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FIN9	B2B_4	To ensure effective management of the payroll system	Prepare and submit monthly Payroll Reconciliation to Senior Management	Number of monthly payroll reconciliation reports submitted to senior managers within 7 days after pay day	12	12	3	3	3	3	N/A	Institutional	Reports signed and proof of receipt by managers	Chief Financial Officer
FIN10-1	B2B_4		Prepare and submit monthly Reconciliation of grants income	Number of monthly reports on reconciliations of grants income signed off by the Chief Financial Officer	12	12	3	3	3	3	N/A	Institutional	Reports signed by the Chief Financial Officer	Chief Financial Officer
FIN10-2a	B2B_4	To ensure effective and efficient grants management	Prepare and submit financial reports on ERMP allocation spending	Number of financial reports on % Spent on ERMP allocation submitted to Public Works	12	12	3	3	3	3	N/A	Institutional	Report and proof of submission (email correspondence copy)	Chief Financial Officer
FIN10-3	B2B_4		Prepare and submit monthly Reconciliation of grants income	Number of monthly reports on reconciliations of grants income signed off by the Chief Financial Officer	12	12	3	3	3	3	N/A	Institutional	Reports signed by the Chief Financial Officer	Chief Financial Officer
FIN11	MK4	To improve management and implementation of Capital Budget in the Municipality	% of the capital budget actually spent on capital projects	% Spent (Total spending on capital projects / total capital budget) x 100 on capital projects	100%	100%	10%	2%	35%	35%	N/A	Institutional	MIG Implementation Plan and proof of payments	Technical Services
FIN12-1	B2B_4		Submit Reports to the Finance Portfolio Committees on a quarterly basis	Number of Finance Committee Report Submitted	4	4	1	1	1	1	N/A	Institutional	Report and Finance Committee Minutes	Chief Financial Officer
FIN12-2a	B2B_4		Monitor financial ratios to ensure financial	Debt coverage Ratio: Total operational revenue less operational grant/ debt service payment due within the financial year	1:01	2:01	N/A	N/A	2:01	N/A	N/A	Institutional	Report and Finance Committee Minutes	Chief Financial Officer
FIN12-2b	B2B_4	To ensure enforcement of sound financial management practices	Outstanding service orders to revenue ratio: Total outstanding service orders: divide by annual revenue from services	1:01	1:01	N/A	N/A	N/A	1:01	N/A	N/A	Institutional	Report and Finance Committee Minutes	Chief Financial Officer
FIN12-2c	B2B_4		Debt coverage ratio (available cash less urgent conditional grants over total plus short term investments) divided by monthly free operating expenditure less depreciation, amortization, prov for bad debts, impairment and loss of disposal of assets	1.5	1:7	1:7	1:7	1:7	1:7	1:7	N/A	Institutional	Report and Finance Committee Minutes	Chief Financial Officer
FIN12-3	B2B_4		Prepare and submit monthly Bank Reconciliations signed by the Chief Financial Officer	Number of Monthly bank reconciliation	4	12	3	3	3	3	N/A	Monthly reconciliations submitted to Chief Financial Officer	Institutional	Chief Financial Officer
FIN12-4	B2B_4		Prepare and submit monthly Creditors Reconciliations signed by the Chief Financial Officer	Number of Monthly creditors reconciliation and age analysis	4	12	3	3	3	3	N/A	Age analysis available for Chief Financial Officer	Institutional	Chief Financial Officer

GG1-3	B2B_3	To implement and maintain effective enterprise risk management system	Functional Risk Management through risk committee meetings	Number of quarterly risk management meetings held	4	4	1	1	1	1	N/A	Institutional	Updated risk register and attendance register	Community Services
GG4-1	B2B_3	To transform the municipality into a performance driven organization	Quarterly Performance Reports on achieved and not achieved objectives for 2023/2024	Number of quarterly Performance Reports Submitted to PMS Unit	4	4	1	1	1	1	N/A	Institutional	Quarterly PMS Report and Submission register	Community Services
GG12	B2B_3	To provide measurable assurance on the advocacy and effectiveness of internal	Management of an audit action plan to maintain a clean audit opinion	Number of audit action reports submitted to Council	4	4	1	1	1	1	N/A	Institutional	Reports and Council Resolution	Chief Financial Officer

CC1-1	B2B_2	To ensure strategic development and management of the municipality integrated Development Plan	Development and approval of the IDP/Budget Process Plan	Date of adoption of the IDP/Budget Process Plan	31-Aug-20	31-Aug-20	31-Aug-20	N/A	N/A	N/A	N/A	Institutional	Process plan and Council Resolution	Chief Financial Officer
CC1-2	B2B_2		Coordinate the IDP Representative Forum meetings	Number of IDP Representative Forum meetings	2	2	N/A	N/A	1	1	N/A	Institutional	Attendance registers and/or minutes	Chief Financial Officer
CC1-3	B2B_2		Adoption and implementation of the Integrated Development Plan (IDP) focusing on delivery of 10 critical municipal services	Date of adoption of the IDP	30-Jun-20	30-Jun-21	30-Jun-21	IDP Draft review in process	31 March 2021 (Draft adoption)	30 June 2021 (Final adoption)	30 June 2021 (Final adoption)	N/A	Institutional	Plan and Portfolio Minutes

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Approved
[Signature]