

NEWCASTLE MUNICIPALITY																	
TOP LAYER SDBIP 2020/21- 2021/22																	
FINANCIAL VIABILITY 2020/21																	
DEPARTMENTAL SDBIP REFERENCE NUMBER	TLSDDBIP-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 2020	TARGET QUARTER-ENDING 31 DECEMBER 2020	MID-TERM STARNDARD/ACCUMULATIVE/AVARAGE TARGET (1 JULY 2020-31 December 2020)	TARGET QUARTER-ENDING 31 MARCH 2021	TARGET QUARTER-ENDING 30 JUNE 2021
FV001	TLSDDBIP-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 free basic services; (R3500 as per the approved Newcastle Indigent Policy)	Output	Percentage (%)	19% (9000/48424*100)	20% (10000/49329*100)	20% (10000/49329*100)	20% (10000/49329*100)	20% (10000/49329*100)	20% (10000/49329*100)
FV002	TLSDDBIP-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 (%)	70%	13%	40%	40%	77%	100%
FV005	TLSDDBIP-FV005	Output 6: Administrative and financial capability.	Municipal Financial Viability and Management	Sound Financial Management; and	Sound Financial Management/ Viability	Improve the quality of credit control and the quality of revenue management	To ensure effective and efficient billing and revenue collection processes in order to achieve the norm of 95% which has been set by National Treasury.	FV3.1.1	Quarterly percentage of collection rate	Output	Percentage (%)	85%	85,5%	86,0%	86,0%	86,5%	87%
FV007	TLSDDBIP-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;	FV4.1.1	Approval of 2021/22 annual procurement plan by June 2021 by the Municipal Manager	Output	Reports	Approved 2020/21 annual procurement plan by June 2020 by the Municipal Manager	Manco workshop for the compilation of the procurement plan (expected number of projects to be submitted to SCM per quarter) (THE PRE-DETERMINED BID COMMITTEE SITTINGS PER MONTH MAY BE USED TO ASSESS PERFORMANCE)	Drafting of the Procurement Plan (expected number of projects to be submitted to SCM per quarter)	Drafting of the Procurement Plan (expected number of projects to be submitted to SCM per quarter)	Review Procurement Plan to ensure that it conforms with the approved adjustment-budget and approved by the Municipal Manager	Approved 2020/21 annual procurement plan by June 2020 by the Municipal Manager (Assessment of Annual Performance in terms of achieving the desired procurement plan targets)
FV008	TLSDDBIP-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.	FV4.1.2	Quarterly submission to the FPSC on Department Progress made on Revenue Enhancement Action Plans.	Output	Report to PFSC	Quarterly submission of the Progress Report- Revenue Enhancement Action Plans to FPSC.	Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.	Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.	Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.	Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.	Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.
FV009	TLSDDBIP-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;	FV4.2.1	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.
FV010	TLSDDBIP-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	FV.5.1.1	Number of Financial policies reviewed and approved 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 16. Cost containment policy	Output	Council resolution and Approved policies	16 Finance policies approved by 30 May 2020	Approval of the IDP/Budget and PMS Process Plan	Drafting of the Budget Guidelines, including of the notification of the review of the Budget Related Policies	Budget Guidelines	Workshop and submission of 16 draft policies to Manco, and Council by 31 March 2021 together with the budget 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.	Approval 16 Final budget policies submitted to council by 31 May 2021 together with the final budget 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.

FV011	TLSDDBIP-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	FV6.1.1	Annual Review and Approval of the Revenue Enhancement Strategy by Council by June 2021	Output	Council Minutes and Approved Revenue Enhancement Strategy	Reviewed the Revenue Enhancement Strategy by June 2020	Consultation with all departments on a one on one basis to review the Revenue Enhancement Strategy and Action plans.	Circulate the Revenue Enhancement Strategy to all Departments.	Draft Revenue Enhancement strategy	Revised Revenue Enhancement Strategy and Action plans	Annual Review and Approval by Council of the Revenue Enhancement Strategy and action plan by June 2021
FV013	TLSDDBIP-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	FV7.1.1	Percentage compliance with MFMA Financial reporting obligations	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% Percentage compliance with MFMA Financial reporting obligations	100% Percentage compliance with MFMA Financial reporting obligations
FV015	TLSDDBIP-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	FV7.1.2	Financial viability in terms of debt coverage within the financial year	Output	Percentage (%)	5,3%	4,7%	5,2%	5,2%	4,7%	5,2%
FV016	TLSDDBIP-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	FV7.1.3	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
FV017	TLSDDBIP-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	FV7.1.4	Financial viability in terms of outstanding service debtors	Output	<1	88%	N/A	N/A	N/A	N/A	<1
FV019	TLSDDBIP-FV019	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 furniture and equipment	FV8.1.1	Quarterly Purchase of Furniture and Equipment, IT equipment and Machinery equipment	Output	Reports	New KPI	Receive request forms from IT, (with assessment and specifications), advertise and delivery of furniture and equipment in line with regulation 18 for equipment above R30,000 but below R200,000	Receive request forms from IT, (with assessment and specifications), advertise and delivery of furniture and equipment in line with regulation 18 for equipment above R30,000 but below R200,000	Receive request forms from IT, (with assessment and specifications), advertise and delivery of furniture and equipment in line with regulation 18 for equipment above R30,000 but below R200,000	Receive request forms from IT, (with assessment and specifications), advertise and delivery of furniture and equipment in line with regulation 18 for equipment above R30,000 but below R200,000	Receive request forms from IT, (with assessment and specifications), advertise and delivery of furniture and equipment in line with regulation 18 for equipment above R30,000 but below R200,000

ANNUAL STARNDARD/ ACCUMULATIVE/ AVARAGE TARGET (1 JULY 2019-30 JUNE 2021)	RESPONSIBLE DEPARTMENT	FREQUENCY OF REPORTING	PRIMARY SOURCE OF EVIDENCE	2020'21 BUDGET INFORMATION
20% (10000/49329*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 R 48 411 664
100%	Budget & Treasury Office	Quarterly	Quarter1-4:Year to date(Month- end)expenditure reports from BTO.	Vote no: 10200010105 Description: Furniture and equipment Budget 1000 000
87%	Budget & Treasury Office	Quarterly	Quarter 1-4: Minutes of FPSC and the debtors reconciliation report and the revenue reconciliation reports, collection rate report	Vote no: 10200010105 Description: Salaries Budget R 48 411 664
Approved 2021/22 annual procurement plan by June 2021 by the Municipal Manager	Budget & Treasury Office	Quarterly	Quarter 1 - 2 - 3 - 4: Submission of Approved Project Specifications or Terms of Reference as well as confirmed minutes of bid committees	Vote no: 10200010105 Description: Salaries Budget R 48 411 664
Quarterly reporting to the FPSC on Departmental Progress made on the Revenue Enhancement Action Plans.	Budget & Treasury Office	Quarterly	Quarter 1-4: Progress report and minutes of FPSC	Vote no: 10200010105 Description: Salaries Budget R 48 411 664
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 R 48 411 664
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 R 48 411 664

Annual Review and Approval by Council of the Revenue Enhancement Strategy and action plan by June 2021	Budget & Treasury Office	Quarterly	Quarter 1: Attendance Registers/minutes of meeting. Quarter 2-Copy of emails sent Quarter 3 - Revised Revenue Enhancement Strategy and action plans -. Quarter 4 - Council Minutes on the approval of the Revenue Enhancement Strategy and Action plans.	Vote no: 10200010105 Description: Salaries Budget R 48 411 664
100% Percentage compliance with MFMA Financial reporting obligations	Budget & Treasury Office	Quarterly	1. S71: submit monthly report to the mayor, provincial treasury and national treasury 2. . Submit monthly statements to the provincial or national organ state on allocations received within 10 working days of the start of the months 3. S66 Submit monthly report on salaries and wages to council within 10 working days. 4. S52d: submit quarterly report on the budget implementation and financial state within 30 days after the end of each quarter 5. S75(1)(k): Place report (S52) report on budget implementation on the municipality	Vote no: 10200010105 Description: Salaries Budget 42 089 368
5,2%	Budget & Treasury Office	Quarterly	Quarter 1-4: Loan repayment schedule and Section 71 Reports (cumulative figures)	Vote no: 10200010105 Description: Salaries Budget 42 089 368
1 Month	Budget & Treasury Office	Quarterly	Quarter 1-4: Bank Statement, Investment Schedule and Section 71 Reports	Vote no: 10200010105 Description: Salaries Budget 42 089 368
<1	Budget & Treasury Office	Annual	Quarter1-4: Calculation support proof of total receipts for the year and the total debtors outstanding at year end (Audited AFS), Debtors reconciliation as at 30 June 2020, P receipt from the financial system	Vote no: 10200010105 Description: Salaries Budget 42 089 368
Purchase of Furniture and Equipment. IT Equipment and machinery equipment by June 2021	Budget & Treasury Office	Quarterly	Invoices	Vote no: Description: Furniture and Equipment Budget: R 300 000 Vote Description: IT Equipment Budget: R 600 000 Vote Description: R 100 000