

NEWCASTLE MUNICIPALITY																										
TOP LAYER SDBIP 2019/20-2021/22																										
FINANCIAL VIABILITY 2019/20																										
OSC REF NUMBER	OUTCOME 9	NATIONAL KPA	BACK TO BASICS PILLAR	IDP PRIORITY	GOAL/OBJECTIVES	STRATEGIES	KPI No. LINKED TO IDP/COST CENTER	KEY PERFORMANCE INDICATOR	KPI TYPE (INPUT, OUTPUT, OUTCOME, PROCESS)	UNIT OF MEASURE	BASELINE	TARGET QUARTER-ENDING 30 SEPTEMBER 2019	TARGET QUARTER-ENDING 31 DECEMBER 2019	MID-TERM STANDARD/ACCUMULATIVE/AVERAGE TARGET (1 JULY 2019-31 DECEMBER 2019)	TARGET QUARTER-ENDING 31 MARCH 2020	TARGET QUARTER-ENDING 30 JUNE 2020	ANNUAL STANDARD/ACCUMULATIVE/AVERAGE TARGET (1 JULY 2019-30 JUNE 2020)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	2019/20 BUDGET INFORMATION	SDBIP'S REFERENCE NO.	ANNUAL TARGET YR3	ANNUAL TARGET YR4	ANNUAL TARGET YR5	
TLSDBIP-FV001	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To improve access to basic services	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent are eligible for the support and to eradicate a culture of non payment	FV1.1.1	The percentage of households earning less than R1100 per month with access to the basic services; (R3500 as per the approved Newcastle Indigent Policy)	Output	Percentage (%)	19% (9000/48424*100)	19% (9000/48424*100)	19% (9000/48424*100)	19% (9000/48424*100)	19% (9000/48424*100)	19% (9000/48424*100)	19% (9000/48424*100)	Budget & Treasury Office	Quarterly	Quarter 1-4: Indigent register at end of quarter together with the number of residential stands is as per the valuation roll and calculation sheet	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT09	20% (18000/90347*100)	17% (15000/90347*100)	14% (13000/90347*100)	
TLSDBIP-FV002	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure implementation of capital programme	To ensure compliance with budget planning and implementation	FV2.1.1	The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the Municipality's Integrated Development Plan (IDP)	Output	Percentage (%)	90%	25%	50%	50%	80%	100%	100%	All departments	Quarterly	Quarter1-4:Year to date(Month-end)penditure reports from BTO.	Vote no: At capital projects Description: All capital projects Budget: R 207 118 720	BT01/CS1/TS1/ ED1	90%	90%	90%	
TLSDBIP-FV003	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To improve credit control processes by sending out sms, calling of defaulting customers excluding indigent customers	FV3.1.1	N/A	N/A	N/A	n/a	N/A	N/A	N/A	N/A	N/A	N/A	Budget & Treasury Office	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
TLSDBIP-FV004	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure effective and efficient billing and revenue collection processes.	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent account holders are eligible for the support	FV4.1.1	Annual review of the indigent register by 30 June 2020	Output	Verification Report	Annual review of the indigent register by 30 June 2019	Annual review of the register by a third party (service provider)	Conduct indigent review processes based on the outcome of the third party (Service provider) review (50% of the indigents)	Annual Review of the register by a third party (service provider) and Conduct indigent review processes based on the outcome of the third party (Service provider) review (50% of the indigents)	Conduct indigent review processes based on the outcome of the third party (Service provider) review (50% of the indigents)	Annual review of the indigent register by 30 June 2020	Annual review of the indigent register by 30 June 2020	Budget & Treasury Office	Quarterly	Quarter1: Verification report including methodology used and item submitted to PFSC. Quarter 2 and 3: Proof of sms sent out to indigents/confirmation written slips and monthly registration and re-registration report submitted to PFSC. Quarter 4: Reviewed indigent register and - PFSC Minutes.	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT07	An annual review of the indigent register performed at 30 June 2020	An annual review of the indigent register performed at 30 June 2021	An annual review of the indigent register performed at 30 June 2022	
TLSDBIP-FV005	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent account holders are eligible for the support	FV5.1.1	Increase of payment factor by 2 percentage basis point by 30 June 2020 (2% of the baseline)	Output	Percentage (%)	2%	0,5%	0,5%	1,0%	0,5%	0,5%	2%	Budget & Treasury Office	Quarterly	Quarter 1-4: Payment factor report submitted to finance Portfolio Committee and portfolio minutes	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT08	83%	85%	87%	
TLSDBIP-FV006	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	Eradication of the culture of non-payment;	FV5.2.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Budget & Treasury Office	N/A	N/A	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	N/A	100%	100%	100%	
TLSDBIP-FV007	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Achieve Value for money	To have an effective Supply Chain Management system in place;	FV6.1.1	Approved 2020/21 annual procurement plan by June 2020 by the Municipal Manager	Output	Procurement plan aligned to the approved budget	Approved 2019/20 annual procurement plan by June 2019 by the Municipal Manager	Manco workshop for the compilation of the procurement plan	Drafting of the Procurement Plan	Draft Procurement Plan	Reviewed Procurement Plan to be in line with the approved adjustment-budget and approved by the Municipal Manager	Approved 2019/20 annual procurement plan by June 2020 by the Municipal Manager	Approved 2020/21 annual procurement plan by June 2020 by the Municipal Manager	Budget & Treasury Office	Quarterly	Quarter 1: Minutes and registers from the Manco workshop Quarter 2: Draft Procurement plan Quarter 3: Approved Procurement Plan aligned to the adjustment budget by Municipal Manager Quarter 4: Approved procurement plan aligned to the 2020/21 budget by the Municipal Manager	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT02	a) Develop and maintain an efficient Annual Procurement Plan;	a) Develop and maintain an efficient Annual Procurement Plan;	a) Develop and maintain an efficient Annual Procurement Plan;	
TLSDBIP-FV008	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound financial management; and	Sound Financial Management/ Viability	revenue enhancement	To report on the implementation of the Revenue Enhancement Strategy.	FV6.1.2	Quarterly reporting on Revenue Enhancement Strategy	Output	Report to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Manco workshop for the Revenue Enhancement Strategy	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Budget & Treasury Office	Quarterly	Quarter 1: Minutes and registers of Manco workshop Quarter 2-4: Revenue enhancement strategy, plan, Progress report and calculation sheet	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT06	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	Quarterly reporting on Revenue Enhancement Strategy to PFSC	
TLSDBIP-FV009	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Achieve Value for money	To have an effective Supply Chain Management system in place.	FV6.2.1	Percentage implementation of the procurement plan per quarter	Output	Percentage (%)	100% Implementation of the procurement plan	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	Budget & Treasury Office	Quarterly	Quarter 1-4: Procurement plan progress report with calculation sheet, minutes of Bid committees (BSC/BEC/BAC) and appointment letters to service providers	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT03	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	100% Implementation of the procurement plan.	
TLSDBIP-FV010	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	Review the financial policies to ensure sound financial and fiscal management and good governance	FV7.1.1	Number of Financial policies reviewed and approved by May 2020: 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy 16. Cost containment policy	Output	Council resolution and Approved policies	16 Finance policies approved by 30 May 2019	Consultation with all departments through a MANCO Workshop	Submission of the Draft Policies to PFSC	Draft financial policies	16 draft policies submitted to council by 31 March 2020 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy 16. Cost containment policy.	16 draft policies submitted to council by 31 March 2020 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy 16. Cost containment policy.	Approved 16 Financial policies	Budget & Treasury Office	Quarterly	Quarter1: minutes and registers for Manco workshop Quarter 2: PFSC minutes and registers Quarter 3: Council resolution and approved draft policies Quarter 4: Council resolution and approved final policies	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT013	Financial policies reviewed by May 2021: 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy	Financial policies reviewed by May 2021: 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy	Financial policies reviewed by May 2022: 1. Provision for double debt and debtors write-off policy. 2. Tariff policy 3. Rates policy 4. Indigent policy 5. Customer care, Credit control, and Debt collection policy 6. Budget policy 7. Virement policy 8. Petty cash policy 9. Short Term insurance 10. Fund & Reserve policy 11. Cash management and Investment policy 12. Borrowing policy 13. Loss control policy 14 Asset management policy 15 SCM Policy	
TLSDBIP-FV011	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Revenue enhancement	Facilitate the annual Review of the Revenue Enhancement Strategy	FV8.1	Annual Review and Approval of Revenue Enhancement Strategy by Council	Output	Council Minutes and Approved Revenue Enhancement Strategy	Reviewed the Revenue Enhancement Strategy by June 2019	Consultation with all departments through a MANCO Workshop	Submission of the Draft Revenue Enhancement Strategy to PFSC	Draft Revenue Enhancement strategy	Workshop to council on the Draft Revenue Enhancement Strategy	Annual Review and Approval by Council of the Revenue Enhancement Strategy by June 2020	Annual Review and Approval by Council of the Revenue Enhancement Strategy by June 2020	Budget & Treasury Office	Quarterly	Quarter 1: MANCO minutes Quarter 2:PFSC minutes Quarter 3: The reviewed strategy and action plans. Quarter 4: Council resolution and approved Revenue Enhancement Strategy	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT04	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	Annual review of the Revenue Enhancement Strategy and continuous monitoring thereof	
TLSDBIP-FV012	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.1	N/A	N/A	N/A	n/a	N/A	N/A	N/A	N/A	N/A	N/A	Budget & Treasury Office	N/A	N/A	N/A	N/A	100%	N/A	N/A	
TLSDBIP-FV013	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.2	Percentage compliance with MFMA reporting obligations as per MFMA calendar	Output	Percentage (%)	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	100% compliance with MFMA reporting obligations as per MFMA calendar	Budget & Treasury Office	Quarterly	1. S71: submit monthly report to the mayor - proof of submission to the Mayor 2. S52d: submit quarterly report on the budget implementation and financial state within 30 days after the end of each quarter -proof of submission to the Mayor 3. S72: submit a report on the budget performance assessment by 31 January each year (mid-year review) - Council resolution 4. S28: Tabling and approval of the adjustments budget to council by 28 February each year. - Council resolution 5. S24 (b) Submit adjustments budget to the Provincial and National Treasuries - Email correspondence 6. S126 Submit AFS to the Auditor General by 31 August of each year. - Proof of submission to AG 7. S22: Table in council the draft budget and all supporting documents by 31 March each year. - Council resolution 8. S16 (1): Approve the annual budget by council resolution 9. S53 (1) (c) (d): Submit the approved budget to the National and Provincial Treasury within 10 working days of approval - Email correspondence 10. S9 (b): Submit all bank account details to the provincial treasury, National Treasury and AG by 30 June each year - Email correspondence	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT05	Approved annual budget for 2020/21	Approval of Adjustment Budget by 28 February 2021 and Approved annual budget for 2021/22	Approval of Adjustment Budget by 28 February 2022 and Approved annual budget for 2022/23	
TLSDBIP-FV014	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.3	N/A	n/a	N/A	n/a	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	n/a	Approval of Adjustment Budget by 28 February 2020	N/A	N/A	N/A
TLSDBIP-FV015	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.4	Financial viability in terms of debt coverage within the financial year	Output	Percentage (%)	5%	5%	5%	5%	5%	5%	5%	Budget & Treasury Office	Quarterly	Quarter 1-4: Loan repayment schedule and Section 71 Reports	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT010	5%	4%	4%	
TLSDBIP-FV016	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.5	Financial viability in terms of cost coverage within the financial year	Output	Month	1 Month	1 Month	1 Month	1 Month	1 Month	1 Month	1 Month	Budget & Treasury Office	Quarterly	Quarter 1-4: Bank Statement, Investment Schedule and Section 71 Reports	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT011	2 Month	2 Month	2 Month	
TLSDBIP-FV017	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure efficient and effective implementation of financial internal controls	FV9.1.6	Financial viability in terms of outstanding service debtors	Output	Percentage (%)	88%	95%	95%	95%	95%	95%	95%	Budget & Treasury Office	Quarterly	Quarter1-4: Calculation support proof of total receipts for the year and the total debtors outstanding at year end (Audited AFS)	Vote no: 10200010105 Description: Salaries Budget: R44 031 240	BT012	78%	76%	75%	
TLSDBIP-FV018	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To ensure sound financial and fiscal management and good governance	To ensure compliance with the roll out of MSCOA	FV9.2.1	N/A	N/A	N/A	n/a	N/A	N/A	N/A	N/A	N/A	N/A	Budget & Treasury Office	N/A	N/A	N/A	N/A	100% Compliance with MSCOA assessment by National Treasury as per quarterly requirements	N/A	N/A	N/A
TLSDBIP-FV019	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Improve the payment factor by at least 2 percentage basis points annually (by June of every year)	To promote and / improve indigent subsidy and / benefit by ensuring that all indigent account holders are eligible for the support	5.1.2 PAGE 469	Purchase of Furniture and Equipment by December 2019 and June 2020	Output	Reports	New KPI	Draft specification, approval of BSC, BEC and BAC	Purchase and delivery of furniture and equipment by December 2019	Purchase and delivery of furniture and equipment by December 2019	N/A	N/A	Purchase and delivery of furniture and equipment by December 2019	Budget & Treasury Office	Quarterly	Quarter 1: BSC, BEC and BAC minutes Quarter 2: Invoice and delivery note	Vote no: 70200015021 Description: Furniture and Equipment Budget: R1,880 000	BT014	N/A	N/A	N/A	
TLSDBIP-FV020	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To purchase tools of trade for the use by staff members and councillors of the municipality	To purchase light delivery motor vehicle	Cost centre: 200	Purchase of light delivery vehicle by December 2019	Output	Reports	New KPI	Compile specification, advertise bid, evaluate the Bid, Bids will serve at BEC	BAC meeting - Award the BID by issuing the provincial appointment letter, final appointment letter, Payment and delivery of the Vehicle.	BAC meeting - Award the BID by issuing the provincial appointment letter, final appointment letter, Payment and delivery of the Vehicle.	N/A	N/A	Purchase of light delivery vehicle by December 2019	Budget & Treasury Office	Quarterly	Quarter 1: Bid specification minutes, advertisement report and bid evaluation committee minutes. Q2: BAC minutes, provincial appointment letter, final appointment letter, Invoice and delivery Note	Vote no:70200103721 Description: Light Delivery Vehicle Budget: R250 000	BT015	N/A	N/A	N/A	

TLSD01P-FV021	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	To erect our own municipal offices within the municipal buildings at Madadeni as a cost effective measure to improve the financial situation by avoiding unnecessary expenditure.	Construction of municipal offices	Cost centre: 201	Construction of Madadeni Cashiers Office	Output	Reports	New KPI	Compile specification ; advertise bid	BEC meeting, BAC meeting ; Award the BID by issuing the provincial appointment letter, final appointment letter	BEC meeting, BAC meeting ; Award the BID by issuing the provincial appointment letter, final appointment letter	Site establishment and foundation, Brick work, roofing and internal plastering	Plumbing, electricity and internal finishes, handover the building to BTO department by technical services and provide practical certificate	Madadeni Cashiers Office Built.	Budget & Treasury Office	Quarterly	Quarter 1: Bid specification minutes, advertisement Q2 evaluation report and bid evaluation committee minute, BAC minutes, provincial appointment letter, final appointment letter Q3 Progress report Q4 Progress report, handover certificate and practical certificate	Cost no: 70200104721 Description: Madadeni Cashiers Office Budget: 600 000	BTO16	N/A	N/A	N/A
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