,355	117,107	96,764
Corporate services		595	208	127	331	331	32
Community and public safety		2,308	1,325	1,854	9,497	9,497	2,874
Road transport			500	33,229	26	26	89
Solid Waste		7,148	2,994	5,744	3,941	3,941	2,613



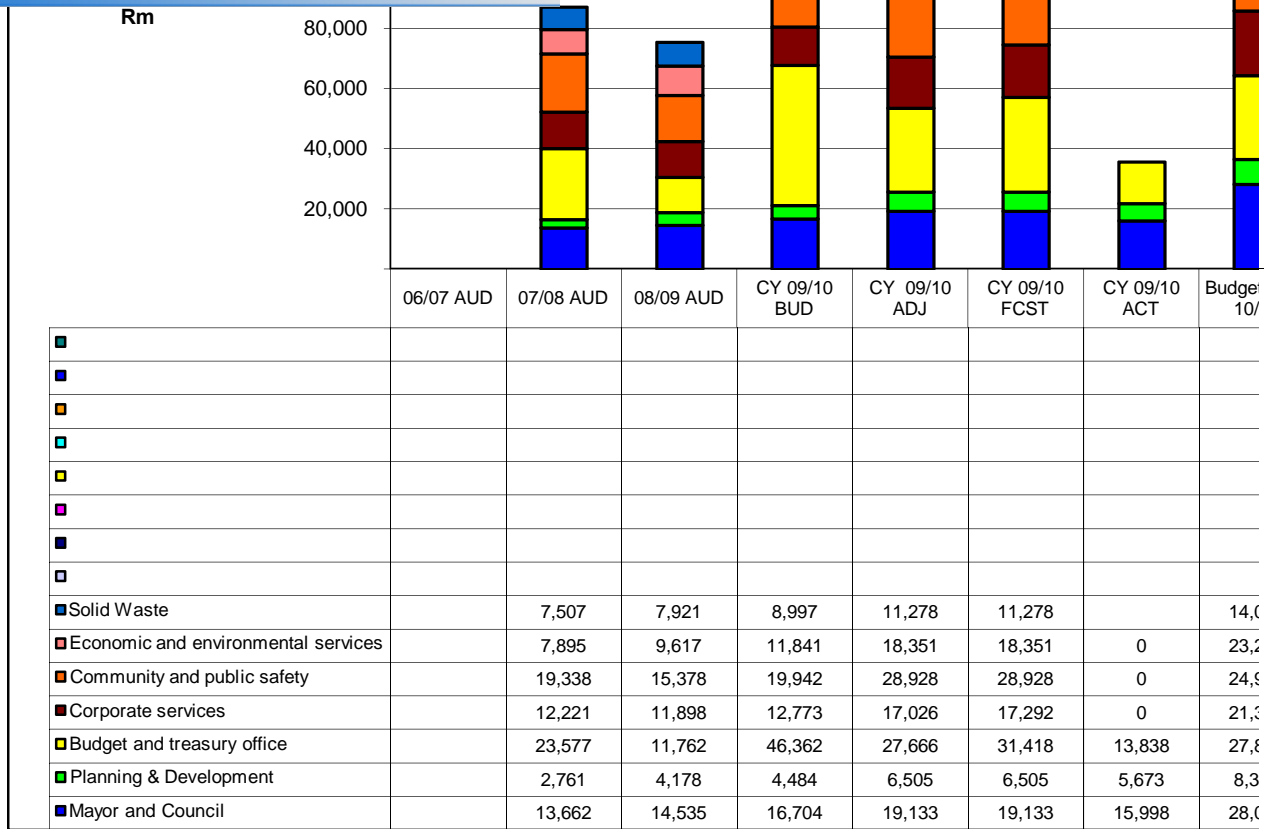


Expenditure by Standard Classification

Mayor and Council	13,662	14,535	16,704	19,133	19,133	15,998
Planning & Development	2,761	4,178	4,484	6,505	6,505	5,673
Budget and treasury office	23,577	11,762	46,362	27,666	31,418	13,838
Corporate services	12,221	11,898	12,773	17,026	17,292	0
Community and public safety	19,338	15,378	19,942	28,928	28,928	0
Economic and environmental services	7,895	9,617	11,841	18,351	18,351	0
Solid Waste	7,507	7,921	8,997	11,278	11,278	

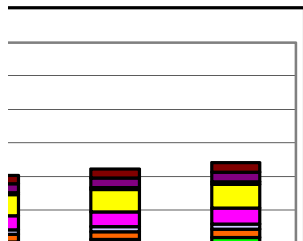
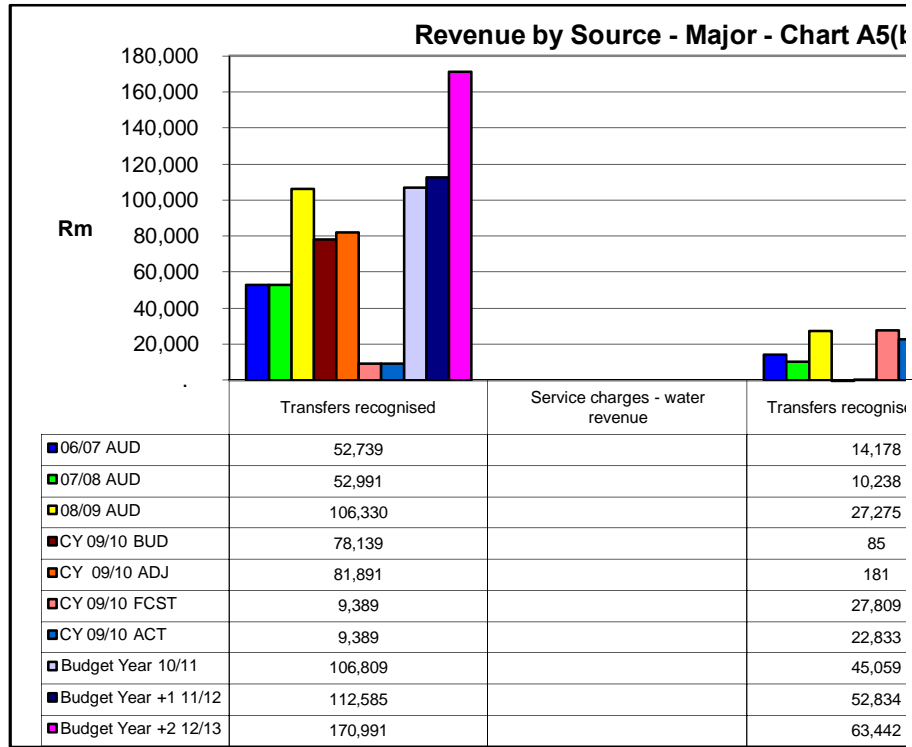
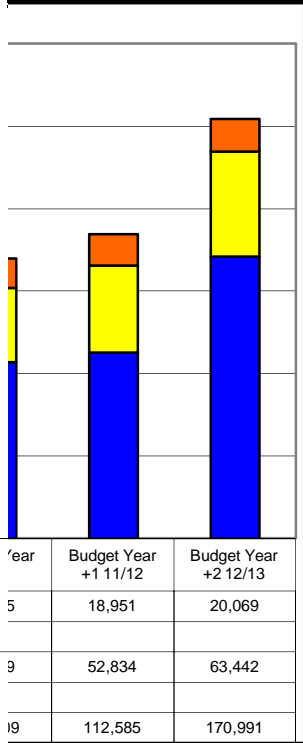


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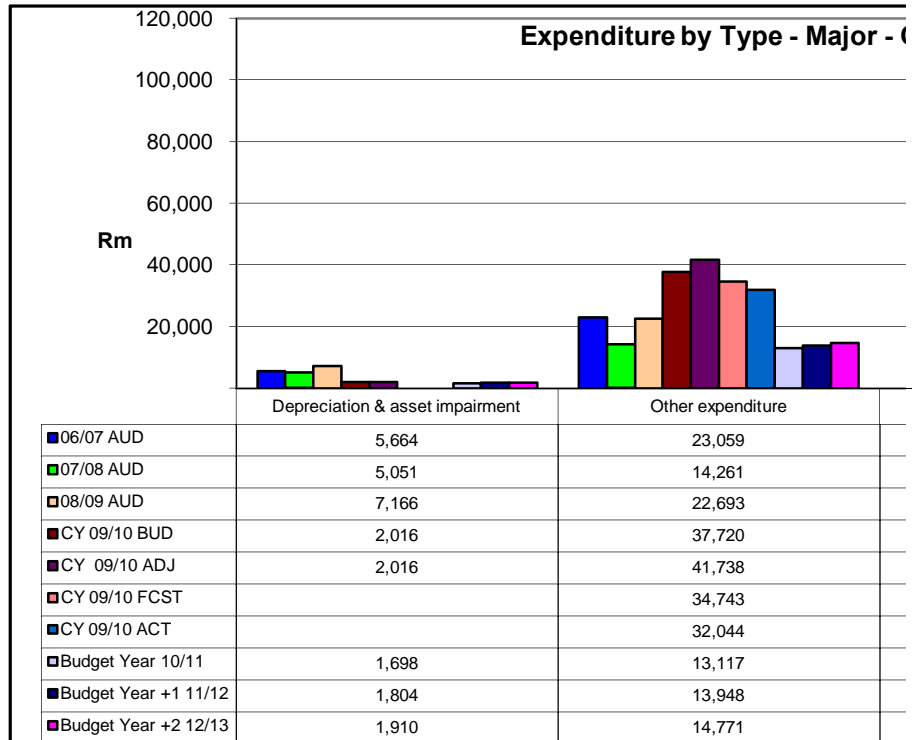
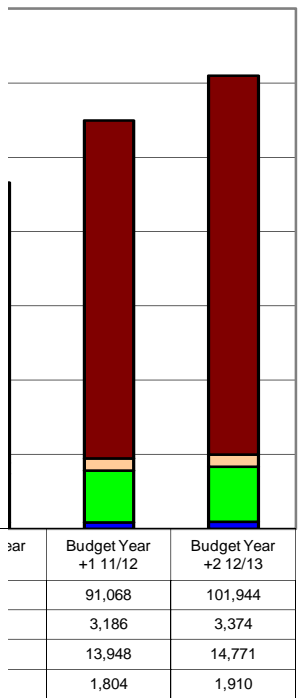
5,343	5,675	6,010
1,091	1,159	1,227
-	-	-
674	716	758
2,071	2,199	2,329
3,143	3,338	3,535
330	350	371
1,336	1,419	1,503
1,219	1,294	1,371
106,809	112,585	170,991
45,059	52,834	63,442
17,845	18,951	20,069
184,920	200,520	271,606



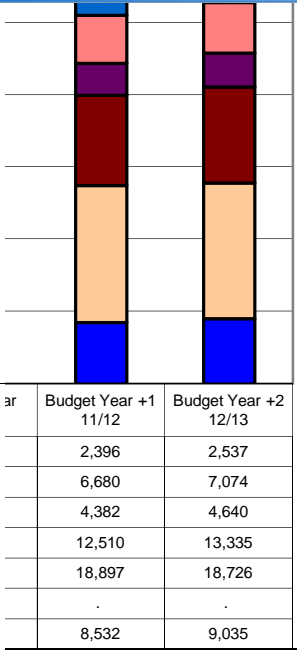
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9	1,294	1,371
5	1,419	1,503
	350	371
3	3,338	3,535
1	2,199	2,329
	716	758
1	1,159	1,227
3	5,675	6,010

8,034	8,532	9,035
-	-	-
14,522	18,897	18,726
11,412	12,510	13,335
4,126	4,382	4,640
6,290	6,680	7,074
2,256	2,396	2,537
1,698	1,804	1,910
13,117	13,948	14,771
3,000	3,186	3,374
75,404	91,068	101,944
139,859	163,402	177,347

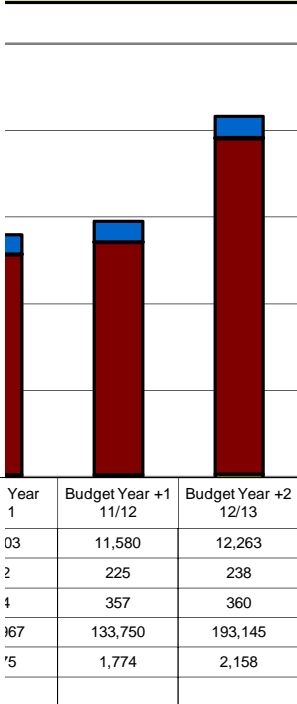


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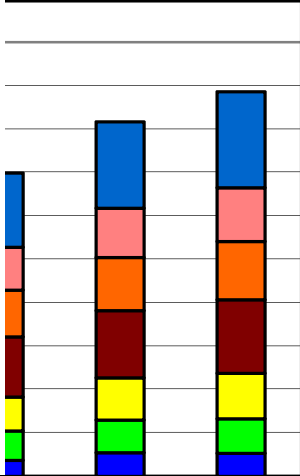
139,861 147,686 208,163

1,475	1,774	2,158
126,967	133,750	193,145
304	357	360
212	225	238
10,903	11,580	12,263

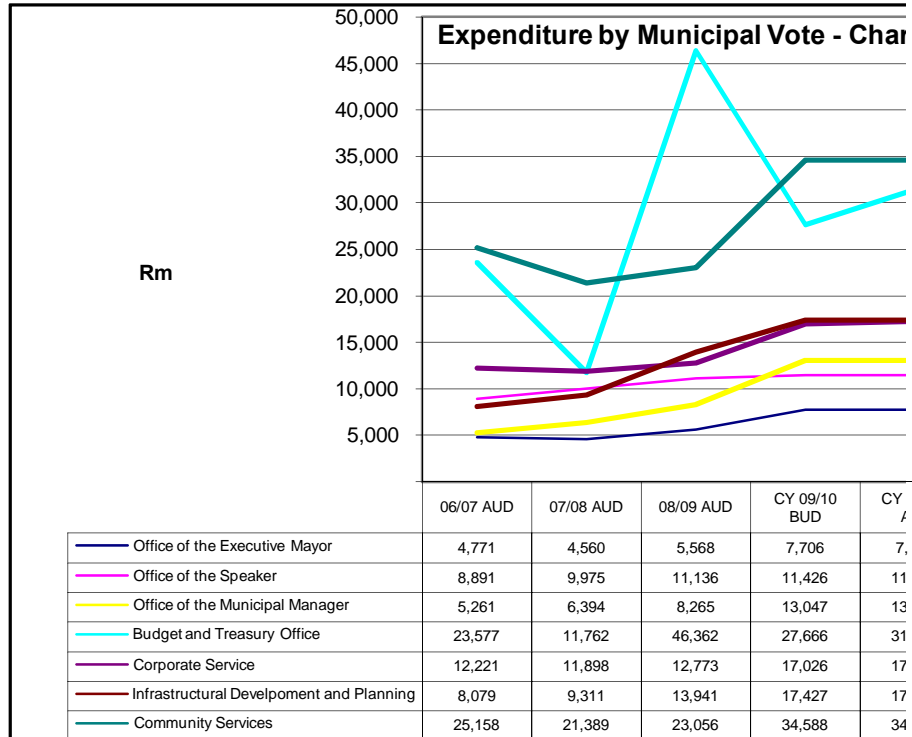


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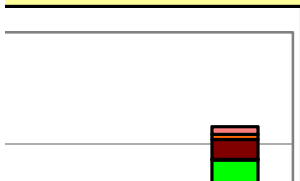
7,205	10,701	10,503
13,541	15,178	15,824
15,678	19,340	21,137
27,890	31,044	33,860
21,351	24,493	26,918
19,913	22,599	24,776
34,282	40,047	44,329



Year 11	Budget Year +1 11/12	Budget Year +2 12/13
82	40,047	44,329
13	22,599	24,776
51	24,493	26,918
90	31,044	33,860
78	19,340	21,137
41	15,178	15,824
35	10,701	10,503



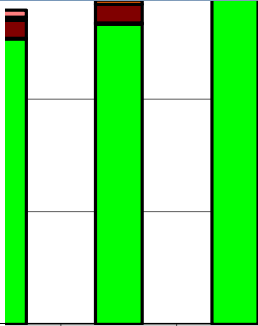
126,967	133,750	193,145
304	357	360
7,947	8,440	8,938
1,500	1,801	2,185
3,143	3,338	3,535





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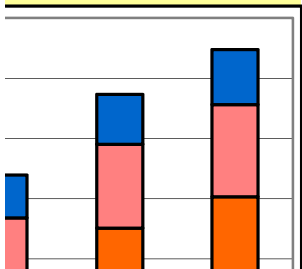
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Actual Year	Budget Year	Budget Year
11	+1 11/12	+2 12/13

43	3,338	3,535
00	1,801	2,185
47	8,440	8,938
14	357	360
967	133,750	193,145

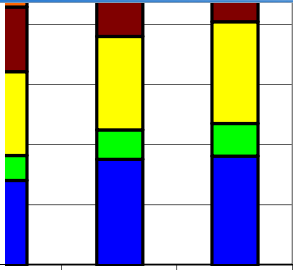
28,087	35,079	36,286
8,337	9,874	10,757
27,890	31,044	33,860
21,351	24,493	26,918
24,944	29,769	33,000
23,210	27,968	30,611
14,069	16,503	18,170





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	Current Year '11	Budget Year +1 11/12	Budget Year +2 12/13
--	------------------	----------------------	----------------------

	069	16,503	18,170
	210	27,968	30,611
	044	29,769	33,000
	351	24,493	26,918
	390	31,044	33,860
	37	9,874	10,757
	087	35,079	36,286



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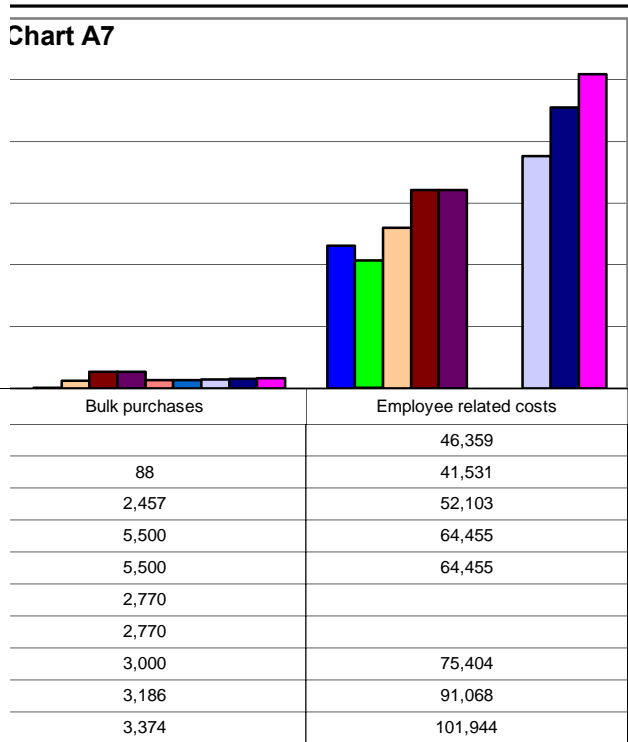
o) - source trend

ed - capital	Service charges - electricity revenue	Property rates
		38,870
		18,252
		26,490
		21,845
		21,845
		21,846
		21,846
		17,845
		18,951
		20,069



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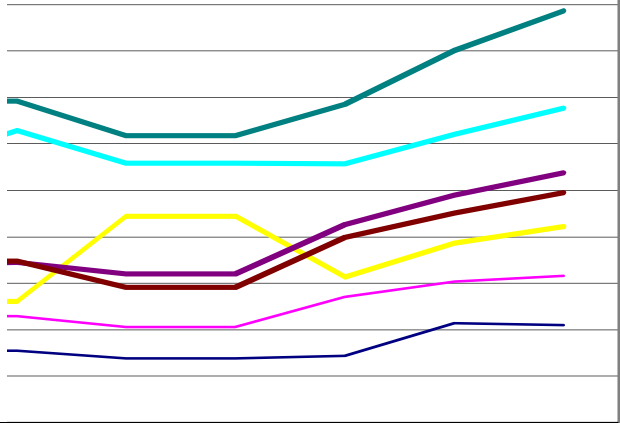
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t A2 (b Trend)



09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget Year +1 11/12	Budget Year +2 12/13
,706	6,910	6,910	7,205	10,701	10,503
,426	10,256	10,256	13,541	15,178	15,824
i,047	22,226	22,226	15,678	19,340	21,137
,418	27,922	27,922	27,890	31,044	33,860
,292	16,048	16,048	21,351	24,493	26,918
,427	14,554	14,554	19,913	22,599	24,776
i,588	30,919	30,919	34,282	40,047	44,329



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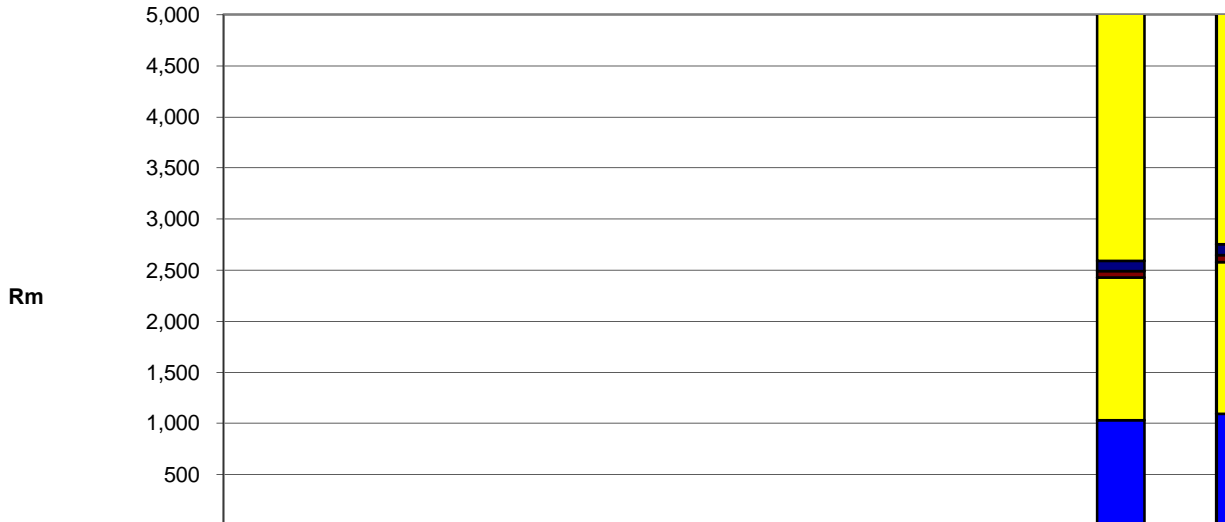
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	07/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11
Corporate Services								1,035
Environmental Protection								
Public Safety								1,398
Executive & Council								63
Health								
Sport and Recreation								
Community & Social Services								
Waste Management								
Budget & Treasury Office								100
Waste Water Management								
Road Transport								42,432
Electricity								
Water								
Housing								
Planning & Development								32

check

45,059

Capital expenditure by Standard Classification - Chart A11

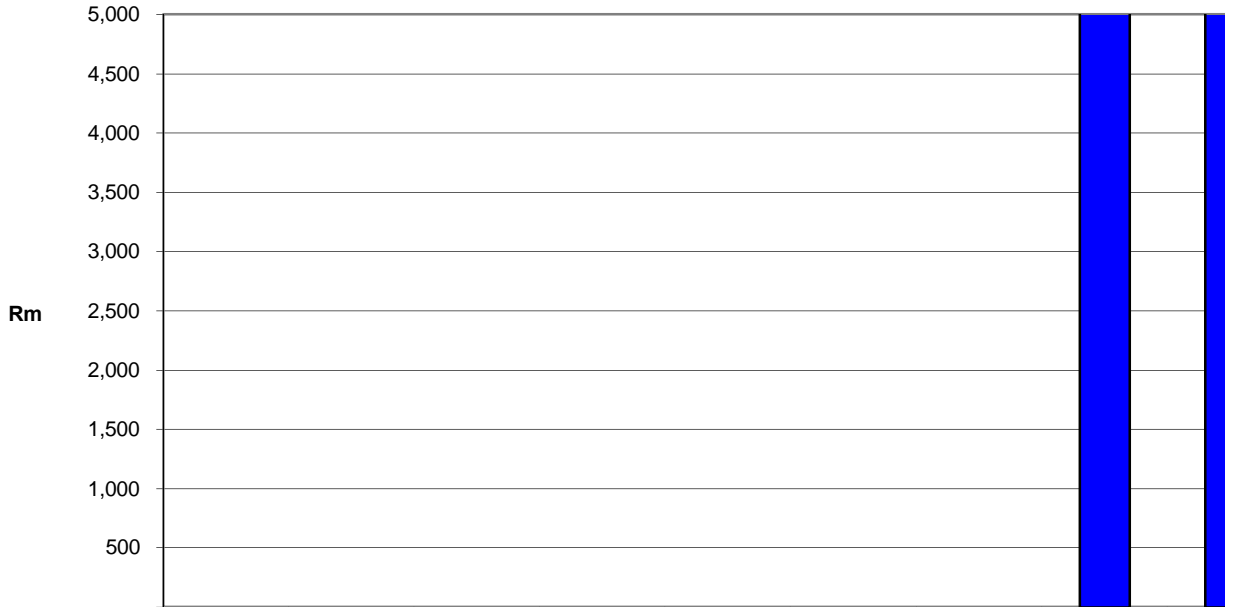


	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget +1
■ Planning & Development								32	
■ Housing									
■ Water									
■ Electricity									
■ Road Transport								42,432	50
■ Waste Water Management									
■ Budget & Treasury Office								100	106
■ Waste Management									
■ Community & Social Services									
■ Sport and Recreation									
■ Health									
■ Executive & Council								63	
■ Public Safety								1,398	1
■ Environmental Protection									
■ Corporate Services								1,035	1

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Office of the Speaker	16
Office of the Municipal Manager	63
Budget and Treasury Office	100
Corporate Services	855
Infrastructural Development	42,432
Community Services	1,398
<i>check</i>	44,879

Capital expenditure by Municipal Vote (Major) - Chart A9



	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget 11
Community Services								1,398	1,398
Infrastructural Development								42,432	43,481

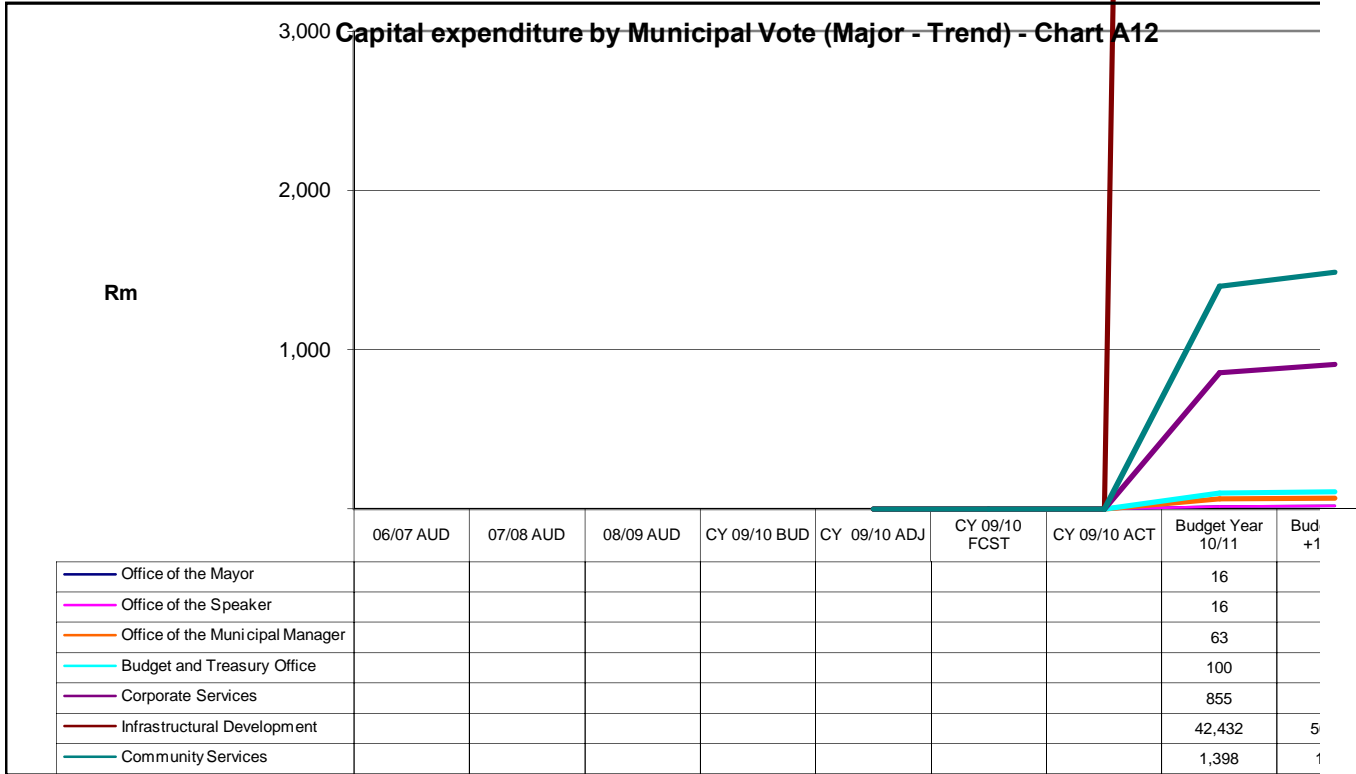
Capital expenditure by Municipal Vote (Minor) - Chart A10



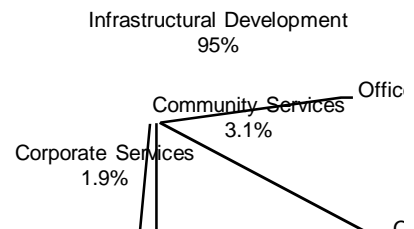
	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget 11
Community Services								1,398	1,398
Infrastructural Development								42,432	43,481

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								855	908
								100	106
								63	
■ Office of the Speaker								16	
■ Office of the Mayor								16	



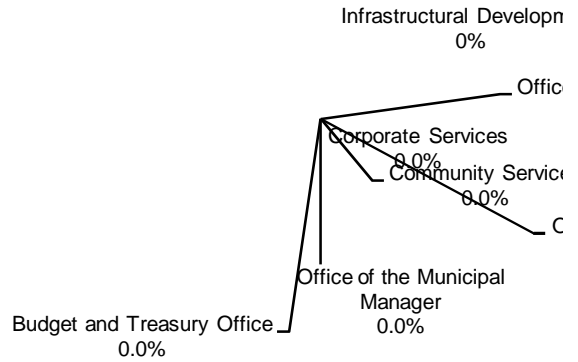
2008/09 Budget Year Capital expenditure program per vote



Budget and Treasury Office
0.2%

Office of the Municipal Manager
0.1%

**2008/09 MTREF (3 year total)
Capital expenditure program per vote**



Capital funding by source

MIG	35,411
EQUITABLE	9,469
	44,879

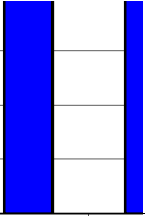
Capital funding by source - Chart A13





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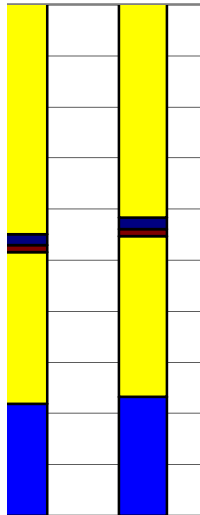
	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget 11
■									
■									
■EQUITABLE								9,469	10
■MIG								35,411	42



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1,099	1,164
1,484	1,572
67	71
106	112
50,044	60,487
34	36
52,834	63,442



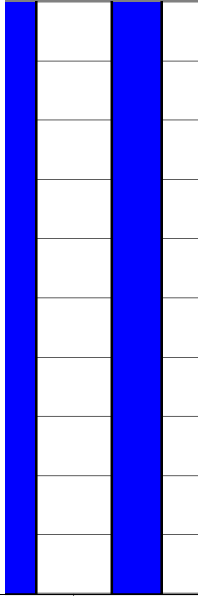
	Budget Year 11/12	Budget Year +2 12/13
	34	36
	50,044	60,487
	106	112
	67	71
	1,484	1,572
	1,099	1,164



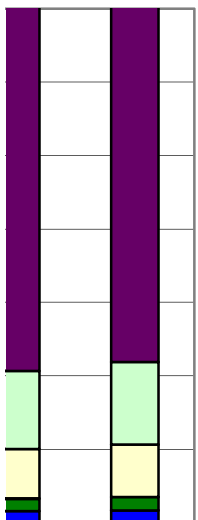
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17	18
67	71
106	112
908	962
50,044	60,487
1,484	1,572
52,643	63,240



Year +1 11/12	Budget Year +2 12/13
484	1,572
,044	60,487



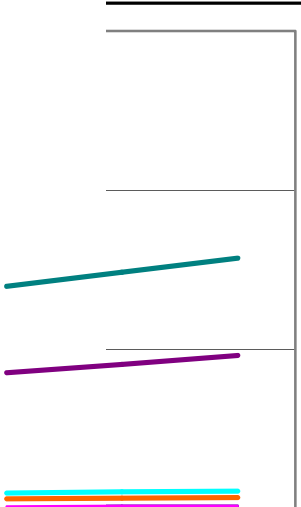
Year +1 11/12	Budget Year +2 12/13
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17	18
17	18



get Year 11/12	Budget Year +2 12/13
17	18
17	18
67	71
106	112
908	962
0,044	60,487
1,484	1,572

e of the Mayor
0.0%

Office of the Speaker



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nent

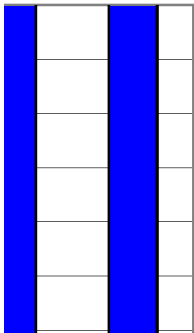
e of the Mayor
0.0%

es

Office of the Speaker
0.0%

42,588	52,591
10,056	10,649

52,643	63,240
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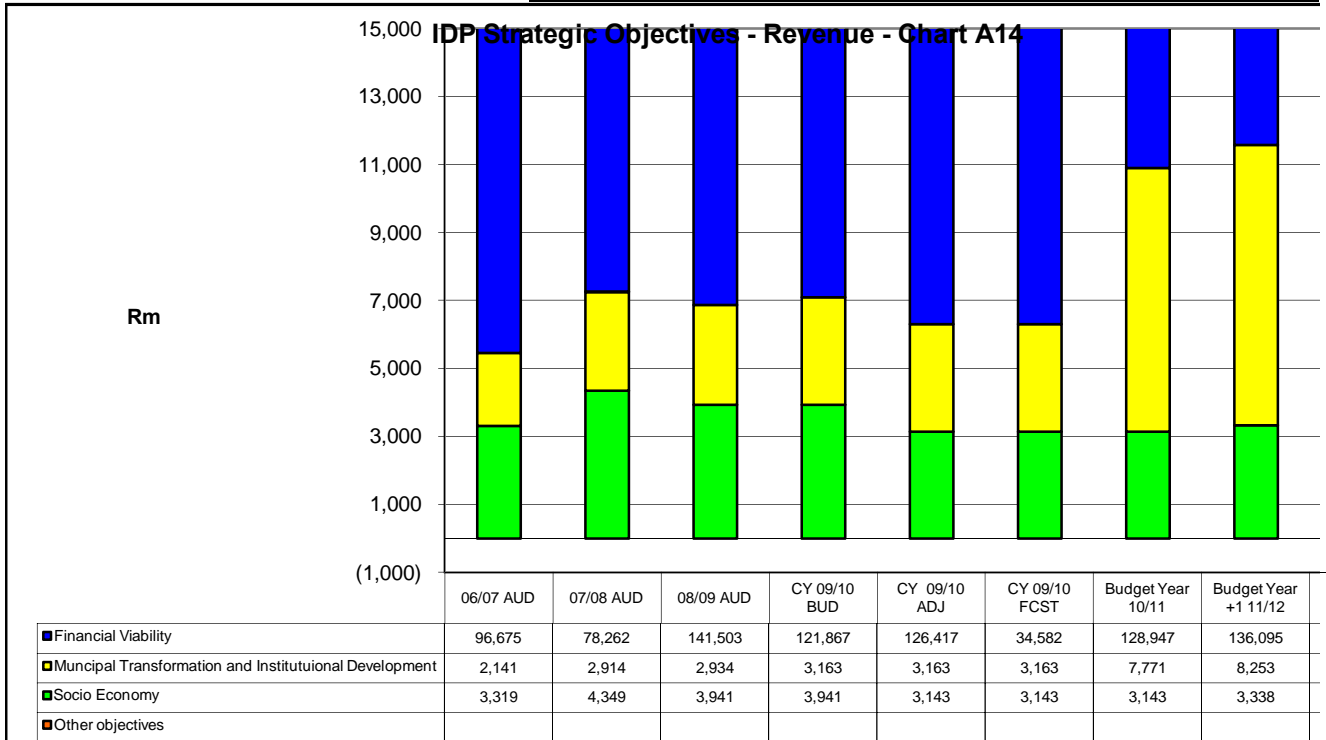
	Year +1 11/12	Budget Year +2 12/13
	.056	10,649
	.588	52,591

07/07 ID	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	Budget Year 10/11	Budget Year +1 11/12
----------	-----------	-----------	--------------	--------------	---------------	-------------------	----------------------

- Embracing our Cultural Diversity
- Empowering our Citizens
- Sustaining the Natural and Built Environment
- Good Governance
- Operations and Support Services
- Safe, Healthy and Secure Environment

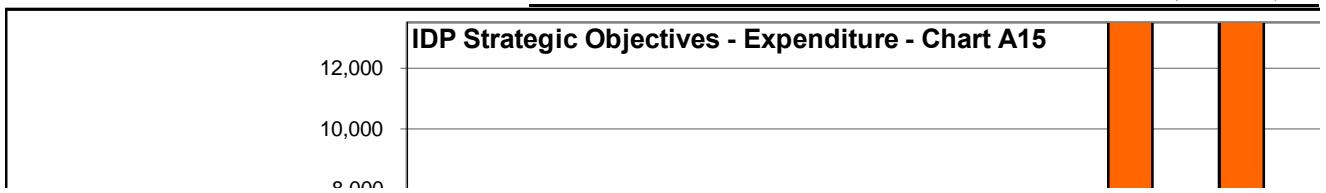
Other objectives

Socio Economy	3,319	4,349	3,941	3,941	3,143	3,143	3,143	3,338
Municipal Transformation and Institutional Development	2,141	2,914	2,934	3,163	3,163	3,163	7,771	8,253
Financial Viability	96,675	78,262	141,503	121,867	126,417	34,582	128,947	136,095
check	102,135	85,525	148,378	128,971	132,723	40,888	139,861	147,686



IDP Strategic Objective - Expenditure

Good governance and Public Participatin	131,825	154,870
Infrastructural Development and Service Delivery	8,034	8,532
Quality Living Environment		
Safe, Healthy and Secure Environment		
Empowering our Citizens		
Embracing our Cultural Diversity		
Good Governance		
Financial Viability and Sustainability		
Operations and Support Services		
check	139,859	163,402





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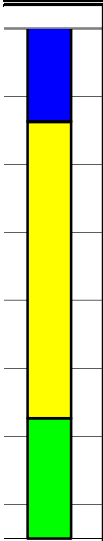


3,535

8,740

195,887

208,161



Budget Year
+2 12/13

195,887

8,740

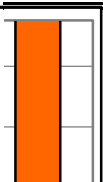
3,535



168,311

9,035

177,347





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Budget Year
+2 12/13

9,035
168,311



54,749
5,963
1,999
731

63,442



Budget Year
+2 12/13

1,999
5,963
54,749



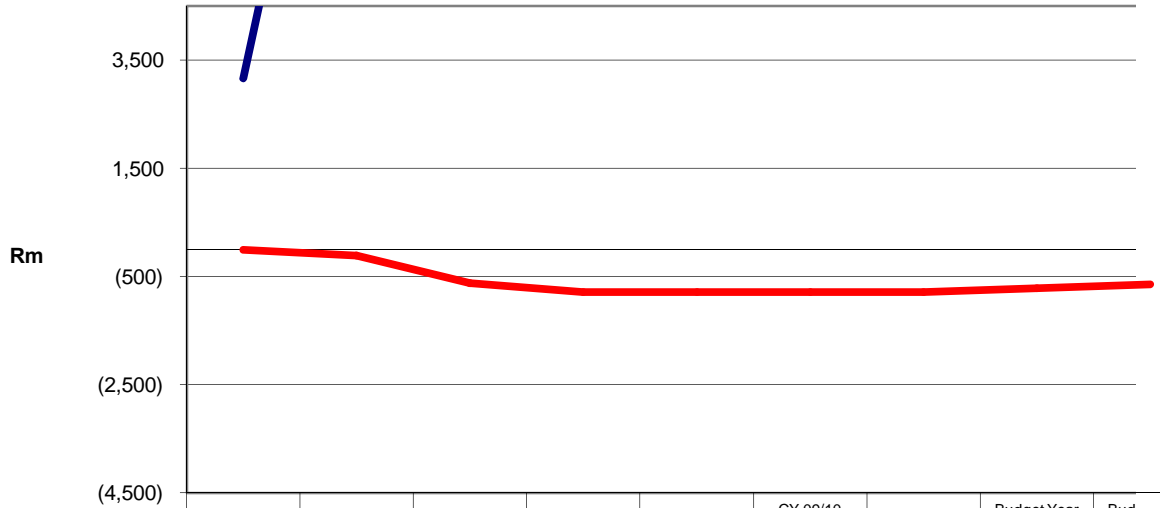
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	06/07 ID	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11
Cash Flow - Op. Activities	3,170	12,787	31,076	151,410	151,410	151,410	151,411	162,932
Cash Flow - Investing (used)	(17,259)	(13,622)	(35,164)	(51,537)	(57,772)	(57,772)	(57,772)	(44,879)
Cash Flow - Financing		(114)	(615)	(787)	(787)	(787)	(787)	(708)

IDP Strategic Objectives - Revenue - Chart A14

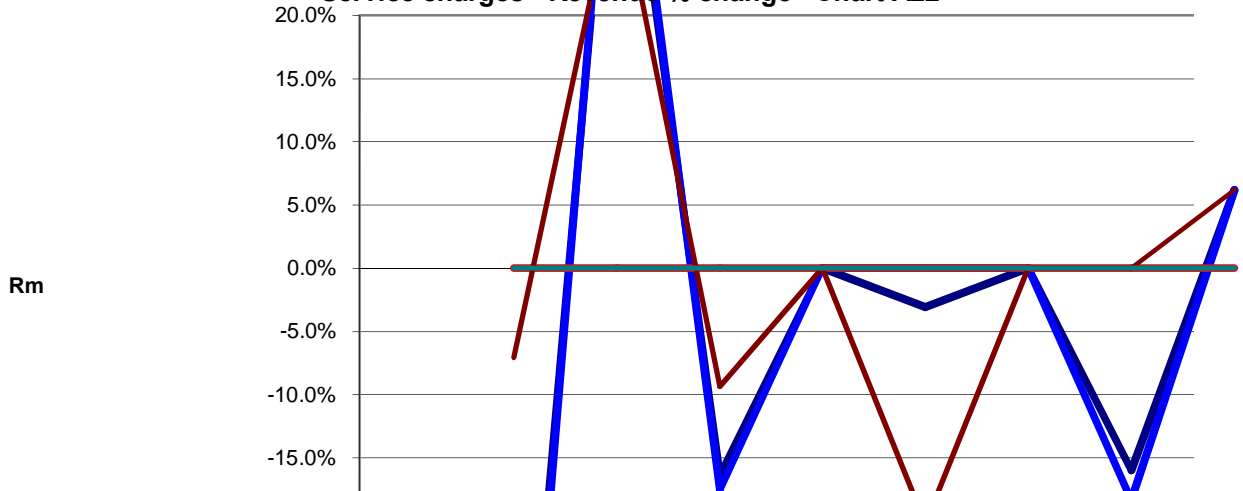


	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Bud +1
Cash Flow - Op. Activities	3,170	12,787	31,076	151,410	151,410	151,410	151,411	162,932	184
Cash Flow - Investing (used)	(17,259)	(13,622)	(35,164)	(51,537)	(57,772)	(57,772)	(57,772)	(44,879)	(4
Cash Flow - Financing		(114)	(615)	(787)	(787)	(787)	(787)	(708)	(

Increases in service charges

% incr total service charges (incl prop rates)	-49.2%	33.0%	-16.4%	0.0%	-3.1%	0.0%	-16.0%
% incr Property Tax	-53.0%	35.1%	-17.5%	0.0%	0.0%	0.0%	-18.3%
% incr Service charges - electricity revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - water revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - sanitation revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - refuse	-7.1%	31.0%	-9.4%	0.0%	-20.2%	0.0%	0.0%
% incr in Service charges - other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Service charges - Revenue % change - Chart A22



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	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11
% incr total service charges (incl prop rates)	-49.2%	43.0%	-16.4%	0.0%	-3.1%	0.0%	-16.0%
% incr Property Tax	-53.0%	45.1%	-17.5%	0.0%	0.0%	0.0%	-18.3%
% incr Service charges - electricity revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - water revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - sanitation revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% incr Service charges - refuse	-7.1%	31.0%	-9.4%	0.0%	-20.2%	0.0%	0.0%
% incr in Service charges - other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Debt

Borrowing

Annual Debtors Collection

O/S Debtors to Revenue

Annual Debtors Collection	196.9%	301.2%	587.7%	587.7%	587.7%	587.7%	51.8%
O/S Debtors to Revenue	79.2%	115.8%	9.6%	73.4%	57.8%	136.5%	87.1%

Revenue collection - Chart A18



	06/07 AUD	07/08 AUD	08/09 AUD	CY 09/10 BUD	CY 09/10 ADJ	CY 09/10 FCST	CY 09/10 ACT	Budget Year 10/11	Budget +11
Annual Debtors Collection	196.9%	301.2%	587.7%	587.7%	587.7%	587.7%	587.7%	51.8%	57.8%
O/S Debtors to Revenue	79.2%	115.8%	9.6%	73.4%	57.8%	136.5%	0.0%	87.1%	104.0%

Debt (borrowing as a % of total revenue collection) - Chart A17

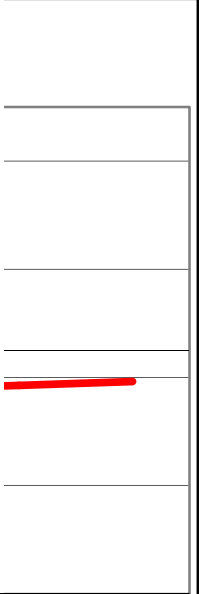




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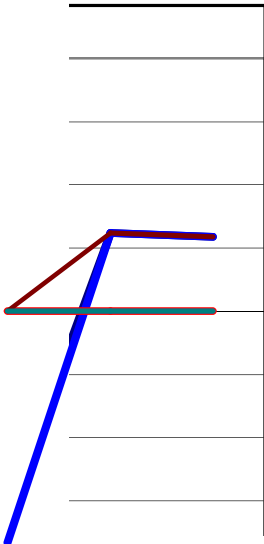
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184,786	199,935
(45,187)	(55,344)
(638)	(574)



get Year 11/12	Budget Year +2 12/13
34,786	199,935
5,187	(55,344)
(638)	(574)

6.2%	5.9%	Need to define base in 'guidelines'
6.2%	5.9%	
0.0%	0.0%	
0.0%	0.0%	
0.0%	0.0%	
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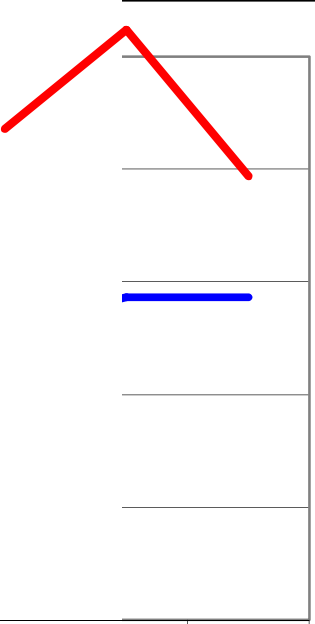


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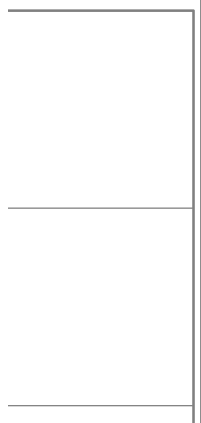
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11/12	12/13
6.2%	5.9%
6.2%	5.9%
0.0%	0.0%
0.0%	0.0%
0.0%	0.0%
6.2%	5.9%
0.0%	0.0%

57.3% 57.3%
104.8% 78.7%



et Year	Budget Year
11/12	+2 12/13
.3%	57.3%
4.8%	78.7%





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Year +1	Budget Year +2 12/13

Year +1 12	Budget Year +2 12/13



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Budget Year	Budget Year
11/12	+2 12/13

87,833	98,460
18,758	18,578
9,200	9,742

Budget Year +1	Budget Year +2
11/12	12/13
37,833	98,460
18,758	18,578
9,200	9,742



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Revenue by Major Source

Revenue by Minor Source
Operating Expenditure by Major Type
Operating Expenditure by Minor Type
Revenue by municipal vote classification
Expenditure by municipal vote classification
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Expenditure by Standard Classification

Capital expenditure

Capital Expenditure by Standard Classification
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IDP

IDP Strategic Objective - Revenue
IDP Strategic Objective - Expenditure
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Expenditure analysis (Repairs & Maintenance)
Expenditure analysis (Finance Charges)
Expenditure analysis (Depreciation)



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1 Preamble

The Indigent Policy is reflected in several policy documents such as the Constitution of the Republic of South Africa, 1996(Act 103 Of 1996), the Reconstruction and Development Program (RDP), and is in accordance with the local Government Municipal Systems Act No. 32 of 2000, Local Authorities Ordinance No. 25 of 1974 and other amended or related legislation.

2 Definitions

In this policy, unless the context indicates otherwise

2.1 "Council" Refers to Mngquma Municipality includes the council of the municipality any other body acting by virtue of any power delegated to it in terms of legislation.

2.2 "Child headed household" Means a household where both parents are deceased and where all occupants of the property are children of the deceased and are all under age to contract for services and are considered as minors in law by the state;

2.3 "Consumption" Means the ordinary use of municipal services such as refuse removal, for domestic of household purposes;

2.4 "Due date" In the absence of any express agreement in relation thereto between the council and the customer, refers to the date stipulated on the account and determined from time to time as the last date on which the account must be paid;

2.5 "Income level" Means the total, combined income, from any source whatsoever, of the residents, tenants, owner and/or all occupiers of a property, as determined according to national policy and guidelines and reflected in the Council's Tariff Policy;

2.6 "Indigent-application" Means a resident in charge of s household and who is responsible for payment of municipal charges and whose combined household income is equal to or less than the amount of two state Welfare Pensions, (or as otherwise determined by Council in terms of the budget process), in order to qualify for indigent status and has made application to the Council and is accepted to be classified as an indigent;

2.7 "Municipal services" Refers to any services provided by the municipality or any authorized or contracted service provider, available or applied for, or provision made for any service, for which it is entitled to charge a fee or formulate a tariff, payable by a customer or user, thereof

2.8 "Occupier" Means any person who occupies any property or part thereof, without regard to the title under which he/she occupies the property;

2.9 "Owner" Means:

(a) the person in who from time to time is vested the legal title to premises, which is registered at the Deeds Office;

(b) in a case where the person is whom the legal title is vested is insolvent or deceased, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;

(c) In a case where the council is unable to determine the identity of such person, a person who is entitled to the benefit of such premises with a building thereon;

(d) in the case of premises for which a lease of 30 years or more has been entered into, the lessee thereof;

(e) in relation to-

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- i. a piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above the developer or the body corporate in respect of the common property; or
- ii. a section, as defined in such Act, the person in whose name such a section is registered under a sectional title deed and includes the lawfully appointed agent of such a person;

(f) any legal person including but not limited to-

- i. a company registered in terms of the Companies Act, 1973(Act 61 of 1973), a Trust, a Closed Corporation registered in terms of the Closed Corporation Act, 1984 Act(Act 69 of 1984) and a voluntary association;
- ii. any department of State;
- iii. any Council or Board established in terms of any legislation applicable to the Republic of South Africa;
- iv. any Embassy or other foreign entity;

2.10 "Rates" Refers to property rates on property situated in the municipal area, ant other tax, duty or levy imposed by the municipality;

2.11 "Refuse charges" Means the monthly charge levied by the municipality for the removal of solid domestic waste;

3 OBJECTIVES

3.1 The objective of the Indigent Policy is to ensure the following:

Because of the level of unemployment and subsequent poverty in the municipal area, there are households which are unable to pay for normal municipal services. The municipality therefore adopts this indigent support policy to ensure that these households have access to at least basic municipal services, and is guided in the formulation of this policy by the national government's policy in this regard. Relief will be based on a means testing with targeted credits method.

3.2 The Council also recognizes that many of the residents can simply not afford the cost of full provision and for this reason the Council will endeavour to ensure affordability through:

- Setting tariffs in terms of the Council's Tariff Policy, which will balance the economic viability of continued service delivery; and
- Determining appropriate service levels.

4 UNDERLYING PRINCIPLES OF THE POLICY

The following should be the guiding principles in implementing the Indigent Support Policy:

4.1 Relief will be provided by the Council to registered residential consumers of services.

4.2 The subsidy for minimum service levels should not result in the creation of a complicated administration that would not be cost effective to implement.

4.3 Differentiation must be made between those households that cannot afford to pay for basic services and those who just do not want to pay for these services.

4.4 The payment of services should be affordable to the indigent.

4.5 The Indigent Policy will prevail as long as funds available.

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4.6 The Council may review and amend the qualification for indigent support.

4.7 The collective or joint gross income of all the occupants of the households will be taken into account. The household income must be correctly reflected on the application form requesting indigent support.

4.8 The residents must formally apply on the prescribed application forms for the relief and will qualify for the indigent support according to the prescribed criteria/principles laid down by Council. After the application form has been completed, an effective and efficient evaluation system must be used in order to obtain the outcome within a reasonable time determined by the Council.

4.9 Consumers, who are registered as indigent, should be identified on the database linked to the debtors system.

4.10 The onus is on the recipient to inform Council of any change in his/her status or personal household circumstances.

4.11 All indigents must re-apply annually in order to retain their indigent status.

4.12 All indigents must be re-evaluated annually to assess the provision of continued free basic services.

4.13 Disciplinary measures decided by the Council, should be imposed on people who misuse the system and provide incorrect information. Disciplinary measures may include the consumer being disqualified from being registered as an indigent for a period of five (5) years.

4.14 Any other principle decided by the Council.

4.15 The Council will provide an indigent household with a statement of account.

5 APPLICATION FOR INDIGENT SUPPORT

All households, whose combined gross income, that is, the gross income of all the members of the household over the age of 18 years, is less than the amount determined by the Council from time to time, shall qualify for registration as indigent customers. Application for relief must be made on the prescribed forms. The applicant must comply with all the necessary requirements.

5.1 The application form is to contain, inter alia, the following important information:

- i. Details of the account holder
- ii. Proof of total household income
- iii. Proof of residence
- iv. Copies of identification documents of all occupants of the residence certified by an authorized member of the municipality's staff
- v. Number and names of dependants

5.2 The onus rests with the household at all times to re-apply for continued relief or submit proof of change in circumstances.

5.3 A customer applying for registration as an indigent customers shall be required to declare that all information provided in the application form and other documentation and information provided in connection with the application are true and correct. The municipality, or its authorized agent, shall countersign the application form and certify that the consequence and conditions of such application were explained to the consumer, and that the customer indicated that the content of the declaration was understood.

5.4 Registering venues should be as accessible as possible for the municipality to reach a wider range of the community

5.5 The registration process may include key stakeholders like chiefs and hermen subject to buy in by them

6 APPROVAL OF APPLICATION

The Municipal Manager through the Chief Financial Officer provides Free Basic Services to applicants that meets the requirements of the Indigent Support Programme. The Chief Financial Officer may scrutinize each application prior to approval. If a household is found to be indigent, it will be registered on a database linked to the debtors system.

The municipality, or its authorized agent, may send authorized representatives to premises or households applying for registration as indigent customers to conduct an on-sites audit of the information provided prior to such application being approved.

An application shall be approved for a period of 12 months only. Subsidies will thereafter lapse unless the applicant fails to submit further proof of income or reapplies for the subsidy.

7 FREE BASIC SERVICES OFFERED

Owners and/ or occupiers of residential property who qualify for indigent support shall receive the following benefits:

- Electricity Free 50kWh per month (as determined by the council) the balance @ normal tariffs for domestic users.
- Refuse Free
- Property Rates Free
- Paraffin 20 litres per households by monthly

8 EXISTING ARREARS OF INDIGENT CUSTOMERS ON APPROVAL OF APPLICATION

Arrears accumulated in respect of the municipal accounts of customers prior to their registration as indigent customers shall be recovered though legal proceedings and/or extended arrangements for payment, depending on which course of action is, in the view of the Municipal Manager, likely to be most advantageous for the municipality.

9 RELIEF MEASURES FOR PENSIONERS

The municipality may grant a rebate on property rates to persons who own and occupy property if such persons submit a written request annually to the municipality and can prove to the satisfaction of the Municipal Manager that they comply with the policy of Council in this regard.

All application must be submitted before a predetermined date and no applications received after this date will be considered.

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10 APPROVAL OF THIS POLICY

10.1 Consultation

The management and labour will be consulted in respect of the approval of, and any changes that may be made to, this policy

10.2 Final adoption

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mquma Local Council on recommendation of the Executive Mayor.

11 IMPLEMENTATION AND REVIEW OF THIS POLICY

11.1 This policy shall be implemented once approved by Council. All future investments must be made in accordance with this policy.

11.2 In terms of section 17 (1) (e) of the MFMA this policy must be reviewed if necessary on annual basis and the reviewed policy tabled to Council for approval as part of the budget process

12 AUTHENTICATION

The policy was adopted by council on the: 28 June 2010

as per resolution number: SCM 5/10/006.3

Sign – Off

EXECUTIVE MAYOR



MUNICIPAL MANAGER

28/06/2010

NP

MNQUMA LOCAL MUNICIPALITY



CASH MANAGEMENT POLICY

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MNQUMA LOCAL MUNICIPALITY

CASH MANAGEMENT POLICY

1. PURPOSE OF THE POLICY

Purpose of the cash management policy is to establish sound cash management practices to ensure efficient utilization of cash in a manner consistent with the overall strategic goals of the Municipality.

2. REGULATORY FRAMEWORK

According to Section 11(3)(a) of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) a municipality exercises its legislative function by developing and adopting policies, plans, strategies and programmes, including setting targets for delivery.

2.1 HOW IT CAME ABOUT

In the past there was no clear guideline on how the cash is managed; what needs to be done when cash is received and or payments are to be processed. How does the municipality react on the cash flow challenges if there is no cash management plan in place.

3. LINKS TO OTHER POLICIES

Credit Control Policy

Budget policy

4 POLICY STATEMENT

- Collecting revenue when it is due and banking it promptly;
- Making payments, including transfers to other levels of government and non-government entities, no earlier than necessary, with due regard for efficient, effective and economical programme delivery and the government's normal terms for account payments as well as within legislative requirements;
- Avoiding payments in advance for goods or services, unless required in terms of contractual arrangements with the supplier;
- Accepting discounts to effect early payment only when the payment has been included in the monthly cashflow estimates prepared by the Municipality;
- Pursuing debtors with appropriate sensitivity to ensure that amounts receivable by the Municipality are collected and banked promptly;
- Taking any action that avoids locking up money unnecessarily and inefficiently, such as managing inventories to the minimum level necessary for efficient and effective programme delivery and selling surplus or underutilized assets.
- Accurately forecasting the Municipality's cashflow requirements; and
- Timing the inflow and outflow of cash to ensure that significant cash outflows only occur when there is sufficient cash in the Municipality's bank account.

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5. PROCEDURE ON CASH MANAGEMENT

5.1 CASH COLLECTION

- a. All monies due to the Municipality must be collected as soon as possible and banked on a daily basis. Cash left in the safe can pose a security risk, could necessitate additional insurance coverage and does not earn any interest. Special deposits should be arranged for the larger amounts received, to make sure that these are banked on the same day they are received.
- b. It is essential that all amounts owed to the Municipality be levied by way of a debit in the applicable debtors system. A well managed debtor and banking control system is the proper measure for ensuring that monies owed to the Municipality are timeously received and banked.
- c. It is also important to review the debt collection performance by regularly comparing monies presently owed to the Municipality in relation to the total income as well as to the situation in previous financial years, in order to determine whether the debt collection is deteriorating or improving.

5.2 Payment to Creditors

- a. Make payments to creditors within 30 days as per section 65(2)e of the MFMA to reduce unnecessary penalties and interest charged to the Municipality
- b. When considering the time to pay a creditor, proper consideration must be given to the conditions of credit/ terms of payment offered. In cases where a cash discount is offered for early settlement the discount, if the relevant time scale is taken into account, will in most cases be more than any investment return from temporarily investing the funds and if offered, they should be properly considered and utilised.
- c. The normal conditions of credit/ terms of payment offered by suppliers should also be considered and utilised to the full by paying on due date and not earlier.
- d. To ensure the prompt payment of all creditors the municipality should adopt the step-by-step approach for payment of creditors outlined in MFMA Circular no 49 as part of its financial management procedure manuals.

5.3 INVENTORY MANAGEMENT

- a. Cash management can be improved by ensuring that adequate stock control is exercised over all goods in store. The inventory levels in any stores system have to be reviewed continually in the light of annual contracts from local suppliers. Only essential inventory levels are to be maintained in the case of inventory items that are readily available.
- b. Inventory items held in stock for a long period of time is an unproductive asset to which an opportunity cost can be attached. In addition, inventory items held in stock for long periods of time could become redundant or obsolete. It is advisable, therefore, to dispose of outdated inventory items on a regular basis, thus recovering at least a part of their costs.

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6 APPROVAL OF THIS POLICY

6.1 CONSULTATION

The management and labour will be consulted in respect of the approval of, and any changes that may be made to, this policy

6.2 FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mngquma Local Council on recommendation of the Executive Mayor.

7. IMPLEMENTATION AND REVIEW OF THIS POLICY

This policy shall be implemented once approved by Council.

In terms of section 17 (1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

8. AUTHENTICATION

The policy was adopted by council on the 28 June 2010

as per resolution number SCM5/10/006.3.

Sign-off

EXECUTIVE MAYOR



N Pakade
MUNICIPAL MANAGER

Date: _____

28 June 2010

MNQUMA LOCAL MUNICIPALITY



INVESTMENT POLICY

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1. PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that investment of surplus funds forms part of the financial management procedures of the Mquma Local Municipality and to ensure that cautious investment procedures are applied consistently.

2. REGULATORY FRAMEWORK

According to Section 11(3)(a) of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) a municipality exercises its legislative function by developing and adopting policies, plans, strategies and programmes, including setting targets for delivery.

3. HOW IT CAME ABOUT

The policy came about as a result of a challenges experienced by the municipality when funds are transferred to the municipalities' bank account that are required to yield high interest rate return from other banking institutions hence development of this policy

4. IMPLICATIONS OF THIS POLICY

This policy will give a clear guide on how to invest money that is not available for use and what steps you follow.

5. LINKS TO OTHER POLICIES

The policy is however linked to the following policies:

- Budget Policy
- Cash Management Policy
- Supply Chain Management policy

6. POLICY STATEMENTS

Before planning to invest funds externally, consideration shall be given to whether the funds may be utilized at an equivalent rate to substitute external borrowing as there is normally a margin between the rate at which the Mquma Local Municipality may borrow funds and the rate at which investments may be made over similar periods.

The Mquma Local Municipality's excess current account funds shall be put into the call account and minimum amounts shall be retained in the current account.

Should it be ascertained that surplus funds are available for investment, written quotations including faxed quotations should be obtained from financial institutions for various forms of investment, investment terms and rates of interest.

The investment shall be placed with an institution offering the most favourable rate provided such investment is in accordance with the terms and conditions of this policy.

Institutions shall be advised that, in submitting quotations, they must offer their best rates of interest and that no further negotiation or discussion will be entered into with them after they have submitted their quotation.

A certificate shall be issued in respect of each and every investment made by the financial institution receiving the investment.

No payment of any commission or payment in kind will be made to any party in respect of the investment so made.

7. INVESTMENT ETHICS

In dealing with financial institutions, the following ethical principles shall be observed by the Mquma Local Municipality:

- [a] Under no circumstances may bribe to invest be accepted;
- [b] Interest rates quoted by one institution must not be disclosed to another institution.
- [c] The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.

8. INVESTMENT PRINCIPLES

The following guiding principles shall be adhered to in order to facilitate the administration of the Mquma Local Municipality's investment portfolio.

8.1. LIMIT EXPOSURE TO A SINGLE INSTITUTION

Investment of funds, where this involves large amounts, should be distributed over more than one institution in order to limit the Mquma Local Municipality's risk exposure.

It is considered prudent that not more than 20% of the Mquma Local Municipality's investment portfolio should be held with any specific Institution identified as one of the three largest banking institutions in South Africa, at any given time.

8.2 RISK AND RETURN

As a general principle, it must be accepted that the greater the return, the greater the risk.

8.3 BORROWING FOR RE-INVESTMENT

The Mquma Local Municipality shall refrain from borrowing monies for the purpose of re-investment, as this is tantamount to speculating with public funds.

8.4 NOMINEE ACCOUNTS

All moneys shall be invested directly with the relevant institutions.

On no account may moneys be placed in a nominee account.

8.5 REGISTERED FINANCIAL INSTITUTIONS

When investments are made with Financial Institutions, the Mquma Local Municipality shall ensure that the Institution is registered in terms of the Deposit Taking Institutions Act of 1990 and/or other applicable legislation.

9. CREDIT WORTHINESS

Prior to investing in registered financial institutions, the Chief Financial Officer shall ensure that the Mquma Local Municipality is not over-exposed and shall satisfy itself as to the credit-worthiness and previous track record of the institution before placing funds.

Investments shall only be made with financial institutions with a shareholder's equity of at least R750m and with an office within the Mquma Local Municipality's area of jurisdiction.

The shareholder's equity figure shall be obtained from the latest available financial statements of the relevant financial institution.

10. CONTROL OVER INVESTMENTS

A proper record must be maintained of all investments made indicating at least the Institution, fund, interest rate, maturing date and purpose of investment.

The Finance Director shall retain all quotations received for record and audit purposes.

Interest shall be correctly calculated, received and recorded timeously.

All investment certificates shall be kept in a securities file, which shall be safeguarded in a safe.

In respect of grant funds, a separate file must be kept of the letter of grant and other pertinent information. Regular reports shall be submitted to all grant funders.

The Chief Financial Officer shall compile and be responsible for the maintenance of an Investment Register complying with audit requirements.

11. REPORTING

The Chief Financial Officer shall quarterly submit a report to the council the Council's investment portfolio, including the type of investment, interest rates, period of investment and summary of the exposures to particular financial institutions.

12. APPROVAL OF THIS POLICY

12.1.1 CONSULTATION

The management and labour will be consulted in respect of the approval of, and any changes that may be made to, this policy

12.1.2 FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mquma Local Council on recommendation of the Executive Mayor.

12.1.3 IMPLEMENTATION AND REVIEW OF THIS POLICY

12.1.4 This policy shall be implemented once approved by Council. All future investments must be made in accordance with this policy.

12.1.5 In terms of section 17 (1) (e) of the MFMA this policy must be reviewed if necessary on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

12.1.6 AUTHENTICATION

The policy was adopted by council on the 31 March 2010

as per resolution number SCM3/10/06.2.

Sign-off

EXECUTIVE MAYOR



N Pakade
MUNICIPAL MANAGER

28/06/2010

MNQUMA LOCAL MUNICIPALITY



BORROWING POLICY

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1. PURPOSE OF THIS POLICY

2. REGULATORY FRAMEWORK

According to Section 11(3)(a) of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) a municipality exercises its legislative function by developing and adopting policies, plans, strategies and programmes, including setting targets for delivery.

2.1 HOW IT CAME ABOUT

The policy came about as a result of challenges experienced by the municipality in relation to borrowing funding, be it for capital or operating expenditure. An interpretation of the act was an option, but clear road map on what needs to be done was missing hence development of this policy.

2.2 IMPLICATION OF THIS POLICY

The policy is intended to give a clear process on how the municipality goes about in borrowing funds; where and what criteria and steps to be followed.

3. LINKS TO OTHER POLICY

The policy is inter-alia linked to the following policies:

Budget Policy
Supply Chain Management Policy

WHEN CAN THE MUNICIPALITY BORROW FUNDS?

The municipality may borrow money for the purposes of re-financing existing long-term debt, provided that:-

- The existing long-term debt was lawfully incurred;
- The re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
- The net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
- The discount rate used in projecting net present value referred to above, and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

4. POLICY STATEMENT

Conditions applying to both short-term and long-term debt

The municipality may incur debt only if:-

- The debt is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency; and
- Section 48 (3) of the MFMA, regarding assets secured required for providing basic municipal services, has been complied with, if security is to be provided by the municipality.

5. DEBTS

5.1 Short-term Debt

5.1.1 The municipality may incur short-term debt only in accordance with and subject to the provisions of the MFMA and only when necessary to bridge:-

- Shortfalls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year; or
- Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long-term debt commitments.

5.1.2 The municipality may incur short-term debt only if:-

- A resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- The accounting officer has signed the agreement or other document/s which create or acknowledges the debt.

5.1.3 For the purpose of paragraph 5.1.2 above the municipal council may:-

- Approve a short-term debt transaction individually; or
- Approve an agreement with a lender for a short-term credit facility to be accessed as and when required, including a line of credit or bank overdraft facility, provided that—
 - (i) the credit limit must be specified in the resolution of the council;
 - (ii) the terms of the agreement, including the credit limit, may be changed only by a resolution of the council; and
 - (iii) if the council approves a credit facility that is limited to emergency use, the accounting officer must notify the council in writing as soon as practical of the amount, duration and cost of any debt incurred in terms of such a credit facility, as well as options for repaying such debt.

5.1.4 The municipality:-

- Must pay off short-term debt within the financial year; and
- May not renew or refinance short-term debt, whether its own debt or that of any other entity, where such renewal or refinancing will have the effect of extending the short-term debt into a new financial year.

5.1 Long-term Debt

The municipality may incur long-term debt only in accordance with and subject to any applicable provisions of the MFMA and only for the purpose of:-

- Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set out in section 152 of the Constitution, or
 - Re-financing existing long-term debt

The municipality may incur long-term debt only if:-

- A resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

The municipality may incur long-term debt only if the accounting officer:-

- has, in accordance with section 21A of the Municipal Systems Act:-
 - (i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
 - (ii) invite the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
- has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of:-
 - (i) the essential repayment terms, including the anticipated debt repayment schedule; and
 - (ii) the anticipated total cost in connection with such debt over the repayment period.

Capital expenditure contemplated in paragraphs above may include:-

- Financing costs, including—
 - (i) capitalised interest for a reasonable initial period;

- (ii) costs associated with security arrangements in accordance with section 48 of the MFMA;
 - (iii) discounts and fees in connection with the financing;
 - (iv) fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
 - (v) costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing;
- Costs of professional services directly related to the capital expenditure; and
 - Such other costs as may be prescribed.

6. APPROVAL OF THIS POLICY

6.1 CONSULTATION

The management and labour will be consulted in respect of the approval of, and any changes that may be made to, this policy

6.2 FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mquma Local Council on recommendation of the Executive Mayor.

7. IMPLEMENTATION AND REVIEW OF THIS POLICY

This policy shall be implemented once approved by Council. All future borrowings must be made in accordance with this policy.

In terms of section 17 (1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

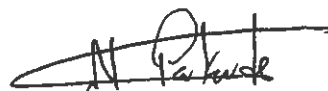
8. AUTHENTICATION

The policy was adopted by council on the 28 June 2010

as per resolution number SCM 5/10/006.3

Sign-off

EXECUTIVE MAYOR



28 June 2010

N Pakade
MUNICIPAL MANAGER

MNQUMA LOCAL MUNICIPALITY



REVIEWED BUDGET POLICY

Budget and Treasury Directorate
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DEFINITIONS

"Accounting Officer"-

- (a) means the Municipal Manager;

"Allocation"; means-

- (a) a municipality's share of the local government's equitable share referred to in section 214(l) (a) of the Constitution;
- (b) an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;
- (c) an allocation of money to a municipality in terms of a provincial budget; or
- (d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

"Annual Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Approved budget," means an annual budget-

- (a) approved by a municipal council, or
- (b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"Basic Municipal Service" means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"Budget-related Policy" means a policy of a municipality affecting or affected by the annual budget of the municipality, including-

- (a) the tariffs policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;
- (b) the rates policy which the municipality must adopt in terms of the property rates act; or
- (c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96(b) of the Municipal Systems Act;

"Budget transfer" means transfer of funding within a function / vote.

"Budget Year" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

"chief financial officer" means a person designated in terms of section 80(2) (a) of the MFMA;

"councillor" means a member of a municipal council;

"creditor", means a person to whom money is owed by the municipality;

"current year" means the financial year, which has already commenced, but not yet ended;

"delegation", in relation to a duty, includes an instruction or request to perform or to assist in

performing the duty;

"financial recovery plan" means a plan prepared in terms of section 141 of the MFMA

"financial statements", means statements consisting of at least-

- (a) a statement of financial position;
- (b) a statement of financial performance;
- (c) a cash-flow statement;
- (d) any other statements that may be prescribed; and
- (e) any notes to these statements;

"financial year" means a twelve months period commencing on 1 July and ending on 30 June each year

"financing agreement" includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

"fruitless and wasteful expenditure" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"irregular expenditure", means-

- (a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of section 170 of the MFMA;
- (b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
- (c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or
- (d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"investment", in relation to funds of a municipality, means-

- (a) the placing on deposit of funds of a municipality with a financial institution; or
- (b) the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"lender", means a person who provides debt finance to a municipality;

"local community" has the meaning assigned to it in section 1 of the Municipal Systems Act;

"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"long-term debt" means debt repayable over a period exceeding one year;

"executive mayor" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"municipal council" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"municipal entity" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"municipality"-

- (a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- (b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

"municipal manager" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

"municipal service" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"municipal tariff" means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"municipal tax" means property rates or other taxes, levies or duties that a municipality may impose;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"official", means-

- (a) an employee of a municipality or municipal entity;
- (b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- (c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"overspending"-

- (a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- (b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- (c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"past financial year" means the financial year preceding the current year;

"quarter" means any of the following periods in a financial year:

- (a) 1 July to 30 September;
- (b) 1 October to 31 December;
- (c) 1 January to 31 March; or
- (d) 1 April to 30 June;

"service delivery and budget implementation plan" means a detailed plan approved by the executive mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) projections for each month of-
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revisions of such plan by the executive mayor in terms of section 54(l) (c) of the MFMA;

"short-term debt" means debt repayable over a period not exceeding one year;

"standards of generally recognised accounting practice," means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board

"unauthorised expenditure", means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes-

- (a) overspending of the total amount appropriated in the municipality's approved budget;
- (b) overspending of the total amount appropriated for a vote in the approved budget;
- (c) expenditure from a vote unrelated to the department or functional area covered by the vote;
- (d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
- (e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
- (f) a grant by the municipality otherwise than in accordance with the MFMA;

"virement" means transfer of funds between functions / votes

"vote" means-

- (a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
- (b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

1. PREAMBLE

In the spirit of the Municipal Finance Management Act, (No.56 of 2003) "to modernize budget and financial management practices by placing local government finances on a sustainable footing in order to maximize the capacity of municipalities to deliver services to all residents customers, users and investors" and,

Whereas chapter 4 of the Municipal Finance Management Act, (No 56 of 2003) determines that a municipality may, except where otherwise provided in the Act, incur expenditure only in terms of an approved budget; and within the limits of the amounts appropriated for the different votes in an approved budget. Therefore Mngquma Local Municipality adopts the reviewed budget policy set out in this document

2. OBJECTIVE

The objective of the budget policy is to set out:

- The principles which the municipality will follow in preparing each medium term revenue and expenditure budget framework,
- The responsibilities of the executive mayor, the accounting officer, the chief financial officer and other senior managers in compiling the budget
- To establish and maintain procedures to ensure adherence to Mngquma's IDP review and budget processes.

3. BUDGETING PRINCIPLES

- The municipality shall not budget for a deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels.
- The Operating and Capital Budget shall only be approved by the council if it has been properly balanced, that is, if sources of finance are realistically envisaged to fund the budget; equal the proposed expenditure. **This implies that no other committee can approve the Capital or Operating Budget, hence even the revision of the budget must be tabled before full Council**
- Both Capital and Operating Expenditure may be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget. In terms of the MFMA in a case of an emergency, the Executive Mayor of the municipality is allowed to approve any spending that was unforeseeable (when the original budget was approved), **BUT**, such occurrence **MUST** be reported to full Council for **CONDONATION**, and also indicate how the budget for such expenditure will be financed.
- Mngquma Municipality shall prepare three-year budget (medium term revenue and expenditure framework (MTREF)) and that be reviewed annually and approved by Council.
- Each Director is responsible for the preparation of its budget (both Operating and Capital)
- within the approved limits as determined by the Minister of Finance and communicated to all Directorates through a Budget Circular from the Chief Financial Officer, on an annual basis,
- Each Director is also responsible for the implementation and control of its budget. Budget and Treasury must ensure that budget expenditure reports are availed to the respective Directorates on a monthly basis, and over-expenditure line items are indicated.

BUDGET PREPARATION PROCESS

4.1. Formulation of the budget

- (a) The mayor shall coordinate the processes for the preparing the annual budget, and for reviewing the municipality's IDP and budget related processes, to ensure that the budget, the IDP, and the policies are mutually consistent and credible.
- (b) The mayor shall give political guidance over the budget processes and the priorities that must guide the preparation of the budget.
- (c) The Accounting Officer with the assistance of the Chief Financial Officer and the Director responsible for IDP shall draft the IDP process plan as well as the budget process plan for the municipality the following financial year.
- (d) The mayor shall table the IDP process plan as well as the budget process plan to Council by 31 August each year for approval (10 months before the start of the next budget year).
- (e) IDP process plan as well as the budget timetable shall indicate the key deadlines for the review of the IDP as well as the preparation of the medium term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the Municipal Finance Management Act as well as the guidelines set by National Treasury.
- (f) The mayor shall convene a strategic workshop in January/February with the mayoral committee and senior managers in order to determine the IDP priorities which will form the basis for the preparation of the MTREF budget taking into account the financial and political pressures facing the municipality. The executive mayor shall table the IDP priorities with the draft budget to Council.
- (g) The mayor shall table the draft IDP and MTREF budget to council by 31 March (90 days before the start of the new budget year) together with the draft resolutions and budget related policies (policies on tariff setting, credit control, debt collection, indigents, investment and cash management, borrowings, etc).
- (h) The mayor should take reasonable steps to ensure that the municipality revises its IDP in line with realistic revenue and expenditure projections for the future.
- (i) The Municipal Manager; Chief Financial Officer and senior managers undertake the technical preparation of the budget.
- (j) The budget must be in the prescribed format, and must be divided into capital and operating budget in this case the prescribed format will be circular 48 set by national treasury.

- (k) The budget must reflect the realistically expected revenues by major source for the budget year concerned.
- (l) The expenses reflected in the budget must be divided into Operating and Capital budget.
- (m) The budget must also contain the information related to the two financial years following the financial year to which the budget relates, as well as the actual revenues and expenses for the prior year, and the estimated revenues and expenses for the current year.

4.2. Publication of Draft Budgets

Immediately after the draft annual budget has been tabled, the Executive Mayor must convene hearings on the draft budget in April and invite the public, stakeholder organisations, to make representation at the council hearings and to submit comments in response to the draft budget.

The accounting officer must immediately submit the tabled budget in both printed and electronic formats(circular 48) to National Treasury and Provincial Treasury.

4.3. Publication of Draft Budgets

When the annual budget has been tabled the council must consider the views of the local community, the National Treasury, the Provincial Treasury and any other national or provincial organs of state.

After considering these views, the council must give the mayor the opportunity to respond on the submissions received and if necessary, revise the budget and table amendments for consideration by the council.

4.4. Approval of the budget

- (a) Council shall consider the next medium term expenditure framework budget for approval not later than 31 May (30 days before the start of the budget year).
- (b) The council resolution, must contain budget policies and performance measures be adopted.
- (c) Should the municipality fail to approve the budget before the start of the budget year, the mayor must inform the MEC for Finance that the budget has not been approved.
- (d) The budget tabled to Council for approval shall include the following supporting documents:

- i. draft resolutions approving the budget and levying property rates, other taxes and tariffs for the financial year concerned;
- ii. draft resolutions;
- iii. measurable performance objectives for each budget vote, taking into account the municipality's IDP;
- iv. the projected cash flows for the financial year by revenue sources and expenditure votes;
- v. any proposed amendments to the IDP;
- vi. any proposed amendments to the budget-related policies;
- vii. the cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the accounting officer, the chief financial officer, and other senior managers;
- viii. particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting the municipality in service delivery, other organs of state, and organisations such as Non-Governmental Organisations, welfare institutions and so on;
- ix. particulars of the municipality's investments; and
- x. various information in regard to municipal entities under the shared or sole control of the municipality

4.5 Publication of the budget

Within 14 days after the draft annual budget has been tabled, the Chief Financial Officer must post the budget and other budget-related documentation onto the municipal website so that it is accessible to the public as well as send hard copies to National and Provincial Treasury.

The Chief Financial Officer must within 14 days submit the approved budget in both printed and electronic formats (circular 48) to the National Treasury, the Provincial Treasury as well as post it on the municipal website.

4.6 Service Delivery and Budget Implementation Plan (SDBIP)

- (a) The Executive mayor must approve the Service Delivery and Budget Implementation Plan not later than 28 days after the approval of the Budget by Council.
- (b) The SDBIP shall include the following components:
 - i. Monthly projections of revenue to be collected for each source
 - ii. Monthly projections of expenditure (operating and capital) and revenue for each vote
 - iii. Quarterly projections of service delivery targets and performance indicators for each vote
 - iv. Ward information for expenditure and service delivery
 - v. Detailed capital works plan broken down by ward over three years

5. CAPITAL BUDGET

Expenditure of a project shall be included in the capital budget if it meets the asset definition i.e. if it results in an asset being acquired or created and its value exceeds R5, 000 and has a useful life in excess of one year.

A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.

The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and has not been committed for other purposes.

- (e) Before approving the capital budget, the council shall consider:
- i. the impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loans,
 - ii. depreciation of fixed assets,
 - iii. maintenance of fixed assets, and
 - iv. any other ordinary operational expenses associated with any item on such capital budget.
- (g) Council shall approve the annual or adjustment capital budget only if it has been properly balanced and fully funded.
- (h) The capital expenditure shall be funded from the following sources:

Revenue or Surplus

- If any project is to be financed from revenue this financing must be included in the cash budget to raise sufficient cash for the expenditure.
- If the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.

External loans

- External loans can be raised only if it is linked to the financing of an asset;
- A capital project to be financed from an external loan can only be included in the budget if the loan has been secured or if can be reasonably assumed as being secured;

- The loan redemption period should not exceed the estimated life expectancy of the asset. If this happens the interest payable on the excess redemption period shall be declared as fruitless expenditure;
- Interest payable on external loans shall be included as a cost in the revenue budget;
- Finance charges relating to such loans shall be charged to or apportioned only between the departments or votes to which the projects relate.

Grant Funding

- Non capital expenditure funded from grants
 - must be budgeted for as part of the revenue budget;
 - Expenditure must be reimbursed from the funding creditor and transferred to the operating and must be budgeted for as such.
- Capital expenditure must be budgeted for in the capital budget;
- Interest earned on investments of Conditional Grant Funding shall be transferred to operating budget .If there is no condition stated the interest can then be allocated directly to the revenue accounts.
- Grant funding does not need to be cash backed but cash should be secured before spending can take place.

6. OPERATING BUDGET

- (a) The municipality shall budget in each annual and adjustments budget for the contribution to:
- i. provision for accrued leave entitlements equal to 100% of the accrued leave entitlement of officials as at 30 June of each financial year,
 - ii. provision for bad debts in accordance with its rates and tariffs policies
 - iii. provision for the obsolescence and deterioration of stock in accordance with its stores management policy
 - iv. Depreciation and finance charges on fixed assets shall be charged to or apportioned only between the departments or votes to which the projects relate.
 - v. Depreciation and finance charges together shall not exceed 20% of the aggregate expenses budgeted for in the operating budget.
 - vi. Allocation of interest earned on the municipality's investments shall be budgeted for in terms of the investment policy.

- vii. At least 5% of the operating budget component of each annual and adjustments budget shall be set aside for maintenance of fixed assets.
- (b) When considering the draft annual budget, council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households.
- (c) The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.
- (d) The head of department shall have the right to allocate the total budgeted amount to the line items within such vote except for provisions, statutory and contractual commitments which are done by the chief financial officer.
- (e) The operating budget shall reflect the impact of the capital component on:
- depreciation charges
 - repairs and maintenance expenses

 - interest payable on external borrowings
 - Other operating expenses.
- (f) The budget for Wages; salaries and allowances and salaries- relate benefits shall be separately prepared, and shall not exceed 30% of the aggregate operating budget.
- (g) The remuneration of political office bearers and other councillors shall be excluded from this limit.
- (h) The chief financial officer shall ensure that the cost of indigency relief is separately reflected in the appropriate votes.
- (i) The council should strive to maintain the aggregate revenues from property rates at not less than 25% of the budgeted revenue.

7. FUNDING OF CAPITAL AND OPERATING BUDGET

- (a) The budget may be financed only from:
- i. realistically expected revenues, based on current and previous collection levels;

- ii. cash-backed funds available from previous surpluses where such funds are not required for other purposes; and
- iii. borrowed funds in respect of the capital budget only.

8. UNSPENT FUNDS / ROLL OVER OF BUDGET

- (a) The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, but except for funds relating to capital expenditure.
- (b) Only unspent grant (if the conditions for such grant funding allows that) or loan funded capital budget may be rolled over to the next budget year
- (c) Conditions of the grant fund shall be taken into account in applying for such roll over of funds
- (d) Application for roll over of funds shall be forwarded to the budget office by the 15th of April each year to be included in next year's budget for adoption by Council in May.
- (e) Adjustments to the rolled over budget shall be done during the 1st budget adjustment in the new financial year after taking into account expenditure up to the end of the previous financial year.
- (f) No unspent operating budget shall be rolled over to the next budget year

9. BUDGET TRANSFERS AND VIREMENTS

- (a) Budget transfers within the same vote shall be recommended by the Director of the department and approved by the Chief Financial Officer.
- (b) No budget transfers or virement shall be made to or from salaries except with the prior approval of the Chief Financial Officer in consultation with the Director Corporate Services.
- (c) In cases of emergency situations virements shall be submitted by the accounting officer to the Executive mayor for authorization and be reported by the Executive mayor to Council at its next ordinary council meeting.
- (d) The budget for personnel expenditure may not be increased without prior approval of the Chief Financial Officer.

- (e) Savings on allocations earmarked for specific operating and capital projects may not be used for other purposes except with the approval by Chief Financial Officer.
- (f) Directors may utilize a saving in the amount appropriated under a main expenditure category (e.g. Salaries, General Expenses, Repairs & Maintenance, etc.) within a vote which is under their control towards the defrayment of excess expenditure under another main expenditure category within the same vote, with the approval of the Chief Financial Officer or such senior delegated official in the Budget & Treasury Directorate.
- (g) The amount of a saving under a main expenditure category of a vote that may be transferred to another main expenditure category may not exceed ten per cent of the amount appropriated under that main expenditure category.
- (h) Savings in an amount appropriated for capital expenditure may not be used to defray operational expenditure.
- (i) Virements between votes shall be included in the adjustment budget.

10. ADJUSTMENT BUDGET

Each adjustments budget shall reflect realistic excess, however nominal, of current revenues over expenses.

- (a) The chief financial officer shall ensure that the adjustments budgets comply with the requirements of the National Treasury reflect the budget priorities determined by the mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the mayor on the revision of the IDP and the budget-related policies where these are indicated.
- (b) Council may revise its annual budget by means of an adjustments budget at most three times a year or as regulated.
- (c) The Accounting Officer must promptly adjust its budgeted revenues and expenses if there is a material under-collection of revenue during the current year.
- (d) The Accounting Officer may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for.

- (e) The Council may in such adjustments budget, and within the prescribed framework, authorise unforeseeable and unavoidable expenditure on the recommendation of the mayor.
- (f) The council may authorise the utilisation of projected savings in one vote towards spending under another vote.
- (g) The Council may authorise the spending of funds that were unspent at the end of the previous financial year, where such under-spending could not reasonably have been foreseen at the time the annual budget for the current year was approved by the Council.
- (h) Only the mayor shall table an adjustments budget. Adjustments budget shall be done at most three times a year after the end of each quarter and be submitted to Council in the following months:
 - i. In August – to adjust funding rolled over from the previous financial year as well as to include additional funding that has become available from external sources if it is necessary
 - ii. February – to take into account recommendations from the mid-year budget and performance report tabled to Council in January that affect the annual budget if it is necessary
 - iii. May – final budget adjustment to adjust current year's budget in cases where there is a indication that there will be rolling over of funding to the next financial year if it is necessary
- (h) An adjustments budget must contain all of the following:
 - i. An explanation of how the adjustments affect the approved annual budget;
 - ii. Appropriate motivations for material adjustments; and
 - iii. An explanation of the impact of any increased spending on the current and future annual budgets.
- (i) Any unappropriated surplus from previous financial years, even if fully cash- backed, shall not be used to balance any adjustments budget, but shall be appropriated to the municipality's capital replacement reserve.
- (j) Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.
- (k) Unauthorised expenses may be authorised in an adjustments budget.
- (l) In regard to unforeseen and unavoidable expenditure for which no provision was made in the approved budget, the following apply:

- i. The mayor may authorise such expenses in an emergency or other exceptional circumstances;
- ii. The municipality may not exceed 3 % of the approved annual budget in respect of such unforeseen and unavoidable expenses;
- iii. These expenses must be reported by the mayor to the next ordinary council meeting;
- iv. The expenses must be appropriated in an adjustments budget; and

11. BUDGET IMPLEMENTATION

11.1 Monitoring

- (a) The accounting officer with the assistance of the chief financial officer and other senior managers is responsible for the implementation of the budget, and must take reasonable steps to ensure that:

Funds are spent in accordance with the budget;

Expenses are reduced if expected revenues are less than projected; and

Revenue collection report monthly

Identify the actual revenue received

- o Notice the revenue projected is less than actual
- o Prepare report stating the figure to be reduced and send it to budget planning
- o Budget Planning will package it and to be considered in the next adjustment budget which will need approval of the council
- o Advice the Directorate concern with adjustment made in their budget
- o Revenues and expenses are properly monitored.
- o Communication between Chief Accountant & Directorates on the revenue they expect for that particular financial year
- o Liaise with Accountant financial reporting weekly asking of any grants received with no remittance and provide answers
- o Allocate it correctly by ensuring that it is receipted in the correct investment vote number for that specific project
- o Ensure that reconciliation is performed a week before the month end run and after month end on the projects so that revenue must be equal to expenditure incurred
- o Communicate with accounts clerk responsible for journals of revenue received if they do balance with expenditure on the monthly report
- o Send the report to Directorates for comments on the expenditure incurred and revenue received on a monthly basis
- o The monthly report must also include the commitments of expenditure spent on projects, variance report of repairs and maintenance and general expenses

- The monthly report must also indicate to Directorates if the under –expenditure on projects has been noticed ask them to provide answers
 - The report will have due date for submission back to budget office, scrutinise the report from the Directorates consolidate it and send it to the Chief Accountant budget monitoring
- b) The Accounting officer with the assistance of the chief financial officer must prepare any adjustments budget when such budget is necessary and submit it to the Executive mayor for consideration and tabling to Council.
- Memo;s and transfer forms to be sent to the budget office by the Directorates via Chief Financial Officer to adjust the budget
 - Scrutinise the transfer forms and file the forms
 - List of all the projects that needs to be rolled – over from the previous year’s budget which reflect the correct closing balances forward them to Directorates
 - The Directorates will advice on the projects to be rolled-over
 - All projects confirmed they will also be accommodated in the adjustment budget
 - Accommodate the grants received from funders after the budget has been approved
 - Send an e-mail to the Directorates advice them with their adjustment application
- c) The Accounting officer must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

11.2 Reporting

11.2.1 Monthly budget statements

- a) The accounting officer with the assistance of the chief financial officer must, not later than ten working days after the end of each calendar month, submit to the Executive mayor and Provincial and National Treasury a report in the prescribed format(section 71 of the MFMA) on the state of the municipality’s budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

- i) actual revenues per source, compared with budgeted revenues;
- ii) actual expenses per vote, compared with budgeted expenses;

- iii) actual capital expenditure per vote, compared with budgeted expenses;
 - iv) actual borrowings, compared with the borrowings envisaged to fund the capital budget;
 - v) the amount of allocations received, compared with the budgeted amount;
 - vi) actual expenses against allocations, but excluding expenses in respect of the equitable share;
 - vii) explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
 - viii) the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
 - ix) projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.
- b) The report to the National Treasury must be both in electronic format and in a signed written document.
- Update the Capital Acquisition actuals(CAA) for the current month
 - Report to be consolidated and sent to National treasury before the 10th of every month

11.2.2 Quarterly Reports

- a) The Executive mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality in terms of section 52d of the MFMA 56 of 2003.

11.2.3 Mid-year budget and performance assessment

- a) The Accounting officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan.
- b) The Accounting officer must then submit a report on such assessment to the Executive mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.
- c) The Accounting officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

12. CONCLUSION

The Chief Financial Officer must place on the municipality's official website the following:

- The annual and adjustments budgets and all budget-related documents;
- All budget-related policies;
- The integrated development plan
- The annual report;
- All performance agreements;
- All service delivery agreements;
- All long-term borrowing contracts;
- All quarterly and mid-year reports submitted the Council on the implementation of the budget and the financial state of affairs of the municipality.

13. FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mnyama Local Council on recommendation of the Executive Mayor.

14. IMPLEMENTATION AND REVIEW OF THIS POLICY

- a) This policy shall be implemented once approved by Council. All future budget preparation must be made in accordance with this policy.
- b) In terms of section 17 (1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

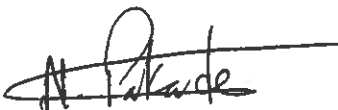
15. AUTHENTICATION

The policy was adopted by council on the 28 June 2010

as per resolution number SCM5/10/006.3

Sign-off

EXECUTIVE MAYOR



N Pakade
MUNICIPAL MANAGER

MNQUMA LOCAL MUNICIPALITY



REVIEWED TARIFF POLICY

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1. PREAMBLE

In terms of Section 62 (1) of the Municipal Finance Management Act (MFMA) the Accounting Officer of a Municipality is responsible for managing the financial administration of the municipality and, in terms of S 62 (1) (f), must for this purpose take all reasonable steps to ensure – “that the municipality has and implements a tariff policy referred to in Section 74 of the Municipal Systems Act” (MSA).

In giving effect to S74 (1) of the Municipal Systems Act, the municipality adopts the following as the tariff policy.

1. DEFINITIONS

- 1.1. **“Municipal area”** means the area in respect of which the municipality has executive and legislative authority as determined by the constitution and the National legislation and demarcated in terms of the Demarcation Act (Act 27 of 1998);
- 1.2. **“Council”** refers to the Mquma Municipality and its successors in law and includes the Council of Mquma or any other body acting by virtue of any power delegated to it in terms of legislation, as well as any official to whom the council has delegated any powers and duties with regard to this policy;
- 1.3. **“Poor Households”** means those households in the municipal area that cannot afford to pay either the entire tariff charge for the municipal services, or part of it;
- 1.4. **“Tariff Policy”** means a policy on, the levying of fees, rates or taxes for the municipal services provided by the municipality itself, which complies with the Municipal Systems Act, 2000 (Act 32 of 2000).
- 1.5. **“Inclining Block Tariff”** This tariff is based on consumption levels being categorised into blocks, the tariff be determined and increased as consumption levels increase.

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2. INTRODUCTION

2.1. Tariffs represent the charges levied by the Council on consumers for the utilisation of services provided by the Council and are raised in order to fund these services. Tariffs are calculated dependent upon the nature of the services being provided. They may be set in such a manner so as to recover the full cost of the service being provided or recover a part of those costs, or to bring about a surplus that can be utilised to subsidise other non-economical services.

2.2. The following tariffs are levied by the municipality:

- Assessment Rates
- Cemetery Fees
- Entrance Fees - Beaches/Gcuwa Dam
- Removal Of Refuse
- Building Plan Fees
- Application Fee For Advertising Signs
- Butterworth/Nqamakwe/Centane Stadia
- Sale Of Sabhunga
- Sale Or Lease Of Land
- Office Fees
- Traffic Services
- Pound Fees
- Hire Of Town/Community Halls
- Library Activity Room Charges
- Tenders
- Dog Tax
- Surcharges/Penalties
- Road Crossings
- Grass Cutting Per Yard
- Permit And/Or Renewal To Operate Boarding/Guest House
- Advertising & Disfigurement Of Frontages Of Streets
- Furnishing Of Information To The Public
- Levying Of Availability Charges
- Camping
- Unsightly And Neglected Buildings & Premises
- Keeping Of Animals
- Chilcare Facility
- Nuisances
- Selling/Sales Hours Of Liquor
- Dog Control
- Keeping Of Bees
- Keeping Of Poultry
- Trading
- Vehicles Plying For Hire
- Parks For Caravans And Mobile Homes
- Parking & Parking Meters
- Fire Brigade Services
- Refuse Removal
- Swimming Bath
- Butcheries
- Camping On Private Land
- Planning And Development Tariff Fees

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- Halls
- Exhumations
- Container Collection
- Signage Control
- Use Of Municipality Parks
- Lease Of Municipal Open Space
- Hawkers Fees
- Litter Deposits
- Admin Fee For Issuing Of Clearance Certificate

3. OBJECTIVE

The objective of the tariff policy is to ensure that:

- 3.1. The tariffs of the Council comply with the legislation prevailing at the time of implementation;
- 3.2. Municipal services are financially sustainable, affordable and equitable. In addition the Council must ensure that all residents have access to at least a minimum level of service;
- 3.3. There is consistency in how the tariffs are applied throughout the Council;
- 3.4. The needs of the indigent are taken into account; and
- 3.5. The policy is in line with the principles outlined in the Municipal Systems Act, 2000(Act No. 32 Of 2000).

4. PRINCIPLES OF THE TARIFF POLICY

The underlying principles, which should at least be taken into account when formulating a tariff policy, are contained in Section 74 (2) of the Municipal Systems Act, 2000 (Act No. 32 of 2000). The following have been taken into account in the development of this policy:

- 5.1 Service tariffs imposed by the local municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the ability of the relevant consumer or user of the services to which such tariffs relate, shall not be considered as a relevant criterion (except in the case of the indigency relief measures approved by the municipality from time to time).
- 5.2 Consumers should pay in proportion to the amount of services consumed, as far as practically possible.

- 5.3 The tariffs for the refuse removal are to recover in full or partially, the expenses reasonably associated with providing each service concerned, including capital, operating, maintenance, administration, replacement and interest charges.
- 5.4 Tariffs must be set at a level to facilitate financial sustainability of the service, taking into account subsidisation from sources other than the service concerned.
- 5.5 The Council is to ensure that the tariffs levied with regard to the above mentioned services generate an operating surplus where possible, having regard to 5.4 above. The surplus is to be applied in relief of property rates and for the financing of a portion of general services or for the future capital expansion of the service concerned, or both.
- 5.6 Provisions may be made for the promotion of local economic development through a special tariff for certain or all categories of commercial and industrial users.
- 5.7 The Council shall develop, implement and at least annually review an indigent policy for the municipal area. The extent of subsidisation of the indigents is to be fully disclosed in terms of the municipality's indigent policy.
- 5.8 The Council may differentiate between different categories of users and consumers in regard to the tariffs that it levies. Such differentiation shall however, at all times be reasonable and shall not result in unfair discrimination, and shall be fully disclosed in each annual budget.
- 5.9 A monthly availability charge for a service may be levied by the Council where the service is available to a consumer. These charges shall be fixed for each type of property.
- 5.10 Provision must be made in appropriate circumstances for a surcharge on a tariff. This will be necessary for major breakdowns in infrastructure and periods of droughts when a restriction of usage is required.
- 5.11 Efficient and effective usage of resources must be encouraged.
- 5.12 The economical, efficient and effective use of resources, the recycling of waste and other appropriate environmental objectives must be encouraged.
- 5.13 In order to comply with legislation and the principles of generally accepted accounting practice, Council has adopted the policy of reflecting all income foregone and rebates as expenditure with the corresponding amount being reflected as revenue. Accordingly in cases where this applies, from a billing perspective the full tariff will be raised and then rebated to reflect the reduced charge.

5. CALCULATION OF TARIFFS FOR MAJOR SERVICES

5.1. In order to determine the refuse tariff that must be charged; the Council shall take into account all the costs of operation of the service, including the following:

- Cost of bulk collection in the case of refuse removal.
- Collection costs.
- Depreciation expenses.
- Maintenance of infrastructure and other fixed assets.
- Administration and service costs, including:
 - (i) service charges levied by other Directorate such as finance, human resources and legal services;
 - (ii) reasonable general overheads;
 - (iii) adequate contributions to the provisions for bad debts and obsolescence of stock;
 - (iv) all other ordinary operating expenses associated with the service concerned including, in the case of the electricity service, the cost of providing street lighting in the municipal area.
- The intended surplus to be generated for the financial year, such surplus to be applied:
 - (i) as an appropriation to capital reserves; and/or
 - (ii) generally in relief of rates and general services.
- The cost of approved indigent relief measures.

6. REFUSE REMOVAL TARIFFS

- 6.1. Adjustment to tariffs shall be effective from 1 July each year or as soon as possible thereafter.
- 6.2. Refuse removal charges shall be charged monthly to the consumer according to the category applicable, based on the frequency of the service rendered.
- 6.3. All consumers classified as indigents by the Council will not be charged for refuse removal.

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- 6.4. The Council's use of the refuse removal service shall be charged at the relevant tariffs applicable.

7. OTHER TARIFFS

- 7.1. **"Subsidised services"** are services for which tariffs are fixed in such a way that at least a portion (as approved by Council) of the cost of providing the service can be recovered. The consumption/usage of these services can be measured and can be apportioned to individual consumers, but, if based on actual cost, would prove to be excessive and unaffordable to the consumer. A user charge is therefore payable for using the service, but the tariff is much lower than the real cost of providing the service.
- 7.2. **"Community services"** are those services for which the municipality is unable to accurately determine the consumption or usage and hence apportion to individual consumers e.g. municipal parks and open spaces. Tariffs shall, therefore, not be levied for their use as the cost of providing these services is funded from general rate income.
- 7.3. **"Economic services"** are services for which tariffs reflect the full cost of providing the services and the costs are recovered without incurring a surplus or deficit. The consumption/usage can be accurately determine and apportioned to an individual consumer.
- 7.4. **"Other tariffs"** are to be approved by the Council in each annual budget. These tariffs may be subsidised by property rates and general revenues, particularly when the tariffs will prove uneconomical when charged to cover the cost of the service concerned, or when the cost cannot accurately be determined, or when the tariff is designed purely to regulate rather than finance the use of the particular service.
- Certain other charges and tariffs shall be considered as regulatory or punitive, and shall be determined as appropriate in each annual budget.
 - With regard to the leasing of municipal properties, market related rentals shall be levied.

8. BY- LAWS TO GIVE EFFECT TO POLICY

8.1. In terms of Section 75 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Council of the municipality must adopt by-laws to give effect to the implementation and enforcement of its tariff policy.

9. FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mngquma Local Council on recommendation of the Executive Mayor.

10. IMPLEMENTATION AND REVIEW OF THIS POLICY

- a) This policy shall be implemented once approved by Council. All future tariffs set must be made in accordance with this policy.
- b) In terms of section 17 (1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.


11. AUTHENTICATION

The policy was adopted by council on the 28 June 2010

as per resolution number scm 010/006.3

Sign-off

EXECUTIVE MAYOR



N Pakade
MUNICIPAL MANAGER

28/06/2010

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MNQUMA LOCAL MUNICIPALITY



TRANSPORT POLICY AND OPERATIONS MANUAL

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MUNICIPAL TRANSPORT POLICY AND OPERATIONS MANUAL

INTRODUCTION

- This policy is intended for effective and efficient management of transport to improve service delivery in the municipality.
- This policy entails operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, logbooks, fuel management, fuel cards, keys, equipment as well as the no smoking policy in municipal vehicles.
- This policy regulates the use of official Mquma Municipality vehicles and to ensure that they are used in a safe and efficient manner in order to minimize accidents and abuse of vehicles.
- This policy provides a procedure for accidents and modus operandi for conducting an inquiry into vehicle accidents involving Mquma Municipality vehicles.
- This policy provides a framework for remedial actions to be instituted by management.
- The Maintenance and Replacement Policy is included to ensure that vehicles are serviced on time and properly utilised to support the Council in the attainment of its objectives. Emphasis is placed on vehicle allocation according to the directorate needs.
- All concerned employees must be informed about the contents of this policy as violations thereof may lead to disciplinary action against an employee and suspension of municipal vehicle utilisation.

1. DEFINITIONS

“Chief Financial Officer” means the Chief Financial Officer appointed by the Council as such and an Acting Chief Financial Officer hereinafter referred to as the “CFO”.

“Council” means the Council of the Municipality and any duly authorized Committee or functionary of the Council.

“DC” means the Director of Corporate Services appointed by the Council as such and an Acting Director of Administration hereinafter referred to as the “DA”.

“Department” means a Directorate or Section of the Council’s operation and includes the offices of the Speaker, Mayor, any permanent Councilor and the Municipal Manager.

“Depot” means any municipal depot and includes a municipal vehicle depot.

“Fleet Manager ” means the Officer designated by a Head of Department to control the issue of vehicles allocated to a specific Municipal Department for official use hereinafter referred to as the “FM”.

“Employee” means any employee of the Council whether permanent, temporary or casual.

“Head of Department” means a Head of a Directorate of the Council and any Acting Head of such directorate hereinafter referred to as a “HOD”.

“Municipal Manager” means the Municipal Manager appointed by the Council as such and an Acting Municipal Manager hereinafter referred to as the “MM”.

“Fleet Management Officer” means the employee appointed or designated by the Municipal Manager as the case may be to exercise control over the vehicles of the Council and to ensure their effective utilisation by employees and Political Office Bearers of the Council in terms of this policy, hereinafter referred to as the “”.

“Municipal Vehicle” means any vehicle owned by or under the control of the Council and where the context requires, any of its employees and Political Office Bearers.

“Municipal Vehicle Depot” means any place, garage or enclosure where municipal vehicles are stored or parked when not in use.

“Political Office Bearer” includes the Speaker, Executive Mayor and Councillors.

“Supply Chain Management” refers to procurement management hereinafter referred to as “SCM”.

“Transport” means any road transport owned by or provided by the Council for official travelling and transportation purposes and includes all vehicles and machinery used for capital and maintenance purposes.

2. OBJECT OF THIS POLICY

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The object of this policy is to co-ordinate the management of Council transport by means of control measures which are applicable to all departments, divisions and sections of the Council's operation and to prescribe requirements relating to the utilization and maintenance of such transport by employees and Political Office Bearers of the Council.

3. SCOPE OF THIS POLICY

3.1 This policy is intended to cover -

- 3.1.1 the use of road transport within the Council;
- 3.1.2 the use of vehicles owned by the municipality;
- 3.1.3 the use of vehicles owned by donor organizations;
- 3.1.4 the use of vehicles hired by the Council from companies in the private sector;
- 3.1.5 the use of vehicles owned by the Council but managed by other organizations (e.g. ambulances, mobile clinics etc.).

3.2 When a vehicle is owned by the Council but managed by other organizations, then the recipient organization must be able to confirm to the satisfaction of the Council that its control systems are as effective as the system contained in this policy.

4. TRANSPORT MANAGEMENT STRUCTURE

- 4.1 Transport in the Council is a tool by which service is delivered and therefore management of this resource rests with the MM.
- 4.2 The MM shall designate an existing employee as or shall appoint an employee who shall be designated the for the purpose of controlling all vehicles in the ownership of the Council, allocating such vehicles to departments of the Council and generally performing such duties as contained in this policy.
- 4.3 The FMO shall have a clear understanding of service delivery requirements, possess numerical skills and preferably have prior experience of transport management.
- 4.4 The FMO shall perform other duties as may be required by the MM from time to time.
- 4.5 The FMO shall be responsible to the Director Budget and Treasury who shall report to the MM.
- 4.6 The MM will be the ultimate authority on the implementation of this policy, vehicle allocation and transport related matters of the municipality.
- 4.7 Each Directorate of the Council shall designate an employee who shall, inter alia, be responsible for the transport needs of such Directorate, the control of transport allocated to his or her Department and for liaison with the FMO. Such employee shall be regarded as the DTO of the relevant Department.

5. DUTIES OF MUNICIPAL TRANSPORT OFFICER

The duties of the FMO shall include the following:

- (a) To maintain an inventory of all transport in the ownership or under the control of the Council;
- (b) To allocate in consultation with HOD's sufficient transport to meet the operational requirement of Departments;
- (c) To maintain a full inventory of all transport allocated to Departments of the Council;
- (d) To monitor and make arrangements for the regular repair and maintenance of transport of the Council;
- (e) To monitor and ensure that logbooks are maintained in respect of all transport in the ownership or under the control of the Council;
- (f) To ensure that drivers of vehicles are in possession of the required driving licenses;
- (g) To take such measures as are necessary and in consultation with the MM and HOD's to ensure that transport of the Council is not abused;
- (h) To facilitate in consultation with HOD's and the Corporate Services Directorate or responsible Directorate of the Council disciplinary action against drivers and employees of the Council who contravene this Policy or any instructions issued by the Council, the MM any HOD in terms of this Policy or who contravene any road traffic legislation or in any other manner cause or contribute to the loss or damage to transport owned by the Council or

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under the control of the Council or in any manner abuse the transport facilities of the Council;

- (i) To recommend, through the MM, that disciplinary action be taken against Political Office Bearers who contravene the provisions of this policy;
- (j) To submit through the MM such statistical and other reports as may be required either for Council or Departmental purposes on the utilization and allocation of transport or any other matter associated with transport.

6. OPERATIONAL CONTROLS

6.1 Who may drive a vehicle?

- 6.1.1 A municipal vehicle may only be driven by a person with the requisite trip authority which must be issued in triplicate and signed by the MM or the relevant HOD or the DTO whom he/she may authorise to issue Trip Authorities on his/her behalf.
- 6.1.2 The aforesaid trip authority must relate to a trip necessary for the performance of a line function of a Department or in furtherance of the lawful aims and/or objects of the Council.
- 6.1.3 The authorization to utilize a municipal vehicle shall be recorded in writing.
- 6.1.4 Political Office Bearers who receive a travelling allowance are not eligible to use municipal transport other than what is provided for in Clause 13.4 of this policy.

6.2 Vehicles shall only be used for official purposes.

6.2.1 Drivers.

- 6.2.1.1 Subject to paragraphs 6.2.1.2 and 6.2.1.3 only an employee of the Council may drive a municipal vehicle and only for purposes connected with his or her official duties.
- 6.2.1.2 A Councillor shall not use a municipal vehicle for the performance of his/her duties as Councillors are in receipt of travelling allowances and are required to make their own transport arrangements. (Exception is Clause 13.4)
- 6.2.1.3 Any person who renders a service for the Council may be permitted to drive a municipal vehicle with the written permission of the MM and upon such terms as the MM may determine.
- 6.2.1.4 The driver of a municipal vehicle must have an unendorsed valid driver's license and this license must be checked for validity by the FMO on a six monthly basis.
- 6.2.1.5 The FMO shall keep a register of all employees authorized to drive municipal vehicles.

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6.3 Passengers.

- 6.3.1 Only employees of the Council and persons performing duties associated with the activities of the Council may be conveyed in a vehicle of the Council and then subject to the express consent of the MM or relevant HOD and upon such conditions as he/she may determine. Such approval shall be endorsed on the trip authority.
- 6.3.2 The conveyance of casual or unauthorized passengers in a vehicle of the Council is not permitted under any circumstances.
- 6.3.3 Family members of employees of the Council may be conveyed in official transport only with the prior written approval of the MM and upon such terms and conditions as he/she may determine and subject to such family members indemnifying the Council against death, injury, loss or damages they may sustain as a result of their conveyance in terms of this paragraph.

6.4 Authority to use a vehicle.

- 6.4.1 No municipal transport shall be moved from a depot without the driver being in possession of a duly authorized trip authority.
- 6.4.2 If a vehicle is moved from a depot because of an emergency, then the driver thereof must obtain a trip authority within 24 hours of such movement. This process may only be used in a case of extreme emergency and the MM or HOD must be satisfied that the journey was necessary. The facts on which the MM or relevant HOD grants such trip authority shall be endorsed on the authority.
- 6.4.3 If a vehicle is allocated to an employee who is not based at an office of the Council or in close proximity to a municipal depot i.e. an employee who operates from home, then a trip authority must be issued against a weekly work plan approved by the MM or HOD. Trip authorities must not be issued for longer than one week unless specific prior approval has been granted by the MM.

6.5 Issuing of vehicles.

- 6.5.1 All vehicles must be issued on the day of travel unless prior authority to park the vehicle at the home of the driver has been obtained.
- 6.5.2 The driver must carry his/her valid driver's license and produce it to the MM, relevant HOD or FMO upon request.
- 6.5.3 The original trip authority must be carried in the vehicle and a copy thereof shall be retained by the FMO for accounting and reporting purposes.
- 6.5.4 The FMO/relevant HOD will issue a vehicle to an authorized driver after complying with the following procedures:

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- 6.5.5.1 The FMO/relevant HOD will complete a vehicle issue form and record therein the condition of the vehicle, the quantity of fuel in the tank, logbook availability, petrol card number and items of equipment in the vehicle.
- 6.5.5.2 The driver will sign the vehicle issue form in the presence of the FMO/relevant HOD and shall complete the logbook of the vehicle at the beginning and end of the trip.
- 6.5.5.3 The driver, by signing the vehicle issue form, certifies thereby that the details contained therein are correct and that he/she assumes responsibility for the vehicle and the items of equipment therein.
- 6.5.5.4 The vehicle issue form must form part of the trip authority.
- 6.5.5 The FMO/relevant HOD will take receipt of a returned vehicle by following the same procedure referred to in paragraph 6.5.4 and shall endorse on the vehicle issue form the mileage travelled by the driver and the condition of the vehicle. The FMO/relevant HOD will, furthermore, require the driver to produce all petrol slips for petrol purchased during an extended trip for the purpose of verifying fuel usage and costs incurred in connection with the purchase of fuel by a driver who drives a vehicle on an extended trip and is not issued with a petrol card.

7. PARKING OF A MUNICIPAL VEHICLE

- 7.1 Under normal circumstances, vehicles must be parked at the relevant municipal Directorate.
- 7.2 The FMO/relevant HOD must allocate an approved parking place for each vehicle.
- 7.3 Whenever and wherever the vehicle is parked, the driver must use a steering or gear lock or activate any anti-theft device on the vehicle.
- 7.4 The driver of the vehicle is responsible for ensuring that the vehicle is parked as safely as circumstances permit.
- 7.5 Permission may be granted for a vehicle to be parked at the home of an employee (or any other secure approved parking area) subject to the conditions contained in paragraph 7.6.
- 7.6 A vehicle may be parked at the home of the driver if:
 - 7.6.1 the location has been reviewed by the HOD only and security is considered safe and adequate e.g. there is a garage or lockable gates, and
 - 7.6.2 the employee will be leaving early in the morning or returning late at night. The actual times applicable for purposes of this clause will be the time when public transport starts/stops and/or the sun rises or sets.
 - 7.6.3 in the opinion of the MM/relevant HOD the personal security of an employee necessitates such employee to park the allocated vehicle at

his/her home.

- 7.6.4 The home of the employee is at a place between the municipal vehicle depot and the end point of the trip such that it is not economical for an employee to return the allocated vehicle to a municipal vehicle depot and collect it the following day.
- 7.6.5 If the employee works from home.
- 7.6.6 The employee is on call and there is no means by which he/she can be transported in official transport in the event of a callout or in the event of the provision of official transport proving in such circumstances not to be cost effective.
- 7.6.7 Where no lock-up facilities exist at home then municipal vehicles may be parked at a Police Station or Mngquma Municipality depots or workshops where there is security.

7.7 Authority to park a vehicle at home.

An employee must apply to the FMO/relevant HOD on the prescribed form to park an allocated vehicle at his or her home. The application must be fully motivated and approved by the relevant HOD or the MM. In the case of Political Office Bearers it must be approved by the MM.

Should the relevant HOD or the MM be satisfied that the application complies with this policy he/she shall grant the employee concerned permission to park the allocated vehicle at such officer's home.

The authority of the relevant HOD or the MM must be contained in writing and will include the conditions contained in this policy as well as any other conditions which the relevant HOD or the MM may consider relevant to protect the allocated vehicle.

The authority will normally be issued occasion by occasion. However, for those employees on call, a blanket authority may be issued for a time period up to one month. The authority so granted will be subject to review and may be withdrawn at any time.

7.8 Special conditions pertaining to vehicles parked at the home of employees.

- 7.8.1 Whilst a vehicle is parked at the home of an employee it may not be used for any non-work or private purpose.
- 7.8.2 If an emergency arises whilst a vehicle is parked at the home of an employee necessitating the use of the vehicle, then a signed trip authority for the movement of such vehicle must be obtained within 24 hours of the journey.
- 7.8.3 The private use of a vehicle whilst parked at the home of an employee will lead to the withdrawal of the privilege and possible disciplinary action against the officer concerned.
- 7.8.4 Upon acceptance of this policy by the Council all previously agreed rights granted to employees to park vehicles at their homes are

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withdrawn and they must reapply for such permission in terms of this policy.

8. LOGBOOKS, PETROL CARDS, VEHICLE KEYS AND VEHICLE EQUIPMENT

- 8.1 The FMO/relevant HOD shall ensure that every vehicle is provided with a logbook for the recording of mileage and other information concerning a trip in the vehicle to which such logbook relates. Logbooks shall be suitably endorsed with the name of the Council and the vehicle description and registration number to which it relates.
- 8.2 The driver takes responsibility for the logbook, keys and petrol card once the vehicle has been accepted and signed for as being received and until it has been received back in by the FMO/relevant HOD at the end of a trip journey.
- 8.3 All vehicle keys should be kept in a locked cabinet when a vehicle has not been issued. A spare set of all vehicle keys should be kept in a theft and fireproof office safe.
- 8.4 Each vehicles will use petrol cards; policy on the use of petrol cards must be adhered to.
- 8.5 The petrol card is to be treated as cash and the driver will be held responsible for transactions that take place on it whilst it is in his/her possession.
- 8.6 All fuel receipts must be kept and made available upon request to the FMO/relevant HOD.
- 8.7 It is the responsibility of the driver to complete the vehicle logbook legibly and accurately.
- 8.8 Loose vehicle equipment e.g. the spare wheel, toolkit and jack will be checked at the time of issuing of the vehicle to the driver and it is the responsibility of the driver to safeguard such equipment until the vehicle is returned to the FMO/relevant Department. The driver will be required to replace any items that have been lost whilst the vehicle was under his/her control.

9. NO SMOKING POLICY

No smoking will be permitted in any municipal vehicle.

10. REPAIRS TO VEHICLES

- 10.1 It shall be the responsibility of the driver of a vehicle to report any mechanical or other defect to the FMO/relevant HOD when a vehicle is returned to him/her at the end of a trip.
- 10.2 While a vehicle is under warranty of the manufacturer only dealers approved by the manufacturer will be used for the repair of a vehicle. All warranty work must be claimed from the dealers.

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- 10.3 The FMO/relevant HOD must make arrangements with the municipal garage and/or privately owned garages where no municipal garage exists or where a municipal garage cannot repair a vehicle for the regular repair of vehicles.
- 10.4 Before a vehicle is repaired by a privately owned garage, the ID through the SCM Manager shall obtain quotations in accordance with the SCM Policy for the work required. This requirement may be waived where there is only one privately owned garage in a town. Upon receipt of quotations, the ID shall liaise with the CFO of Council to determine whether funds are available to cover the cost of the repair or maintenance work to a vehicle. Should such funds be available, then an official order shall be issued for the work to be carried out according to the most favourable quotations.
- 10.5 The ID shall retain copies of job cards and invoices issued in respect of vehicles maintained or repaired so that maintenance and repair on vehicles may be monitored at regular intervals. Repairs and maintenance costs shall also be reported monthly to the Council in any report which the FMO may prepare for consideration by the MM or the Council.

11. VEHICLE REPLACEMENT

- 11.1 The CFO shall be responsible for the identification of vehicles requiring replacement.
- 11.2 If a vehicle is considered to be beyond economic repair before its expected replacement date, all supporting information should be sent to the CFO by the FMO and from there to the MM for submission by way of report to the Council for consideration.
- 11.3 In determining whether or not a vehicle should be replaced, the CFO shall take the following guidelines into account:
 - 11.3.1 Both time and distance are often used to determine the need to replace vehicles, but the most accurate factor to be used is vehicle cost. There are two elements to vehicle cost namely the capital purchase of the vehicle and the running cost per kilometer. The best time to replace a vehicle is at the point at which the overall cost per kilometer is at the minimum.
 - 11.3.2 The simplest method to allocate capital cost is to split the cost of replacing the vehicle over the number of kilometers travelled. This amount per kilometer decreases when more kilometers are travelled. Conversely the running cost per kilometer will increase as more kilometers are travelled and more complex maintenance is required. It is possible to set an average life span of a vehicle by using management information to determine the point at which the cost per kilometer is at its lowest.
 - 11.3.3 The vehicle should be replaced if the running cost per kilometer of the old vehicle is higher than the full cost per kilometer of the new vehicle.
 - 11.3.4 Running cost per kilometer of the old vehicle is calculated by adding fuel cost per kilometer and the maintenance cost per kilometer. These will be available from the vehicle's file and should be averaged over a three to six month period. The overall cost per kilometer of a new vehicle can be calculated by taking the capital cost per kilometer and adding this to the expected running cost per kilometer. The expected life of the vehicle can be estimated using management data for vehicles of the given type and the expected running cost can also be taken from current data for vehicles of this type.

12. REPLACEMENT REQUESTS

- 12.1 The Council shall annually budget for the replacement of vehicles.
- 12.2 Requests for a new or replacement vehicle should be submitted by the relevant HOD to the CFO not later than 30 November in any year. The CFO should be provided with full details pertaining to the need to replace a vehicle including the running cost per kilometer of the current vehicle, utilization, availability and needs satisfaction indicators for the fleet as a whole. The service that any vehicle is expected to support should be highlighted.
- 12.3 The Council shall, when approving a budget allocation for a new or replacement vehicle indicate in its budget approval the vehicle to be replaced and the nature of the replacement vehicle to be purchased.
- 12.4 New vehicles shall be purchased by the Council only in accordance with its prescribed procurement procedures.

13. VEHICLE ALLOCATION

- 13.1 All vehicles are considered as property of the Council regardless of the original source of the vehicle.
- 13.2 The MM has the ultimate decision-making authority over the allocation of vehicles.
- 13.3 Municipal vehicles will not be allocated to employees and Political Office Bearers because of their rank or any other criteria other than the following:
 - 13.3.1 The condition of the vehicle in relation to the distance to be travelled.
 - 13.3.2 The type of vehicle in relation to its intended use.
- 13.4 An employee or municipal office bearer where delegated to attend a specific function may be granted an official vehicle subject to availability to undertake a trip outside the municipal area. Alternatively and depending on cost implications such an employee/political office bearer may be paid an additional allowance in accordance with the travelling and subsistence policy of the Council. Where the provision of municipal transport or the payment of an additional allowance cannot be warranted due to time and cost restraints or implications, the employee will be provided with air, rail, taxi and bus transport to reach his or her destination. Applications for the provision of transport for trips outside the municipal area shall be made by employees/political office bearers on the prescribed form and such applications will be approved in the case of employees by the relevant HOD before a trip is undertaken and in the case of political office bearers by the Executive Mayor and the Municipal Manager.

14. PROVISION OF SECURE VEHICLE STORAGE DEPOTS

- 14.1 The Council must provide secure areas which must be suitably fenced and provided with 24-hour security for the storage of municipal vehicles not in use.
- 14.2 The Council must also provide the FMO with a suitable office in which he/she may perform his/her duties and such office must be provided with a theft and fireproof safe for the

storage of duplicate keys of vehicles and registers/records required to be kept in terms of this policy.

15. MARKING OF VEHICLES

The FMO shall ensure, to the satisfaction of the MM, that all vehicles belonging to or under the control of the Council are properly marked and identifiable as vehicles of the Council.

16. ACCIDENT REPORTING

The following procedure shall be followed in the event of a Mngquma Municipality owned motor vehicle being involved in an accident, no matter how trivial, and irrespective of whether or not any person or animal or property, other than the Council vehicle is involved:

- 17.1 Call a police or traffic officer and, if requested to do so, supply name and address of the driver of the motor vehicle to any person having reasonable grounds for requiring this information.
- 17.2 If a police or traffic officer is not available, report the accident to a police station as soon after the occurrence of the accident as practicable.
- 17.3 In no circumstances shall liability be admitted or unguarded statements made to any person or payment offered or made to a third party.
- 17.4 Should any third party involved admit liability, endeavors should be made to obtain a statement in writing from him/her to this effect.
- 17.5 Should a driver of a vehicle be suspected of being under the influence of intoxicating liquor or narcotic drugs, this fact must be brought to the notice of the police or traffic officer present at the scene of the accident, with the least possible delay and every assistance should be rendered to such police or traffic officer in ensuring that the suspected person is examined by a doctor as soon as possible and subjected to a legally permissible Alco-test.
- 17.6 Obtain as soon as possible, preferably at the scene of the accident, at least the following particulars, which are required for completing the accident report form:
 - (a) Registration number, make and type of other vehicle.
 - (b) Name(s) and address of driver(s) of the other vehicle.
 - (c) Name(s) and address(es) of person(s) involved in an accident be it she/he/they was/were passenger/s of the Mngquma Municipality vehicle's driver or the third party or pedestrian(s).
 - (d) Name and address of the third party's insurance company.
 - (e) Name, occupation and address and age or estimated age of any pedestrian(s) involved in the accident and of any pedestrians killed or injured.
 - (f) Description of animals and fixed objects involved in the accident and the name and address of the owner.

- (g) Name and address of witnesses including the occupants of the other vehicle(s) in their capacities as witnesses.
- (h) Measurements for the preparation of a sketch of the scene of the accident (pace off the distance if there is no scientific tape measure).
- (i) Note the geographical landscape of the place of the accident, type of road, accident related obstructive substances of object on or around the road, road make-up including any fencing and weather condition at the time of the accident.

17.7 Internal Accident Reporting.

- (a) The driver of the Mngquma Municipality vehicle shall, within twenty-four hours after the accident, ensure that the accident report form is completed by the FMO and also ensure that statements by witnesses and other relevant supporting documents e.g. Case Reference numbers are forwarded to the FMO or his/her superior in the event of his/her absence.
- (b) The FMO or his/her superior shall make endeavours (in addition to obtaining a mechanical report on the condition of the vehicle after the accident) to obtain quotations in terms of the SCM Policy from different repairing agencies or write-off report if applicable and trade-in value of the vehicle.
- (c) In the event of institution of a legal action by the third party, the driver concerned shall upon receipt of a summons, subpoena or notice to appear in court pass that information to the FMO or his/her superior so that the Mngquma Municipality's insurers may be approached.
- (d) Any accident damage or third party claim received shall immediately be submitted to the FMO.
- (e) Any damage made to the Mngquma Municipality vehicle as a result of an accident involving another vehicle or animal/s or any object, shall be reported to the FMO who in turn shall report it to the CFO and MM.
- (f) Upon admission of complete liability in the accident report a driver of the Mngquma Municipality vehicle involved in the accident shall be given an option to personally bear all repair costs.

17.8 Accident Investigation.

In the event of an accident involving a municipal vehicle the MM shall designate a person to undertake the following duties:-

- (a) Investigate the vehicle accident and gather all documentary, photographic and other evidence that may be relevant to the case.
- (b) May conduct an inspection of the accident scene.

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- (c) Shall objectively advise the MM and the relevant HOD of the circumstances of any vehicle accident and, based on available evidence, whether any further action is recommended in each case.
- (d) May interview the driver, assessor, third party or any other person with information relevant to the accident.
- (e) Request witnesses to make a verbal/written statement about the accident.
- (f) Probe the nature of the trip and granting of authority to the driver.
- (g) Shall after completing an investigation on each accident case draw up and submit a report to the MM and relevant HOD formatted as follows:-
 - Introduction
 - Statement of case
 - Findings
 - Recommendations
 - Signature

17.9 Framework for Remedial Actions.

- (a) All remedial and corrective actions will be subject to and governed by the Mquma Municipality's disciplinary procedure.
- (b) The following structure of progressive imposition of fines on drivers who have been found partly or mainly responsible for the occurrence of the accident involving a Mquma Municipality vehicle through direct or indirect means, shall be adhered to:-

TABLE OF FINES

RATE OF DAMAGE (%)	RATE OF FINE ®
0 - 10	50
11 - 20	1.000
21 - 30	1.500
31 - 40	2.000
41 - 50	2.500
51 - 60	3.000
61 - 70	3.500
71 - 80	4.000
81 - 90	4.500
91 - 100	5.000

- (c) These represent minimum fines. Should the cost of repairs be less than the amounts shown above, the amount of the fine will not exceed the total cost of repairs. The rate of damage shall be determined as follows:-

$$\frac{\text{Approved cost of repairs}}{\text{Trade-in value}} \times \frac{100}{1}$$

- (d) These fines may be imposed in addition to any sanction, which a disciplinary hearing may decide upon.
- (e) The fine is payable by means of deduction from an employee's salary over a period not longer than 6 months.
- (f) The Mquma Municipality employee shall sign an acknowledgement of debt in which the time frame for the payment of the fine shall also be captured.

17. THEFT OF VEHICLES

- 18.1 In the event of a theft of a municipal vehicle, the driver is required to notify the S.A. Police Services and the FMO, CFO and relevant HOD who shall immediately inform the MM thereof.
- 18.2 The driver shall also be responsible for obtaining a C.R. reference number from the S.A. Police Services which number shall be conveyed to the FMO and CFO for insurance claim purposes.
- 18.3 The driver of a municipal vehicle is not entitled to compensation from the Council in respect of personal property stolen from or conveyed in a municipal vehicle and shall bear sole responsibility for such loss.
- 18.4 All moneys received by the Council as a result of an insurance claim shall be paid into the Revenue Fund of the Council and may not be used to purchase a replacement vehicle unless the Council directs otherwise and after obtaining all approvals to incur such expenditure.

18. LEASED VEHICLES

In the event of the Council not being in a position to satisfy the transportation needs of any Department, suitable transport may be leased by the MM from a private vehicle lease company or agency at the most competitive rate and on a short-term basis.

The driver of a leased vehicle shall treat such vehicle as a vehicle owned by the Council or under its control and shall exercise due diligence to ensure that operating and other costs are kept to a minimum.

19. TRAFFIC OFFENCES

The driver of a municipal vehicle shall diligently obey all traffic laws and shall be responsible for the payment of all traffic fines which may be attributable to his or her negligence.

The Council may, in its sole discretion, financially assist a driver convicted of a road traffic offence with the payment of a fine or provide legal assistance to enable a driver to defend a criminal or civil claim against him or her in a court of law.

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21. PROHIBITED ACTS

- 21.1 No employee of the Council not in possession of a valid driver's license of the required Code shall drive or be permitted to drive a municipal vehicle.
- 21.2 No employee of the Council shall drive or be permitted to drive a municipal vehicle whilst under the influence of liquor or drugs.
- 21.3 No employee of the Council shall drive or be permitted to drive an unlicensed vehicle of the Council.
- 21.4 No employee of the Council shall be permitted to convey or transport the goods and/or property of other persons whether for reward or not in a municipal vehicle.
- 21.5 No employee of the Council shall be entitled to use fuel or oil supplies of the Council in his/her own private vehicle or vehicles or in the private vehicle or vehicles of another person.
- 21.6 Fuel and oil supplies of the Council may only be issued to State, Provincial and other governmental or non-governmental bodies with the express consent of the MM or the CFO and on a full cost recovery basis and with due regard to legal requirements.

22. VIOLATION AND ENFORCEMENT OF TRANSPORT POLICY

- 22.1 A violation of this policy may lead to disciplinary action being instituted against an employee of the Council.
- 22.2 An employee found guilty of violating this policy may also be suspended from using a municipal vehicle.
- 22.3 The MM, HOD's, FMO & Provincial Traffic Officers, Security Officers of the Council or Security Officers from a private company appointed by the Council and S.A. Police Services officers are authorized to impound/confiscate vehicles driven without proper authorization.
- 22.4 If the driver fails to produce the required documentation as proof of authorization to use the vehicle, the vehicle shall be confiscated and impounded forthwith.

- 22.5 Members of the South African Police Services and/or Municipal and Provincial Traffic Officers and/or law enforcement officers of the Council are hereby authorized to apprehend and charge employees and Political Office Bearers of the Council who contravene the contents of this policy in cases where such contravention amounts to a criminal offence and in particular theft and fraud.

23. REPORTS BY FMO

- 23.1 The FMO shall, through the CFO on a monthly basis, provide the MM with a written report containing details of:
- (a) the vehicles in the ownership or control of the Council;
 - (b) the vehicles allocated to various departments of the Council;
 - (c) the mileage travelled by vehicles during the previous month;
 - (d) the fuel consumption of the vehicles used during the month and the cost of such fuel;
 - (e) the cost of repairs and maintenance to vehicles which costs shall be itemised per vehicle;
 - (f) accidents involving municipal vehicles;
 - (g) incidents of theft of municipal vehicles;
 - (h) problems associated with the provision of official transport by the Council;
 - (i) disciplinary action taken against employees in respect of a contravention of this policy.
- 23.2 The FMO shall, on a monthly basis, provide the CFO with a return authorized and signed details of the trips undertaken by employees in municipal vehicles allocated to Departments of the Council, the mileage travelled, the costs involved and the purpose of such trips.
- 23.3 The CFO shall, on the basis of the information provided by the FMO in terms of Paragraph 23.2 charge the various expenditure votes of the Council with the transportation charges of the Departments of the Council.
- 23.4 Unless otherwise directed by the Council, charges allocated to the Departments shall be at Department of Transport rates.

24. IMPLEMENTATION PROVISIONS

- 24.1 In the event of misconception, misinterpretation and misunderstanding of this policy, or any clause contained in this policy, the MM reserves the right to give an objective interpretation subject to appeal to Council who shall give a final judgement of the case.

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- 24.2 Any amendment of this policy shall be done upon submission of a comprehensive motivation by the MM to the Mquma Council which will be entrusted with absolute powers of amending or annulling this policy.
- 24.3 It shall be incumbent upon the Mquma Council to take proper action that does not deviate from the enshrined order of this policy where this policy falls short, or does not provide a mechanism or a framework for addressing any matter or issue pertaining to the mission of this policy, in order to give effect to the objectives of this policy in particular and to the interests of the Mquma Municipality in general.
- 24.4 Notwithstanding the contents of this policy the MM shall have discretionary authority to waive any clause of this policy provided that it is in the best interests of the Mquma Municipality to do so.

25. AUTHENTICATION

Adopted by Council on the 28 JUNE 2010

as per Resolution Number SCM5/10/006.3

Sign-Off

Executive Mayor



Municipal Manager

28 June 2010

MNQUMA LOCAL MUNICIPALITY



REVIEWED PROPERTY RATES POLICY

Budget and Treasury Directorate
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1. LEGISLATIVE CONTEXT

- 1.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004), which specifically provides that a municipality must adopt a Rates Policy.
- 1.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.
- 1.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) a municipality in accordance with-
- a. Section 2(1), may levy a rate on property in its area; and
 - b. Section 2(3), must exercise its power to levy a rate on property subject to-
 - i. Section 229 and any other applicable provisions of the Constitution;
 - ii. the provisions of the Property Rates Act and the regulations promulgated in terms thereof; and
 - iii. the rates policy.
- 1.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property.
- 1.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.
- 1.6 This policy must be read together with, and is subject to the stipulations of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) and any regulations promulgated in terms thereof.

2. DEFINITIONS

- 2.1 "Act" means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
- 2.2 "Agent", in relation to the owner of a property, means a person appointed by the owner of the property-
- (a) to receive rental or other payments in respect of the property on behalf of the owner; or
 - (b) to make payments in respect of the property on behalf of the owner;

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- 2.3 **"Agricultural purpose"** in relation to the use of a property, includes the use (of a property for the purpose of eco-tourism or for the trading in or hunting of game);
- 2.4 **"Annually"** means once every financial year;
- 2.5 **"Category"**
- (a) in relation to property, means a category of properties determined in terms of Section 7 of this policy; and
 - (b) in relation to owners of properties, means a category of owners determined in terms of Section 8 of this policy.
- 2.6 **"Child-headed household"** means a household where the main caregiver of the said household is younger than 18 years of age. Child-headed household means a household headed by a child as defined in the section 28(3) of the Constitution.
- 2.7 **"Definitions, words and expressions"** as used in the Act are applicable to this policy document where ever it is used;
- 2.8 **"Indigent"** means a person as determined by the adopted indigent policy of the municipality.
- 2.9 **"Land reform beneficiary"**, in relation to a property, means a person who -
- (a) acquired the property through -
 - (i) the Provision of Land and Assistance Act, 1993 (Act No. 126 of 1993); or
 - (ii) the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994);
 - (b) holds the property subject to the Communal Property Associations Act, 1996 (Act No 28 of 1996);
 - (c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25(6) and (7) of the Constitution (Act No.108 of 1996) be enacted after this Act has taken effect;
- 2.10 **"Land tenure right"** means an old order right or a new order right as defined in section 1 of the Communal Land Rights Act, 2004 (Act No.11 of 2004);
- 2.11 **"Municipality"** means the Municipality of Mngquma;
- 2.12 **"Newly Rateable property"** means any rateable property on which property rates were not levied before the end of the financial year preceding the date on which this Act took effect, excluding –
- (a) a property which was incorrectly omitted from a valuation roll and for that reason was not rated before that date; and
 - (b) a property identified by the Minister by notice in the Gazette where the phasing-in of a rate is not justified;

2.13 **"Owner"**-

- (a) in relation to a property referred to in paragraph (a) of the definition of "property", means a person in whose name ownership of the property is registered;
- (b) in relation to a right referred to in paragraph (b) of the definition of "property", means a person in whose name the right is registered;
- (c) in relation to a land tenure right referred to in paragraph (c) of the definition of "property", means a person in whose name the right is registered or to whom it was granted in terms of legislation; or
- (d) in relation to public service infrastructure referred to in paragraph (d) of the definition of "property", means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled", provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:-
 - (i) a trustee, in the case of a property in a trust excluding state trust land;
 - (ii) an executor or administrator, in the case of a property in a deceased estate;
 - (iii) a trustee or liquidator, in the case of a property in an insolvent estate or in
 - (iv) a judicial manager, in the case of a property in the estate of a person under
 - (v) a curator, in the case of a property in the estate of a person under curatorship;
 - (vi) a person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
 - (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it; or
 - (viii) a buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

2.14 **"Privately owned towns serviced by the owner"** means single properties, situated in an area not ordinarily being serviced by the municipality, divided through sub division or township establishment into (ten or more) full title stands and/ or sectional units and where all rates related services inclusive of installation and maintenance of streets, roads, sidewalks, lighting, storm water drainage facilities, parks and recreational facilities are installed at the full cost of the developer and maintained and rendered by the residents of such estate.

2.15 **"Property"** means -

- (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or
- (d) public service infrastructure.

2.16 **“Public service infrastructure”** means publicly controlled infrastructure of the following kinds:

- (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
- (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
- (c) power stations, power substations or power lines forming part of an electricity scheme serving the public;
- (d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
- (e) railway lines forming part of a national railway system;
- (f) communication towers, masts, exchanges or lines forming part of a communications system serving the public;
- (g) runways or aprons at national or provincial airports;
- (h) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
- (i) any other publicly controlled infrastructure as may be prescribed; or
- (j) rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i);

2.17 **“Residential property”** means improved property that:-

- (a) is used predominantly (60% or more) for residential purposes including any adjoining property registered in the name of the same owner and used together with such residential property as if it were one property. Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes.
- (b) Is a unit registered in terms of the Sectional Title Act and used predominantly for residential purposes.
- (c) Is owned by a share-block company and used solely for residential purposes.
- (d) Is a residence used for residential purposes situated on property used for or related to educational purposes.
- (e) Retirement schemes and life right schemes used predominantly (60% or more) for residential purposes.

And specifically exclude hostels, flats, old age homes, guest houses and vacant land irrespective of its zoning or intended use.

3. POLICY PRINCIPLES

- 3.1 Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality's valuation roll and supplementary valuation roll.
- 3.2 As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property as contemplated in clause 7 and 8 of this policy. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an individual basis.
- 3.3 There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation and in accordance with clause 16 of this policy.
- 3.4 In accordance with section 3(3) of the Act, the rates policy for the municipality is based on the following principles:
- (a) Equity
The municipality will treat all ratepayers with similar properties in the area the same.
 - (b) Affordability
The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions, rebates and cross subsidy from the equitable share allocation.
 - (c) Sustainability
Rating of property will be implemented in a way that:
 - i. it supports sustainable local government by providing a stable and buoyant revenue source within the discretionary control of the municipality;
 - ii. Supports local, social and economic development; and
 - iii. Secures the economic sustainability of every category of ratepayer.
 - (d) Cost efficiency
Rates will be based on the value of all rateable property and will be used to fund community and subsidised services after taking into account profits generated on refuse removal; rental of municipal properties and traffic fines and the amounts required to finance exemptions, rebates reductions .

4. OBJECTIVES AND SCOPE OF THE POLICY

4.1 OBJECTIVES

- o To ensure certainty and clarity as to amounts payable in respect of property rates;
- o To ensure the promotion of efficient, economic and effective use of resources;
- o To promote development and endeavour to attract investment for job creation;
- o To spread the rates burden impartially, fairly, equitably and without bias;
- o To create an opportunity for public participation in policy making;
- o To contribute towards the accountability of the municipality;
- o To contribute towards the transparency of the municipality;
- o To contribute towards the financial sustainability of the municipality;

4.2 SCOPE

- o This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

4.2.1 Determining the rate on property, exemptions, rebates and reductions

The Council of the municipality has to annually consider:

- The impact of rates on the community;
- The impact of rates on businesses;
- The impact of rates on agriculture;
- The impact of rates on industry;
- The current economic climate;
- The Integrated Development Plan (IDP) of the municipality;
- The Financial Plan of the municipality;

5. APPLICATION OF THE POLICY

- 5.1 In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

6. PRINCIPLES APPLICABLE TO FINANCING OF SERVICES

- 6.1 The municipal manager or his/her delegate must, subject to the guidelines provided by the National Treasury and the council of the municipality, make provision for the following classification of services:-

- (a) Economic services
 - i. Refuse removal.

- (b) Community and subsidised services

These include all those services ordinarily being rendered by the municipality excluding those mentioned in 6.1 (a).

- i. Air pollution;
- ii. Fire fighting services;
- iii. Local tourism;
- iv. Municipal planning;
- v. Municipal public works, only in respect of the needs of municipalities in the discharge of their responsibilities and to administer functions specially assigned to them under the Constitution or any other law;
- vi. Storm water management system
- vii. Trading regulations;
- viii. Fixed billboards and the display of advertisements in public places;
- ix. Cemeteries;
- x. Control of public nuisances;
- xi. Control of undertakings that sell liquor to the public;
- xii. Township development;
- xiii. Facilities for accommodation, care and burial of animals;
- xiv. Fencing and fences;
- xv. Licensing of dogs;
- xvi. Licensing and control of undertakings that sell food to the public;
- xvii. Local amenities;
- xviii. Local sport facilities;
- xix. Municipal parks and recreation;
- xx. Municipal roads;
- xxi. Noise pollution;
- xxii. Pounds;
- xxiii. Public places;
- xxiv. Street trading/street lighting;
- xxv. Traffic and parking;
- xxvi. Building control;
- xxvii. Licensing of motor vehicles and transport permits;

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xxviii. Nature reserves;

xxix. Forestry;

d. Subsidized services

i. Health and ambulance;

ii. Libraries and museums;

iii. Proclaimed roads.

6.2 Trading and economic services as referred to in clause (a) must be ring fenced and financed from service charges while community and subsidised services referred to in clause (b) will be financed from surpluses on trading and economic services, regulatory fees, rates and rates related income.

Expenditure will be classified in the following categories:

- a) Employee related costs – wages and salaries;
- b) Remuneration of councilors;
- c) Working capital reserve;
- d) Collection costs;
- e) Depreciation;
- f) Repairs and Maintenance;
- g) Interest expense – external borrowings;
- h) Redemption payments;
- i) Bulk purchases;
- j) Contracted services;
- k) Grants and subsidies given;
- l) General expenses (other)
- m) Deficit on sale of assets.
- n) Internal transfers

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6.3 Income will be classified in the following categories:

- a. Property rates;
- b. Penalties imposed;
- c. User charges for services;
- d. Regional service levies;
- e. Rental of services and facilities;
- f. Interest earned;
- g. Dividends received;
- h. Fines;
- i. Licenses and permits;
- j. Capital grants;
- k. Operating grants and subsidies;
- l. Other income;
- m. Surplus on sale of assets.

6.4 Cost centers will be created to which the costs associated with providing the service can be allocated-

by Directorate;

by Section/service; and

by Division/service.

7. CATEGORIES OF PROPERTY

7.1 Different rates may be levied in respect of the following categories of rateable properties and such rates will be determined on an annual basis during the compilation of the annual budget:-

7.1.1 Residential properties;

7.1.2 Industrial properties;

7.1.3 Business properties;

7.1.4 Farms;

7.1.5 Small Holdings;

7.1.6 State owned properties;

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7.1.7 Municipal properties;

7.1.8 Churches;

7.1.9 Vacant Sites.

7.2 In determining the category of a property referred to in 7.1 the municipality shall take into consideration the dominant use of the property, regardless the formal zoning of the property.

7.3 Properties used for multiple purposes shall be categorised and rated as provided for in section 9 of the Act and as more fully described in clause 9 of this policy.

8. CATEGORIES OF OWNERS

8.1 For the purpose of granting exemptions, reductions and rebates in terms of clause 11, 12 and 13 respectively the following categories of owners of properties are determined:-

- (a) Those owners who qualify and who are registered as indigents in terms of the adopted indigent policy of the municipality;
- (b) Those owners who do not qualify as indigents in terms of the adopted indigent policy of the municipality but whose total monthly income is less than the amount annually determined by the municipality in its budget;
- (c) Owners of property situated within an area affected by-
 - i. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002);
- (d) Owners of residential properties with a market value below the amount as determined annually by the council;
- (e) owners dependant on pensions or social grants for their livelihood;
- (f) Owners of properties situated in "privately owned towns" as referred to in clause 13.1 (b);
- (g) Owners of agricultural properties as referred to in clause 13.1 (c); and
- (h) Child headed families where any child of the owner or child who is a blood relative of the owner of the property, is responsible for the care of siblings or parents of the household.

9. PROPERTIES USED FOR MULTIPLE PURPOSES

9.1 Rates on properties used for multiple purposes will be levied as follows:-

- (a) In accordance with the "permitted use of the property".
- (b) In accordance with the "dominant use of the property" if (a) cannot be applied; or
- (c) In accordance with the "different uses" by apportioning the market value of a category of property to the different purposes for which the property is used if both (a) and (b) above cannot be applied.

10. DIFFERENTIAL RATING

10.1 Criteria for differential rating on different categories of properties will be according to:-

- (a) The nature of the property including its sensitivity to rating e.g. agricultural properties used for agricultural purposes.
- (b) The promotion of social and economic development of the municipality.

10.2 Differential rating among the various property categories will be done by way of setting different cent amount in the rand for each property category; and

10.3 by way of reductions and rebates as provided for in this policy document.

Items	Tariff
Residential property	0.023
Farm property as defined in Section 8(2) (d)(i) and 8 (2) (f) (i) of the Act (being Farm property used for agricultural purposes and smallholdings used for agricultural purposes)	0.006
Agricultural property used predominantly for commercial	0.028
Smallholdings used predominantly for commercial and / or industrial purposes	0.028
Business properties	0.028
Industrial properties	0.028
State owned properties	0.006
Municipal properties	0.000
Vacant Sites	0.028

Categories	Ratio in relation to residential property
Residential property	1:1
Farm property as defined in Section 8(2) (d)(i) and 8 (2) (f) (i) of the Act (being Farm property used for agricultural purposes and smallholdings used for agricultural purposes)	1: 0.25
Agricultural property used predominantly for commercial	1:1.2
Smallholdings used predominantly for commercial and / or industrial purposes	1: 1.2
Business properties	1: 1.2
Industrial properties	1:1.2
State owned properties	1:0.25
Municipal properties	1:0
Vacant Sites	1:1.2

11. EXEMPTIONS AND IMPERMISSIBLE RATES

11.1 The following categories of property are exempted from rates:-

(a) Municipal properties

Municipal properties are exempted from paying rates as it will increase the rates burden or service charges to property owners or consumers. However, where municipal properties are leased, the lessee will be responsible for the payment of determined assessment rates in accordance with the lease agreement.

(b) Residential properties

All residential properties with a market value of less than the amount as annually determined by the municipality are exempted from paying rates. **For the 2010/2011 financial year the maximum reduction is determined as R20 000.** The impermissible rates of R15 000 contemplated in terms of section 17(1) (h) of the Property Rates Act is included in the amount referred to above as annually determined by the municipality. The remaining R5 000 is an important part of the council's indigent policy and is aimed primarily at alleviating poverty.

(c) Public Service Infrastructure

Is exempted from paying rates as allowed for in the Act as they provide essential services to the community.

(d) Right registered against a property

Any right registered against a property as defined in clause 2.15(b) of this policy is exempted from paying rates.

11.2 Exemptions in clause 11.1 will automatically apply and no application is thus required.

11.3 Impermissible Rates: In terms of section 17(1) of the Property Rates Act the municipality may, inter alia, not levy a rate:-

(a) On those parts of a special nature reserve, national park or nature reserve within the meaning of the National Environmental Management: Protected Areas Act, 2003 (Act No. 57 of 2003) or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004, which are not developed or used for commercial, business, or residential agricultural purposes.

(b) On mineral rights within the meaning of paragraph (b) of the definition of "property" in section 1 of the Act.

(c) On a property belonging to a land reform beneficiary or his or her heirs, provided that this exclusion lapses ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds.

- (d) On a property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by an office-bearer of that community who officiates at services at that place of worship.

11.4 Public Benefit Organisations (PBO's)

Taking into account the effects of rates on PBOs performing a specific public benefit activity and if registered in terms of the Income Tax Act, 1962 (No 58 of 1962) for tax reduction because of those activities, Public Benefit Organizations may apply for the exemption of property rates. Public Benefit Organizations may include, inter alia:-

- (a) *Welfare and humanitarian*
For example PBOs providing disaster relief.
- (b) *Health Care*
For example PBO's providing counselling and treatment of persons afflicted with HIV and AIDS including the care of their families and dependents in this regard.
- (c) *Education and development*
For example PBO's providing early childhood development services for pre-school children.
- (d) *Sporting bodies*
Property used by an organization for sporting purposes on a non-professional basis:
- (e) *Cultural institutions*
Property used for purposes declared in terms of the Cultural Institutions Act, Act 29 of 1969 or the Cultural Institutions Act, Act 66 of 1989.
- (f) *Museums, libraries, art galleries and botanical gardens*
Property registered in the name of private persons, open to the public and not operated for gain.
- (g) *Animal welfare*
Property owned or used by organizations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.
- (h) *Cemeteries and crematoriums*
Property used for cemeteries and crematoriums.
- (i) *Welfare institutions*
Properties used exclusively as an orphanage, non-profit retirement villages, old age homes or benevolent/charitable institutions, including workshops used by the inmates, laundry or cafeteria facilities; provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the municipality.
- (j) *Charitable institutions*
Property owned or used by institutions or organizations whose aim is to perform charitable work on a not-for-gain basis.

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- 11.5 All possible benefiting organisations in clause 11.4 must apply annually for exemptions. All applications must be addressed in writing to the municipality by 31 August for the financial year in respect of which the rate is levied. If the exemption applied for is granted the exemption will apply for the full financial year.
- 11.6 Public benefit organisations must attach a SARS tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962) to all applications.
- 11.7 The municipality retains the right to refuse the exemption if the details supplied in the application form were incomplete, incorrect or false.
- 11.8 The extent of the exemptions implemented in terms of clauses 11.1 to 11.4 must annually be determined by the municipality and included in the annual budget.

12. REDUCTIONS

12.1 Reductions as contemplated in section 15 of the Act will be considered on an *ad-hoc* basis in the event of the following:-

12.1.1 Partial or total destruction of a property.

12.1.2 Disasters as defined in the Disaster Management Act, 2002 (Act 57 of 2002).

12.2 The following conditions shall be applicable in respect of clause 12.1:-

- a) all applications must be addressed in writing to the municipality in the prescribed application form;
- b) The municipal manager or his delegate must approve all applications;
- c) Applications must reach the municipality before the end of May 2010 prior the start of the new municipal financial year for which relief is sought;
- d) The municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.

13. REBATES

13.1. Categories of property

(a) Business, commercial and industrial properties

- i. The municipality may grant rebates to rateable enterprises that promote local, social and economic development in its area of jurisdiction. The following criteria will apply:-
 - a. job creation in the municipal area;
 - b. social upliftment of the local community; and

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- c. creation of infrastructure for the benefit of the community.
- ii. A maximum rebate as annually determined by the municipality will be granted on approval, subject to:-
 - a. a business plan issued by the directors of the company indicating how the local, social and economic development objectives of the municipality are going to be met;
 - b. a continuation plan issued by the directors and certified by auditors of the company stating that the objectives have been met in the first year after establishment and how the company plan to continue to meet the objectives; and
 - c. an assessment by the municipal manager or his delegate indicating that the company qualifies.
- iii. All applications must be addressed in writing to the municipality by 31 August for the financial year in respect of which the rate is levied. If the rebate applied for is granted the rebate will apply for the full financial year.

(b) Privately owned towns serviced by the owner

The municipality grants an additional rebate, to be determined on an annual basis, which applies to privately owned towns serviced by the owner qualifying as defined in clause 2.14 of this policy.

All applications must be addressed in writing to the municipality by 31 August for the financial year in respect of which the rate is levied. If the rebate applied for is granted the rebate will apply for the full financial year. For the 2010/2011 financial year the rebate is determined as 20%. In addition to this rebate the Council will also grant a rebate of an additional 10% on vacant stands not yet sold and transferred by the developer. Upon selling of such vacant stands the additional rebate will lapse on the date of transfer of the property into the name of the new owner.

(c) Agricultural property rebate

- i. When considering the criteria to be applied in respect of any exemptions, rebates and reductions on any properties used for agricultural purposes the municipality must take into account:-
 - a. the extent of rates related services rendered by the municipality in respect of such properties.
 - b. the contribution of agriculture to the local economy.
 - c. the extent to which agriculture assists in meeting the service delivery and developmental objectives of the municipality; and
 - d. the contribution of agriculture to the social and economic welfare of farm workers.
- ii. In terms of section 84 of the Act the Minister for Provincial and Local Government, and in concurrence with the Minister of Finance as required through section 19 of the Act, may determine that a rate levied by the Council on a category of non residential property may not exceed the ratio to the rate on residential property. In the absence of any such promulgation the municipality will apply the standard ratio for agricultural properties as 0.006 (75% rebate on the tariff for residential properties). For the 2010/2011 financial year the minister has promulgated a ratio of 1:0.25.

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- iii. An additional rebate (based on the total property value) of maximum 10% will be granted by the municipality in respect of the following:-
 - a. 2,5% for the provision of accommodation in a permanent structure to farm workers and their dependants.
 - b. 2,5% if these residential properties are provided with potable water.
 - c. 2,5% if the farmer for the farm workers electrifies these residential properties.
 - d. 2,5% for the provision of land for burial to own farm workers or for educational or recreational purposes to own farm workers as well as people from surrounding farms.
- iv. The granting of additional rebates is subject to the following:-
 - a. All applications must be addressed in writing to the municipality by 31 August 2010 indicating how service delivery and development obligations of the municipality and contribution to the social and economic welfare of farm workers were met. This application will be required as a once off requirement. Any new applications for the 2010/2011 financial year and onwards must be addressed in writing to the municipality by 31 August for the financial year in respect of which the rate is levied. If the rebate applied for is granted the rebate will apply for the full financial year and such application again regarded as a once off requirement.
 - b. Council reserves the right to send officials or its agents to premises/households receiving relief on annual basis for the purpose of conducting an on-site audit of the details supplied. The onus also rests on recipients to immediately notify Council of any changes in their original application.
 - c. The municipality retains the right to refuse the exemption if the details supplied in the application form were incomplete, incorrect or false.
- v. No other rebates will be granted to properties that qualify for the agricultural rebate. For the avoidance of doubt, properties that qualify for the agricultural rebate will not be entitled to the residential rate exemption as set out in clause 11.1(b) of this policy.

13.2 Categories of owners

Indigent owners and child headed families will receive a 100% rebate from payment of property tax:-

(a) Indigent owners

Owners who qualify and who are registered as indigents in terms of the adopted indigent policy of the municipality, regardless of the value of the property, will receive a 100% rebate from payment of property tax. If qualifying in terms of the indigent policy this 100% rebate will automatically apply and no further application is thus required by the owner.

(b) Child headed families

- i. Families headed by children will receive a 100% rebate for paying property tax, according to monthly household income. To qualify for this rebate the head of the family must:-

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- a. occupy the property as his/her normal residence;
 - b. not be older than 18 years of age;
 - c. still be a scholar or jobless; and
 - d. be in receipt of a total monthly income from all sources not exceeding two social grants combined.
- ii. The family head must apply on a prescribed application form for registration as a child headed household and must be assisted by the municipality with completion of the application form. If qualifying, this rebate will automatically apply and no further application is thus required.
- (c) Retired and Disabled Persons Rate Rebate
- i. Retired and Disabled Persons, not registered as indigents, qualify for special rebates according to monthly household income. To qualify for the rebate a property owner must:-
- a. occupy the property as his/her normal residence;
 - b. be at least 60 years of age or in receipt of a disability pension from the Department of Welfare and Population Development;
 - c. be in receipt of a total monthly income from all sources as annually determined by the municipality (including income of spouses of owner);
 - d. not be the owner of more than one property; and
 - e. provided that where the owner is unable to occupy the property due to no fault of his/her own, the spouse or minor children may satisfy the occupancy requirement.
- ii. Property owners must apply on a prescribed application form for a rebate as determined by the municipality. Applications must be accompanied by-
- a. a certified copy of the identity document or any other proof of the owners age which is acceptable to the municipality;
 - b. sufficient proof of income of the owner and his/her spouse;
 - c. an affidavit from the owner;
 - d. if the owner is a disabled person proof of a disability pension payable by the state must be supplied; and
 - e. if the owner has retired at an earlier stage for medical reasons proof thereof must be submitted.
- iii. All applications must be addressed in writing to the municipality by 31 August for the financial year in respect of which the rate is levied. If the rebate applied for is granted the rebate will apply for the full financial year. For the 2010/2011 financial year the total monthly income and corresponding rebate is determined as follows:-
- a. R0 to R2 200 per month - 100%.
- iv. The municipality retains the right to refuse the exemption if the details supplied in the application form were incomplete, incorrect or false.

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- 13.3 Properties with a market value below a prescribed valuation level of a value to be determined annually by the Municipality may, instead of a rate being determined on the market value, be rated a uniform fixed amount per property.
- 13.4 The extent of the rebates granted in terms of clauses 13.1 and 13.2 must annually be determined by the municipality and included in the annual budget.

14. PAYMENT OF RATES

- 14.1 The rates levied on the properties shall be payable:-
- (a) on a monthly basis; on or before the 15th of every month
 - (b) annually, before 30 September each year.
- 14.2 Rates payable on an annual basis will be subject to a discount of 5% if paid in full on or before 30 September of each year.
- 14.5 Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the Credit Control and Debt Collection Policy of the Municipality.
- 14.6 If a property owner who is responsible for the payment of property rates in terms of this policy fails to pay such rates in the prescribed manner, it will be recovered from him/her in accordance with the provisions of the Credit Control and Debt Collection By-law of the Municipality.
- 14.7 Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of section 28 and 29 of the Act and the Municipality's credit control and debt collection by-law.
- 14.8 Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.
- 14.9 In addition, where the error occurred because of false information provided by the property owner or as a result of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

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15. ACCOUNTS TO BE FURNISHED

- 15.1 The municipality will furnish each person liable for the payment of rates with a written account, which will specify:-
- (i) the amount due for rates payable,
 - (ii) the date on or before which the amount is payable,
 - (iii) how the amount was calculated,
 - (iv) the market value of the property, and
 - (v) rebates, exemptions, reductions or phasing-in, if applicable.
- 15.2 A person liable for payment of rates remains liable for such payment, whether or not such person has received a written account from the municipality. If the person concerned has not received a written account, he/she must make the necessary enquiries with the municipality.
- 15.3 In the case of joint ownership the municipality shall consistently, in order to minimise costs and unnecessary administration, recover rates from one of the joint owners only provided that it takes place with the consent of the owners concerned.

16. PHASING IN OF RATES

- 16.1 The rates to be levied on newly rateable property shall be phased in as explicitly provided for in section 21 of the Act.
- 16.2 The phasing-in discount on the properties referred to in section 21 MPRA shall be as follows:-
- First year : 75% of the relevant rate;
 - Second year : 50% of the relevant rate; and
 - Third year : 25% of the relevant rate.
- 16.3 No rates shall be levied on newly rateable properties that are owned and used by organisations conducting activities that are beneficial to the public and that are registered in terms of the Income Tax Act for those activities, during the first year. The phasing-in discount on these properties shall be as indicated below:-
- First year : 100% of the relevant rate;
 - Second year : 75% of the relevant rate;
 - Third year : 50% of the relevant rate; and
 - Fourth year : 25% of the relevant rate.

17. SPECIAL RATING AREAS

- 17.1 The municipality will, whenever deemed necessary, by means of a formal Council resolution determine special rating areas in consultation with the relevant communities as provided for in section 22 of the Act.

18. FREQUENCY OF VALUATION

- 18.1 The municipality shall prepare a new valuation roll at least every 4 (four) years;
- 18.2 In accordance with the Act the municipality, under exceptional circumstances, may request the MEC for Local Government and Housing in the province to extend the validity of the valuation roll to 5 (five) years.
- 18.3 Supplementary valuations may be done on a continual basis but at least on an annual basis.

19. REGISTER OF PROPERTIES

- 19.1 The municipality will compile and maintain a register in respect of all properties situated within the jurisdiction of the municipality. The register will be divided into Part A and Part B.
- 19.2 Part A of the register will consist of the current valuation roll of the municipality and will include all supplementary valuations done from time to time.

20 BY-LAWS TO GIVE EFFECT TO THE RATES POLICY

The municipality will adopt By-laws to give effect to the implementation of the Rates Policy and Such By-laws may differentiate between different categories of properties and different categories of owners of properties liable for the payment of rates.

21. FINAL ADOPTION

Council is the formulator of, and decision maker where, policies are concerned. The final approval of this policy rests with the Mnyama Local Council on recommendation of the Executive Mayor.

NP

22. IMPLEMENTATION AND REVIEW OF THIS POLICY

- a) This policy shall be implemented once approved by Council. All future levying of property rates must be made in accordance with this policy.
- b) In terms of section 17 (1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process.

23. AUTHENTICATION

The policy was adopted by council on the 28 JUNE 2010

as per resolution number SCM 5/10/006.3

Sign-off

EXECUTIVE MAYOR



N Pakade
MUNICIPAL MANAGER

28 June 2010

MNQUMA LOCAL MUNICIPALITY



RESOLUTION

Council Meeting date	:	28 June 2010
Resolution Number	:	SCM5/10/006.3
Subject	:	Adoption of Medium Term Revenue Expenditure Framework 2010-2013

During the Special Council Meeting held on the 28 June 2010, the Acting Executive Mayor presented to Council on the Medium Term Revenue Expenditure Framework for 2010-2012. She informed the Council that the Budget was presented in line with *Chapter 4, section 16(1) and Section 17(3) of the Municipal Finance Management Act, Act (Act No. 56 of 2003)*. She further reported that the total operating income budget amounts to R139, 860, 832.00 and a total expenditure amounts to R139, 858, 934 00 while capital budget has decreased to R45 059 100.00. After consideration of the report, it was unanimously

RESOLVED:-

1. That the final MTREF Circular 48 budget be approved.
2. That in terms of *Section 24 of the MFMA 56 of 2003*, the annual budget of the Municipality for the financial year 2010/2013 and capital appropriations are approved as set out in the following tables:-
 - 2.1 On the motion of Councillor Sweleni seconded by Councillor Ntanga moved for the approval of the Budgeted financial performance by standard classification of revenue of R139, 860. 832 and expenditure of R139, 858, 934 (A2 Circular 48).
 - 2.2 On the motion of Councillor Buqa seconded by Councillor Mampofu moved for the approval of the Budgeted financial performance by vote of revenue of R139, 860, 832 and expenditure of R139, 858, 934 (A3 Circular 48).

- 2.3 On the motion of Councillor Pikela seconded by Councillor Bomela moved for the approval of the Budgeted financial performance of revenue by source of R139, 860, 832 and expenditure by type of R139, 858, 934 (A4 Circular 48).
3. On the motion of Councillor Qwabe seconded by Councillor Lavis moved for the approval that the financial position, cash flow and service delivery targets are approved in the following tables:-
- 3.1 Budget financial position (A6 Circular 48)
 - 3.2 Budgeted cash flow (A7 Circular 48)
 - 3.3 Cash backed and accumulated surplus reconciliation (A8 Circular 48)
 - 3.4 Asset Management (A9 Circular 48)
 - 3.5 Basic services delivery measures (A10 Circular 48)
4. On the motion of Councillor Mampofu seconded by Councillor Sweleni moved for the approval in terms of *Section 24(2)(c) (i) of the MFMA Act 56 of 2003 and Section 74 and 75 of the Municipal Systems Act of 2000* as amended, the rates tariffs and services that were used to prepare the estimates of revenue by source for July 2010.
5. On the motion of Councillor Ponono seconded by Councillor Mgidlana moved for the approval in terms of *Section 5 of Property Rates Act 6 of 2004*, the amendment as set out in property rates policy.
6. On the motion of Councillor Makhwethu seconded by Councillor Hanabe moved for the approval in terms of *Section 24(2)(c) (iii) of the MFMA 56 of 2003* the measurable performance objectives for operating and capital budget by vote for each year of the MTREF as set out in supporting.
7. On the motion of Councillor Qwabe seconded by Councillor Nowanga moved for the approval of the following draft policies:-
- 7.1 Borrowing Policy
 - 7.2 Reviewed Budget Policy
 - 7.3 Cash Management Policy
 - 7.4 Reviewed Property Rates Policy
 - 7.5 Reviewed Indigent Policy
 - 7.6 Reviewed Tariff Policy
 - 7.7 Reviewed Transport Policy, and
 - 7.8 Reviewed Supply Chain Management Policy.
8. On the motion of Councillor Dube seconded by Councillor Mampofu moved for the approval of the free basic package as set out in the Budget.

This is to certify that this is an extract of what transpired during the Special Council Meeting held on the 28 June 2010

P. Cumming
Initials & Surname

[Signature]
Signature

09-07-2010
Date