

**9.
BUDGET REPORT FOR THE QUARTER ENDED JUNE 2018**

**5/1/19-2017/2018
BA King
16 July 2018**

(028) 313 8154

Corporate Head Office

1. Executive Summary

Report prepared as part of the financial reporting obligations arising from section 52(d) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate Finance
Financial Services

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Finance Management Act, (Act 56 of 2003)[MFMA]

6. Background/Discussion/Evaluation/Conclusion**Background**

This report has been prepared as part of the financial reporting obligations arising from the MFMA. The MFMA requires the Executive Mayor to report to Council on a quarterly basis on the state of the Municipality's budget.

Discussion

Legislation requires that certain financial and performance information is disclosed in the quarterly monitoring report. The report has been prepared according to the standard reporting formats issued by National Treasury.

The status relating to cost containment measures is attached as Annexure B.

The Executive Mayor's special fund report is attached as Annexure C.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Quarterly Budget Report for the Quarter Ended June 2018

Annexure B: Cost Containment Measures June 2018

Annexure C: Executive Mayor's special fund – 30 June 2018

RECOMMENDATION TO THE COUNCIL:

that the budget report for the quarter ended June 2018, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

RESPONSIBLE OFFICIAL :**BA KING****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

OVERSTRAND MUNICIPALITY



Quarterly Budget Report

June 2018

In-Year Report of the Municipality

Prepared in terms of Section 52(d) of the Local Government: Municipal Finance Management Act (Act 56 of 2003) & Section 31 of the Municipal Budget and Reporting Regulations, Government Gazette 32141, 17 May 2009.

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Glossary

Adjustments budget – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.

Budget – The financial plan of the Municipality.

Capital expenditure - Spending on assets such as infrastructure, land & buildings minor assets etc. Any capital expenditure must be reflected as an asset on the Municipality's statement of financial position.

DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.

Equitable share – An unconditional grant paid to municipalities. It is predominantly targeted towards funding the Indigent Policy.

FMG – Financial Management Grant.

GFS – Government Finance Statistics. An internationally recognized classification system that facilitates like for like comparison between municipalities.

GRAP – Generally Recognised Accounting Practice. The standard for municipal accounting.

IDP – Integrated Development Plan. The main strategic planning document of the Municipality.

MBRR – Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations.

MFMA – Local Government: Municipal Finance Management Act (56/2003). The principle legislation relating to municipal financial management.

MIG – Municipal Infrastructure Grant.

mSCOA – Municipal Standard Chart of Accounts.

MTREF – Medium Term Revenue and Expenditure Framework (MTREF). The medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years budget allocations. Also includes financial information of the previous and current year.

NDPG – Neighbourhood Development Partnership Grant.

Operating expenditure – Spending on the day to day expenses of the Municipality such as salaries and wages, repairs and maintenance etc.

Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

SDBIP – Service Delivery and Budget Implementation Plan (SDBIP). A detailed plan comprising annual and quarterly performance information.

Strategic objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

Vote – A main appropriation segment of the budget. In Overstrand Municipality this relates to the directorate level for operating expenditure and the GFS classification for capital expenditure.

YTD – Year to date

PART 1 – IN-YEAR REPORT

Mayor's Report

1.1 In-Year Report – Quarterly Budget Report

1.1.1 Implementation of the budget in accordance with the SDBIP

The results of the SDBIP for the fourth quarter ended 30 June 2018 will be tabled in a separate comprehensive report to council.

1.1.2 Financial problems or risks facing the municipality

No financial problems or risks. The preliminary outcome for the year relating to revenue for municipal services and property rates is estimated at 100,77% of the budget.

1.1.3 Other relevant information

The 2017/2018 Budget was compiled according to version 6.1 of the mSCOA classification framework. The below results reflects the fourth quarter's financial position and the preliminary results for the 2017/2018 financial year.

The Year-to-Date actual operating revenue is 101% of the budgeted revenue for 2017/2018. The Year-to-date actual Operating expenditure is 97.1% of the budgeted expenditure for 2017/2018. YTD Capital expenditure amounts to R100.8m or 86.46% of the adjusted budget of R116.6m at the end of June 2018, which further reflects spending of 103% of the original capital budget.

No adjustments budget was tabled during this quarter.

Outstanding consumer debtors remain stable and primarily reflect only a year-on-year increase from increased tariffs as from 1 July 2017.

The positive cash flow remains stable with an indication of an increase in cash.

Resolutions

IN-YEAR REPORTS 2017/2018

This is the resolution that will be presented to Council when the In-Year Report is tabled:

RECOMMENDATION:

That the report for the quarter ended June 2018, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

Executive Summary

It should be noted that all information contained in this report reflects the preliminary outcome for 2017/2018. Certain year end transactions still have to be processed, which could influence the final outcome. The final figures will be available after the completion of the Annual Financial Statements for audit.

Revenue by Source

The Year-to-Date actual operating revenue is 101% of the budgeted revenue for 2017/2018. Revenue from Electricity is the largest source of revenue and reflects R11,8m above the projected budgeted revenue. Revenue from property rates is the second largest revenue source and the actual revenue is in line with projected budgeted revenue. Actual revenue for Sewage and Refuse services are also in line with projected budgeted revenue. Water services reflects R5,7m below the projected budgeted revenue.

Borrowings

The balance of borrowings amounts to R442.1m at the end of June 2018.

Operating expenditure by vote & type

The Year-to-date actual Operating expenditure is 97.1% of the budgeted expenditure for 2017/2018. Bulk purchases directly informs the purchase of electricity from Eskom. Cost Saving efficiencies has been achieved and it includes preliminary savings on the salary budget reflected at R11,8m and R12,7m on contracted services as well as R4,8m on other expenditure. These savings are the result of practising financial discipline and adhering to cost containment measures. It should be noted that the R9.3m saving reflected on other materials includes a portion of the unspent funds on housing top structures.

Capital expenditure

YTD Capital expenditure amounts to R100.8m or 86.46% of the adjusted budget of R116.6m. Roll over applications will be submitted to NT & PT by the end of August 2018 for unspent grant funding relating to capital projects.

Cash flows

The municipality started the year with a positive cash balance of R259.8 million. The June closing balance is R474.9 million. Refer to Supporting Table SC9 for more details on the cash position.

Allocations received (National & Provincial Grants)

No Grants received during June 2018.

Spending on Grants

Spending on grants amounts to R28.9m for June 2018, which includes FMG, EPWP, Provincial Library Grant, Local Government Graduate Internship Grant, CDW, Municipal Service Delivery & Capacity Building Grant, Human Settlement Development Grant, Provincial Sustainable Transport Programme, Fire Capacity Building Grant, Development of Sports & recreation Facilities, GMC, MIG and INEP.

Material variances

The table below summarises variances for projected revenue and expenditure.

WC032 Overstrand - Supporting Table SC1 Material variance explanations - M12 June			
Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
Revenue By Source			
Total	0.95%	Not Material	
Interest earned- External Investments	55.78%	More cash was available for investing	
Expenditure By Type			
Total	-2.90%	Not Material	
Capital Expenditure			
Total	-13.54%	Capital Spending =86.46% Challenges and holdups were experienced in the final quarter	Applications to NT & PT to roll over unspent grants
Financial Position			
In order			
Cash Flow			
In order			

Performance in relation to SDBIP targets

See the separate comprehensive report to be tabled in Council.

Remedial or corrective steps

No remedial or corrective steps are required at this time.

In-year budget statement tables / ...

Table C1: s71 Monthly Budget Statement Summary

WC032 Overstrand - Table C1 Monthly Budget Statement Summary - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	197 047	212 784	214 752	17 693	214 845	214 752	94	0%	214 752
Service charges	624 577	577 648	586 148	48 618	592 256	586 148	6 109	1%	586 148
Investment revenue	20 347	13 962	19 462	9 599	30 317	19 462	10 855	56%	19 462
Transfers and subsidies	114 411	113 688	129 217	4 411	116 867	129 217	(12 350)	-10%	129 217
Other own revenue	96 741	75 134	98 062	29 434	103 271	98 062	5 209	5%	98 062
Total Revenue (excluding capital transfers and contributions)	1 053 123	993 217	1 047 640	109 756	1 057 557	1 047 640	9 916	1%	1 047 640
Employee costs	301 919	333 225	329 165	26 044	317 425	329 165	(11 740)	-4%	329 165
Remuneration of Councillors	9 265	10 053	10 253	848	10 138	10 253	(115)	-1%	10 253
Depreciation & asset impairment	132 463	130 287	130 287	10 851	130 287	130 287	0	0%	130 287
Finance charges	45 913	47 440	47 440	17 434	46 129	47 440	(1 311)	-3%	47 440
Materials and bulk purchases	237 796	261 093	273 537	51 446	273 684	273 537	147	0%	273 537
Transfers and subsidies	56 136	1 778	1 778	169	1 763	1 778	(15)	-1%	1 778
Other expenditure	264 199	253 926	259 737	35 628	242 279	259 737	(17 458)	-7%	259 737
Total Expenditure	1 047 691	1 037 801	1 052 197	142 419	1 021 704	1 052 197	(30 493)	-3%	1 052 197
Surplus/(Deficit)	5 432	(44 584)	(4 556)	(32 663)	35 853	(4 556)	40 409	-887%	(4 556)
Transfers and subsidies - capital (monetary)	33 681	47 840	73 441	24 543	64 263	73 441	(9 178)	-12%	73 441
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	39 113	3 256	68 885	(8 120)	100 116	68 885	31 231	45%	68 885
Surplus/ (Deficit) for the year	39 113	3 256	68 885	(8 120)	100 116	68 885	31 231	45%	68 885
Capital expenditure & funds sources									
Capital expenditure	91 868	97 648	116 620	43 790	100 835	116 620	(15 785)	-14%	116 620
Capital transfers recognised	41 774	47 840	73 436	24 545	64 267	73 436	(9 169)	-12%	73 436
Public contributions & donations	1 440	-	-	-	-	-	-	-	-
Borrowing	35 550	30 000	23 200	9 949	19 199	23 200	(4 001)	-17%	23 200
Internally generated funds	13 104	19 808	19 983	9 296	17 369	19 983	(2 615)	-13%	19 983
Total sources of capital funds	91 868	97 648	116 620	43 790	100 835	116 620	(15 785)	-14%	116 620
Financial position									
Total current assets	410 829	352 438	519 961		634 169				519 961
Total non current assets	3 701 228	3 681 110	3 647 086		3 678 384				3 647 086
Total current liabilities	181 973	186 466	186 466		275 664				186 466
Total non current liabilities	629 633	638 205	638 205		635 790				638 205
Community wealth/Equity	3 300 451	3 208 877	3 342 376		3 401 100				3 342 376
Cash flows									
Net cash from (used) operating	182 651	123 839	165 237	(23 900)	300 921	300 863	(58)	-0%	165 237
Net cash from (used) investing	(93 891)	(103 656)	(45 810)	(24 000)	(87 223)	(87 223)	-	-	(45 810)
Net cash from (used) financing	(3 727)	2 810	3 218	(4 286)	1 455	1 455	-	-	3 218
Cash/cash equivalents at the month/year end	259 814	214 936	382 460	-	474 967	474 909	(58)	-0%	382 460
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	55 701	1 419	961	899	739	715	4 180	20 286	84 900
Creditors Age Analysis									
Total Creditors	55 198	-	-	-	-	-	-	-	55 198

Table C2: Monthly Budget Statement – Financial Performance (functional classification)**WC032 Overstrand - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M12 June**

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	315 623	262 309	293 947	50 317	303 039	293 947	9 093	3%	293 947
Executive and council	74 405	21 759	21 759	12	21 529	21 759	(230)	-1%	21 759
Finance and administration	241 206	240 502	272 074	50 297	281 447	272 074	9 373	3%	272 074
Internal audit	12	48	114	7	64	114	(50)	-44%	114
<i>Community and public safety</i>	54 775	59 370	93 932	15 960	79 749	93 932	(14 183)	-15%	93 932
Community and social services	3 609	9 557	8 603	869	8 105	8 603	(498)	-6%	8 603
Sport and recreation	10 371	10 558	10 258	464	12 036	10 258	1 778	17%	10 258
Public safety	461	2 928	2 928	1 340	3 149	2 928	221	8%	2 928
Housing	40 333	36 327	72 143	13 286	56 458	72 143	(15 684)	-22%	72 143
<i>Economic and environmental services</i>	65 909	56 638	61 878	11 432	63 087	61 878	1 209	2%	61 878
Planning and development	13 713	11 967	11 967	3 056	13 595	11 967	1 628	14%	11 967
Road transport	52 187	44 650	49 890	8 353	49 470	49 890	(419)	-1%	49 890
Environmental protection	9	22	22	22	22	22	0	2%	22
<i>Trading services</i>	650 498	662 740	671 325	56 590	675 944	671 325	4 619	1%	671 325
Energy sources	363 310	370 050	370 410	33 955	382 532	370 410	12 122	3%	370 410
Water management	136 174	130 926	131 026	8 854	125 648	131 026	(5 378)	-4%	131 026
Waste water management	84 686	91 423	97 978	8 809	95 024	97 978	(2 954)	-3%	97 978
Waste management	66 329	70 340	71 910	4 972	72 739	71 910	829	1%	71 910
<i>Other</i>	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	1 086 805	1 041 057	1 121 081	134 299	1 121 820	1 121 081	738	0%	1 121 081
Expenditure - Functional									
<i>Governance and administration</i>	253 631	211 792	212 955	18 704	200 406	212 955	(12 549)	-6%	212 955
Executive and council	110 304	48 861	52 173	3 741	48 087	52 173	(4 086)	-8%	52 173
Finance and administration	141 426	160 383	158 331	14 744	150 047	158 331	(8 284)	-5%	158 331
Internal audit	1 901	2 548	2 451	219	2 271	2 451	(180)	-7%	2 451
<i>Community and public safety</i>	102 799	113 495	123 693	13 757	111 538	123 693	(12 155)	-10%	123 693
Community and social services	31 538	14 904	14 555	1 507	13 518	14 555	(1 037)	-7%	14 555
Sport and recreation	15 886	42 993	43 264	3 382	39 859	43 264	(3 405)	-8%	43 264
Public safety	34 493	30 817	32 333	4 752	31 675	32 333	(659)	-2%	32 333
Housing	20 882	24 781	33 541	4 116	26 487	33 541	(7 055)	-21%	33 541
<i>Economic and environmental services</i>	217 152	193 013	191 471	19 083	182 424	191 471	(9 047)	-5%	191 471
Planning and development	75 344	36 431	37 001	4 028	35 040	37 001	(1 961)	-5%	37 001
Road transport	136 405	150 568	148 536	14 404	142 223	148 536	(6 314)	-4%	148 536
Environmental protection	5 402	6 014	5 934	651	5 161	5 934	(772)	-13%	5 934
<i>Trading services</i>	471 097	518 289	522 902	90 768	526 351	522 902	3 449	1%	522 902
Energy sources	285 447	282 999	287 123	54 156	294 344	287 123	7 221	3%	287 123
Water management	65 931	104 872	105 055	17 866	102 315	105 055	(2 740)	-3%	105 055
Waste water management	63 101	73 606	72 822	11 552	71 959	72 822	(863)	-1%	72 822
Waste management	56 618	56 813	57 903	7 194	57 734	57 903	(169)	0%	57 903
<i>Other</i>	3 012	1 213	1 175	108	984	1 175	(191)	-16%	1 175
Total Expenditure - Functional	1 047 691	1 037 801	1 052 197	142 419	1 021 704	1 052 197	(30 493)	-3%	1 052 197
Surplus (Deficit) for the year	39 113	3 256	68 885	(8 120)	100 116	68 885	31 231	45%	68 885

This table reflects the operating budget (Financial Performance) in the standard classifications which are the GFS Functions and Sub-functions. These are used by National Treasury to assist the compilation of national and international accounts for comparison purposes, regardless of the unique organisational structures used by the different institutions.

The main GFS classifications are Governance and administration; Community and public safety; Economic and environmental services; and Trading services.

It is for this reason that Financial Performance is reported in standard classification, Table C2, and by municipal vote, Table C3.

Table C3: Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote)

WC032 Overstrand - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M12 June

Vote Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Council	73 145	21 675	21 675	14	21 399	21 675	(276)	-1.3%	21 675
Vote 2 - Municipal Manager	12	48	114	7	64	114	(50)	-44.1%	114
Vote 3 - Management Services	2 031	194	195	31	821	195	626	321.7%	195
Vote 4 - Finance	231 209	239 556	247 304	30 266	260 201	247 304	12 897	5.2%	247 304
Vote 5 - Community Services	319 854	319 477	332 518	29 003	323 744	332 518	(8 774)	-2.6%	332 518
Vote 6 - Local Economic Development	3 556	3 900	2 900	255	2 758	2 900	(142)	-4.9%	2 900
Vote 7 - Infrastructure & Planning	414 612	414 615	474 784	70 200	469 874	474 784	(4 911)	-1.0%	474 784
Vote 8 - Protection Services	42 387	41 592	41 592	4 522	42 960	41 592	1 368	3.3%	41 592
Total Revenue by Vote	1 086 805	1 041 057	1 121 081	134 299	1 121 820	1 121 081	738	0.1%	1 121 081
Expenditure by Vote									
Vote 1 - Council	89 974	25 959	29 972	1 977	28 977	29 972	(996)	-3.3%	29 972
Vote 2 - Municipal Manager	3 922	5 000	4 892	399	4 529	4 892	(363)	-7.4%	4 892
Vote 3 - Management Services	40 697	50 326	48 545	4 442	44 524	48 545	(4 021)	-8.3%	48 545
Vote 4 - Finance	64 984	73 025	71 248	5 826	66 788	71 248	(4 460)	-6.3%	71 248
Vote 5 - Community Services	345 237	384 996	384 553	43 874	367 174	384 553	(17 379)	-4.5%	384 553
Vote 6 - Local Economic Development	10 220	10 076	9 995	1 105	9 481	9 995	(515)	-5.1%	9 995
Vote 7 - Infrastructure & Planning	411 814	407 638	421 918	75 507	421 782	421 918	(136)	0.0%	421 918
Vote 8 - Protection Services	80 844	80 782	81 073	9 289	78 448	81 073	(2 624)	-3.2%	81 073
Total Expenditure by Vote	1 047 691	1 037 801	1 052 197	142 419	1 021 704	1 052 197	(30 493)	-2.9%	1 052 197
Surplus/ (Deficit) for the year	39 113	3 256	68 885	(8 120)	100 116	68 885	31 231	45.3%	68 885

The operating expenditure budget is approved by Council on the municipal vote level. The municipal votes reflect the organisational structure of the municipality which is made up of the following directorates: Council; Municipal Manager; Management Services; Finance; Community Services; Local Economic Development; Infrastructure & Planning and Protection Services.

Unauthorised expenditure by year end would occur either for the municipality as a whole if the adjusted budget for 'Total Expenditure by Vote' or if any of the individual budgets for any specific vote/s were overspent. During the financial year some of the figures are influenced by transactions that occur annually only.

The preliminary outcome for 2017/2018 reflects no overspending on any of the municipal votes.

Table C4: Monthly Budget Statement – Financial Performance (revenue and expenditure)

WC032 Overstrand - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	197 047	212 784	214 752	17 693	214 845	214 752	94	0%	214 752
Service charges - electricity revenue	355 454	339 249	339 270	30 039	351 076	339 270	11 806	3%	339 270
Service charges - water revenue	123 064	114 494	117 120	8 275	111 369	117 120	(5 751)	-5%	117 120
Service charges - sanitation revenue	79 177	67 869	72 870	5 425	72 071	72 870	(798)	-1%	72 870
Service charges - refuse revenue	66 215	55 388	56 888	4 879	57 741	56 888	852	1%	56 888
Rental of facilities and equipment	11 394	4 933	4 933	398	5 883	4 933	950	19%	4 933
Interest earned - external investments	20 347	13 962	19 462	9 599	30 317	19 462	10 855	56%	19 462
Interest earned - outstanding debtors	2 671	3 203	3 201	275	3 888	3 201	687	21%	3 201
Fines, penalties and forfeits	36 521	33 260	33 261	2 617	33 919	33 261	658	2%	33 261
Licences and permits	2 525	2 374	2 374	211	2 526	2 374	152	6%	2 374
Agency services	3 480	3 419	3 419	405	4 149	3 419	730	21%	3 419
Transfers and subsidies	114 411	113 688	129 217	4 411	116 867	129 217	(12 350)	-10%	129 217
Other revenue	33 908	27 946	27 052	5 314	31 185	27 052	4 133	15%	27 052
Gains on disposal of PPE	6 242	-	23 823	20 214	21 721	23 823	(2 102)	-9%	23 823
Total Revenue (excluding capital transfers and contributions)	1 053 123	993 217	1 047 640	109 756	1 057 557	1 047 640	9 916	1%	1 047 640
Expenditure By Type									
Employee related costs	301 919	333 225	329 165	26 044	317 425	329 165	(11 740)	-4%	329 165
Remuneration of councillors	9 265	10 053	10 253	848	10 138	10 253	(115)	-1%	10 253
Debt impairment	22 005	22 792	22 792	1 899	22 792	22 792	(0)	0%	22 792
Depreciation & asset impairment	132 463	130 287	130 287	10 851	130 287	130 287	0	0%	130 287
Finance charges	45 913	47 440	47 440	17 434	46 129	47 440	(1 311)	-3%	47 440
Bulk purchases	217 523	211 447	216 447	42 764	225 869	216 447	9 422	4%	216 447
Other materials	20 273	49 647	57 090	8 681	47 815	57 090	(9 275)	-16%	57 090
Contracted services	129 647	173 424	178 460	28 651	165 739	178 460	(12 721)	-7%	178 460
Transfers and subsidies	56 136	1 778	1 778	169	1 763	1 778	(15)	-1%	1 778
Other expenditure	104 414	57 710	58 486	5 077	53 748	58 486	(4 738)	-8%	58 486
Loss on disposal of PPE	8 133	-	-	-	-	-	-	-	-
Total Expenditure	1 047 691	1 037 801	1 052 197	142 419	1 021 704	1 052 197	(30 493)	-3%	1 052 197
Surplus/(Deficit)	5 432	(44 584)	(4 556)	(32 663)	35 853	(4 556)	40 409	-887%	(4 556)
Transfers and subsidies - capital (monetary allocation)	33 681	47 840	73 441	24 543	64 263	73 441	(9 178)	-12%	73 441
Transfers and subsidies - capital (in-kind - all)	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & taxation	39 113	3 256	68 885	(8 120)	100 116	68 885	-	-	68 885
Surplus/(Deficit) after taxation	39 113	3 256	68 885	(8 120)	100 116	68 885	-	-	68 885
Surplus/(Deficit) attributable to municipality	39 113	3 256	68 885	(8 120)	100 116	68 885	-	-	68 885
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	39 113	3 256	68 885	(8 120)	100 116	68 885	-	-	68 885

The annual revenue budget is approved as 'Revenue by Source'. The Year-to-Date actual revenue is 0.95% above the YTD budget.

Current expenditure is 2.90% below YTD budget projections.

11/14/26

Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

WC032 Overstrand - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M12 June

Vote Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 1 - Council	-	-	-	-	-	-	-	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	-	-	-	-	-	-	-	-	-
Vote 4 - Finance	-	-	-	-	-	-	-	-	-
Vote 5 - Community Services	53 713	45 963	56 953	12 629	52 622	56 653	(4 031)	-7%	56 953
Vote 6 - Local Economic Development	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning	30 496	14 000	10 710	4 138	10 703	10 710	(7)	0%	10 710
Vote 8 - Protection Services	-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	84 209	59 963	67 663	16 767	63 325	67 363	(4 038)	-6%	67 663
Total Capital Expenditure	91 868	97 648	116 620	43 790	100 835	116 620	(15 785)	-14%	116 620
Capital Expenditure - Functional Classification									
Governance and administration	957	2 705	2 355	56	1 929	2 355	(426)	-18%	2 355
Executive and council	72	-	-	-	-	-	-	-	-
Finance and administration	885	2 705	2 355	56	1 929	2 355	(426)	-18%	2 355
Internal audit	-	-	-	-	-	-	-	-	-
Community and public safety	14 135	26 908	50 209	16 647	44 222	50 209	(5 986)	-12%	50 209
Community and social services	644	3 607	2 675	1 201	2 126	2 675	(550)	-21%	2 675
Sport and recreation	1 837	2 266	6 449	4 328	5 427	6 449	(1 022)	-16%	6 449
Public safety	996	3 848	3 195	1 505	2 490	3 195	(705)	-22%	3 195
Housing	10 658	17 186	37 890	9 614	34 180	37 890	(3 710)	-10%	37 890
Health	-	-	-	-	-	-	-	-	-
Economic and environmental services	13 279	7 460	13 996	5 797	12 065	13 996	(1 931)	-14%	13 996
Planning and development	1 540	45	45	11	45	45	(0)	0%	45
Road transport	11 739	7 415	13 951	5 786	12 020	13 951	(1 931)	-14%	13 951
Environmental protection	-	-	-	-	-	-	-	-	-
Trading services	63 498	60 575	50 060	21 289	42 619	50 060	(7 441)	-15%	50 060
Energy sources	30 496	19 790	16 520	8 910	16 268	16 520	(252)	-2%	16 520
Water management	15 772	9 300	4 037	944	3 257	4 037	(781)	-19%	4 037
Waste water management	17 217	29 875	27 923	9 965	21 523	27 923	(6 400)	-23%	27 923
Waste management	12	1 610	1 580	1 471	1 572	1 580	(8)	-1%	1 580
Total Capital Expenditure - Functional Classification	91 868	97 648	116 620	43 790	100 835	116 620	(15 785)	-14%	116 620
Funded by:									
National Government	25 530	26 330	26 330	8 177	21 786	26 330	(4 544)	-17%	26 330
Provincial Government	7 681	21 510	47 106	16 368	42 481	47 106	(4 625)	-10%	47 106
District Municipality	-	-	-	-	-	-	-	-	-
Other transfers and grants	8 563	-	-	-	-	-	-	-	-
Transfers recognised - capital	41 774	47 840	73 436	24 545	64 267	73 436	(9 169)	-12%	73 436
Public contributions & donations	1 440	-	-	-	-	-	-	-	-
Borrowing	35 550	30 000	23 200	9 949	19 199	23 200	(4 001)	-17%	23 200
Internally generated funds	13 104	19 808	19 983	9 296	17 369	19 983	(2 615)	-13%	19 983
Total Capital Funding	91 868	97 648	116 620	43 790	100 835	116 620	(15 785)	-14%	116 620

Capital expenditure is 13.54% below the YTD budget projections.

Table C6: Monthly Budget Statement - Financial Position

WC032 Overstrand - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2016/17	Budget Year 2017/18			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	89 087	214 936	382 460	94 453	382 460
Call investment deposits	170 727	-	-	380 514	-
Consumer debtors	60 453	72 588	72 588	63 465	72 588
Other debtors	46 423	49 874	49 874	50 915	49 874
Current portion of long-term receivables	12	10	10	7	10
Inventory	44 126	15 030	15 030	44 815	15 030
Total current assets	410 829	352 438	519 961	634 169	519 961
Non current assets					
Long-term receivables	27	20	20	21	20
Investments	37 982	43 422	43 422	44 595	43 422
Investment property	155 269	152 550	101 865	155 269	101 865
Investments in Associate			-		-
Property, plant and equipment	3 501 664	3 479 176	3 495 837	3 472 213	3 495 837
Agricultural			-		-
Biological assets			-		-
Intangible assets	6 287	5 942	5 942	6 287	5 942
Other non-current assets			-		-
Total non current assets	3 701 228	3 681 110	3 647 086	3 678 384	3 647 086
TOTAL ASSETS	4 112 057	4 033 548	4 167 047	4 312 553	4 167 047
LIABILITIES					
Current liabilities					
Bank overdraft			-		-
Borrowing	29 580	33 047	33 047	32 184	33 047
Consumer deposits	37 039	49 215	49 215	38 462	49 215
Trade and other payables	87 011	73 773	73 773	175 298	73 773
Provisions	28 343	30 432	30 432	29 719	30 432
Total current liabilities	181 973	186 466	186 466	275 664	186 466
Non current liabilities					
Borrowing	412 495	409 052	409 052	409 922	409 052
Provisions	217 138	229 153	229 153	225 868	229 153
Total non current liabilities	629 633	638 205	638 205	635 790	638 205
TOTAL LIABILITIES	811 606	824 671	824 671	911 453	824 671
NET ASSETS	3 300 451	3 208 877	3 342 376	3 401 100	3 342 376
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	3 297 200	3 206 436	3 339 936	3 397 843	3 339 936
Reserves	3 251	2 440	2 440	3 256	2 440
TOTAL COMMUNITY WEALTH/EQUITY	3 300 451	3 208 877	3 342 376	3 401 100	3 342 376

The statement of financial position is in line with expectations for the financial year.

Table C7: Monthly Budget Statement - Cash Flow

WC032 Overstrand - Table C7 Monthly Budget Statement - Cash Flow - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates	195 733	211 275	213 247	10 881	194 805	194 766	39	0%	213 247
Service charges	622 776	573 549	582 043	47 154	604 525	604 355	170	0%	582 043
Other revenue	80 337	67 761	65 566	7 614	80 350	80 350	-		65 566
Government - operating	119 508	113 688	129 218	4 411	116 867	116 867	-		129 218
Government - capital	33 681	47 840	73 441	24 543	64 263	64 263	-		73 441
Interest	23 018	17 165	22 663	9 874	34 206	34 206	-		22 663
Dividends	-	-	-	-	-	-	-		-
Payments									
Suppliers and employees	(790 356)	(858 220)	(871 724)	(110 775)	(746 202)	(746 050)	152	0%	(871 724)
Finance charges	(45 910)	(47 440)	(47 440)	(17 434)	(46 129)	(46 129)	-		(47 440)
Transfers and Grants	(56 136)	(1 778)	(1 778)	(169)	(1 763)	(1 763)	-		(1 778)
NET CASH FROM/(USED) OPERATING ACTIVITIES	182 651	123 839	165 237	(23 900)	300 921	300 863	(58)	0%	165 237
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	2 943	-	76 818	20 214	20 214	20 214	-		76 818
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-		-
Decrease (increase) other non-current receivables	15	11	11	5	11	11	-		11
Decrease (increase) in non-current investments	(4 980)	(6 019)	(6 019)	(428)	(6 613)	(6 613)	-		(6 019)
Payments									
Capital assets	(91 868)	(97 648)	(116 620)	(43 790)	(100 835)	(100 835)	-		(116 620)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(93 891)	(103 656)	(45 810)	(24 000)	(87 223)	(87 223)	-		(45 810)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	(63)	-	-	-	-	-	-		-
Borrowing long term/refinancing	30 000	30 000	30 000	-	30 000	30 000	-		30 000
Increase (decrease) in consumer deposits	(6 904)	2 786	2 786	283	1 423	1 423	-		2 786
Payments									
Repayment of borrowing	(26 759)	(29 976)	(29 568)	(4 570)	(29 969)	(29 969)	-		(29 568)
NET CASH FROM/(USED) FINANCING ACTIVITIES	(3 727)	2 810	3 218	(4 286)	1 455	1 455	-		3 218
NET INCREASE/ (DECREASE) IN CASH HELD	85 034	22 992	122 645	(52 185)	215 153	215 095			122 645
Cash/cash equivalents at beginning:	174 780	191 944	259 814		259 814	259 814			259 814
Cash/cash equivalents at month/year end:	259 814	214 936	382 460		474 967	474 909			382 460

Table C7 balances to the current Cash balance, shown in the 'YTD actual' column, which is R474.9 million.

The municipality started the year with a positive cash balance of R259.8 million. The June closing balance is R474.9 million. Refer to Supporting Table SC9 for more details on the cash position.

Supporting Table SC9: Monthly Budget Statement – Actual & revised targets for cash receipts & cash flows

WC032 Overstrand - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M12 June

Description	Budget Year 2017/18												2017/18 Medium Term Revenue & Expenditure Framework		
	July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
R thousands	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome			
Cash Receipts By Source															
Property rates	20 930	17 275	11 355	8 716	14 188	37 453	14 782	16 361	15 416	12 734	14 714	10 881	211 275	226 489	243 365
Service charges - electricity revenue	31 662	29 493	26 350	24 771	25 640	23 514	27 252	27 922	30 004	27 493	29 277	27 900	336 842	351 305	356 866
Service charges - water revenue	8 467	7 796	14 386	11 939	14 353	8 556	13 546	12 842	13 115	11 183	13 368	11 722	113 682	120 005	126 758
Service charges - sanitation revenue	5 670	5 462	5 536	3 042	6 513	5 563	7 012	6 792	6 089	4 936	6 042	4 294	67 368	71 035	74 845
Service charges - refuse	4 750	4 777	6 862	3 949	7 468	6 326	6 913	6 768	4 700	3 891	4 973	3 296	54 965	57 833	60 679
Service charges - other	32	65	48	57	59	46	33	(340)	-	-	-	-	642	680	721
Interest earned - external investments	1 041	1 242	1 748	2 572	2 956	797	1 929	2 671	1 690	2 462	1 610	9 599	13 962	14 609	15 785
Interest earned - outstanding debtors	244	422	249	290	327	413	336	347	330	354	301	275	3 203	3 395	3 599
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licences and permits	220	172	170	189	197	220	277	221	197	230	223	211	2 374	2 517	2 668
Agency services	301	336	275	332	352	287	364	363	335	376	423	405	3 419	3 616	3 831
Transfer receipts - operating	35 094	891	664	5 319	1 625	33 199	796	2 661	5 112	24 967	1 929	4 411	125 178	117 866	138 930
Other revenue	2 344	2 618	1 415	2 423	2 931	6 701	2 196	3 608	1 920	1 464	2 054	3 966	23 810	21 013	26 577
Cash Receipts by Source	114 425	73 694	72 738	67 159	88 120	126 913	78 665	83 545	82 129	93 246	76 182	79 935	994 927	1 030 990	1 107 470
Transfer receipts - capital		3 577	4 898	3 340	2 643	10 174	-	421	12 165	670	1 833	24 543	71 980	46 362	69 953
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	20 214	-	-	-
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits	-	(570)	(13 624)	34	210	13 845	496	75	164	262	47	283	2 786	984	1 004
Receipt of non-current debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables	1	0	7	(1)	0	(6)	0	0	0	0	5	5	11	10	10
Change in non-current investments	(502)	(590)	(442)	(1 318)	(565)	(110)	(684)	(435)	(328)	(596)	(616)	(428)	(6 019)	(7 124)	(7 339)
Total Cash Receipts by Source	113 925	76 312	63 576	69 245	82 408	150 816	78 478	113 606	94 130	93 382	79 451	124 552	1 093 695	1 111 223	1 211 098
Employee related costs	22 024	23 968	22 159	28 238	38 324	24 626	27 297	26 366	24 274	25 845	25 132	25 446	330 283	343 139	362 017
Remuneration of councillors	798	798	798	786	769	771	717	1 307	848	848	848	848	10 053	10 527	11 024
Interest paid	104	614	2 272	1 973	1 095	11 131	1 300	1 747	4 311	2 849	1 297	17 434	47 440	48 849	49 073
Bulk purchases - Electricity	4	26 113	25 965	15 396	20 558	15 384	16 907	15 291	14 881	15 465	16 140	42 764	211 447	224 152	237 548
Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials	744	836	1 337	5 981	4 807	6 248	2 078	4 225	5 281	4 674	2 723	8 681	60 220	47 577	60 360
Contracted services	991	13 972	10 400	13 017	14 217	15 277	15 240	11 820	13 913	12 854	15 343	28 651	174 274	182 919	194 712
Grants and subsidies paid - other municipalities	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other	144	-	424	394	4	4	367	(36)	4	284	4	169	1 778	1 868	1 954
General expenses	5 273	3 581	47 940	(58 597)	(1 816)	31 867	7 709	(80 033)	(14 419)	26 028	12 110	4 384	83 434	110 162	127 291
Cash Payments by Type	30 081	69 856	111 295	6 187	77 957	105 308	71 615	(19 322)	49 894	90 046	73 396	128 378	948 929	969 193	1 043 989
Other Cash Flows/Payments by Type															
Capital assets	-	6 041	5 773	5 138	4 031	12 558	119	1 973	14 049	2 780	4 580	43 790	121 798	94 362	117 953
Repayment of borrowing	-	953	4 921	3 397	1 249	3 908	1 367	1 028	3 199	4 052	1 324	4 570	29 976	33 599	37 631
Other Cash Flows/Payments	19 462	259	-	-	-	(19 721)	-	-	-	-	-	-	-	-	-
Total Cash Payments by Type	49 543	77 109	121 991	14 724	83 237	102 054	73 102	(16 321)	66 342	96 879	79 501	176 737	1 070 743	1 097 154	1 199 573
NET INCREASE/(DECREASE) IN CASH HELD	64 382	(798)	(58 415)	54 491	(429)	48 762	5 376	129 927	27 789	(3 297)	(49)	(52 185)	22 992	14 066	11 525
Cash/cash equivalents at the month/year beginning	259 814	324 196	323 398	264 984	319 475	318 646	367 407	372 784	502 711	530 500	527 202	527 153	269 814	282 806	296 875
Cash/cash equivalents at the month/year end	324 196	323 398	264 984	319 475	318 646	367 407	372 784	502 711	530 500	527 202	527 153	474 967	282 806	296 875	308 400

This supporting table gives details of information summarised in Table C7.

PART 2 – SUPPORTING DOCUMENTATION

Debtors' analysis

Supporting Table SC3 Debtors' age analysis

WC032 Overstrand - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

Description	NT Code	Budget Year 2017/18										Actual Bad Debts Written Off against Debtors	Impaired - Bad Debts (L.O. Council Policy)
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	10 634	255	152	130	112	87	482	2 878	14 731	3 690		3 900
Trade and Other Receivables from Exchange Transactions - Electrical	1300	14 088	260	164	174	153	125	607	2 994	18 587	4 064		5 014
Receivables from Non-exchange Transactions - Property Rates	1400	17 423	369	226	180	155	132	672	2 290	21 447	3 429		5 715
Receivables from Exchange Transactions - Waste Water Management	1500	6 023	151	99	89	78	68	295	1 676	8 490	2 207		2 461
Receivables from Exchange Transactions - Waste Management	1600	5 163	125	88	77	67	58	251	1 256	7 085	1 708		1 970
Receivables from Exchange Transactions - Property Rental Debtors	1700	330	5	4	4	3	14	27	173	569	221		175
Interest on Arrear Debtor Accounts	1810	57	28	28	34	36	42	376	6 183	6 784	6 670		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820												
Other	1900	1 983	225	180	211	134	188	1 470	2 835	7 228	4 839		2 180
Total By Income Source	2000	55 701	1 419	961	899	739	715	4 180	20 286	84 900	26 819	-	21 435
2016/17 - Totals only		52 936	1 463	830	845	666	703	3 795	19 807	81 046	25 816		20 593
Debtors Age Analysis By Customer Group													
Organs of State	2200	907	20	20	44	35	28	304	746	2 105	1 158		257
Commercial	2300	6 013	68	54	45	50	43	300	790	7 363	1 228		775
Households	2400	49 502	1 326	885	807	650	641	3 548	18 584	75 043	24 230		20 401
Other	2500	(721)	5	2	3	3	3	28	166	(512)	202		2
Total By Customer Group	2600	55 701	1 419	961	899	739	715	4 180	20 286	84 900	26 819	-	21 435

Debtors' levels remain stable notwithstanding the spike in the outstanding debtors' at the end of January 2017. This was due to the high consumption over the festive season resulting in increased billings. The overall increased debtors' results mainly from the year-on-year increase in billings from increased tariffs at the start of the new financial year.

Summary of Indigent Households

Indigent Household Statistics					
	Indigent Households	Amount	Other Households	Total Households	
2 017					
July	7 421	NO VOTE for 2017/2018	25 890	33 311	22.26%
August	7 398	NO VOTE for 2017/2018	25 889	33 287	22.22%
September	7 357	NO VOTE for 2017/2018	26 315	33 672	21.85%
October	7 357	NO VOTE for 2017/2018	26 312	33 669	21.85%
November	7 417	NO VOTE for 2017/2018	26 248	33 665	22.03%
December	7 392	NO VOTE for 2017/2018	26 244	33 636	21.98%
2 018					
January	7 400	NO VOTE for 2017/2018	26 239	33 639	22.00%
February	7 322	NO VOTE for 2017/2019	26 337	33 659	21.75%
March	7 340	NO VOTE for 2017/2019	26 335	33 675	21.80%
April	7 349	NO VOTE for 2017/2019	26 328	33 677	21.82%
May	7 380	NO VOTE for 2017/2019	26 306	33 686	21.91%
June	7 385	NO VOTE for 2017/2019	26 307	33 692	21.92%

Summary of Debtors Age Analysis

MONTH	< 30 Days	< 60 Days	< 90 Days	< 120 Days	< 150 Days	<180 Days	<365 Days	>365 Days	Total	Older than 30 Days	Older than 90 days
2017/18											
June	55 701 140	1 419 021	961 079	899 198	738 723	714 654	4 180 248	20 285 829	84 899 891	29 198 751	26 818 652
May	56 419 765	1 470 137	1 052 849	822 059	778 238	635 757	4 193 786	20 194 564	85 567 155	29 147 390	26 624 404
April	60 310 993	1 598 192	1 040 494	862 753	682 953	1 057 544	3 812 975	20 266 962	89 632 867	29 321 873	26 683 187
March	55 815 178	1 591 728	1 055 894	766 653	1 132 375	951 587	3 605 235	20 510 705	85 429 357	29 614 178	26 966 556
February	62 426 016	1 576 422	982 327	1 254 385	1 050 716	795 232	3 523 645	20 376 671	91 985 416	29 559 400	27 000 650
January	65 531 892	1 696 964	1 456 443	1 216 172	839 497	738 234	3 387 977	21 007 874	95 875 052	30 343 160	27 189 753
December	59 494 662	1 977 221	1 369 348	918 559	789 109	789 098	3 241 811	20 811 503	89 391 309	29 896 647	26 550 079
November	56 824 069	1 827 423	1 126 524	867 759	865 134	737 673	3 257 471	20 763 675	86 289 729	29 465 660	26 511 713
October	57 275 613	1 556 784	1 124 343	1 051 265	811 234	746 035	3 280 142	21 206 503	87 051 919	29 776 306	27 095 179
September	58 698 682	1 721 440	1 250 398	879 548	799 399	608 430	3 308 540	21 085 775	88 353 212	29 654 531	26 682 693
Augustus	60 067 083	1 631 627	1 044 883	871 567	649 170	737 781	3 410 560	20 638 344	89 051 016	28 993 933	26 307 422
July	61 974 453	1 584 147	1 015 505	707 811	784 870	623 722	3 546 555	20 354 794	90 591 857	28 617 404	26 017 752

Government Debt

Overstrand Municipality as at 30/06/2018	Total Debt	Services	Rates	Other
Department Responsible for the Debt				
NPW 2227	1 261 789	883 479	370 531	7 778
WCED 2251	452 457	452 457	0	0
OTHER 2210+2255	17 076	17 076	0	0
HEALTH 2252	97 081	84 407	11 747	927
TPW 2256	124 467	23 251	97 397	3 819
HOUSING 2253+2215	9 543	7 434	0	2 109
OTHER MUNICIPALITIES 2276	143 084	143 084	0	0
TOTAL OUTSTANDING	2 105 497	1 611 189	479 676	14 633

Creditors' analysis**Supporting Table SC4****WC032 Overstrand - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June**

Description	NT Code	Budget Year 2017/18								
		0- 30 Days	31- 60 Days	61- 90 Days	91- 120 Days	121- 150 Days	151- 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	30 041								30 041
Bulk Water	0200									-
PAYE deductions	0300	-								-
VAT (output less input)	0400									-
Pensions / Retirement deductions	0500									-
Loan repayments	0600									-
Trade Creditors	0700	25 157								25 157
Auditor General	0800									-
Other	0900	-								-
Total By Customer Type	1000	55 198	-	-	-	-	-	-	-	55 198

Supporting Table SC4 reflects current creditors at the end of June 2018.

The payment of creditors is within requirements of the MFMA.

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Investment portfolio analysis

Supporting Table SC5

WC032 Overstrand - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID	Period of investment	Type of investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
	Yrs/Months							
R thousands								
Municipality								
LIBERTY 15934476	15 YEARS	Policy	01/09/2025	105		15 132	125	15 361
LIBERTY 21196964	14 YEARS	Policy	01/09/2025	151		26 171	260	26 583
MOMENTUM MP 3853776	14 YEARS	Policy	01/07/2026	(42)		2 662	30	2 651
ABSA 9284200168	DEP PLUS	DEP PLUS		125	6.5%	24 402	(14 402)	10 125
ABSA 9295906141	DEP PLUS	DEP PLUS		125	6.5%	24 402	(14 402)	10 125
ABSA 9331734880	DEP PLUS	DEP PLUS		48	6.0%	8 387	1 828	10 263
Standard Bank 288434005-011	32Day Notice	32Day Notice				0		0
Standard Bank 288434005-018	32Day Notice	32Day Notice				0		0
Nedbank 03/7881534451 ref:7251918	182 days	FIXED DEP	15/06/2018	2 082	8.4%	50 000	(52 082)	-
Standard Bank 288434005-026	120 days	FIXED DEP	28/06/2018	2 614	8.0%	100 000	(102 614)	-
Nedbank 03/7881534451 ref:7450711	92 days	FIXED DEP	15/06/2018	980	7.8%	50 000	(50 980)	-
Standard Bank 288434005-028	92 days	FIXED DEP	26/06/2018	977	7.8%	50 000	(50 977)	-
Nedbank 03/7881534451 ref:7465030	92 days	FIXED DEP	26/06/2018	977	7.8%	50 000	(50 977)	-
Nedbank 03/7881534451 ref:7563862	32 days	FIXED DEP	04/06/2018	322	7.4%	50 000	(50 322)	-
Nedbank 03/7881534451 ref:7582865	30 days	FIXED DEP	15/06/2018	298	7.3%	50 000	(50 298)	-
Nedbank 03/7881534451 ref:7651119	94 days	FIXED DEP	17/09/2018		7.6%		50 000	50 000
Standard Bank 288434005-027	94 days	FIXED DEP	17/09/2018		7.6%		50 000	50 000
Standard Bank 288434005-028	122 days	FIXED DEP	26/10/2018		7.9%		100 000	100 000
Nedbank 03/7881534451 ref:7672640	123 days	FIXED DEP	29/10/2018		7.9%		100 000	100 000
Nedbank 03/7881534451 ref:7676460	61 days	FIXED DEP	29/08/2018		7.6%		50 000	50 000
TOTAL INVESTMENTS AND INTEREST				8 763		501 157	(84 811)	425 109

Surplus cash not immediately required is invested in call and monthly deposits.

Long term investments relate to the sinking fund investments.

Allocation and grant receipts and expenditure

Supporting Table SC6 – Grant receipts

WC032 Overstrand - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	76 347	88 073	88 073	-	88 073	88 073	-		88 073
Local Government Equitable Share	72 950	84 223	84 223		84 223	84 223	-		84 223
Finance Management	1 475	1 550	1 550		1 550	1 550			1 550
EPWP Incentive	1 922	2 300	2 300		2 300	2 300			2 300
Provincial Government:	41 312	24 378	38 673	-	38 046	38 673	(627)	-1.6%	38 673
Human Settlements Development Grant	35 101	17 639	31 519		31 171	31 519	(347)	-1.1%	31 519
Library Services Grant	5 889	6 306	6 306		6 306	6 306	-		6 306
Financial Management Capacity Building Grant		240	240		240	240	-		240
Community Development Workers Operational Support Grant	75	54	54		54	54	-		54
Maintenance & Construction of Transport Infrastructure	137	139	139		139	139	-		139
Western Cape Financial Management Support Grant			280			280	(280)		280
Local Government Internship Grant	60		66		66	66	-		66
Greenest Municipality Competition	50		70		70	70	-		70
Total Operating Transfers and Grants	117 659	112 451	126 746	-	126 119	126 746	(627)	-0.5%	126 746
Capital Transfers and Grants									
National Government:	26 030	26 330	26 330	-	26 330	26 330	-		26 330
Municipal Infrastructure Grant (MIG)	21 030	22 330	22 330		22 330	22 330	-		22 330
Integrated National Electrification Programme	5 000	4 000	4 000		4 000	4 000			4 000
Provincial Government:	10 490	19 878	44 028	-	43 712	44 028	(316)	-0.7%	44 028
Human Settlements Development Grant	8 290	17 186	36 977		36 661	36 977	(316)	-0.9%	36 977
Library Services Grant	1 000	700	700		700	700			700
Development of Sport & Recreation Facilities		1 171	1 171		1 171	1 171			1 171
Fire Service Capacity Building Grant	1 200	800	800		800	800			800
Community Development Workers Operational Support Grant		21	21		21	21			21
Municipal Service Delivery and Capacity Building Grant			360		360	360			360
Provincial Sustainable Transport Programme			4 000		4 000	4 000			4 000
Other grant providers:	-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	36 520	46 208	70 358	-	70 042	70 358	(316)	-0.4%	70 358
TOTAL RECEIPTS OF TRANSFERS & GRANTS	154 179	158 659	197 104	-	196 161	197 104	(944)	-0.5%	197 104

Grant receipts are monitored according to the payment schedules.

Supporting Table SC7(1) – Grant expenditure

WC032 Overstrand - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	3 397	3 850	3 850	696	3 850	3 850	-		3 850
Local Government Equitable Share							-		
Finance Management	1 475	1 550	1 550	453	1 550	1 550	-		1 550
EPWP Incentive	1 922	2 300	2 300	243	2 300	2 300	-		2 300
Provincial Government:	38 034	25 615	41 144	3 715	28 333	41 144	(12 531)	-30.5%	41 144
Human Settlements Development Grant	31 921	18 779	33 892	3 623	21 645	33 892	(12 246)	-36.1%	33 892
Library Services Grant	5 889	6 306	6 306		6 306	6 306	-		6 306
Financial Management Capacity Building Grant		240	240	-		240	(240)	-100.0%	240
Community Development Workers Operational Support Grant	75	54	54	0	59	54	5	9.8%	54
Maintenance & Constuction of Transport Infrastructure	137	139	139		139	139	-		139
Greenest Municipality Competition		50	120	84	120	120	-		120
Local Government Internship Graduate Grant	12	48	114	7	64	114	(50)		114
Western Cape Financial Management Support Grant			280	-		280			280
Total operating expenditure of Transfers and Grants:	41 431	29 465	44 994	4 411	32 183	44 994	(12 531)	-27.9%	44 994
Capital expenditure of Transfers and Grants									
National Government:	26 030	26 330	26 330	8 177	21 786	26 330	(4 544)	-17.3%	26 330
Municipal Infrastructure Grant (MIG)	21 030	22 330	22 330	5 053	17 786	22 330	(4 544)	-20.3%	22 330
Integrated National Electrification Programme	5 000	4 000	4 000	3 124	4 000	4 000	-		4 000
Provincial Government:	7 681	21 510	47 111	16 366	42 477	47 111	(4 634)	-9.8%	47 111
Human Settlements Development Grant	7 651	17 186	37 890	9 614	34 180	37 890	(3 710)	-9.8%	37 890
Library Services Grant	30	1 132	1 670	817	1 141	1 670	(529)		1 670
Development of Sport & Recreation Facilities		1 171	1 171	1 171	1 171	1 171	-		1 171
Fire Service Capacity Building Grant		2 000	2 000	1 212	2 000	2 000	-		2 000
Community Development Workers Operational Support Grant		21	21		15	21	(5)		21
Municipal Service Delivery and Capacity Building Grant			360	289	360	360	-		360
Other grant providers:	-	-	-	-	-	-	-		-
Total capital expenditure of Transfers and Grants	33 711	47 840	73 441	24 543	64 263	73 441	(9 178)	-12.5%	73 441
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	75 143	77 305	118 435	28 955	96 446	118 435	(21 709)	-18.3%	118 435

Grant expenditure is monitored against grant receipts.

Supporting Table SC7(2) – Expenditure against approved rollovers

WC032 Overstrand - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - M12
June

Description	Budget Year 2017/18				
	Approved Rollover 2016/17	Monthly actual	YearTD actual	YTD variance	YTD variance %
R thousands					%
EXPENDITURE					
<u>Operating expenditure of Approved Roll-overs</u>					
National Government:	-	-	-	-	
Local Government Equitable Share				-	
Finance Management				-	
EPWP Incentive				-	
Provincial Government:	3 334	970	2 218	1 116	33.5%
Human Settlements Development Grant	3 286	970	2 170	1 116	34.0%
Financial Management Capacity Building Grant				-	
Community Development Workers Operational Support Grant				-	
Maintenance & Construction of Transport Infrastructure				-	
Local Government Internship Graduate Grant	48		48	-	
				-	
				-	
Total operating expenditure of Approved Roll-overs	3 334	970	2 218	1 116	33.5%
Capital expenditure of Approved Roll-overs					
National Government:	-	-	-	-	
Municipal Infrastructure Grant (MIG)				-	
				-	
				-	
Provincial Government:	2 170	1 980	2 170	-	
Community Library Service Grant	970	780	970	-	
Fire Service Capacity Building Grant	1 200	1 200	1 200	-	
				-	
				-	
Total capital expenditure of Approved Roll-overs	2 170	1 980	2 170	-	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS	5 504	2 950	4 388	1 116	20.3%

A Roll over application was submitted to Provincial Treasury during August 2017 for unspent Housing, Provincial Library, Fire Services Capacity Building and Internship Graduate Grants. The roll over outcome letter from Provincial Treasury was received in November 2017. All unspent grants applied for were granted and are reflected above.

Title deed housing funds amounting to R1.1m remain unspent at the end of June 2018.

Expenditure on councillor allowances and employee benefits

Supporting Table SC8

WC032 Overstrand - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Councillors (Political Office Bearers plus Other)									
Basic Salaries and Wages	8 608	9 393	9 166	755	9 056	9 166	(110)	-1%	9 166
Pension and UIF Contributions							-		-
Medical Aid Contributions							-		-
Motor Vehicle Allowance							-		-
Cellphone Allowance	657	660	1 086	93	1 081	1 086	(5)	0%	1 086
Housing Allowances							-		-
Other benefits and allowances							-		-
Sub Total - Councillors	9 265	10 053	10 253	848	10 137	10 253	(116)	-1%	10 253
Senior Managers of the Municipality									
Basic Salaries and Wages	9 944	10 753	10 753	822	10 477	10 753	(276)	-3%	10 753
Pension and UIF Contributions							-		-
Medical Aid Contributions							-		-
Overtime							-		-
Performance Bonus				-	103		103	#DIV/0!	
Motor Vehicle Allowance							-		-
Cellphone Allowance	158	175	175	16	187	175	12	7%	175
Housing Allowances							-		-
Other benefits and allowances				(41)	10		10	#DIV/0!	
Payments in lieu of leave							-		-
Long service awards							-		-
Post-retirement benefit obligations							-		-
Sub Total - Senior Managers of Municipality	10 402	10 928	10 928	796	10 778	10 928	(150)	-1%	10 928
Other Municipal Staff									
Basic Salaries and Wages	175 723	204 000	199 269	16 531	205 437	199 269	6 169	3%	199 269
Pension and UIF Contributions	30 114	35 806	35 564	2 823	33 240	35 564	(2 324)	-7%	35 564
Medical Aid Contributions	10 523	12 625	12 433	959	11 195	12 433	(1 238)	-10%	12 433
Overtime	15 613	15 622	16 076	1 608	16 742	16 076	666	4%	16 076
Performance Bonus							-		-
Motor Vehicle Allowance	7 602	8 213	8 213	924	10 890	8 213	2 677	33%	8 213
Cellphone Allowance	1 483	1 475	1 450	157	1 827	1 450	377	26%	1 450
Housing Allowances	5 064	5 405	5 340	202	2 443	5 340	(2 897)	-54%	5 340
Other benefits and allowances	26 398	29 993	27 235	1 021	12 097	27 235	(15 138)	-56%	27 235
Payments in lieu of leave	1 385	765	965	80	965	965	-		965
Long service awards	1 836	669	1 769	147	1 973	1 769	204	12%	1 769
Post-retirement benefit obligations	16 076	7 724	9 924	796	9 839	9 924	(85)	-1%	9 924
Sub Total - Other Municipal Staff	291 817	322 297	318 237	25 248	306 648	318 237	(11 590)	-4%	318 237
Total Parent Municipality	311 185	343 277	339 418	26 892	327 562	339 418	(11 855)	-3%	339 418
TOTAL SALARY, ALLOWANCES & BENEFITS	311 185	343 277	339 418	26 892	327 562	339 418	(11 855)	-3%	339 418
TOTAL MANAGERS AND STAFF	301 919	333 225	329 165	26 044	317 425	329 165	(11 740)	-4%	329 165

Preliminary savings of R11,86m is reflected for the year, subject to any final adjustments on post retirements benefits.

SDBIP

The results of the SDBIP for the fourth quarter ended 30 June 2018 will be included in a separate comprehensive report to be tabled in Council.

Financial Performance

Supporting Table SC2

WC032 Overstrand - Supporting Table SC2 Monthly Budget Statement - performance indicators - M12 June

Description of financial indicator	Basis of calculation	2016/17	Budget Year 2017/18			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
Borrowing Management						
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure	1.8%	17.1%	16.9%	17.3%	16.9%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants	38.7%	30.7%	19.9%	19.0%	19.9%
Safety of Capital						
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves	16.0%	16.1%	15.4%	18.2%	15.4%
Gearing	Long Term Borrowing/ Funds & Reserves	12687.3%	16762.6%	16762.6%	12588.2%	16762.6%
Liquidity						
Current Ratio	Current assets/current liabilities	225.8%	189.0%	278.8%	230.1%	278.8%
Liquidity Ratio	Monetary Assets/Current Liabilities	142.8%	115.3%	205.1%	172.3%	205.1%
Revenue Management						
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing					
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	10.2%	12.3%	11.7%	10.8%	11.7%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management						
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	99.5%	98.0%	98.0%	99.42%	98.0%
Funding of Provisions						
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions					
Other Indicators						
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	7.4%	6.3	6.3	5.1%	6.3
Water Distribution Losses	% Volume (units purchased and own source less units sold)/Total units purchased and own source	21.3%	20.89%	20.89%	18.82%	20.89%
Employee costs	Employee costs/Total Revenue - capital revenue	28.7%	33.6%	31.4%	30.0%	31.4%
Repairs & Maintenance	R&M/Total Revenue - capital revenue	11.5%	17.0%	18.3%	15.1%	18.3%
Interest & Depreciation	I&D/Total Revenue - capital revenue	16.9%	17.9%	17.0%	16.7%	17.0%
IDP regulation financial viability indicators						
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	20.1%	17.0	17.0	19.96	17.0
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	9.9%	15.4%	15.4%	10.52%	15.4%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	0.1	3.2	3.2	6.56	3.2

Preliminary results are now indicated for annual performance indicators.

Capital programme performance

Supporting Table SC12

WC032 Overstrand - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M12 June

Month	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	-	-	-	-	-	-	-	-	-
August	571	2 040	2 040	6 041	6 041	2 040	(4 001)	-196.1%	6%
September	5 869	3 448	3 448	5 773	11 814	5 488	(6 326)	-115.3%	12%
October	1 879	4 926	4 926	5 139	16 953	10 414	(6 539)	-62.8%	17%
November	4 070	6 259	6 259	4 031	20 984	16 673	(4 311)	-25.9%	21%
December	7 840	6 099	6 099	12 558	33 542	22 772	(10 770)	-47.3%	34%
January	3 211	10 181	10 181	119	33 662	32 953	(709)	-2.2%	34%
February	5 297	14 759	10 233	1 973	35 635	43 186	7 552	17.5%	36%
March	6 067	14 813	11 784	14 049	49 684	54 970	5 286	9.6%	51%
April	5 463	16 669	13 233	2 780	52 464	68 203	15 739	23.1%	54%
May	7 975	18 333	20 233	4 580	57 045	88 437	31 392	35.5%	58%
June	43 627	120	26 183	43 790	100 835	116 620	15 785	13.5%	103%
Total Capital expenditure	91 868	97 648	116 620	100 835					

See comments under variances.

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Supporting Table SC13a

WC032 Overstrand - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital expenditure on new assets by Asset Class/Sub-class									
Infrastructure	43 763	28 205	28 238	14 664	26 438	29 461	3 023	10.3%	28 238
Roads Infrastructure	2 030	5 155	11 691	5 363	10 003	13 235	3 232	24.4%	11 691
Roads	2 030	5 155	11 691	5 363	10 003	13 235	3 232	24.4%	11 691
Storm water Infrastructure	230	250	280	121	255	280	25	8.9%	280
Drainage Collection	230	250	280	121	255	280	25	8.9%	280
Electrical Infrastructure	30 495	18 790	15 520	8 910	15 449	15 199	(250)	-1.6%	15 520
MV Substations		3 000	3 000		3 000	2 679	(321)	-12.0%	3 000
LV Networks	30 496	15 790	12 520	8 910	12 449	12 520	71	0.6%	12 520
Water Supply Infrastructure	5 276	3 900	637	266	627	637	10	1.6%	637
Reservoirs	5 276	3 900	637	266	627	637	10	1.6%	637
Solid Waste Infrastructure	12	110	110	4	105	110	5	4.8%	110
Waste Drop-off Points	12	110	110	4	105	110	5	4.8%	110
Community Assets	2 212	6 545	9 829	6 047	8 656	9 788	1 132	11.6%	9 829
Community Facilities	1 640	4 579	3 380	1 719	3 229	3 339	110	3.3%	3 380
Halls	644	421	445	22	437	445	8	1.9%	445
Crèches		100	100		100	58	(42)	-71.2%	100
Fire/Ambulance Stations	996	3 798	2 575	1 505	2 440	2 575	135	5.2%	2 575
Cemeteries/Crematoria		260	260	192	251	260	9	3.3%	260
Sport and Recreation Facilities	572	1 966	6 449	4 328	5 427	6 449	1 022	15.8%	6 449
Indoor Facilities							-		
Outdoor Facilities	572	1 966	6 449	4 328	5 427	6 449	1 022	15.8%	6 449
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	10 458	17 186	37 890	9 614	34 180	37 890	3 710	9.8%	37 890
Operational Buildings	1 540	-	-	-	-	-	-	-	-
Housing	8 918	17 186	37 890	9 614	34 180	37 890	3 710	9.8%	37 890
Social Housing	8 918	17 186	37 890	9 614	34 180	37 890	3 710	9.8%	37 890
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	885	1 620	1 620	49	1 593	1 620	27	1.7%	1 620
Computer Equipment	885	1 620	1 620	49	1 593	1 620	27	1.7%	1 620
Furniture and Office Equipment	72	120	120	18	119	120	1	0.9%	120
Furniture and Office Equipment	72	120	120	18	119	120	1	0.9%	120
Machinery and Equipment	-	-	570	-	-	-	-	-	570
Transport Assets	-	950	600	-	205	600	395	65.9%	600
Transport Assets	-	950	600	-	205	600	395	65.9%	600
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	57 389	54 626	78 867	30 392	71 191	79 479	8 288	10.4%	78 867

Supporting Table SC13b

WC032 Overstrand - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital expenditure on renewal of existing assets by Asset Class/Sub-class									
Infrastructure	20 205	11 280	7 713	5 572	10 265	7 463	(2 802)	-37.6%	7 713
Roads Infrastructure	9 709	2 080	2 080	399	2 020	2 080	60	2.9%	2 080
Roads	9 709	2 080	2 080	399	2 020	2 080	60	2.9%	2 080
Electrical Infrastructure	-	1 000	1 000	-	819	750	(69)	-9.2%	1 000
MV Networks		1 000	1 000		819	750	(69)	-9.2%	1 000
Water Supply Infrastructure	10 496	900	900	349	885	900	15	1.7%	900
Water Treatment Works	10 496	900	900	349	885	900	15	1.7%	900
Sanitation Infrastructure	-	5 800	2 263	3 357	5 074	2 263	(2 811)	-124.2%	2 263
Waste Water Treatment Works		5 800	2 263	3 357	5 074	2 263	(2 811)	-124.2%	2 263
Solid Waste Infrastructure	-	1 500	1 470	1 467	1 467	1 470	3	0.2%	1 470
Waste Transfer Stations		1 500	1 470	1 467	1 467	1 470	3	0.2%	1 470
Community Assets	-	-	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets									
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Computer Equipment									
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment									
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment									
Transport Assets	-	-	-	-	-	-	-	-	-
Transport Assets									
Libraries	-	-	-	-	-	-	-	-	-
Libraries									
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals									
Total Capital Expenditure on renewal of	20 205	11 280	7 713	5 572	10 265	7 463	(2 802)	-37.6%	7 713

Supporting Table SC13c

WC032 Overstrand - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M12
June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Repairs and maintenance expenditure by Asset Class/Sub-class									
Infrastructure	110 292	132 746	139 160	11 920	117 901	139 160	21 259	15.3%	139 160
Roads Infrastructure	55 545	64 747	64 747	4 718	53 229	64 747	11 518	17.8%	64 747
Roads	55 545	64 747	64 747	4 718	53 229	64 747	11 518	17.8%	64 747
Storm water Infrastructure	6 392	6 168	6 168	654	6 017	6 168	151	2.4%	6 168
Storm water Conveyance	6 392	6 168	6 168	654	6 017	6 168	151	2.4%	6 168
Electrical Infrastructure	17 747	18 903	18 970	2 237	17 645	18 970	1 325	7.0%	18 970
HV Transmission Conductors	17 747	18 903	18 970	2 237	17 645	18 970	1 325	7.0%	18 970
Water Supply Infrastructure	16 389	17 549	17 549	1 058	15 014	17 549	2 536	14.4%	17 549
Water Treatment Works	16 389	17 549	17 549	1 058	15 014	17 549	2 536	14.4%	17 549
Sanitation Infrastructure	11 672	16 500	16 525	974	13 051	16 525	3 474	21.0%	16 525
Waste Water Treatment Works	11 672	16 500	16 525	974	13 051	16 525	3 474	21.0%	16 525
Solid Waste Infrastructure	2 546	8 879	15 201	2 280	12 946	15 201	2 255	14.8%	15 201
Waste Transfer Stations	2 546	8 879	15 201	2 280	12 946	15 201	2 255	14.8%	15 201
Community Assets	4 867	10 549	13 798	2 456	12 289	13 798	1 509	10.9%	13 798
Community Facilities	4 867	5 895	7 327	1 901	6 531	7 327	796	10.9%	7 327
Halls	-	2 523	2 718	1 521	3 495	2 718	(777)	-28.6%	2 718
Libraries	-	205	205	55	138	205	67	32.7%	205
Cemeteries/Crematoria	-	57	57	4	50	57	7	12.6%	57
Public Open Space	4 867	3 110	4 347	321	2 848	4 347	1 499	34.5%	4 347
Sport and Recreation Facilities	-	4 654	6 471	555	5 759	6 471	713	11.0%	6 471
Outdoor Facilities	-	4 654	6 471	555	5 759	6 471	713	11.0%	6 471
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	-	6 942	9 202	928	6 719	9 202	2 483	27.0%	9 202
Operational Buildings	-	6 942	9 202	928	6 719	9 202	2 483	27.0%	9 202
Municipal Offices	-	6 942	9 202	928	6 719	9 202	2 483	27.0%	9 202
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	5 536	5 384	5 787	336	5 207	5 787	580	10.0%	5 787
Computer Equipment	5 536	5 384	5 787	336	5 207	5 787	580	10.0%	5 787
Furniture and Office Equipment	-	13 663	23 288	3 579	17 919	23 288	5 369	23.1%	23 288
Furniture and Office Equipment	-	13 663	23 288	3 579	17 919	23 288	5 369	23.1%	23 288
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	120 695	169 284	191 235	19 220	160 036	191 235	31 199	16.3%	191 235

Supporting Table SC13d

WC032 Overstrand - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Depreciation by Asset Class/Sub-class									
Infrastructure	108 171	112 337	112 337	9 361	112 337	112 337	-		112 337
Roads Infrastructure	31 811	36 600	36 600	3 050	36 600	36 600	-		36 600
<i>Roads</i>	31 811	36 600	36 600	3 050	36 600	36 600	-		36 600
Storm water Infrastructure	5 741	3 465	3 465	289	3 465	3 465	-		3 465
<i>Storm water Conveyance</i>	5 741	3 465	3 465	289	3 465	3 465	-		3 465
Electrical Infrastructure	24 103	25 118	25 118	2 093	25 118	25 118	-		25 118
<i>HV Transmission Conductors</i>	24 103	25 118	25 118	2 093	25 118	25 118	-		25 118
Water Supply Infrastructure	27 000	27 354	27 354	2 279	27 354	27 354	-		27 354
<i>Water Treatment Works</i>	27 000	11 598	11 598	967	11 598	11 598	-		11 598
<i>Distribution</i>		15 756	15 756	1 313	15 756	15 756	-		15 756
Sanitation Infrastructure	15 807	15 886	15 886	1 324	15 886	15 886	-		15 886
<i>Reticulation</i>	15 807	12 467	12 467	1 039	12 467	12 467	-		12 467
<i>Waste Water Treatment Works</i>		3 419	3 419	285	3 419	3 419	-		3 419
Solid Waste Infrastructure	3 709	3 915	3 915	326	3 915	3 915	-		3 915
<i>Waste Transfer Stations</i>	3 709	3 915	3 915	326	3 915	3 915	-		3 915
Community Assets	2 452	766	766	64	766	766	-		766
Sport and Recreation Facilities	2 452	766	766	64	766	766	-		766
<i>Outdoor Facilities</i>	2 452	766	766	64	766	766	-		766
Heritage assets	-	-	-	-	-	-	-		-
Investment properties	-	-	-	-	-	-	-		-
Other assets	8 201	11 067	11 067	922	11 067	11 067	-		11 067
Operational Buildings	8 201	11 067	11 067	922	11 067	11 067	-		11 067
<i>Municipal Offices</i>	8 201	11 067	11 067	922	11 067	11 067	-		11 067
Biological or Cultivated Assets	-	-	-	-	-	-	-		-
Intangible Assets	448	615	615	51	615	615	-		615
Licences and Rights	448	615	615	51	615	615	-		615
<i>Computer Software and Applications</i>	448	615	615	51	615	615	-		615
Computer Equipment	1 416	788	788	66	788	788	-		788
Computer Equipment	1 416	788	788	66	788	788	-		788
Furniture and Office Equipment	1 343	4 035	4 035	336	4 035	4 035	-		4 035
Furniture and Office Equipment	1 343	4 035	4 035	336	4 035	4 035	-		4 035
Machinery and Equipment	-	-	-	-	-	-	-		-
Machinery and Equipment	-	-	-	-	-	-	-		-
Transport Assets	2 757	678	678	57	678	678	-		678
Transport Assets	2 757	678	678	57	678	678	-		678
Libraries	-	-	-	-	-	-	-		-
Libraries	-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-		-
Total Depreciation	124 787	130 287	130 287	10 857	130 287	130 287	-		130 287

Supporting Table SC13e

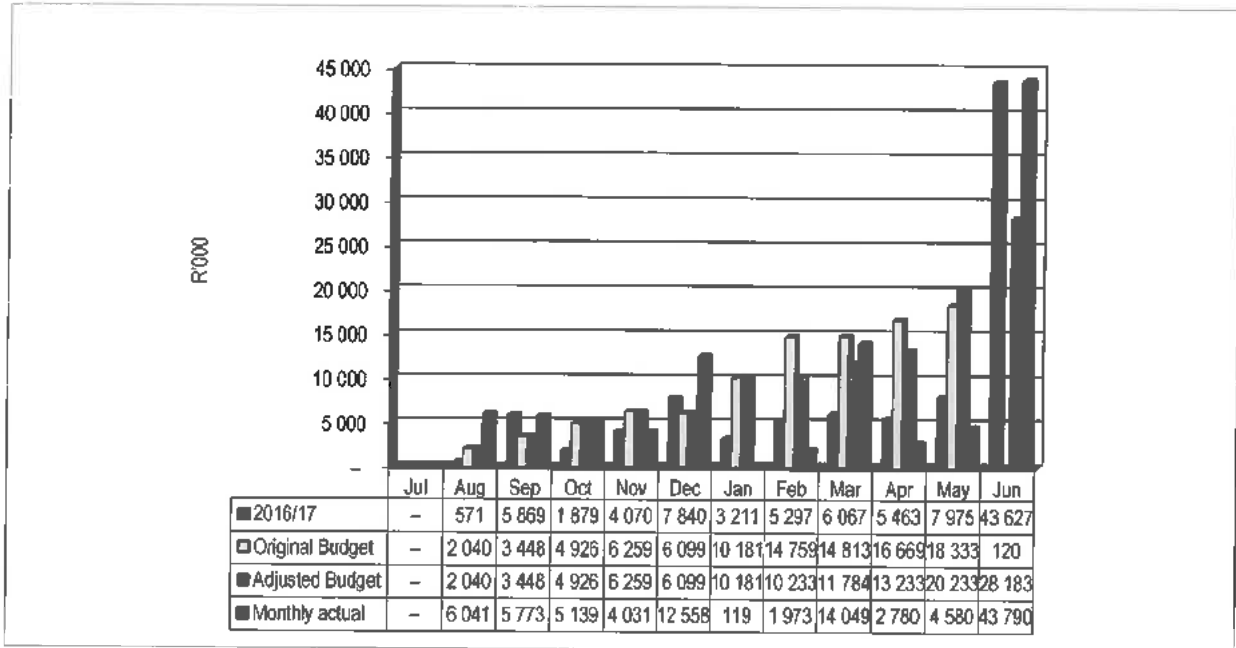
WC032 Overstrand - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M12 June

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class									
Infrastructure	11 269	28 505	28 060	6 839	18 105	27 720	9 615	34.7%	28 060
Roads Infrastructure	-	180	180	24	167	180	13	7.1%	180
<i>Roads</i>		180	180	24	167	180	13	7.1%	180
Storm water Infrastructure	2 100	6 800	8 355	3 147	10 677	8 355	(2 322)	-27.8%	8 355
<i>Drainage Collection</i>	2 100	6 800	8 355	3 147	10 677	8 355	(2 322)	-27.8%	8 355
Water Supply Infrastructure	-	4 500	2 500	328	1 744	2 500	756	30.2%	2 500
<i>Distribution</i>		4 500	2 500	328	1 744	2 500	756	30.2%	2 500
Sanitation Infrastructure	9 169	17 025	17 025	3 339	5 517	16 685	11 168	66.9%	17 025
<i>Pump Station</i>		5 000	5 000	2 087	3 577	5 000	1 423	28.5%	5 000
<i>Reticulation</i>		3 100	3 100	692	880	3 100	2 220	71.6%	3 100
<i>Waste Water Treatment Works</i>	9 169	8 585	8 585	560	1 060	8 585	7 525	87.7%	8 585
<i>Outfall Sewers</i>		340	340				-		340
Community Assets	1 265	3 177	1 920	987	1 217	1 903	686	36.1%	1 920
Community Facilities	-	2 877	1 920	987	1 217	1 903	686	36.1%	1 920
<i>Halls</i>		1 695	200	170	27	200	173	86.5%	200
<i>Fire/Ambulance Stations</i>		50	50		49	33	(16)	-47.8%	50
<i>Libraries</i>		1 132	1 670	817	1 141	1 670	529	31.7%	1 670
Sport and Recreation Facilities	1 265	300	-	-	-	-	-	-	-
<i>Outdoor Facilities</i>	1 265	300	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	1 740	60	60	-	57	55	(2)	-4.1%	60
Operational Buildings	-	60	60	-	57	55	(2)	-4.1%	60
<i>Municipal Offices</i>		60	60		57	55	(2)	-4.1%	60
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets									
Intangible Assets	-	-	-	-	-	-	-	-	-
Intangible Assets									
Computer Equipment	-	-	-	-	-	-	-	-	-
Computer Equipment									
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment									
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment									
Transport Assets	-	-	-	-	-	-	-	-	-
Transport Assets									
Libraries	-	-	-	-	-	-	-	-	-
Libraries									
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals									
Total Capital Expenditure on upgrading of existing assets	14 274	31 742	30 040	7 826	19 379	29 678	10 299	34.7%	30 040

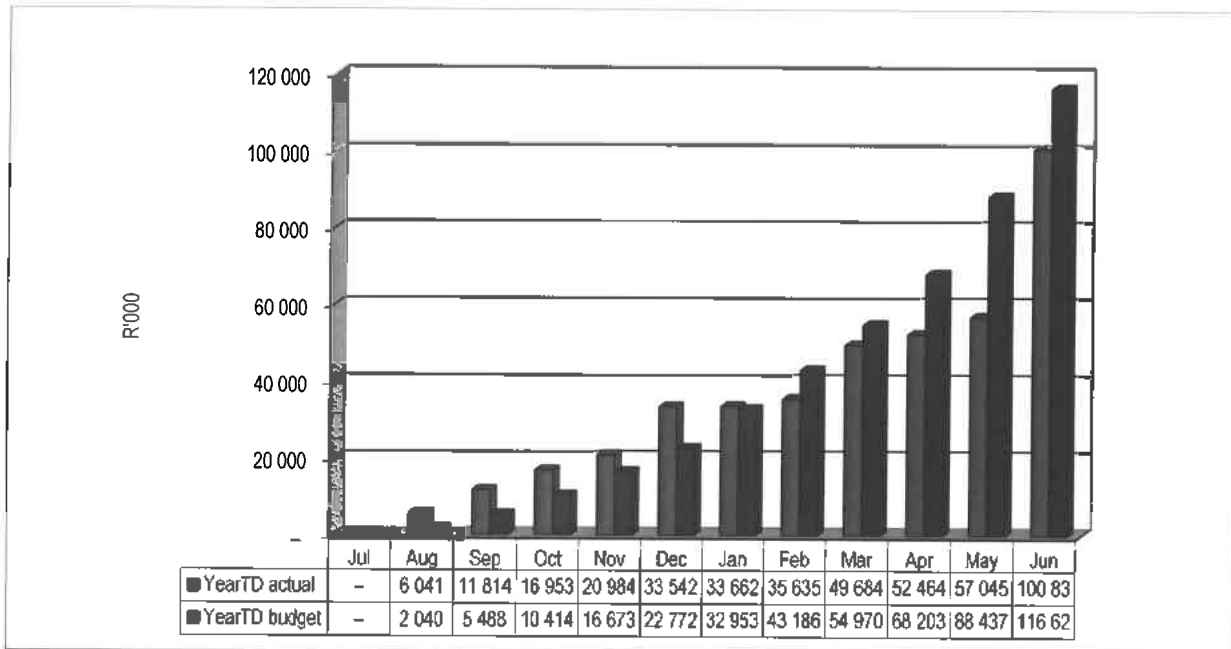
Other supporting documentation

Section 71 charts

Capital expenditure monthly trend - actual vs target

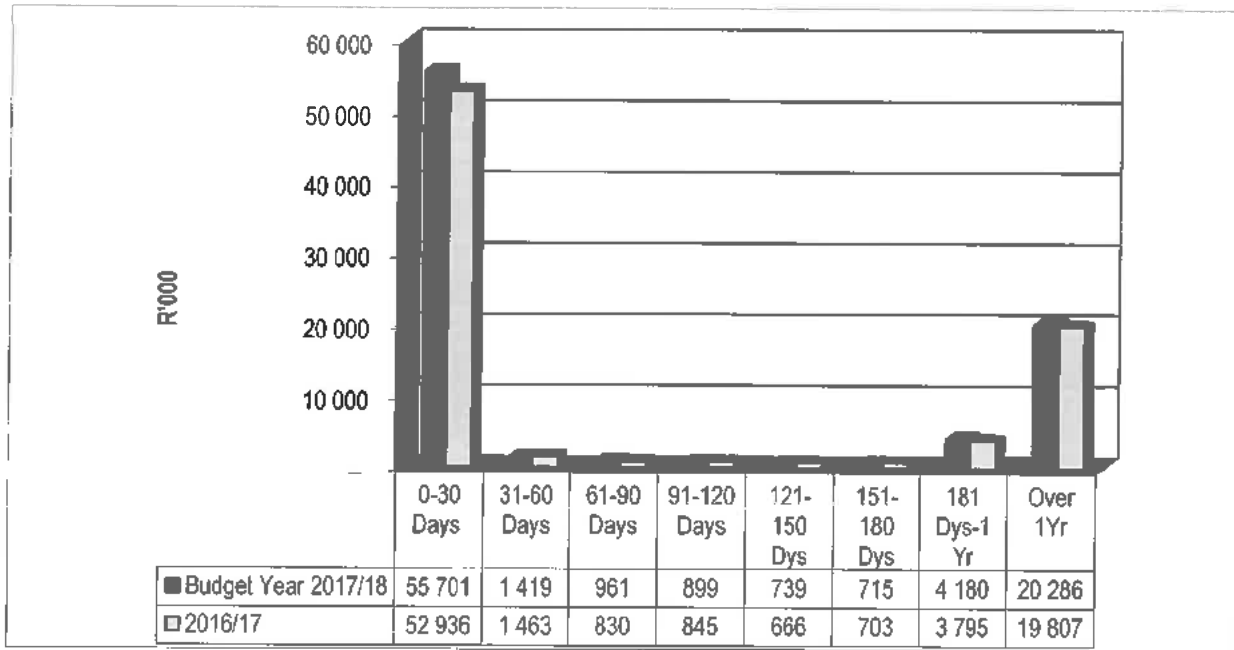


Capital expenditure – YTD actual vs YTD projection

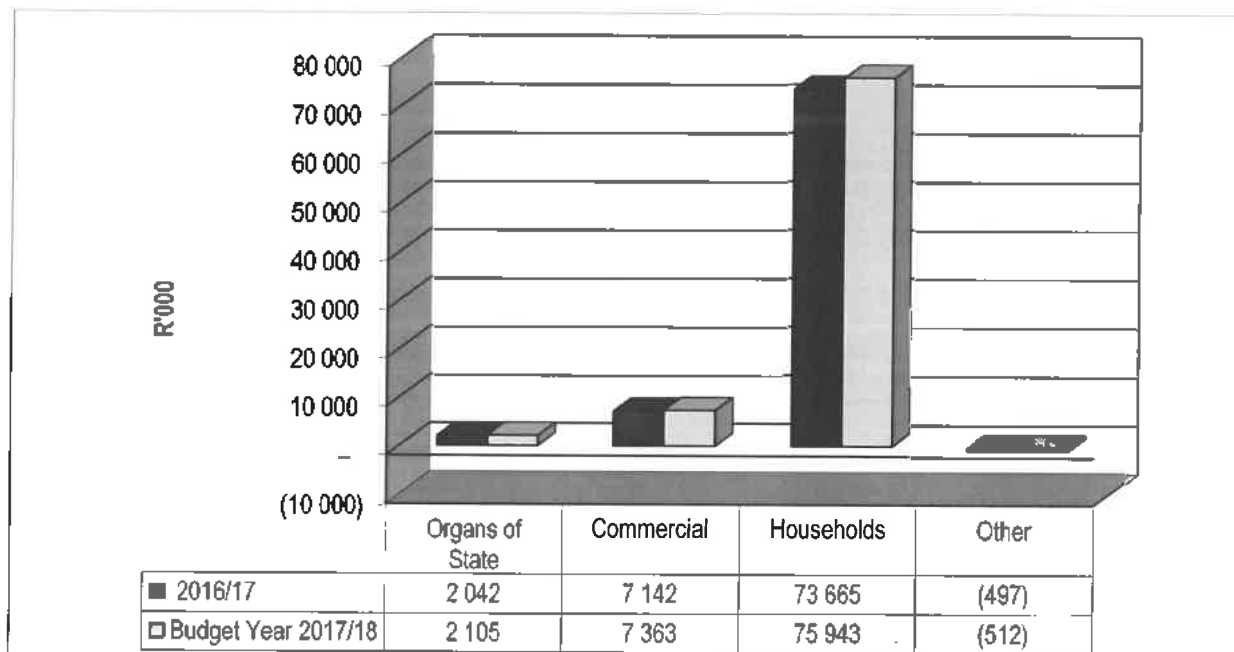


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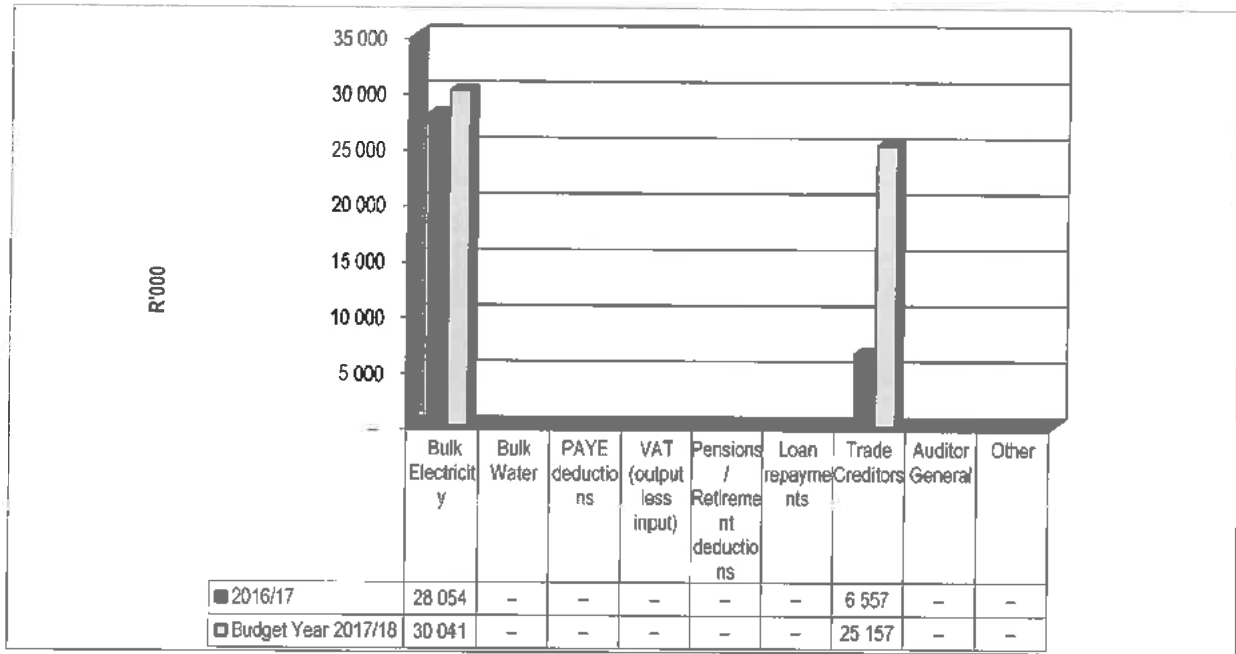
Debtors Age Analysis



Debtors by Type



Creditor Payments



Municipal manager's quality certification

I, CC Groenewald, the Municipal Manager of Overstrand Municipality, hereby certify that the –

Quarterly Budget Report

for the period ending **June 2018** has been prepared in accordance with the Municipal Finance Management Act and regulations made under that Act.

Print name: **CC Groenewald**

Municipal Manager of **Overstrand Municipality (WC032)**

Signature:

A handwritten signature in black ink, appearing to read 'Groenewald', written over a horizontal line.

Date:

13.07.2018.

OVERSTRAND MUNICIPALITY – COST CONTAINMENT MEASURES:

NATIONAL TREASURY MFMA Circular No. 82 Municipal Finance Management Act No. 56 of 2003 Cost Containment Measures (Updated November 2016)

June 2018

Update: Draft Municipal Cost Containment Regulations

The urgency expressed in the State of the Nation Address and announcements by the Minister of Finance, after consulting SALGA and Minister of Cooperative Government and Traditional Affairs, is articulated in the Draft Municipal Cost Containment Regulations, as published on 16 February 2018, in Part 2 of *Government Gazette* No. 41445 (attached), distributed for attention and submission of comments before 30 March 2018.

The content of the regulations must also inform municipalities when they prepare their 2018/19 MTREF budgets for implementation on 1 July if these measures could not be implemented sooner.

The status with regard to the Cost Containment Measures is unchanged up to date of this report.

Current Status: MFMA Circular No. 82 Cost Containment Measures

This document presents to council the status regarding cost containment measures in terms of MFMA Circular No. 82 Cost Containment Measures (Updated November 2016).

Purpose

Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilized to ensure value for money is achieved.

The purpose of the Circular is to guide municipalities and municipal entities on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others.

Background

The national government has been aware of the need to contain costs and Cabinet resolved that all spheres of government, including municipalities and municipal entities must implement measures to contain operational costs and eliminate all non-essential expenditure.

In the 2016 State of the Nation Address, cost containment measures were re-emphasised. It was highlighted that excessive and wasteful expenditure has to be reduced, and that increased action be taken to manage unnecessary expenditure. The following measures were among those announced:

- **Curtailement of overseas trips;**
- The submission of strong motivation to MM's, Mayors and, where necessary, oversight mechanisms at local, provincial and national spheres of Government by those requesting

permission to travel either locally or abroad: i.e. their detailed report including research which argues the necessity of the trip and the benefit the country will achieve in undertaking the journey;

- The institutionalization of **further restrictions on conferences, catering, entertainment and social functions.**

In reinforcing the above, the Minister of Finance also announced further cost containment measures in his budget speech on 24 February 2016, and urged Mayors of municipalities to exercise and oversee the elimination of wasteful expenditure in government. SALGA supported the call for cost containment measures to be implemented in municipalities as per the Budget Forum engagements and commitments.

Municipalities must make clear and quantified commitments in this regard when tabling their upcoming budgets, and to reference these commitments when submitting budget documentation to the National and Provincial Treasuries, as required by the MFMA.

Annexure A of the circular presents cost containment measures that accounting officers and chief finance officers must consider, in order to contain operational costs and eliminate non-essential expenditure. In addition, municipalities are advised to refer to MFMA Budget Circular No. 70 and other relevant Circulars on the elimination of non-priority spending. (<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx>).

Enforcement of cost containment measures

SALGA recently expressed concern over the lack of enforcement of such measures and municipal councils are herewith reminded of Section 171(1) of the MFMA whereby the accounting officer of a municipality commits an act of financial misconduct if that accounting officer deliberately or negligently contravenes a provision of the Act, or fails to comply with a duty imposed by the Act on the accounting officer of the municipality.

Failure to fulfill the duty outlined in section 62(1) (a) of the MFMA may result in the accounting officer committing an act of financial misconduct and that disciplinary or criminal proceedings are instituted against any official who has allegedly committed an act of financial misconduct or an offence in terms of chapter 15. The accounting officer also has a duty to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented.

Reference in Circular 82	Overstrand Mun Response
<p>In addition, section 167 of the MFMA provides that a municipality may only remunerate its office bearers within the parameters set out in that section. In particular, sub-section 167(2) provides that any benefit paid that is outside the parameters set out in subsection (1) is irregular expenditure and must be recovered from the political office-bearer concerned.</p> <p>Details of precisely what a municipality may pay or remunerate its political office bearers are set out in the Notices issued in terms of the Political Office Bearers Act by the Minister of Cooperative Governance and Traditional Affairs.</p>	<p>Comply.</p> <p>The cost associated with the remuneration of councillors is determined by the Minister of Cooperative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998).</p>

Municipalities are reminded that the National Treasury will be conducting municipal budget benchmark engagements with non-delegated municipalities during which **all municipal budgets will be assessed**

against the cost containment measures outlined in this Circular. Provincial Treasuries will be conducting similar engagements and budget assessments with delegated municipalities.

Consideration has been given to the lack of enforcement measures and therefore it is envisaged that regulations will be issued to align these measures with financial misconduct regulations. Disclosure of cost containment measures applied by the municipality and entity must be included in the Municipal Budget and Annual Report. Measures implemented and regular reports must be submitted to the Municipal Public Accounts Committee for review and recommendations to Council on additional measures to be taken.

The contents of the Circular has been shared with the office of the Auditor-General for their application, scrutiny and assessment.

Conclusion

It is important that the accounting officer ensures that the content of this Circular is brought to the attention of the Municipal Council and all other relevant officials within municipalities and municipal entities. It is recommended that:

Reference in Circular 82	Overstrand Mun Comments
<ul style="list-style-type: none"> Municipalities adopt this Circular together with their annual budgets; 	<ul style="list-style-type: none"> The Circular was included in the budget documentation to Council end of May 2017
<ul style="list-style-type: none"> Municipalities are advised to review other finance related policies to ensure consistency with this Circular; 	<ul style="list-style-type: none"> The Circular was included in the final 2016/2017 Budget documentation which served before Council on 31 May 2017
<ul style="list-style-type: none"> Municipalities implement the circular by creating the appropriate oversight mechanisms to monitor cost containment measures; Implementation of such measures will assist in ensuring that the provisions of sections 62 and 167 of the MFMA are complied with to ensure that reasonable steps are taken for public resources to be used effectively, efficiently, economically and in the best interests of the local community. 	<ul style="list-style-type: none"> This document to be included in the quarterly budget report to Council.

Any queries relating to municipalities preparation of municipal budgets in line with the cost containment measures should be directed to the respective National or Provincial Treasury official responsible for monitoring the municipality's budget. The names of these officials can be obtained from MFMA Circular 79 and / or other related MFMA Circulars. This Circular must be tabled before the municipal council for adoption together with the 2016/17 MTREF budget.

Issued on behalf of:

Malijeng Ngqaleni Kenneth Brown Jayce Nair

Intergovernmental Relations Chief Procurement Officer Acting Accountant-General

TV PILLAY

CHIEF DIRECTOR: MFMA IMPLEMENTATION

30 MARCH 2016

Annexure A – Cost Containment Measures (Overstrand Municipality comments noted in the second column):

Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritize spending and ensure savings on the following focus areas among others;

engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.

It is prudent that Municipalities consider consultation with its -

<ul style="list-style-type: none"> • employees and • through public participation to obtain input and consideration from affected stakeholders such as communities, ratepayers, businesses, and so on which may prove to be beneficial when facilitating the implementation of cost containment policies and actions. 	<ul style="list-style-type: none"> • Noted • Circular 82 was included in the Draft Budget for 2017-2018 to Council on 29 March 2017 and was available for public participation and comments; • The Circular was included in the budget documentation to Council end of May 2017.
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Municipalities are advised to ensure appropriate monitoring and reporting on such cost saving measures is instituted for ease of reporting to

- management and council on progress on a regular basis.
- The internal audit unit of municipalities must be copied with such reports.

1. Engagement of Consultants

<ul style="list-style-type: none"> • Accounting Officers must only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required. • Evidence of acute planning of the project must be visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality. • Consultants, including construction and infrastructure related services, must only be remunerated at the rates equal to or below those: <ul style="list-style-type: none"> ○ determined in the "Guidelines on fees for audits done on behalf of the Auditor-General South Africa", issued by the South African Institute of Chartered Accountants (SAICA); ○ set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or ○ Prescribed by the body regulating the profession of the consultant. • Ensure an exacting "specification" of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored. • Ensure that contracts for consultants include retention and penalty 	<p>Contents of the circular are noted; Appointment of consultants in terms of services required and listed.</p>
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<p>clauses for poor performance and in this regard against the above specification, accounting officers must invoke such clauses, where deemed necessary.</p> <ul style="list-style-type: none"> • It is mandatory that accounting officers of municipalities and municipal entities conclude on the best “value for money”, i.e. matching fees against quality and against benchmarked practices. • Accounting officers of municipalities and municipal entities must appoint consultants on a time and cost basis with specific start and end dates. • Travel and subsistence costs for the appointment of consultants must be in accordance with the travel policy of government and the contract price specifies all travel & subsistence costs. • If travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions: <ol style="list-style-type: none"> a) Hotel accommodation may not exceed the amount mentioned in this Circular; b) Only economy class air tickets may be purchased for flights; c) Only group B vehicles or lower may be hired for engagements, as mentioned in this Circular; d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time. • Municipalities are urged to develop consultancy reduction plans. • Undertake all engagements of consultants in accordance with the SCM Regulations and the municipality’s SCM policy. 	
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2. Travel and subsistence

<p>The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.</p> <p><u>Net and Non-Commissionable Rates</u> All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed & Breakfast establishments.</p> <p><u>Rebates, Overrides, Volume based income</u> In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016 these payments and the practice of overrides is to discontinue for Government business.</p>	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"> • South African Revenue Services (SARS) • Municipal Finance Management Act, 2003 (Act No. 56 of 2003) • South African Local Government Association (SALGA) • Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) • Income Tax Act, 1962 (Act No. 58 of 1962). <p>This Policy must be read in conjunction with any of the Municipality’s approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.</p>
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2.1 National Travel Policy

The Treasury will issue a National Travel Policy framework during December 2016.

This will be available on the OCPO's website:

(http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/default.aspx)

2.2 Air Travel

- The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically for official purpose. These Domestic Air Travel Fares will be regularly reviewed by the National Treasury (These rates are not applicable for International Air Travel).
- For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.
- For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.
- Treasury entered into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016. This has been extended by a further six months.
- The premise of Best Fare on the Day will be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Other Low Cost Carriers may also be requested for quotations. Please note that all discounted rates are subject to class availability.
- In order to make full use of the corporate discount with SAA and BA, municipalities and municipal entities must instruct their appointed TMCs or persons making their bookings for domestic airline tickets, to book against the relevant deal codes as detailed in Annexure B.
- Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full service carrier representative, they are to inform National Treasury with the agents name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.
- Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.
- Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.

The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:


- South African Revenue Services (SARS)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- South African Local Government Association (SALGA)
- Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- Income Tax Act, 1962 (Act No. 58 of 1962).

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during February 2017.

2.3 Domestic Hotel Accommodation

- National Treasury has established maximum allowable rates for domestic accommodation. When sourcing accommodation for officials, municipalities should find options that are equal to or lower than the rates in Table 1, depending on the allowable star grading and the band. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drinks at Dinner
Graded Hotel, Boutique Hotel, Lodge or Resort			
	BAND 1	BAND 2	BAND 3
1 Star	R 580	R 710	R 856
2 Star	R 800	R 1030	R 1230
3 Star	R 1 100	R 1 200	R 1 400
4 Star	R 1 250	R 1 350	R 1 550
5 Star	R 2 100	R 2 200	R 2 500
Bed & Breakfast, Country House or Guest house			
	BAND 1	BAND 2	BAND 3
1 Star	R 300	R 450	R 630
2 Star	R 500	R 650	R 830
3 Star	R 800	R 1 050	R 1 230
4 Star	R 1 000	R 1 150	R 1 330
5 Star	R 1 200	R 1 350	R 1 530
Self-Catering*			
	BAND 1	BAND 2	BAND 3
1 Star	R 580		
2 Star	R 800		
3 Star	R 1 100		
4 Star	R 1 250		
5 Star	R 1 450		
Meals**			
	BAND 1	BAND 2	BAND 3
Breakfast	R 120	R -	R -
Lunch	R 150	R 150	R 150
Dinner	R 150	R 150	R -
Total	R 420	R 300	R 150

Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.

*Including Exclusive and Shared Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge.

Shared Facilities consisting of one or more bedrooms and self-contained shared public areas e.g. kitchen, dining area and lounge.

**Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.

- If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four star establishment if the rate at the four star establishment is the same as or lower than a three star establishment.
- Where there is an alternative star grading indicated in Table 1

The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:

- South African Revenue Services (SARS)
 - Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
 - South African Local Government Association (SALGA)
 - Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
 - Income Tax Act, 1962 (Act No. 58 of 1962).
- This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during February 2017.

<p>(i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading can only be booked if:</p> <ol style="list-style-type: none"> the higher star graded facility is the only available option due to location and availability; or the municipality or municipal entity has negotiated lower rates with the higher star graded facility. <ul style="list-style-type: none"> Accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled by road by the employee exceeds 500 kilometres to and from the destination (return journey). 	
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2.4 Vehicle Hire

<ul style="list-style-type: none"> Municipalities are encouraged to continue considering their own fleet first, where viable, prior to hiring of vehicles; Notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle. Accounting officers must also consider making use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services. Ensure the hiring of vehicles from a category below Group B or an equivalent class. Accounting officers may permit employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B. Vehicle travel claims by employees of municipalities and municipal entities must be restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme. 	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"> South African Revenue Services (SARS) Municipal Finance Management Act, 2003 (Act No. 56 of 2003) South African Local Government Association (SALGA) Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) Income Tax Act, 1962 (Act No. 58 of 1962). <p>This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during February 2017.</p>
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3 Credit Cards

The use of credit and debit cards was addressed in an earlier MFMA Circular.

<p>A bank, or any other institution, may not issue credit cards or debit cards linked to a bank account of a municipality or a municipal entity to any councillors, entity board members, municipal or entity officials or any other person. The issuing and use of such cards be it for official purposes:</p> <ul style="list-style-type: none"> contravenes section 11 and 85 of the MFMA as there is no way of ensuring that all purchases made on the card are in accordance with the items listed in the 	<ul style="list-style-type: none"> Overstrand Municipality does not allow the use of credit and debit cards.
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<p>sections or as prescribed;</p> <ul style="list-style-type: none"> • contravenes section 167 of the MFMA which provides that any bursary, loan, advance or other benefit paid to a municipal councillor otherwise than in accordance with the provisions of the Remuneration of Public Office Bearers Act constitutes irregular expenditure; • contravening section 15 of the MFMA by incurring expenditure not authorised in an approved budget; • non-compliance with section 164 of the MFMA which provides that no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity or members of the public; • non-compliance with the supply chain management regulations; and • undermines efforts to safeguard municipal funds, combat fraud and corruption, as well as other irregular practices. 	
<p>While the use of petrol cards or garage cards for municipal vehicles is permitted, it must be utilised in accordance with an appropriate policy and related procedures to avoid misuse thereof. Cost containment measures should be applied in managing and planning trips.</p>	<ul style="list-style-type: none"> • Noted
<p>Where officials or councillors incur expenses in relation to official municipal activities, they should use their personal credit cards or cash, and request reimbursement from the municipality in accordance with the relevant municipal policy and processes. Alternatively, the municipality should make arrangements with the service provider that the expenditure be settled directly by the municipality.</p>	<ul style="list-style-type: none"> • Noted

4 Catering costs

<ul style="list-style-type: none"> • Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more: <ol style="list-style-type: none"> a) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings; b) Meetings related to commissions or committees of inquiry; or c) Meetings hosted by the board of directors of municipal entities, including governance committee meetings. • Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National Treasury may periodically review this amount. • Do not incur expenses on alcoholic beverages. • Ensure that team building and social functions, including year-end functions, are not financed from the municipal budgets or by any suppliers or sponsors. • Notwithstanding the above, accounting officers may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either: <ol style="list-style-type: none"> (a) proceeding on retirement due to ill health; or (b) proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the public service. • Accounting officers and accounting authorities may not host farewell functions for employees who have: <ol style="list-style-type: none"> (a) been dismissed; (b) elected to resign or leave by accepting severance packages; or (c) Approached the end of their contractual term. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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5 Events, advertising and sponsorships

<ul style="list-style-type: none"> • Eliminate wasteful expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as websites to market the institution or properly publicise the matters or events under consideration. • Memorabilia, gifts and other novelties should be of token value only and should only be offered by municipalities and municipal entities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community. • Limit or stop all unnecessary expenditure on matters such as printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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6 Conferences, meetings, study tours, etc.

<ul style="list-style-type: none"> • Employees of municipalities and municipal entities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day. The number of municipal officials attending such conferences and workshops must be limited, see below. The National Treasury may periodically review this amount. • Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable. • Conferences abroad must be limited to its ultimate minimum or none at all. • Utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction. • Limit or stop overseas trips and the delegations going on such trips unless a tangible and clear benefit to the local community and performance of essential service provision can be established beforehand. • The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures. • Similar to the above, the number of employees travelling by air to other centres to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures. 	<p>Noted. Expenditure in this regard only approved after consideration being given to cost containment measures</p>
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7 Office furnishing

<ul style="list-style-type: none"> • Municipalities should exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed. Use of existing facilities and equipment is encouraged. • Office furnishing, when required, should be contained to minimal costs, avoiding elaborate and expensive furniture or equipment. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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8 Staff study, perks and suspension costs

<ul style="list-style-type: none"> • Training attended by employees and councillors of municipalities and municipal entities may only be attended at pre-approved service providers to ensure sufficient quality of training and obtain value for money. • Expenditure associated with overseas study tours by councillors or officials must be reduced and preferably stopped. • Encourage staff to take time off to make up for overtime worked. • Planned overtime must be submitted to management for consideration on a monthly basis. • Unplanned overtime worked must be motivated and approved by management. • Costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated. • Constant management of staff, improvements in productivity levels and feedback must be provided to all staff. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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9 Cost containment on other related expenditure items

<ul style="list-style-type: none"> • Accounting officers of municipalities and municipal entities are advised to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated. • Periodic or quarterly threat assessments against councillors and key officials should be undertaken by the appropriate authority (SAPS) and reported to the Speakers Office. Approval for security measures must be informed by such reports, if paid for from municipal funds. The use of metropolitan traffic officers for such purposes should be avoided. • Municipal funds may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies. • Printing of documents should carefully considered be back-to-back and use of colour printing for graphs only, while use of electronic means should be preferred. • Review and introduce limits on municipal staff telephones and limiting private call to a reasonable amount. • Every effort must be made to recover debt from consumers before write-off. Municipalities to avoid the excessive usage of debt collectors and improve its internal capacity for debt collection. • Ensure synergy between municipal divisions or departments to avoid duplication of processes and efforts. 	<ul style="list-style-type: none"> • Consideration as part of strategic sourcing. • Noted and in compliance, with constant consideration of opportunities to ensure cost containment.
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| <ul style="list-style-type: none">• Where possible the warranties on vehicle and computer equipment should be extended instead of procuring new ones.• Labour saving devices should be shared to optimize the capacity utilization of each device.• Purchasing of newspapers and other publications for municipal employees to limited and stopped.• Municipalities should ensure that awareness is raised with municipal staff so that a high degree of energy saving measures can be introduced, e.g. air-conditioning and lights in buildings are switched off at night and when offices are not in use.• All other cost containment measures introduced by council are also encouraged and supported. | |
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ANNEXURE C

EXECUTIVE MAYOR'S SPECIAL FUND

Status report in terms of paragraph 7 of the policy.

The Executive Mayor must report to Council on a quarterly basis in respect of the status of the Fund including amounts withdrawn, the names of the beneficiaries and any donations received.

Former Mayors Fund: Balance 01/07/2017 R 32 398.38
Overstrand Budget 2017/2018: Budget Allocated R 0.00

Opening Balance 01/07/2017 R 32 398.38

Donations received:

Quarter 1	R 0.00
Quarter 2	R 0.00
Quarter 3	R 0.00
Quarter 4	R 0.00
	<hr/>
	R 0.00

Amounts withdrawn:

Quarter 1	R 0.00	
Quarter 2	R 0.00	
Quarter 3	R 0.00	
Quarter 4		
16/04/2018	ND MZAMANE - ACC NO.: 21000112674 PAYMENT	-2 313.16
13/06/2018	DC CLAASSEN - CONTRIBUTION YOUTH SEMINAR	-1 000.00
19/06/2018	GANSBAAI ACADEMIA - SPONSERSHIP FOR MARIMBAS	-10 000.00
23/06/2018	A DAVIDS - SPONSERSHIP FOR SASN TOURNAMENT	-2 000.00
25/06/2018	HAWSTON PRIMARY SCHOOL - F BREDEKAMP RUGBY TOUR	-2 000.00
25/06/2018	CATAPULT FOUNDATIONS - WINTER SCHOOL MUSIC BOOT CAMP	-5 000.00
		<hr/>
		-22 313.16

Closing Balance 30/06/2018 R 10 085.22