

**7.
BUDGET REPORT FOR THE QUARTER ENDED SEPTEMBER 2018**

**5/1/1/20-2018/2019
BA King
19 October 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 September 2018
- Annexure B: Cost Containment Measures September 2018
- Annexure C: Executive Mayor's special fund – 30 September 2018
- Annexure D: Municipal Regulations on a Standard Chart of Account (mSCOA): Post Implementation Status of the mSCOA Project – September 2018

RECOMMENDATION TO THE COUNCIL:

that the budget report for the quarter ended September 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

September 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.

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 first quarter ended 30 September 2018 will be tabled in a separate comprehensive report to council.

1.1.2 Financial problems or risks facing the municipality

None, from a budget implementation perspective. All the major sources of revenue are currently within acceptable norms.

1.1.3 Other relevant information

The 2018/2019 Budget was compiled according to version 6.2 of the mSCOA classification framework. The below results reflects the first quarter's financial position.

YTD Actual operating revenue at the end of the first quarter for 2018/2019 is at 26.10% of the budgeted revenue. The expenditure reflects spending of 20% against the budgeted expenditure. Capital expenditure amounts to R7.9m, or 3.89% of the total adjusted budget of R203.4m, at the end of September 2018.

The first adjustments budget (roll-over projects) was tabled in this quarter.

Outstanding consumer debtors remain stable and only reflect the year-on-year increase from increased tariffs as from 1 July 2018.

The positive cash flow remains stable with no indication of a decline.

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Resolutions***IN-YEAR REPORTS 2018/2019***

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 September 2018, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

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Executive Summary

As the Auditor General has not yet completed the audit of the 2017/2018 financial statements the 'Audited Outcome' for 2017/2018 will only be included after the audit has been completed.

Revenue by Source

The Year-to-Date actual revenue is 0.13% below the YTD budget projections at the end of September 2018.

Borrowings

The balance of borrowings amounts to R438.6m at the end of September 2018.

Operating expenditure by vote & type

Current expenditure is 1.44% below YTD budget projections as at September 2018.

Capital expenditure

YTD Capital expenditure amounts to R7.9m or 3.89% of the Adjusted budget of R203.4m. The current capital commitments of orders in progress amounts to R43.4m or 21.33% of the adjusted capital budget of R203.4m.

Cash flows

The municipality started the year with a positive cash balance of R474.9 million. The September closing balance is R544.9 million. Refer to Supporting Table SC9 for more details on the cash position.

Allocations received (National & Provincial Grants)

No grants were received during September 2018.

Spending on Grants

Spending on grants amounts to R3.8m for September 2018, which includes FMG, EPWP, Provincial Library Grant, CDW, LG Internship Graduate Grant and MIG.

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Material variances

The table below summarises variances for projected revenue and expenditure.

WC032 Overstrand - Supporting Table SC1 Material variance explanations - M03 September			
Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
Revenue By Source	-0.13%		
Expenditure By Type	-1.44%		
Capital Expenditure	-58.06%	Capital Commitments= R43.4m	
Financial Position			
In order			
Cash Flow			
In order			

Performance in relation to SDBIP targets

See the comprehensive report tabled in Council.

Remedial or corrective steps

No remedial or corrective steps are required at this time.

In-year budget statement tables / ...

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Table C1: s71 Monthly Budget Statement Summary

WC032 Overstrand - Table C1 Monthly Budget Statement Summary - M03 September

Description	2017/18	Budget Year 2018/19							
	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	-	234 998	234 998	19 120	60 140	59 925	216	0%	234 998
Service charges	-	613 718	613 718	53 897	156 367	155 991	376	0%	613 718
Investment revenue	-	21 001	21 001	2 722	4 808	4 900	(92)	-2%	21 001
Transfers and subsidies	-	130 566	130 566	873	42 415	42 415	-		130 566
Other own revenue	-	79 944	79 944	6 439	18 255	19 132	(877)	-5%	79 944
Total Revenue (excluding capital transfers and contributions)	-	1 060 228	1 060 228	83 051	281 986	282 363	(378)	-0%	1 060 228
Employee costs	-	367 024	367 024	27 475	79 456	79 898	(443)	-1%	367 024
Remuneration of Councillors	-	10 972	10 972	848	2 643	2 743	(200)	-7%	10 972
Depreciation & asset impairment	-	130 362	130 362	10 864	32 591	32 591	-		130 362
Finance charges	-	47 834	47 834	969	1 645	1 645	-		47 834
Materials and bulk purchases	-	296 190	296 190	32 545	64 178	64 893	(716)	-1%	296 190
Transfers and subsidies	-	500	500	271	283	283	-		500
Other expenditure	-	281 361	281 361	20 551	46 063	48 013	(1 950)	-4%	281 361
Total Expenditure	-	1 134 245	1 134 245	93 523	226 757	230 066	(3 308)	-1%	1 134 245
Surplus/(Deficit)	-	(54 017)	(54 017)	(10 472)	55 229	52 298	2 931	6%	(54 017)
Transfers and subsidies - capital (monetary and non-monetary)	-	61 968	71 141	2 942	3 043	3 043	-		71 141
Contributions & Contributed assets	-	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & contributions	-	7 951	17 124	(7 529)	58 272	55 341	2 931	5%	17 124
Surplus/ (Deficit) for the year	-	7 951	17 124	(7 529)	58 272	55 341	2 931	5%	17 124
Capital expenditure & funds sources									
Capital expenditure	-	194 237	203 410	5 557	7 907	18 853	(10 946)	-58%	203 410
Capital transfers recognised	-	62 068	71 241	2 942	3 043	3 806	(762)	-20%	71 241
Public contributions & donations	-	-	-	-	-	-	-		-
Borrowing	-	68 650	68 650	1 367	2 837	6 293	(3 456)	-55%	68 650
Internally generated funds	-	63 519	63 519	1 248	2 026	8 754	(6 728)	-77%	63 519
Total sources of capital funds	-	194 237	203 410	5 557	7 907	18 853	(10 946)	-58%	203 410
Financial position									
Total current assets	-	523 717	523 717		710 724				523 717
Total non current assets	-	3 718 075	3 718 075		3 637 424				3 718 075
Total current liabilities	-	215 151	215 151		229 361				215 151
Total non current liabilities	-	673 454	673 454		614 478				673 454
Community wealth/Equity	-	3 353 187	3 353 187		3 504 309				3 353 187
Cash flows									
Net cash from (used) operating	-	175 190	175 190	25 260	82 112	51 279	(30 834)	-60%	175 190
Net cash from (used) investing	-	(201 351)	(201 351)	(5 557)	(9 003)	(9 003)	-		(201 351)
Net cash from (used) financing	-	23 944	23 944	(760)	(3 189)	(3 189)	-		23 944
Cash/cash equivalents at the month/year end	-	380 242	380 242	-	544 887	421 546	(123 341)	-29%	472 750
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	66 262	1 470	1 081	917	711	624	4 036	20 910	96 011
Creditors Age Analysis									
Total Creditors	36 022	-	-	-	-	-	-	-	36 022

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Table C2: Monthly Budget Statement – Financial Performance (standard classification)**WC032 Overstrand - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M03 September**

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>	-	296 029	296 029	22 966	78 553	78 147	406	1%	296 029
Executive and council	-	25 110	25 110	24	10 132	10 150	(18)	0%	25 110
Finance and administration	-	270 868	270 868	22 934	68 399	67 984	415	1%	270 868
Internal audit	-	51	51	8	23	13	10	77%	51
<i>Community and public safety</i>	-	81 447	85 686	1 689	4 839	4 960	(121)	-2%	85 686
Community and social services	-	7 413	7 942	664	1 974	1 986	(11)	-1%	7 942
Sport and recreation	-	13 000	13 000	939	2 576	2 462	114	5%	13 000
Public safety	-	1 272	1 272	36	94	318	(224)	-70%	1 272
Housing	-	59 762	63 472	49	194	194	-		63 472
<i>Economic and environmental services</i>	-	58 097	59 861	4 243	11 959	13 533	(1 574)	-12%	59 861
Planning and development	-	11 449	11 449	848	2 554	2 850	(296)	-10%	11 449
Road transport	-	46 648	48 412	3 395	9 386	10 664	(1 278)	-12%	48 412
Environmental protection	-	0	0	-	19	19	-		0
<i>Trading services</i>	-	706 624	709 793	57 096	189 678	188 767	910	0%	709 793
Energy sources	-	395 354	395 354	32 842	106 484	104 934	1 551	1%	395 354
Water management	-	133 327	134 082	10 122	33 592	34 220	(628)	-2%	134 082
Waste water management	-	101 933	103 746	8 841	27 468	27 801	(333)	-1%	103 746
Waste management	-	76 610	76 610	5 291	22 134	21 812	322	1%	76 610
<i>Other</i>	-	-	-	-	-	-	-		-
Total Revenue - Functional	-	1 142 196	1 151 369	85 994	285 029	285 407	(378)	0%	1 151 369
Expenditure - Functional									
<i>Governance and administration</i>	-	221 763	221 763	16 875	49 948	51 326	(1 378)	-3%	221 763
Executive and council	-	55 867	55 867	4 002	14 777	14 960	(183)	-1%	55 867
Finance and administration	-	162 952	162 952	12 658	34 557	35 863	(1 306)	-4%	162 952
Internal audit	-	2 944	2 944	215	814	503	111	22%	2 944
<i>Community and public safety</i>	-	144 344	144 344	10 090	23 943	26 964	(3 021)	-11%	144 344
Community and social services	-	16 752	16 752	1 302	4 931	5 016	(85)	-2%	16 752
Sport and recreation	-	58 238	58 238	3 889	8 682	7 604	1 078	14%	58 238
Public safety	-	38 381	38 381	4 543	9 420	13 435	(4 014)	-30%	38 381
Housing	-	30 974	30 974	356	909	909	-		30 974
<i>Economic and environmental services</i>	-	196 571	196 571	13 272	36 137	32 920	3 217	10%	196 571
Planning and development	-	40 059	40 059	2 909	8 165	7 914	250	3%	40 059
Road transport	-	147 972	147 972	9 826	26 659	23 515	3 144	13%	147 972
Environmental protection	-	8 540	8 540	538	1 314	1 491	(177)	-12%	8 540
<i>Trading services</i>	-	568 159	568 159	53 035	116 115	118 286	(2 171)	-2%	568 159
Energy sources	-	311 806	311 806	34 310	71 435	70 812	623	1%	311 806
Water management	-	110 285	110 285	7 617	18 133	19 094	(961)	-5%	110 285
Waste water management	-	78 918	78 918	6 190	14 323	14 206	117	1%	78 918
Waste management	-	67 150	67 150	4 918	12 223	14 173	(1 950)	-14%	67 150
<i>Other</i>	-	3 408	3 408	251	615	570	45	8%	3 408
Total Expenditure - Functional	-	1 134 245	1 134 245	93 523	226 757	230 066	(3 308)	-1%	1 134 245
Surplus/ (Deficit) for the year	-	7 951	17 124	(7 529)	58 272	55 341	2 931	5%	17 124

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

The main functions 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 functional classification, Table C2, and by municipal vote, Table C3.

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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) - M03 September

Vote Description	2017/18	Budget Year 2018/19							
	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	-	24 988	24 988	14	10 129	10 129	-		24 988
Vote 2 - Municipal Manager	-	51	51	8	23	23	-		51
Vote 3 - Management Services	-	584	584	32	100	94	6	6.5%	584
Vote 4 - Finance	-	269 683	269 683	22 863	66 167	67 739	428	0.6%	269 683
Vote 5 - Community Services	-	338 890	344 154	26 214	88 335	89 205	(870)	-1.0%	344 154
Vote 6 - Economic and Social Development & Tourism	-	2 226	2 226	202	357	445	(88)	-19.7%	2 226
Vote 7 - Infrastructure & Planning	-	464 077	467 787	33 515	108 761	108 114	646	0.6%	467 787
Vote 8 - Protection Services	-	41 896	41 896	3 146	9 157	9 658	(501)	-5.2%	41 896
Total Revenue by Vote	-	1 142 196	1 151 369	85 994	285 029	285 407	(378)	-0.1%	1 151 369
Expenditure by Vote									
Vote 1 - Council	-	33 049	33 049	2 522	10 302	10 339	(37)	-0.4%	33 049
Vote 2 - Municipal Manager	-	5 467	5 467	387	1 133	1 162	(28)	-2.4%	5 467
Vote 3 - Management Services	-	52 776	52 776	3 881	11 127	11 602	(475)	-4.1%	52 776
Vote 4 - Finance	-	78 645	78 645	6 648	17 260	17 860	(600)	-3.4%	78 645
Vote 5 - Community Services	-	409 514	409 514	27 686	73 131	74 650	(1 519)	-2.0%	409 514
Vote 6 - Economic and Social Development & Tourism	-	11 752	11 752	808	2 109	2 202	(93)	-4.2%	11 752
Vote 7 - Infrastructure & Planning	-	456 531	456 531	43 130	91 319	91 627	(308)	-0.3%	456 531
Vote 8 - Protection Services	-	86 511	86 511	8 463	20 377	20 625	(248)	-1.2%	86 511
Total Expenditure by Vote	-	1 134 245	1 134 245	93 522	226 757	230 066	(3 309)	-1.4%	1 134 245
Surplus/ (Deficit) for the year	-	7 951	17 124	(7 529)	58 272	55 341	2 931	5.3%	17 124

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; Economic and Social Development & Tourism; 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.

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

WC032 Overstrand - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M03 September

Description	2017/18	Budget Year 2018/19							
	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		234 998	234 998	19 120	60 140	59 925	216	0%	234 998
Service charges - electricity revenue		362 784	362 784	32 720	95 178	94 475	703	1%	362 784
Service charges - water revenue		116 781	116 781	9 877	27 879	28 222	(343)	-1%	116 781
Service charges - sanitation revenue		73 164	73 164	6 115	17 775	18 047	(272)	-2%	73 164
Service charges - refuse revenue		60 990	60 990	5 186	15 535	15 247	288	2%	60 990
Rental of facilities and equipment		3 679	3 679	633	1 300	997	303	30%	3 679
Interest earned - external investments		21 001	21 001	2 722	4 808	4 900	(92)	-2%	21 001
Interest earned - outstanding debtors		3 700	3 700	321	945	925	20	2%	3 700
Fines, penalties and forfeits		34 965	34 965	2 676	7 475	8 158	(684)	-8%	34 965
Licences and permits		2 447	2 447	220	633	612	21	4%	2 447
Agency services		3 726	3 726	376	1 168	1 087	81	7%	3 726
Transfers and subsidies		130 566	130 566	873	42 415	42 415	-		130 566
Other revenue		31 427	31 427	2 079	6 452	7 071	(620)	-9%	31 427
Gains on disposal of PPE				133	282	282	-		
Total Revenue (excluding capital transfers and contributions)	-	1 080 228	1 080 228	83 051	281 986	282 363	(378)	0%	1 080 228
Expenditure By Type									
Employee related costs		367 024	367 024	27 475	79 456	79 898	(443)	-1%	367 024
Remuneration of councillors		10 972	10 972	848	2 543	2 743	(200)	-7%	10 972
Debt impairment		23 492	23 492	1 958	5 873	5 873	-		23 492
Depreciation & asset impairment		130 362	130 362	10 864	32 591	32 591	-		130 362
Finance charges		47 834	47 834	969	1 645	1 645	-		47 834
Bulk purchases		238 588	238 588	29 687	58 457	58 653	(196)	0%	238 588
Other materials		57 602	57 602	2 858	5 721	6 240	(520)	-8%	57 602
Contracted services		193 637	193 637	13 177	23 141	25 011	(1 871)	-7%	193 637
Transfers and subsidies		500	500	271	283	283	-		500
Other expenditure		64 232	64 232	5 417	17 049	17 129	(79)	0%	64 232
Loss on disposal of PPE							-		
Total Expenditure	-	1 134 245	1 134 245	93 523	226 757	230 065	(3 308)	-1%	1 134 245
Surplus/(Deficit)	-	(54 017)	(54 017)	(10 472)	55 229	52 298	2 931	6%	(54 017)
Transfers and subsidies - capital (monetary allocations) (National)		61 968	71 141	2 942	3 043	3 043	-		71 141
Transfers and subsidies - capital (in-kind - all)							-		
Surplus/(Deficit) after capital transfers & Taxation	-	7 951	17 124	(7 529)	58 272	55 341			17 124
Surplus/(Deficit) after taxation	-	7 951	17 124	(7 529)	58 272	55 341			17 124
Surplus/(Deficit) attributable to municipality	-	7 951	17 124	(7 529)	58 272	55 341			17 124
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	-	7 951	17 124	(7 529)	58 272	55 341			17 124

The annual revenue budget is approved as 'Revenue by Source'. The Year-to-Date actual revenue is 0.13% below the YTD budget.

Current expenditure is 1.44% below YTD budget projections for September 2018.

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) - M03 September

Vote Description	2017/18	Budget Year 2018/19							
	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	-	64 797	70 260	3 689	4 922	11 822	(6 899)	-58%	70 260
Vote 6 - Economic and Social Development & Tourism	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning	-	58 239	61 949	1 216	2 299	3 795	(1 496)	-39%	61 949
Vote 8 - Protection Services	-	500	500	-	-	-	-	-	500
Total Capital Multi-year expenditure	-	123 536	132 709	4 905	7 222	15 617	(8 395)	-54%	132 709
Total Capital Expenditure	-	194 237	203 410	5 557	7 907	18 853	(10 946)	-58%	203 410
Capital Expenditure - Functional Classification									
Governance and administration	-	6 331	6 331	29	29	579	(549)	-95%	6 331
Executive and council	-	20	20	-	-	-	-	-	20
Finance and administration	-	6 311	6 311	29	29	579	(549)	-95%	6 311
Internal audit	-	-	-	-	-	-	-	-	-
Community and public safety	-	57 710	61 949	724	1 379	2 725	(1 346)	-49%	61 949
Community and social services	-	4 999	5 529	17	50	1 382	(1 332)	-96%	5 529
Sport and recreation	-	8 057	8 057	707	1 329	1 343	(13)	-1%	8 057
Public safety	-	9 186	9 186	-	-	-	-	-	9 186
Housing	-	35 467	39 177	-	-	-	-	-	39 177
Health	-	-	-	-	-	-	-	-	-
Economic and environmental services	-	18 821	20 586	326	326	1 362	(1 036)	-76%	20 586
Planning and development	-	5 725	5 725	-	-	-	-	-	5 725
Road transport	-	13 096	14 861	326	326	1 362	(1 036)	-76%	14 861
Environmental protection	-	-	-	-	-	-	-	-	-
Trading services	-	111 375	114 544	4 478	6 172	14 187	(8 015)	-56%	114 544
Energy sources	-	24 772	24 772	1 216	2 299	2 271	29	1%	24 772
Water management	-	30 077	30 832	126	218	2 826	(2 608)	-92%	30 832
Waste water management	-	54 987	57 400	3 136	3 654	9 090	(5 436)	-60%	57 400
Waste management	-	1 540	1 540	-	-	-	-	-	1 540
Total Capital Expenditure - Functional Classification	-	194 237	203 410	5 557	7 907	18 853	(10 946)	-58%	203 410
Funded by:									
National Government	-	25 901	30 445	2 942	3 043	3 806	(762)	-20%	30 445
Provincial Government	-	36 067	40 696	-	-	-	-	-	40 696
District Municipality	-	-	-	-	-	-	-	-	-
Other transfers and grants	-	100	100	-	-	-	-	-	100
Transfers recognised - capital	-	62 068	71 241	2 942	3 043	3 806	(762)	-20%	71 241
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	68 650	68 650	1 367	2 837	6 293	(3 456)	-55%	68 650
Internally generated funds	-	63 519	63 519	1 248	2 026	8 754	(6 728)	-77%	63 519
Total Capital Funding	-	194 237	203 410	5 557	7 907	18 853	(10 946)	-58%	203 410

Capital expenditure is 58% below the Year-to-Date budget for this quarter

Table C6: Monthly Budget Statement - Financial Position

WC032 Overstrand - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	2016/17	Budget Year 2017/18			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash		380 242	380 242	93 766	380 242
Call investment deposits		-	-	451 121	-
Consumer debtors		78 188	78 188	70 685	78 188
Other debtors		49 845	49 845	43 418	49 845
Current portion of long-term receivables		10	10	7	10
Inventory		15 432	15 432	51 728	15 432
Total current assets	-	523 717	523 717	710 724	523 717
Non current assets					
Long-term receivables		10	10	23	10
Investments		50 546	50 546	46 389	50 546
Investment property		101 865	101 865	114 846	101 865
Investments in Associate					
Property, plant and equipment		3 559 712	3 559 712	3 469 468	3 559 712
Agricultural					
Biological					
Intangible		5 942	5 942	6 699	5 942
Other non-current assets					
Total non current assets	-	3 718 075	3 718 075	3 637 424	3 718 075
TOTAL ASSETS	-	4 241 792	4 241 792	4 348 149	4 241 792
LIABILITIES					
Current liabilities					
Bank overdraft					
Borrowing		38 428	38 428	32 184	38 428
Consumer deposits		53 152	53 152	38 731	53 152
Trade and other payables		87 052	87 052	128 727	87 052
Provisions		36 518	36 518	29 719	36 518
Total current liabilities	-	215 151	215 151	229 361	215 151
Non current liabilities					
Borrowing		423 677	423 677	406 464	423 677
Provisions		249 777	249 777	208 014	249 777
Total non current liabilities	-	673 454	673 454	614 478	673 454
TOTAL LIABILITIES	-	888 605	888 605	843 839	888 605
NET ASSETS	-	3 353 187	3 353 187	3 504 309	3 353 187
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)		3 349 887	3 349 887	3 501 050	3 349 887
Reserves		3 300	3 300	3 260	3 300
TOTAL COMMUNITY WEALTH/EQUITY	-	3 353 187	3 353 187	3 504 309	3 353 187

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 - M03 September

Description	2017/18	Budget Year 2018/19							
	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		233 454	233 454	19 120	58 542	58 364	178	0%	233 454
Service charges		609 686	609 686	53 897	160 311	152 422	7 890	5%	609 686
Other revenue		56 317	56 317	6 117	18 408	14 079	4 329	31%	56 317
Government - operating		130 566	130 566	873	42 415	42 415	-		130 566
Government - capital		61 968	61 968	2 942	3 043	3 043	-		61 968
Interest		24 701	24 701	3 043	5 753	6 175	(422)	-7%	24 701
Dividends							-		
Payments									
Suppliers and employees		(893 168)	(893 168)	(59 493)	(204 434)	(223 292)	(18 858)	8%	(893 168)
Finance charges		(47 834)	(47 834)	(969)	(1 645)	(1 645)	-		(47 834)
Transfers and Grants		(500)	(500)	(271)	(283)	(283)	-		(500)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	175 190	175 190	25 260	82 112	51 279	(30 834)	-60%	175 190
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE		-	-	133	282	282	-		
Decrease (increase) in non-current debtors		-	-		-	-	-		
Decrease (increase) other non-current receivables		10	10		0	0	-		10
Decrease (increase) in non-current investments		(7 124)	(7 124)	(133)	(1 379)	(1 379)	-		(7 124)
Payments									
Capital assets		(194 237)	(194 237)	(5 557)	(7 907)	(7 907)	-		(194 237)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(201 351)	(201 351)	(5 557)	(9 003)	(9 003)	-		(201 351)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans		-	-				-		
Borrowing long term/refinancing		54 000	54 000				-		54 000
Increase (decrease) in consumer deposits		3 937	3 937	190	268	268	-		3 937
Payments									
Repayment of borrowing		(33 993)	(33 993)	(949)	(3 458)	(3 458)	-		(33 993)
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	23 944	23 944	(760)	(3 189)	(3 189)	-		23 944
NET INCREASE/ (DECREASE) IN CASH HELD	-	(2 217)	(2 217)	18 943	69 920	39 086			(2 217)
Cash/cash equivalents at beginning:		382 460	382 460		474 967	382 460			474 967
Cash/cash equivalents at month/year end:		380 242	380 242		544 887	421 546			472 750

Table C7 balances to the current Cash balance, shown in the 'YTD actual' column, which is R 544.9million.

The municipality started the year with a positive cash balance of R474.9 million. The September closing balance is R544.9 million. Refer to Supporting Table SC9 for more details on the cash position.

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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 - M03 September

Description	Budget Year 2018/19												2018/19 Medium Term Revenue & Expenditure Framework			
	July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21	
R thousands	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome				
Cash Receipts By Source																
Property rates	22 461	9 589	19 120									182 285	233 454	247 086	263 832	
Service charges - electricity revenue	30 879	32 038	32 720									264 764	369 401	381 400	407 218	
Service charges - water revenue	8 734	16 635	9 877									80 768	116 013	122 754	131 042	
Service charges - sanitation revenue	5 645	5 155	6 115									55 768	72 683	76 927	82 141	
Service charges - refuse	5 190	4 633	5 186									45 581	60 689	64 127	68 473	
Service charges - other	-	-	-									-	-	-	-	
Rental of facilities and equipment	367	385	633									2 270	3 655	3 665	4 124	
Interest earned - external investments	488	1 599	2 722									16 193	21 001	21 001	21 001	
Interest earned - outstanding debtors	321	302	321									2 755	3 700	3 922	4 157	
Dividends received	-	-	-									-	-	-	-	
Fines, penalties and forfeits	2 277	2 621	2 676									4 698	12 173	14 268	16 489	
Licences and permits	199	214	220									1 814	2 447	2 593	2 749	
Agency services	359	432	376									2 558	3 726	3 970	4 187	
Transfer receipts - operating	40 678	864	873									88 151	130 566	167 058	162 087	
Other revenue	2 090	824	2 211									29 191	34 316	28 696	26 173	
Cash Receipts by Source	119 687	75 193	83 051	-	-	-	-	-	-	-	-	776 793	1 054 725	1 137 568	1 193 674	
Other Cash Flows by Source																
Transfer receipts - capital		101	2 942									58 925	61 968	58 530	63 249	
Contributions & Contributed assets																
Proceeds on disposal of PPE		150	133									(282)				
Short term loans																
Borrowing long term/refinancing												54 000	54 000	54 000	54 000	
Increase in consumer deposits	692	(16 312)	190									18 367	3 937	4 252	3 444	
Receipt of non-current debtors	-	-	-													
Receipt of non-current receivables	2	0	0									8	10	10	7	
Change in non-current investments	(682)	(565)	(133)									(5 745)	(7 124)	(7 339)	(7 575)	
Total Cash Receipts by Source	119 700	59 567	86 183	-	-	-	-	-	-	-	-	902 086	1 167 516	1 247 021	1 306 799	
Cash Payments by Type																
Employee related costs	22 778	51 782	27 475									252 640	354 654	375 944	407 956	
Remuneration of councillors	848	848	848									8 429	10 972	11 518	12 091	
Interest paid	94	582	969									46 190	47 834	50 433	52 064	
Bulk purchases - Electricity	4	28 766	29 687									180 131	238 588	255 610	273 856	
Bulk purchases - Water & Sewer																
Other materials	706	2 157	2 858									51 681	57 602	89 068	74 195	
Contracted services	1 992	8 572	13 177									170 498	193 637	213 119	214 960	
Grants and subsidies paid - other municipalities																
Grants and subsidies paid - other	3	8	271									217	500	276	292	
General expenses	5 057	3 754	5 417									23 487	37 715	67 582	94 543	
Cash Payments by Type	30 882	96 448	80 702	-	-	-	-	-	-	-	-	733 472	941 583	1 063 553	1 129 977	
Other Cash Flows/Payments by Type																
Capital assets	531	1 818	5 567									186 330	194 237	134 030	137 249	
Repayment of borrowing	1 469	1 050	949									30 535	33 993	38 428	41 636	
Other Cash Flows/Payments	(3 902)	5	(19 968)									23 865				
Total Cash Payments by Type	28 970	99 321	67 240	-	-	-	-	-	-	-	-	974 203	1 169 733	1 238 012	1 308 862	
NET INCREASE/(DECREASE) IN CASH HELD	90 730	(39 754)	18 944	-	-	-	-	-	-	-	-	(72 117)	(2 217)	11 009	(2 063)	
Cash/cash equivalents at the monthly year begin	474 967	565 698	525 944	544 887	544 887	544 887	544 887	544 887	544 887	544 887	544 887	544 887	474 967	472 750	483 759	
Cash/cash equivalents at the monthly year end:	565 698	525 944	544 887	544 887	544 887	544 887	544 887	544 887	544 887	544 887	544 887	472 750	472 750	483 759	481 696	

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

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PART 2 – SUPPORTING DOCUMENTATION

Debtors' analysis

Supporting Table SC3 Debtors' age analysis

WC032 Overstrand - Supporting Table SC3 Monthly Budget Statement - aged debtors - R03 September

Description	NT Code	Budget Year 2018/19										Total over 90 days	Actual Debts Written Off against Debtors	Impaired - Bad Debts I.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 1 Yr	Total				
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water	1200	13 510	275	173	133	122	89	453	2 886	17 651	3 694		4 158	
Trade and Other Receivables from Exchange Transactions - Electricity	1300	17 075	277	174	126	114	108	680	3 110	21 633	4 108		5 166	
Receivables from Non-exchange Transactions - Property Rates	1400	20 466	417	238	169	159	128	568	2 311	24 455	3 334		5 824	
Receivables from Exchange Transactions - Waste Water Management	1500	6 960	162	107	84	72	62	306	1 669	9 422	2 193		2 412	
Receivables from Exchange Transactions - Waste Management	1600	5 689	147	92	69	60	57	259	1 244	7 617	1 689		2 005	
Receivables from Exchange Transactions - Property Rental Debtors	1700	290	15	13	67	3	3	36	174	603	285		164	
Interest on Amraz Debtor Accounts	1810	192	28	32	33	33	35	371	6 423	7 057	6 895			
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820													
Other	1900	2 170	149	251	236	147	144	1 392	3 063	7 572	5 001		2 220	
Total By Income Source	2060	66 262	1 470	1 081	917	711	624	4 036	20 910	96 011	27 198	-	21 949	
2017/18 - totals only		55 701	1 419	961	869	739	715	4 180	20 286	84 900	26 610	-	21 435	
Debtors Age Analysis By Customer Group														
Organs of State	2200	1 750	32	19	18	11	11	208	943	2 991	1 190		263	
Commercial	2300	7 982	54	32	90	25	33	164	922	9 300	1 233		794	
Households	2400	57 029	1 382	1 028	807	673	579	3 652	18 857	84 007	24 568		20 889	
Other	2500	(499)	2	2	2	2	2	12	188	(288)	207		2	
Total By Customer Group	2800	56 262	1 470	1 081	917	711	624	4 036	20 910	96 011	27 198	-	21 949	

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. This conclusion can be drawn from the increase in the 0-30 days (current) debtors.

Summary of Indigent Households

Indigent Household Statistics					
	Indigent Households	Amount	Other Households	Total Households	
2 018					
July	7 396	NO VOTE for 2017/2018	26 324	33 720	21.93%
August	7 390	NO VOTE for 2017/2018	26 337	33 727	21.91%
September	7 270	NO VOTE for 2017/2018	26 903	34 173	21.27%
October		NO VOTE for 2017/2018			
November		NO VOTE for 2017/2018			
December		NO VOTE for 2017/2018			
2 019					
January		NO VOTE for 2017/2018			
February		NO VOTE for 2017/2018			
March		NO VOTE for 2017/2018			
April		NO VOTE for 2017/2018			
May		NO VOTE for 2017/2018			
June		NO VOTE for 2017/2018			

Monthly FBS (Free Basic Services)

Free Basic Water				Free Basic Sanitation			
No. of indigent (poor) beneficiaries	No. of other beneficiaries (non indigent)	Total beneficiaries	level of Service (e.g. 6 kilolitres per household)	No. of indigent (poor) beneficiaries	No. of other beneficiaries (non indigent)	Total beneficiaries	level of Service (e.g. VIP toilets)
7270			6KL	7270	0	7270	waterborne
Free Basic Electricity				Free Basic Refuse Removal			
Beneficiaries provided by Eskom	Beneficiaries provided by Municipality	Non-grid energy Beneficiaries	level of Service (e.g. 50 Kwh per household)	No. of indigent (poor) beneficiaries	No. of other beneficiaries (non indigent)	Total beneficiaries	level of Service (type of subsidy)
117	7153		60kWh	7270	0	7270	Total monthly levy

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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
2018/19											
June											
May											
April											
March											
February											
January											
December											
November											
October											
September	66 261 931	1 470 065	1 080 941	916 647	710 510	624 175	4 035 909	20 910 349	86 010 527	29 748 596	27 197 590
Augustus	62 587 778	1 547 218	1 072 992	809 183	710 179	711 933	4 054 385	20 534 672	92 028 311	29 440 533	26 820 323
July	63 235 385	1 729 878	1 032 836	840 827	818 462	686 886	4 204 051	20 383 698	92 932 023	29 696 637	26 933 924

Government Debt

Overstrand Municipality as at 30/09/2018	Total Debt	Services	Rates	Other
Department Responsible for the Debt				
NPW 2227	1 822 008	926 485	886 304	9 219
WCED 2251	593 016	593 016	0	0
OTHER 2210+2255	56 625	24 978	31 647	0
HEALTH 2252	108 069	95 345	11 797	927
TPW 2256	219 691	23 182	194 291	2 218
HOUSING 2253+2215	12 325	12 325	0	0
OTHER MUNICIPALITIES 2276	179 423	179 423	0	0
TOTAL OUTSTANDING	2 991 157	1 854 754	1 124 039	12 363

Creditors' analysis**Supporting Table SC4****WC032 Overstrand - Supporting Table SC4 Monthly Budget Statement - aged creditors - M03 September**

Description	NT Code	Budget Year 2018/19									Total
		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		
R thousands											
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	31 607									31 607
Bulk Water	0200										-
PAYE deductions	0300	3 561									3 561
VAT (output less input)	0400										-
Pensions / Retirement deductions	0500										-
Loan repayments	0600										-
Trade Creditors	0700	854									854
Auditor General	0800										-
Other	0900										-
Total By Customer Type	1000	36 022	-	-	-	-	-	-	-	-	36 022

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

The payment of creditors is within requirements of the MFMA.

Investment portfolio analysis

Supporting Table SC5

WC032 Overstrand - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

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
R thousands	Yrs/Months							
Municipality								
LIBERTY 15934476	15 YEARS	Policy	01/09/2025	78		15 719	125	15 922
LIBERTY 21196984	14 YEARS	Policy	01/09/2025	141		27 259	260	27 659
MOMENTUM MP 3853776	14 YEARS	Policy	01/07/2026	(86)		2 864	30	2 807
ABSA 9284200168	DEP PLUS	DEP PLUS		109	6.5%	20 319		20 428
ABSA 9295906141	DEP PLUS	DEP PLUS		109	6.5%	20 319		20 428
ABSA 9331734880	DEP PLUS	DEP PLUS		50	6.0%	10 267	(52)	10 265
Nedbank 03/7881534451 ref:7651119	94 days	FIXED DEP	17/09/2018	979	7.6%	50 000	(50 979)	-
Standard Bank 288434005-027	95 days	FIXED DEP	17/09/2018	992	7.6%	50 000	(50 992)	-
Standard Bank 288434005-028	122 days	FIXED DEP	26/10/2018		7.9%	100 000		100 000
Nedbank 03/7881534451 ref:7672840	123 days	FIXED DEP	29/10/2018		7.9%	100 000		100 000
Nedbank 03/7881534451 ref:7753406	94 days	FIXED DEP	29/10/2018		7.7%	50 000		50 000
Nedbank 03/7881534451 ref: 7823494	92 days	FIXED DEP	29/11/2018		7.8%	100 000		100 000
Nedbank 03/7881534451 ref: 7874587	122 days	FIXED DEP	17/01/2019		8.0%		50 000	50 000
TOTAL INVESTMENTS AND INTEREST				2 371		546 747	(51 608)	497 510

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 - M03 September

Description	2017/18	Budget Year 2018/19							
	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:	-	99 544	99 544	-	42 061	42 061	-		99 544
Local Government Equitable Share		96 068	96 068		40 028	40 028	-		96 068
Finance Management		1 550	1 550		1 550	1 550			1 550
EPWP Incentive		1 926	1 926		483	483			1 926
Provincial Government:	-	30 731	30 731	-	2 649	2 649	-		30 731
Human Settlements Development Grant		23 633	23 633				-		23 633
Library Services Grant		6 147	6 147		2 649	2 649			6 147
Financial Management Capacity Building Grant		360	360				-		360
Community Development Workers Operational Support Grant		74	74				-		74
Maintenance & Construction of Transport Infrastructure		137	137				-		137
Western Cape Financial Management Support Grant		280	280				-		280
Local Government Internship Grant									
Greenest Municipality Competition									
Thusong Service Centre		100	100				-		100
Total Operating Transfers and Grants	-	130 275	130 275	-	44 710	44 710	-		130 275
Capital Transfers and Grants									
National Government:	-	25 901	25 901	-	8 503	8 503	-		25 901
Municipal Infrastructure Grant (MIG)		21 639	21 639		6 241	6 241	-		21 639
Integrated National Electrification Programme		4 262	4 262		2 262	2 262			4 262
Provincial Government:	-	36 067	36 067	-	-	-	-		36 067
Human Settlements Development Grant		35 467	35 467				-		35 467
Library Services Grant		600	600				-		600
Other grant providers:	-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	-	61 968	61 968	-	8 503	8 503	-		61 968
TOTAL RECEIPTS OF TRANSFERS & GRANTS	-	192 243	192 243	-	53 213	53 213	-		192 243

Grant receipts are monitored according to the payment schedules.

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Supporting Table SC7(1) – Grant expenditure

WC032 Overstrand - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03
September

Description	2017/18	Budget Year 2018/19							
	Audited Outcom	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD varian	YTD varian %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	3 476	3 476	238	513	513	-		3 476
Local Government Equitable Share							-		
Finance Management		1 550	1 550	57	203	203	-		1 550
EPWP Incentive		1 926	1 926	181	310	310	-		1 926
Provincial Government:	-	31 022	31 022	635	1 852	1 852	-		31 022
Human Settlements Development Grant		23 633	23 633				-		23 633
Library Services Grant		6 147	6 147	624	1 826	1 826			6 147
Financial Management Capacity Building Grant		600	600				-		600
CDW		74	74	3	3	3	-		74
Maintenance & Constuction of Transport Infrastructure		137	137				-		137
WC Financial Management Support Grant		280	280						280
Local Government Internship Grant		51	51	8	23	23			51
Greenest Municipality Competition									
Thusong Service Centre		100	100				-		100
Other grant providers:	-	-	-	0	22	22	0	0.4%	-
Spaces for Sports				0	22	22	0	0.4%	
Total operating expenditure of Transfers and Grants	-	34 498	34 498	873	2 387	2 387	0	0.0%	34 498
Capital expenditure of Transfers and Grants									
National Government:	-	25 901	30 445	2 942	3 043	3 043	-		30 445
Municipal Infrastructure Grant (MIG)		21 639	26 183	2 942	3 043	3 043	-		26 183
Integrated National Electrification Programme		4 262	4 262				-		4 262
Provincial Government:	-	36 067	40 696	-	-	-	-		40 696
Human Settlements Development Grant		35 467	39 177				-		39 177
Public Transport Non-Motorised Infrastructure Grant			390				-		390
Library Services Grant		600	1 129				-		1 129
Other grant providers:	-	-	-	-	-	-	-		-
Total capital expenditure of Transfers and Grants	-	61 968	71 141	2 942	3 043	3 043	-		71 141
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	96 466	105 639	3 815	5 431	5 430	0	0.0%	105 639

Grant expenditure is monitored against grant receipts.

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Supporting Table SC7(2) – Expenditure against approved rollovers

WC032 Overstrand - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - M03 September

Description	Budget Year 2018/19				
	Approved Rollover 2016/17	Monthly actual	YearTD actual	YTD variance	YTD variance %
R thousands					
EXPENDITURE					
Operating expenditure of Approved Roll-overs					
National Government:	-	-	-	-	
Local Government Equitable Share					
Finance Management					
Municipal Systems Improvement					
EPWP Incentive					
Other transfers and grants (insert description)					
Provincial Government:	-	-	-	-	
Housing					
Community Development Worker Grant					
Main Road Subsidy					
Financial Management Support Grant					
District Municipality:	-	-	-	-	
Other grant providers:	-	-	-	-	
Total operating expenditure of Approved Roll-overs	-	-	-	-	
Capital expenditure of Approved Roll-overs					
National Government:	-	-	-	-	
Municipal Infrastructure Grant (MIG)					
INEP					
Other capital transfers (insert description)					
Provincial Government:	-	-	-	-	
Provincial Library Grant					
District Municipality:	-	-	-	-	
Other grant providers:	-	-	-	-	
Total capital expenditure of Approved Roll-overs	-	-	-	-	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS	-	-	-	-	

A Roll over application was submitted to Provincial & National Treasury during August 2018 for the unspent Housing, Provincial Library Grant, Internship Graduate Grant funds, Public Transport Non-Motorized Infrastructure Grant, Financial Management Capacity Building Grant & MIG. The approval from Provincial Treasury is expected in November 2018.

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Expenditure on councillor allowances and employee benefits

Supporting Table SC8

WC032 Overstrand - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration	2017/18	Budget Year 2018/19							
	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		9 862	9 862	755	2 266	2 465	(200)	-8%	9 862
Pension and UIF Contributions							-		
Medical Aid Contributions							-		
Motor Vehicle Allowance							-		
Cellphone Allowance		1 110	1 110	93	278	278	(0)	0%	1 110
Housing Allowances							-		
Other benefits and allowances							-		
Sub Total - Councillors	-	10 972	10 972	848	2 543	2 743	(200)	-7%	10 972
Senior Managers of the Municipality									
Basic Salaries and Wages		10 954	10 954	912	2 743	2 739	4	0%	10 954
Pension and UIF Contributions							-		
Medical Aid Contributions							-		
Overtime							-		
Performance Bonus		210	210				-		210
Motor Vehicle Allowance							-		
Cellphone Allowance		194	194	16	47	48	(2)	-4%	194
Housing Allowances							-		
Other benefits and allowances				7	7	7	-		
Payments in lieu of leave							-		
Long service awards							-		
Post-retirement benefit obligations							-		
Sub Total - Senior Managers of Municipality	-	11 358	11 358	934	2 795	2 794	2	0%	11 358
Other Municipal Staff									
Basic Salaries and Wages		225 106	225 106	17 356	51 037	51 197	(160)	0%	225 106
Pension and UIF Contributions		39 574	39 574	3 024	9 041	9 072	(31)	0%	39 574
Medical Aid Contributions		13 679	13 679	982	2 934	2 967	(33)	-1%	13 679
Overtime		23 606	23 606	1 526	3 517	3 582	(65)	-2%	23 606
Performance Bonus							-		
Motor Vehicle Allowance		8 203	8 203	956	2 841	2 871	(30)	-1%	8 203
Cellphone Allowance		2 049	2 049	158	469	465	4	1%	2 049
Housing Allowances		2 542	2 542	122	370	413	(43)	-10%	2 542
Other benefits and allowances		26 983	26 983	1 291	3 073	3 120	(47)	-1%	26 983
Payments in lieu of leave		1 062	1 062	88	265	265	0	0%	1 062
Long service awards		1 946	1 946	162	486	486	-		1 946
Post-retirement benefit obligations		10 916	10 916	875	2 625	2 665	(40)	-2%	10 916
Sub Total - Other Municipal Staff	-	355 667	355 667	26 540	76 659	77 104	(445)	-1%	355 667
Total Parent Municipality		377 997	377 997	28 322	81 999	82 641	(642)	-1%	377 997
TOTAL SALARY, ALLOWANCES & BENEFITS	-	377 997	377 997	28 322	81 999	82 641	(642)	-1%	377 997
TOTAL MANAGERS AND STAFF	-	367 024	367 024	27 475	79 456	79 898	(442)	-1%	367 024

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SDBIP

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

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Financial Performance

Supporting Table SC2

WC032 Overstrand - Supporting Table SC2 Monthly Budget Statement - performance indicators - M03 September

Description of financial indicator	Basis of calculation	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
Borrowing Management						
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure	0.0%	15.7%	15.7%	0.7%	5.2%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants	0.0%	35.3%	33.7%	35.9%	33.7%
Safety of Capital						
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves	0.0%	16.4%	16.4%	16.2%	16.4%
Gearing	Long Term Borrowing/ Funds & Reserves	0.0%	12838.7%	12838.7%	12469.6%	12838.7%
Liquidity						
Current Ratio	Current assets/current liabilities	0.0%	243.4%	243.4%	309.9%	243.4%
Liquidity Ratio	Monetary Assets/Current Liabilities	0.0%	176.7%	176.7%	237.5%	176.7%
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	0.0%	11.9%	11.9%	40.5%	11.9%
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))		99.0%	99.0%	Annual Indicator	99.0%
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		7.5%	7.5%	Annual Indicator	7.5%
Water Distribution Losses	% Volume (units purchased and own source less units sold)/Total units purchased and own source		19.69%	19.69%	Annual Indicator	19.69%
Employee costs	Employee costs/Total Revenue - capital revenue	0.0%	34.0%	34.0%	28.2%	34.0%
Repairs & Maintenance	R&M/Total Revenue - capital revenue	0.0%	20.8%	0.0%	0.0%	20.8%
Interest & Depreciation	I&D/Total Revenue - capital revenue	0.0%	16.5%	16.5%	0.6%	5.4%
IDP regulation financial viability indicators						
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year		15.0	15.0	Annual Indicator	15.0
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services		15.0%	15.0%	Annual Indicator	15.0%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure		4.7	4.7	Annual Indicator	4.7

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Capital programme performance

Supporting Table SC12

WC032 Overstrand - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M03 September

Month	2017/18	Budget Year 2018/19							
	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		3	3	531	531	531	-		0%
August		3 058	3 058	1 818	2 350	3 061	711	23.2%	1%
September		15 792	15 792	5 557	7 907	18 853	10 946	58.1%	4%
October		10 698	10 698			29 551	-		
November		16 810	16 810			46 361	-		
December		14 086	14 086			60 447	-		
January		4 586	4 586			65 034	-		
February		12 226	12 226			77 260	-		
March		24 960	24 960			102 219	-		
April		19 866	19 866			122 086	-		
May		25 978	25 978			148 064	-		
June		46 173	55 346			203 410	-		
Total Capital expenditure	--	194 237	203 410	7 907					

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Top 10 Capital Projects

Rank	Local Area	Ward	Project description	Original Budget R'000	Adjusted budget R'000	YTD Expenditure R'000	Status of the project	At what stage is each project currently?	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
1	Blompark	Ward 02	BLOMPARK PROJECT	16 313 461	17 077 973		Contractor established on site on 17 September 2018.	Progress is estimated at 20%	Contractor liquidated	Implementing Agent in process of obtaining new quotes to appoint new Contractor.
2	Stanford	Ward 11	WWTW UPGRADE - STANFORD	16 177 218	16 177 218	2 422 261	Both civils and mechanical/electrical contracts have been awarded. Contractors on site.	Construction stage	None	Not applicable
3	Hermanus	Ward 03	HERMANUS: MV & LV UPGRADE/REPLACEMENT	10 150 000	10 150 000	1 191 955		BID Specification meeting held on 18 July 2018. Tender was advertised on 27 July 2018. Tender advertising closed on 31 Aug 2018. Evaluation of tender is in progress.	No	Not applicable
4	Overstrand	Overstrand	WATER MASTER PLAN IMPLEMENTATION	10 000 000	10 000 000	91 969	Specifications approved by Specs Committee on 26/9/2018. Tender to be advertised on 12/10/2018.	Tender stage	None	Not applicable
5	Masakhane	Ward 01	MASAKHANE	8 449 062	8 449 062		Funding application for services submitted to DOHS at end of May 2018 - Currently awaiting approval			
6	Hermanus	Ward 04	UPGRADE HERMANUS WELL FIELDS PHASE 1	7 000 000	7 000 000		Agreed to use transversal contract of Province.	Tender evaluation stage.	Province is taking longer than expected with tender evaluation. DEADP withdrew the shortened EIA process for drought relief projects	Close liaison with province's consultant on evaluation process. Close liaison with DEADP on phasing of project i.e. environmental requirements.
7	Pringle Bay	Ward 10	NEW RESERVOIR FOR PRINGLE BAY	5 882 505	5 882 505		Busy with basic environmental assessment process and tender documentation.	Planning (EIA, design and tender documentation) stage.	Environmental process is taking longer than anticipated.	Close liaison with EAP and DEADP to enhance the environmental process. Tender process in parallel with final stages of EIA.
8	Stanford	Ward 11	STANFORD IRDP	5 517 519	5 517 519		Funding application for services submitted to DOHS at end of May 2018 - Currently awaiting approval.			
9	Overstrand	Overstrand	VEHICLES - SEWERAGE	5 050 000	5 050 000		Transversal tender with NT (RT 57) has been approved by Accounting Officer on 27 August 2018.	Procurement in progress.	None	Not applicable
10	Hewston	Ward 08	HAWSTON INDUSTRIAL (BUSINESS) HUB	5 000 000	5 000 000		Concept development and public participation.	Concept Development	None	Tender process will be carried out on finalisation of community participation.
Totals				89 519 765	90 284 277	3 706 186				

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Supporting Table SC13a

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

Description	2017/18	Budget Year 2018/19							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Capital expenditure on new assets by Asset Class/Sub-class									
Infrastructure	-	112 050	116 984	4 804	6 498	15 667	9 169	58.5%	116 984
Roads Infrastructure	-	12 506	14 271	326	326	1 784	1 458	81.7%	14 271
<i>Roads</i>		12 506	14 271	326	326	1 784	1 458	81.7%	14 271
Storm water Infrastructure	-	11 723	14 136	422	513	1 767	1 254	71.0%	14 136
<i>Drainage Collection</i>							-		
Electrical Infrastructure	-	22 772	22 772	1 216	2 299	3 081	781	25.4%	22 772
<i>MV Substations</i>		5 622	5 622		1 084	937	(147)	-15.7%	5 622
<i>LV Networks</i>							-		
Water Supply Infrastructure	-	30 077	30 832	126	218	2 550	2 332	91.4%	30 832
<i>Reservoirs</i>		16 363	17 118				-		17 118
Solid Waste Infrastructure	-	-	-	-	-	-	-	-	-
<i>Waste Drop-off Points</i>							-		
Community Assets	-	24 637	24 566	724	1 379	2 098	719	34.3%	24 566
Community Facilities	-	16 380	16 909	17	50	183	134	72.9%	16 909
<i>Halls</i>		3 664	3 664				-		3 664
<i>Crèches</i>		245	245		33	41	8	19.3%	245
<i>Fire/Ambulance Stations</i>		5 576	5 576				-		5 576
<i>Cemeteries/Crematoria</i>		570	570	17	17	143	126	88.3%	570
Sport and Recreation Facilities	-	7 657	7 657	707	1 329	1 914	585	30.6%	7 657
<i>Indoor Facilities</i>							-		
<i>Outdoor Facilities</i>		7 657	7 657	707	1 329	1 914	585	30.6%	7 657
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	-	36 888	40 597	-	-	-	-	-	40 597
Operational Buildings	-	1 421	1 421	-	-	-	-	-	1 421
Housing	-	35 467	39 177	-	-	-	-	-	39 177
<i>Social Housing</i>		35 467	39 177				-		39 177
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	4 136	4 136	22	22	1 034	1 012	97.9%	4 136
Computer Equipment		4 136	4 136	22	22	1 034	1 012	97.9%	4 136
Furniture and Office Equipment	-	215	215	8	8	54	46	86.0%	215
Furniture and Office Equipment		215	215	8	8	54	46	86.0%	215
Machinery and Equipment	-	1 566	1 566	-	-	-	-	-	1 566
Transport Assets	-	15 345	15 345	-	-	-	-	-	15 345
Transport Assets		15 345	15 345				-		15 345
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	-	194 237	203 410	5 557	7 907	18 853	10 946	58.1%	203 410

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Supporting Table SC13b

WC032 Overstrand - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets

Description	2017/18	Budget Year 2018/19							
	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	-	-	-	-	-	-	-	-	-
Roads Infrastructure	-	-	-	-	-	-	-	-	-
Roads									
Electrical Infrastructure	-	-	-	-	-	-	-	-	-
MV Networks									
Water Supply Infrastructure	-	-	-	-	-	-	-	-	-
Water Treatment Works									
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-
Waste Water Treatment Works									
Solid Waste Infrastructure	-	-	-	-	-	-	-	-	-
Waste Transfer Stations									
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									
Land	-	-	-	-	-	-	-	-	-
Land									
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals									
Total Capital Expenditure on renewal of	-	-	-	-	-	-	-	-	-

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Supporting Table SC13c

WC032 Overstrand - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M03

Description	2017/18	Budget Year 2018/19							
	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	-	149 690	149 690	9 840	22 558	37 423	14 864	39.7%	149 690
Roads Infrastructure	-	63 374	63 374	2 997	7 124	15 843	8 719	55.0%	63 374
Roads	-	63 374	63 374	2 997	7 124	15 843	8 719	55.0%	63 374
Storm water Infrastructure	-	6 786	6 786	351	879	1 697	817	48.2%	6 786
Storm water Conveyance	-	6 786	6 786	351	879	1 697	817	48.2%	6 786
Electrical Infrastructure	-	23 747	23 747	1 708	4 825	5 937	1 112	18.7%	23 747
HV Transmission Conductors	-	23 747	23 747	1 708	4 825	5 937	1 112	18.7%	23 747
Water Supply Infrastructure	-	19 104	19 104	1 755	4 138	4 776	638	13.4%	19 104
Water Treatment Works	-	19 104	19 104	1 755	4 138	4 776	638	13.4%	19 104
Sanitation Infrastructure	-	13 642	13 642	1 442	2 852	3 410	558	16.4%	13 642
Waste Water Treatment Works	-	13 642	13 642	1 442	2 852	3 410	558	16.4%	13 642
Solid Waste Infrastructure	-	23 038	23 038	1 587	2 739	5 759	3 020	52.4%	23 038
Waste Transfer Stations	-	23 038	23 038	1 587	2 739	5 759	3 020	52.4%	23 038
Community Assets	-	41 017	41 017	2 571	6 827	10 252	3 425	33.4%	41 017
Community Facilities	-	27 714	27 714	1 980	5 301	6 926	1 626	23.5%	27 714
Halls	-	3 712	3 712	262	723	928	205	22.1%	3 712
Libraries	-	24	24	-	2	4	1	38.0%	24
Cemeteries/Crematoria	-	842	842	41	112	211	99	46.9%	842
Public Open Space	-	23 136	23 136	1 677	4 464	5 784	1 320	22.8%	23 136
Sport and Recreation Facilities	-	13 304	13 304	591	1 527	3 326	1 799	54.1%	13 304
Outdoor Facilities	-	13 304	13 304	591	1 527	3 326	1 799	54.1%	13 304
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	-	12 497	12 497	608	1 535	3 124	1 589	50.9%	12 497
Operational Buildings	-	12 497	12 497	608	1 535	3 124	1 589	50.9%	12 497
Municipal Offices	-	12 497	12 497	608	1 535	3 124	1 589	50.9%	12 497
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	5 387	5 387	775	1 177	1 347	169	12.6%	5 387
Computer Equipment	-	5 387	5 387	775	1 177	1 347	169	12.6%	5 387
Furniture and Office Equipment	-	16 622	16 622	374	1 198	4 155	2 959	71.2%	16 622
Furniture and Office Equipment	-	16 622	16 622	374	1 198	4 155	2 959	71.2%	16 622
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	-	225 212	225 212	14 167	33 295	56 301	23 006	40.9%	225 212

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Supporting Table SC13d

WC032 Overstrand - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M03 September

Description	2017/18	Budget Year 2018/19							
	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	-	112 443	112 443	9 370	28 111	28 111	-		112 443
Roads Infrastructure	-	32 858	32 858	2 738	8 215	8 215	-		32 858
<i>Roads</i>		32 858	32 858	2 738	8 215	8 215	-		32 858
Storm water Infrastructure	-	5 912	5 912	493	1 478	1 478	-		5 912
<i>Storm water Conveyance</i>		5 912	5 912	493	1 478	1 478	-		5 912
Electrical Infrastructure	-	25 149	25 149	2 096	6 287	6 287	-		25 149
<i>HV Transmission Conductors</i>		25 149	25 149	2 096	6 287	6 287	-		25 149
Water Supply Infrastructure	-	27 462	27 462	2 288	6 865	6 865	-		27 462
<i>Water Treatment Works</i>		27 462	27 462	2 288	6 865	6 865	-		27 462
<i>Distribution</i>							-		
Sanitation Infrastructure	-	16 299	16 299	1 358	4 075	4 075	-		16 299
<i>Reficulallon</i>		16 299	16 299	1 358	4 075	4 075	-		16 299
<i>Waste Water Treatment Works</i>							-		
Solid Waste Infrastructure	-	4 763	4 763	397	1 191	1 191	-		4 763
<i>Waste Transfer Stations</i>		4 763	4 763	397	1 191	1 191	-		4 763
Community Assets	-	3 029	3 029	252	757	757	-		3 029
Sport and Recreation Facilities	-	3 029	3 029	252	757	757	-		3 029
<i>Outdoor Facilities</i>		3 029	3 029	252	757	757	-		3 029
Heritage assets	-	-	-	-	-	-	-		-
Investment properties	-	-	-	-	-	-	-		-
Other assets	-	8 818	8 818	735	2 204	2 204	-		8 818
Operational Buildings	-	8 818	8 818	735	2 204	2 204	-		8 818
<i>Municipal Offices</i>		8 818	8 818	735	2 204	2 204	-		8 818
Biological or Cultivated Assets	-	-	-	-	-	-	-		-
Intangible Assets	-	653	653	54	163	163	-		653
Licences and Rights	-	653	653	54	163	163	-		653
<i>Computer Software and Applications</i>		653	653	54	163	163	-		653
Computer Equipment	-	1 347	1 347	112	337	337	-		1 347
Computer Equipment	-	1 347	1 347	112	337	337	-		1 347
Furniture and Office Equipment	-	609	609	51	152	152	-		609
Furniture and Office Equipment	-	609	609	51	152	152	-		609
Machinery and Equipment	-	687	687	57	172	172	-		687
Machinery and Equipment	-	687	687	57	172	172	-		687
Transport Assets	-	2 777	2 777	231	694	694	-		2 777
Transport Assets	-	2 777	2 777	231	694	694	-		2 777
Land	-	-	-	-	-	-	-		-
Land	-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-		-
Total Depreciation	-	130 362	130 362	10 864	32 591	32 591	-		130 362

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Supporting Table SC13e

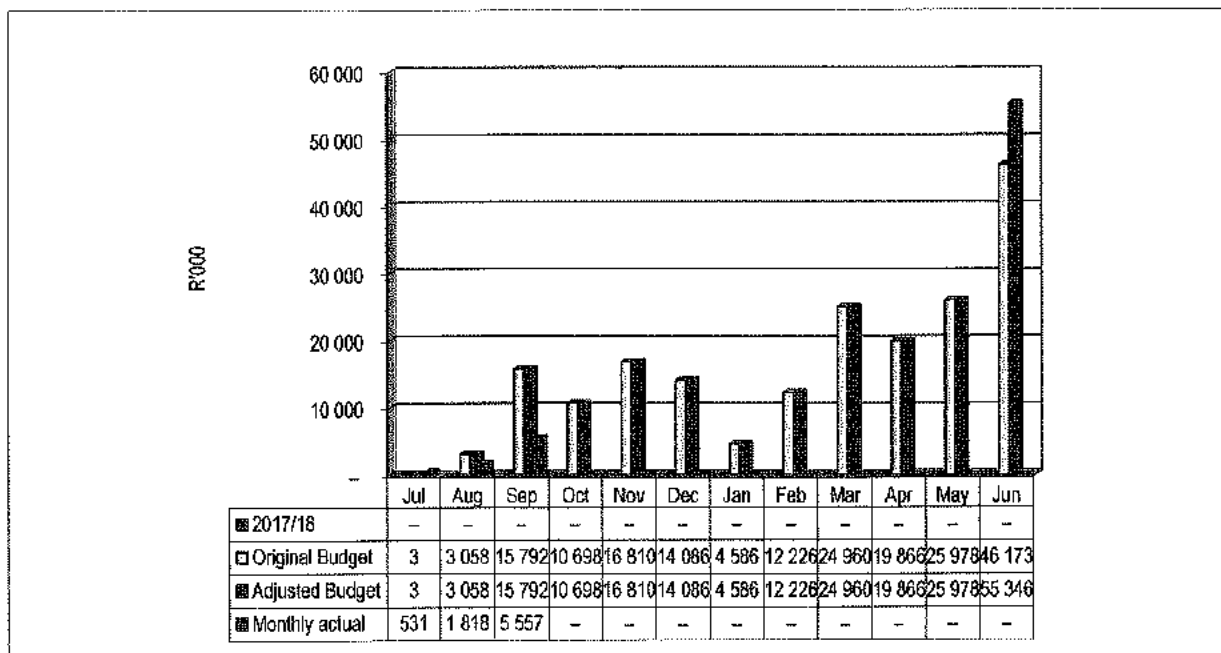
WC032 Overstrand - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset

Description	2017/18	Budget Year 2018/19							
	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	-	-	-	-	-	-	-	-	-
Roads Infrastructure	-	-	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-	-	-
Storm water Infrastructure	-	-	-	-	-	-	-	-	-
Drainage Collection	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure	-	-	-	-	-	-	-	-	-
Distribution	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-
Pump Station	-	-	-	-	-	-	-	-	-
Reticulation	-	-	-	-	-	-	-	-	-
Waste Water Treatment Works	-	-	-	-	-	-	-	-	-
Outfall Sewers	-	-	-	-	-	-	-	-	-
Community Assets	-	-	-	-	-	-	-	-	-
Community Facilities	-	-	-	-	-	-	-	-	-
Halls	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-
Outdoor Facilities	-	-	-	-	-	-	-	-	-
Heritage assets	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Other assets	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	-	-	-
Municipal Offices	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	-	-	-	-	-	-	-	-	-

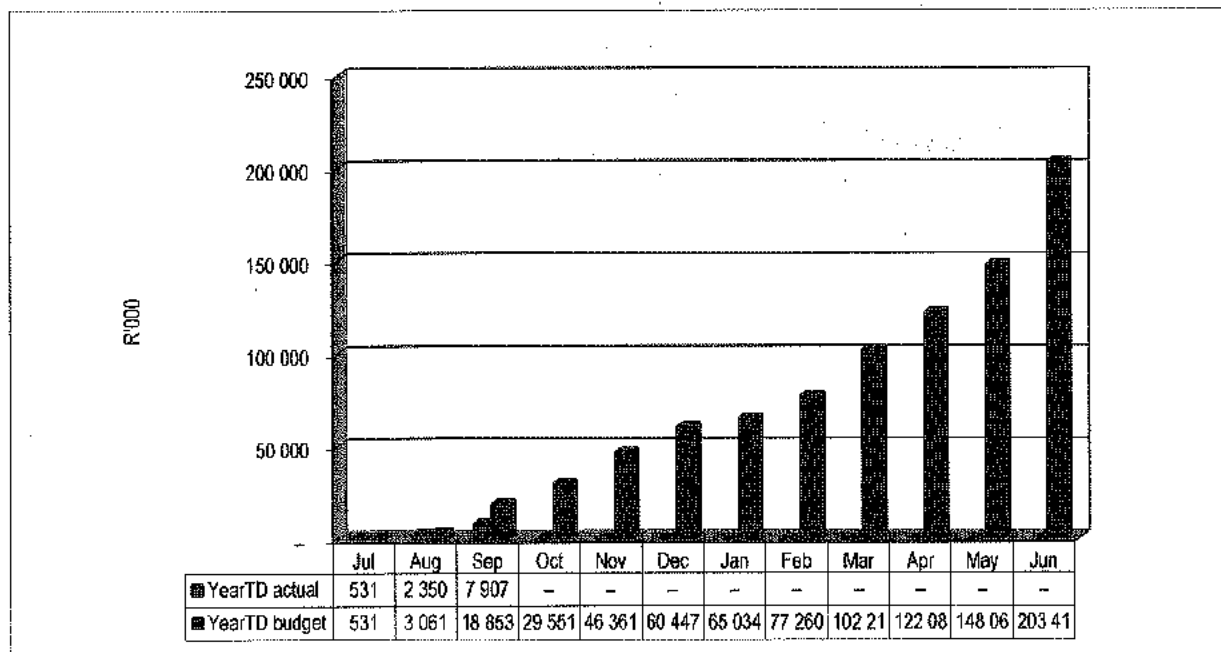
Other supporting documentation

Section 71 charts

Capital expenditure monthly trend - actual vs target

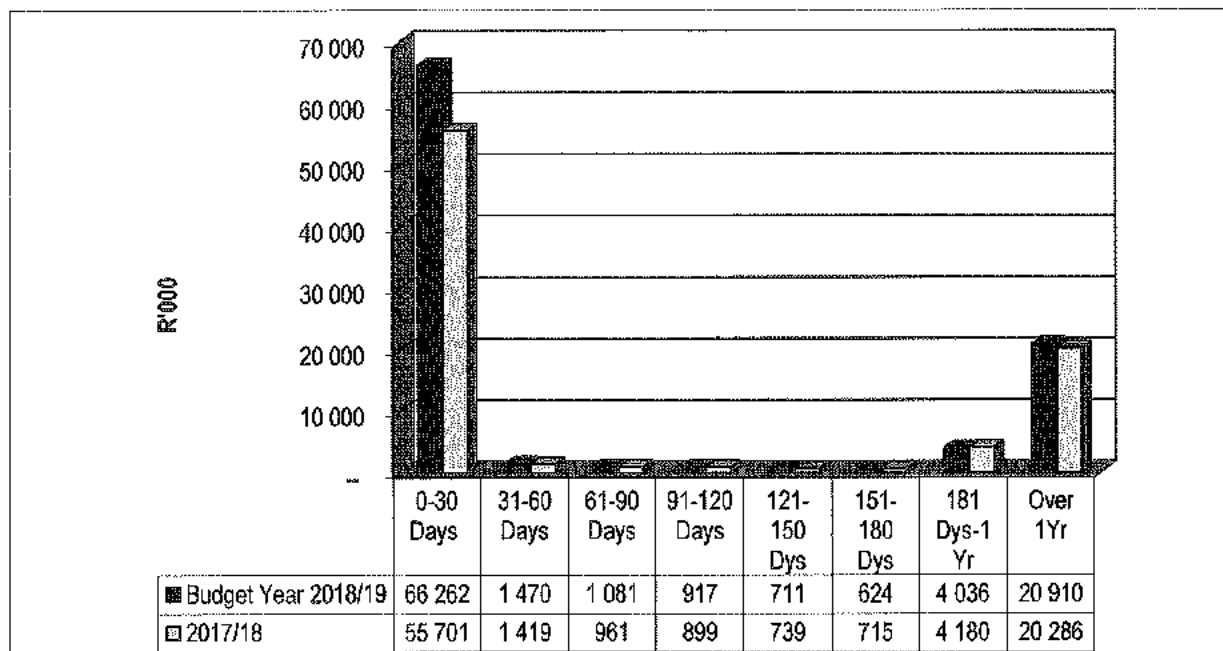


Capital expenditure – YTD actual vs YTD trend

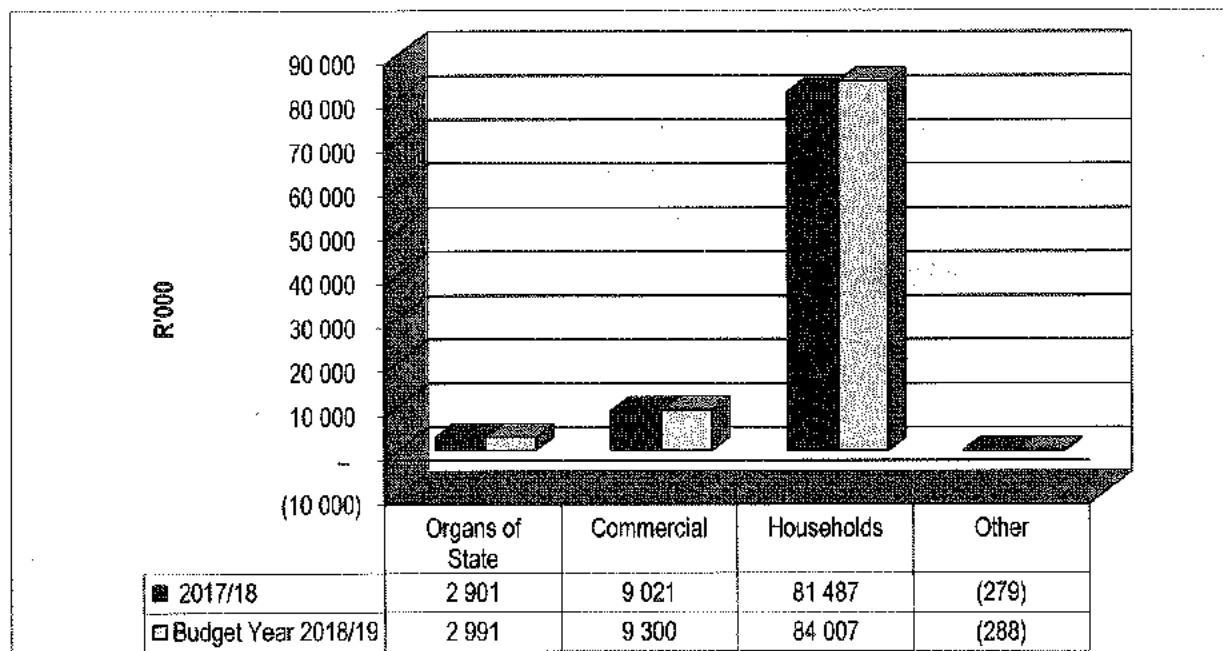


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Debtors Age Analysis

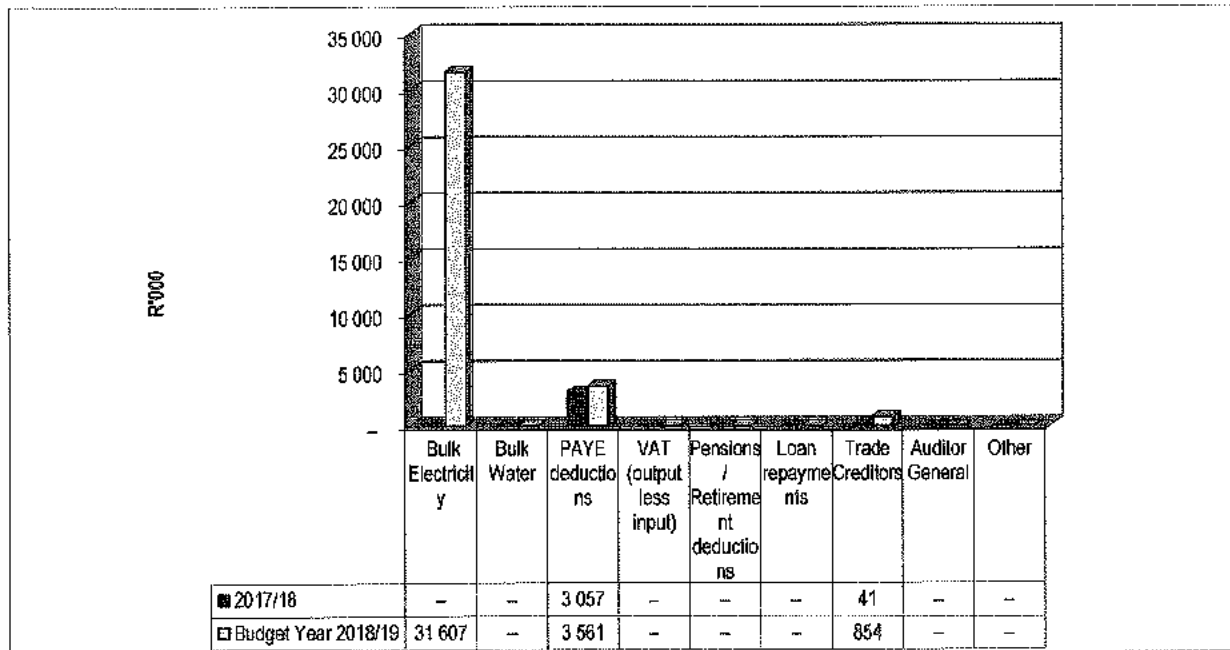


Debtors by Type



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Creditor Payments



Municipal manager's quality certification

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

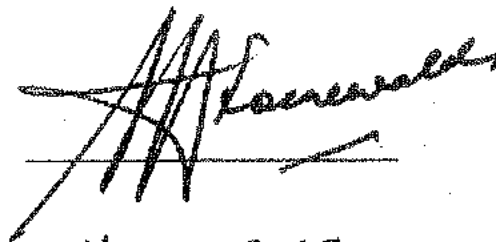
Quarterly Budget Report

for the period ending **September 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 'CC Groenewald', written over a horizontal line.

Date:

16.10.2018

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)

September 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:

- Curtailment 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
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.	Comply.
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.	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).

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></p> <p>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></p> <p>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

<ul style="list-style-type: none"> • 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. 	<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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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 855
2 Star	R 900	R 1 030	R 1 230
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 900	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 900		
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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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.

Overstrand Budget 2018/2019: Budget Allocated

R 132 000.00

Opening Balance 01/07/2018

R 10 085.22

Donations received:

Quarter 1

R 0.00

R 0.00

Amounts withdrawn:

Quarter 1 02/08/2018 PASTOR R ARENDSE: TEHIAH KINGDOM CHURCH - TRAVEL

-500.00 -R 500.00

-R 500.00

Closing Balance 30/09/2018

R 9 585.22

MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS (mSCOA):

POST IMPLEMENTATION STATUS OF THE mSCOA PROJECT – SEPTEMBER 2018

Executive Summary

The purpose of this submission to Council is to:

- 1) Inform Council on specific initiatives to date by National Treasury to enable a full and complete understanding of the scope and extent of the SCOA implementation as applicable to all municipalities and municipal entities;
- 2) Report to Council on progress made to date with the implementation of mSCOA at the Overstrand Municipality since the previous report to Council.
- 3) Maintain an on-going awareness of specific mSCOA initiatives in the Overstrand Municipality; and
- 4) Considerations on the way forward with the core financial system, being SamrasClassic, currently in use by the Overstrand Municipality.

Updated status of the mSCOA Project since the previous reporting to Council in August 2018:

The challenges experienced with the day-to-day operational requirements were also reported to Council recently with regard to the submission of the Annual Financial Statements, a shorted version of the background to this stated that since the inception of mSCOA, there have been 5 versions to date that Overstrand has had to contend with as a Pilot Site, all of them bringing new challenges with regards to chart of accounts changes. As a pilot site and having implemented mSCOA since July 2015 (started on version 5.3) has experienced more challenges over a prolonged period with the structures already created and operationally in use, especially since non-pilot municipalities started to implement with only the relevant and latest version of the mSCOA Chart, on a clean slate.

Before-mentioned historic implementation in the instance of Overstrand lead to new challenges as from 1 July 2017 and which could not be foreseen by the municipality as the municipality had no insight into the subsequent development of these particular areas to accommodate the non-pilot municipalities.

Since 01 July 2015, the municipality has officially logged 669 system queries (CIMS) with the vendor all of which relates to the implementation of mSCOA. (Annexure E) For the period 01 June 2017 to date a total of 201 system queries with varying degrees of severity were logged all of which contributed to the inability to produce quarterly financial statements.

From the period 01 July 2017 to 31 August 2018 the vendor has released 78 system changes, many of them consisting of multiple program changes. We have experienced numerous instances where one issue is resolved only to discover that another has occurred. Of the 78 system changes a total of 14 system changes with multiple program changes were implemented during period 01 July 2018 to 29

August 2018. This effectively equated to 1 suite of multiple program changes every three working days over this period.

National Treasury recently communicated the following update regarding the status of mSCOA implementation on a national level, to municipalities:

“Despite our position that was communicated that the *mSCOA* (ORGB) (data strings) must be corrected by 12 October 2018 if it does not reconcile to the Adopted Budget approved by Council, we once again have received a number of requests from municipalities for extension to correct their ORGB. After further investigation into the reasons for such non-compliance, it is our conclusion that:

In some cases the ORGBs data strings are correct but the information on the adopted A1 schedules are incorrect (once again the A1 Schedules that were submitted to Council were not prepared in and drawn from the system). These data strings will not reconcile to the budgets unless the municipality takes the A1 Schedule back to Council for ratification. Apart from the MFMA not allowing for this until the Adjustments budget process, municipalities have already started transacting against the ORGBs. Allowing municipalities to reverse any actual transactions on posting level after month closure is not only a contravention of the *mSCOA* Regulations but will also affect the already reconciled bank accounts, stores, billing, etc. for the three months already passed;

Some municipalities have already approved and captured roll-over budgets which they are transacting against and therefore have already implemented an adjusted budget;

Most municipalities do not use and combine the correct segments to populate an accurate cash flow statement;

Municipalities do not know how to do balance sheet budgeting and as a result they are not populating tables A2, A6 and A7 in the A1 budget schedules correctly; and

Municipalities are not using the segments correctly when they budget. E.g. Municipalities are not using the project segment as the departure point for all transactions and are not populating the funding segment correctly.

Our investigation also revealed that the reason why some municipalities are not using the budget preparation modules to generate A1 Schedules directly from the financial system, is because these modules are not functioning properly, are impractical and are not user friendly. This is unacceptable and means that some system vendors are equally guilty where municipalities could not conclude the data string verifications for these reasons. It also seems as if municipalities are not allowing sufficient time for the preparation of the tabled and adopted budget at the posting level (as required in terms of *mSCOA*).

Careful consideration was given to the above challenges and after lengthy deliberations, the National Treasury resolved that it is willing to compromise in the following manner:

1. ...

2.....

3. We will also request all vendors to present their budget module (specifically on the statement of financial performance (Table A4), statement of financial position (table A6) and cash flow statement (table A7) and how these feed and reconcile into the A1 Schedules to the National and Provincial Treasuries in November 2018 in order to provide guidance to vendors where required. In an attempt to ensure that, going forward, all municipalities budget directly in the financial system manage their statements of financial position and cash flow in the correct manner. Invitations for these engagements will be distributed to all system vendors and Provincial Treasuries in due course;

4. In an attempt to ensure that, going forward, all municipalities budget directly in the financial system and manage their statements of financial position and cash flow in the correct manner, the National Treasury will offer training to the municipal officials preparing the budgets on the population of the A1 budget schedules and mSCOA data strings. Details on the training will be communicated in due course;

5. The National Treasury has also secured funding to conduct an independent audits on all municipal core financial systems to determine to what extent these systems comply with the functionality requirements and 15 business processes required in terms of mSCOA. These audits will commence within the next month and the results will be published and shared in a media release. These results will also inform the new transversal tender for the procurement of municipal financial systems when RT25-2016 comes to an end in March 2019; and

6. National Treasury will still submit to Parliament and the Auditor-General and publish on our website the names of all municipalities whose data strings did not reconcile to their adopted budgets.

Background/Discussion

(Information now following in this report attempts to provide the background to requirement for this report to Council, and has already previously been reported to Council)

As required by National Treasury, the mSCOA Project went live on 01 July 2017 based on the mSCOA Release Version 6.1. Although the core financial system is currently fully operational and functional, there still remain some material issues and constraints to achieve full mSCOA compliance.

National Treasury Directives and Technical Specifications

Due to the continuous changes in directives and amendments to the initial mSCOA implementation frameworks and technical system design specifications as issued by National Treasury since July 2015, it is fair and reasonable to accept that the sum total and impact of all the scope changes introduced by National Treasury to the initial scope of mSCOA implementation project plan, and in such a fragmented fashion, will still impose certain potential risks to the successful implementation of mSCOA in totality.

Vendor Technical Systems Design and Development Strategies

During the piloting process, based on circumstances, the vendor decided to retain its current legacy system and database architectures for all transactional processing, and to develop a separate Web-portal architecture as required by National Treasury for Budgeting and Reporting purposes for the mSCOA implementation phase up to 1 July 2017.

Development of the remainder of the mSCOA functional requirements for implementation was envisaged by not later than 31 September 2017, to coincide with the commencement of Budget planning cycle for the next financial year: 2018/2019, which, at the time made good business sense, given the scope of the transversal tender, RT25-2016 functional requirements as well.

It was thus also the intent of the vendor to decommission its legacy system and database architectures and to migrate all the municipal financial data to a new Web-enabled systems and database architecture, to also coincide with the commencement of the budget planning cycle for 2018/2019.

The Vendor informed the municipality during the User Acceptance Testing phase prior to 1 July 2017, that they will not be able to implement in accordance to the time frames as indicated for the intended migration strategy to the new Web-enabled architecture.

At a user group meeting held in October the vendor informed the meeting that the migration to a Web-enable architecture will not take place before 01 July 2018. The Overstrand Municipality as with various other municipalities on a national basis, are currently functional with hybrid systems and database architecture framework.

As previously reported to Council, the mSCOA Project went live on 01 July 2017 based on the mSCOA Release Version 6.1 and although the core financial system is currently fully operational and functional, there still remain some material issues and constraints to achieve full mSCOA compliance.

A meeting with the service provider took place in Cape Town on 16 November 2017, where a number of municipalities discussed the most critical challenges with Bytes to ensure that these matters receive the necessary attention. It is crucial that the financial system provides for technical requirements timeously to enable the administration to comply with relevant legislation.

A subsequent meeting, as arranged by the Western Cape Provincial mSCOA Project Manager with the service provider and the municipalities involved, took place on 11 January 2018. The purpose of this meeting was to obtain feedback from Bytes regarding the status update per municipality that details the outstanding activities and planned delivery dates.

The service provider was also notified at the same time that the Western Cape Provincial Treasury, together with municipalities, are working towards 31 March 2018 to ensure that all modules are fully functional and that all 3rd Party Integrations are complete and operational.

It is not foreseen that before-mentioned time-line will be achievable, taking into account the outstanding issues regarding most critical modules which still have to be addressed up to the end of March 2018.

The national and provincial treasuries have communicated on various occasions with municipalities around the successful submissions of data strings and the alignment of the C-Schedules, as the next stage of the mSCOA implementation.

National Treasury intensified efforts to encourage municipalities to meet the following priorities:

- 1) Submission of TABB (Tabled Budget) data strings for 2018/19: Deadline was 5 April 2018 (as per budget circular);
- 2) Submission of PRTA (Project Detail Tabled Budget) data strings for 2018/19;
- 3) Submission of M01 to M10 (Monthly, cumulative) for 2017/18: Deadline is 10 working days after the end of the month.

Overstrand Municipality has already complied to a large extend, to these requirements and will now focus on the few submissions that still reflect an error validation status.

The implementation of mSCOA Regulations from 01 July 2017 revealed some of the challenges with version 6.1 of the chart that had to be addressed. As a result of this, the chart was updated and version 6.2 was released with the 2018/19 MFMA Budget Circular no. 89. Version 6.2 of the chart will be effective from 2018/19 and must be used to compile the 2018/19 MTREF.

The Way Forward with mSCOA

To date the core financial system of the municipality is functional and operational, primarily due to the collective efforts and competence of the Overstrand municipal officials involved with the implementation of mSCOA.

The municipality will keep the Council and National Treasury informed of any changes to the current status.