

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 30 November 2017 / 30 November 2017

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – NOVEMBER 2017

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

B RECOMMENDATION

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for November 2017.

C EXECUTIVE SUMMARY

The municipality has read 94% of its consumption meters of which 98% was read correctly the first time. The monthly billing was also done as scheduled and during this process 16 898 accounts amounting to R 25.4 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.5 million. The indigent cost to the municipality for the month amounts to R 1.1 million.

The accumulated debtor's collection target for the year is 95%, but the actual accumulated year to date debtor's collection is 96%.

The municipality issued orders to the value of R 35.8 million of which R 0.4 million was in terms of deviations.

The municipality currently has R 73 million in its primary bank account and R30 million on investment.

FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2017

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg verskillende redes.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir November 2017.

C OPSOMMING

Die munisipaliteit het 94% van die meters geles, waarvan 98% die eerste keer korrek geles is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 898 rekeninge ten bedrae van R 25.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.5 miljoen. Die deernis subsidies vir die maand beloop R 1.1 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 95%, maar die werklike jaar tot op datum invordering is 96%.

Bestellings ter waarde van R 35.8 miljoen uitgereik, waarvan R 0.4 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 73 miljoen in die primêre bankrekening en R 30 miljoen in korttermyn beleggings.

D REPORT

1. PURPOSE

The purpose of this report is to prepare a **section 71 report** and other reporting requirements for consideration and discussion.

2. LEGAL FRAMEWORK

The following is the reporting requirements in terms of the MFMA:

2.1 WITHDRAWALS FROM BANK ACCOUNTS

In terms of section 11 (4) (a), the Accounting Officer must prepare a quarterly report regarding expenditure that has been authorised in terms of section 11(1) (b) to (j). Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed."*

2.2 Expenditure on staff benefits

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the

D REPORT

1. DOEL

Die doel van hierdie verslag is om 'n **artikel 71-verslag** en ander verslagdoening vereistes vir oorweging en bespreking voor te lê vir bespreking.

2. WETLIKE RAAMWERK

Die volgende is die rapportering vereistes in terme van die MFMA:

2.1 ONTTREKKINGS UIT BANKREKENINGE

In terme van artikel 11 (4) (a), moet die rekenpligtige beamppte 'n kwartaallikse verslag ten opsigte van uitgawes wat in terme van artikel 11 (1) (b) tot (j) gemagtig is om voor te berei. Artikel 11 (1) lees soos volg:

"11. (1) Slegs die rekenpligtige beamppte of die hoof finansiële beamppte van 'n munisipaliteit, of enige ander senior finansiële beamppte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beamppte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekeninge, en kan dit doen net-

- (a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;*
- (b) in terme van artikel 26 (4) gemagtig uitgawes te bestry;*
- (c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te bestry;*
- (d) in die geval van 'n bankrekening geopen ingevolge artikel 12, betalings te maak van die rekening in ooreenstemming met subartikel (4) van daardie artikel;*
- (e) oor te betaal aan 'n persoon of orgaan van die staat geld wat deur die munisipaliteit op namens daardie persoon of orgaan van die staat ontvang, insluitende-*
 - (i) geld wat ingesamel is deur die munisipaliteit namens daardie persoon of orgaan van die staat deur 'n ooreenkoms;*
 - (ii) 'n versekering of ander betalings wat deur die munisipaliteit vir daardie persoon of orgaan van die staat ontvang;*
- (f) om geld wat verkeerdelik in 'n bankrekening betaal is terug te betaal;*
- (g) om waarborge, borge en sekuriteite terug te betaal;*
- (h) vir kontant bestuur en belegging in ooreenstemming met artikel 13;*
- (i) verhoogde uitgawes te dek in terme van artikel 31;*
- (j) vir enige ander doeleindes soos voorgeskryf mag word."*

2.2 Besteding aan personeel voordele

In terme van Artikel 66 van die MFMA die Rekenpligtige Beamppte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

"66. Die rekenpligtige beamppte van 'n munisipaliteit moet, in 'n formaat en vir tydperke as wat voorgeskryf mag word, aan die

council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;
- (b) contributions for pensions and medical aid;
- (c) travel, motor car, accommodation, subsistence and other allowances;
- (d) housing benefits and allowances;
- (e) overtime payments;
- (f) loans and advances; and
- (g) any other type of benefit or allowance related to staff."

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section.

This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on—
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of—
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik-

- (a) salarisse en lone;
- (b) bydraes vir pensioene en mediese fonds;
- (c) reis, motor-, verblyf-, verblyf-en ander toelaes;
- (d) behuising voordele en toelaes;
- (e) oortydbetalings;
- (f) lenings en voorskotte, en
- (g) enige ander soort van voordeel of vergoeding aan personeel. "

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;
- (b) werklike lenings;
- (c) die werklike uitgawes per stem;
- (d) die werklike kapitaalbesteding, per stem;
- (e) die bedrag van enige toekennings ontvang;
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
 - (i) sy deel van die plaaslike regering billike deel;
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
- (g) wanneer dit nodig is, 'n verduideliking van-
 - (i) enige wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 3 key performance areas of Finance, namely:

- o Revenue
- o Supply Chain Management
- o Financial Administration

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 3 sleutel prestasie-areas van Finansies, naamlik:

- o Inkomste
- o Voorsieningskanaal Bestuur
- o Finansiële Administrasie

3.1 REVENUE

Accounts and Meter readings

The important comparative statistics in relation to accounts is shown in the table below:

3.1 INKOMSTE

Rekeninge en meterlesings

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder:

Meter readings:	Sep-17	Oct-17	Nov-17
No. of meter readings by meter readers	13 506	13 600	13 597
No. of readings estimated	826	764	783
No. of readings by owners	423	435	429
Metering online	70	70	73
Total number of meters	14 825	14 869	14 882
Completion date of meter readings	14/09/2017	13/10/2017	13/11/2017
No. of re-readings performed (exception list)	779	1 152	1 386
No. of changes - exception list	197	253	206
% of meters read correctly first time	98.54%	98.14%	98.48%
Opening balance of faulty meters to technical dept.	215	282	344
Faulty meters to technical dept.	85	88	98
Faulty meters replaced for the month	18	26	46
Closing balance at month end of faulty meters	282	344	396
% of meters estimated	5.57%	5.14%	5.26%

Nota.Skattinge redes by Meterlesings Note Estimates - Meter readings	Sep-17	Oct-17	Nov-17
Meter locked	32	37	37
Gate locked	309	281	281
Under Ground	47	33	40
Beneath rubble	28	18	18
Under water	37	32	27
Dogs	91	68	88
Meter unreadable	26	23	32
Can't find meter	249	258	250
Vehicles parked on meter	7	11	10
Unread	0	3	0
	826	764	783

Explanation:

Estimations: Water 590; Electricity 193.

Verduideliking:

Skattinge: Water 590; Elektriesiteit 193.

Rates clearance certificates	Sep-17	Oct-17	Nov-17
Plots subdivided	31	0	0
Application for clearance certificates	22	25	46
Clearance certificates issued	53	49	40
Deeds registrations	50	66	73
Consolidations	2	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Sep-17	Oct-17	Nov-17
Debt raising date	20/09/2017	20/10/2017	20/11/2017
Date of account postage	22/09/2017	24/10/2017	22/11/2017
Debtor reconciliation (Debtors/Votes/Age analysis)	01/10/2017	01/11/2017	01/12/2017
Electricity Pre paid Reconciliation	01/10/2017	01/11/2017	01/12/2017

3.1.1.2 Number of informal households with access to basic services without accounts

3.1.1.2 Aantal informele huishoudings met toegang tot basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Sep-17	Oct-17	Nov-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	812	812	812
- Wolseley (Pine Valley)	338	338	338
Total	2 246	2 246	2 246

3.1.1.3 Number of consumers with services

Number of consumers with services	Sep-17	Oct-17	Nov-17
Electricity - Conventional	2 406	2 402	2 424
Electricity - Prepaid	10 213	10 228	10 274
Property rates	14 342	14 348	14 375
Refuse removal	15 053	14 988	15 001
Sewerage	15 021	14 960	14 978
Water	15 215	15 182	15 077
Other	805	797	801
Total number of accounts printed	13 656	13 550	13 507
Total number accounts emailed	3 209	3 444	3 391

Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	Sep-17	Oct-17	Nov-17
Assessment Rates (Monthly)	3 180 230.71	3 155 099.53	3 144 457.31
Assessment Rates (SV)			
Electricity	18 935 954.08	14 384 376.45	14 259 704.54
Refuse Removal	2 200 871.24	2 280 247.40	2 208 838.90
Sewerage	2 017 557.26	2 041 186.04	2 036 913.67
Water Levies	4 298 273.33	4 442 903.77	4 782 273.25
Rental	79 009.54	79 009.53	79 009.53
Indigent subsidy	-1 104 757.61	-1 064 080.84	-1 076 478.63
Sundries	39 150.59	53 214.70	9 313.81
Total	29 646 289.14	25 371 956.58	25 444 032.38

Explanation:

Water restriction tariffs applied to Witzenberg area.

Verduideliking:

Water beperking tariewe van toepassing in Witzenberg area.

3.1.3 Pre-paid Electricity Sales

3.1.3 Vooruitbetaalde Elektrisiteit Verkope

	Sep-17	Oct-17	Nov-17
Total Pre Paid Meters	10 213	10 228	10 274
Total Free units(Indigents)	102 150	103 500	100 300
Cost of free Units	R112 365	R113 850	R110 330
Units sold	2 528 633	2 484 636	2 457 794
Cost of units sold	R3 053 710	R2 996 832	R2 970 411
Vat Amount	R443 294	R435 541	R431 352
Axillary Amount	R1 941	R1 471	R1 420
Total Amount Pre Paid	R3 611 309	R3 547 694	R3 513 513

3.1.4 MONTHLY INCOME PER SERVICE

	YTD	M03	M04	M05
Monthly Billing	174,592,997	30,712,320	26,534,073	26,248,389
Property Rates	42,710,157	3,233,892	3,405,271	3,226,608
Electricity	86,390,696	18,890,986	14,344,769	13,958,917
Water	19,890,347	4,279,210	4,341,346	4,710,323
Waste Management	11,915,993	2,188,120	2,278,791	2,206,268
Waste Water Management	13,155,961	2,015,636	2,041,597	2,045,815
Housing Selling Scheme	270,455	62,813	58,920	54,648
Property Rental Debtors	127,077	5,424	5,424	25,424
Service Charges	132,312	6,239	7,956	20,386
Land Sale Debtors	-	-	-	-
Water and Sanitation Service A	-	-	-	-

Collections	171,708,737	29,896,180	39,228,500	26,660,266
Property Rates	40,713,966	5,489,816	2,706,525	4,868,189
Electricity	90,779,336	18,446,775	17,251,038	14,535,248
Water	14,992,594	2,526,385	2,851,042	3,596,801
Waste Management	9,376,719	1,670,964	1,804,150	1,828,499
Waste Water Management	11,838,320	1,675,549	1,667,600	1,745,442
Housing Selling Scheme	157,086	29,288	38,425	46,869
Property Rental Debtors	90,201	18,728	17,961	15,745
Service Charges	202,713	38,674	30,358	23,472
Land Sale Debtors	3,557,802	-	2,861,400	-
Water and Sanitation Service A	-	-	-	-

Collection Rate per service

Property Rates	95%	170%	373%	151%
Electricity	105%	98%	120%	104%
Water	75%	59%	66%	76%
Waste Management	79%	76%	79%	83%
Waste Water Management	90%	83%	82%	85%
Housing Selling Scheme	58%	47%	65%	86%
Property Rental Debtors	71%	74%	71%	62%
Service Charges	153%	238%	80%	115%
Over all Collection Rate	98%	97%	148%	102%

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Sep-17	Oct-17	Nov-17
Deferments	3 411 707.5	3 209 811.82	3 197 425.79
Current	787 785.97	675 467.68	714 240.89
30 days	543 770.39	497 992.12	537 558.92
60 days	522 273.26	425 883.29	467 536.43
90 days	256 338.89	428 426.26	407 140.58
> 90 days	8 559 801.49	7 176 080.7	8 318 899.7
Total	R 14 081 677.50	R 12 413 661.87	R 13 642 802.31

Mechanisms	Sep-17	Oct-17	Nov-17
Approved Indigent households:			
No. of households at beginning of the month:	2 455	2 402	2 313
Additions during the month	271	159	277
Cancellations during the month	324	248	249
No. of households at end of the month:	2 402	2 313	2 341
Cost of Indigent to Council	R 1 104 757.61	R 1 064 080.84	R 1 076 478.63

Explanation:

Indigent households increased from 2 313 to 2 341

Verduideliking:

Deernis huishoudings vermeerder vanaf 2 313 tot 2 341

3.1.6 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 October 2017:

3.1.6 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalises van Debiteure soos op 31 Oktober 2017:

Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	6 241 125	1 422 685	963 629	950 449	940 937	946 199	4 812 325	41 301 466	57 578 813	31.29%
Electricity	10 992 372	751 395	303 118	319 537	185 034	192 061	735 729	2 409 532	15 888 777	8.63%
Property Rates	3 402 343	219 816	169 352	2 894 284	136 576	177 705	617 648	12 992 578	20 610 301	11.20%
Waste Water Management	2 684 892	613 039	535 393	505 223	460 617	455 389	2 582 615	18 667 347	26 504 514	14.40%
Waste Management	3 059 052	707 128	709 133	646 856	460 113	427 091	2 386 544	22 914 859	31 310 778	17.02%
Property Rental Debtors	44 520	17 155	75 375	16 905	16 460	16 283	92 968	984 548	1 264 214	0.69%
Interest on Arrear Debtor Accounts	63 673	59 382	62 843	79 503	91 345	125 744	897 190	31 129 295	32 508 975	17.67%
Other	-3 218 440	50 437	46 090	25 070	104 657	30 982	161 076	1 139 463	-1 660 664	17.67%
Total By Income Source	23 269 538	3 841 037	2 864 932	5 437 827	2 395 738	2 371 453	12 286 095	131 539 088	184 005 708	100%
%	193.80%	-3.04%	-2.78%	-1.51%	-6.30%	-1.87%	-9.70%	-68.61%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 718 711	561 854	135 467	505 950	70 342	18 889	104 641	2 347 253	6 835 409	3.71%
Commercial	9 229 955	262 798	280 469	1 210 077	225 046	218 535	762 711	6 523 346	20 896 227	11.36%
Households	11 085 588	2 774 206	2 248 337	2 709 346	1 927 256	1 891 473	10 351 313	115 244 443	146 390 315	79.56%
Other	1 235 284	242 179	200 659	1 012 453	173 095	242 557	1 067 430	7 424 045	11 459 728	6.23%
Total By Customer Group	23 269 538	3 841 037	2 864 932	5 437 827	2 395 738	2 371 453	12 286 095	131 539 088	184 005 708	100%
%	12.65%	2.09%	1.56%	2.96%	1.30%	1.29%	6.68%	71.49%	100.00%	

Explanation:

The increase in outstanding debt can be attributed to:

- No credit control mechanism for PA Hamlet, Op-die-Berg and Indigents.

Verduideliking:

Die styging in debiteure is as gevolg van:

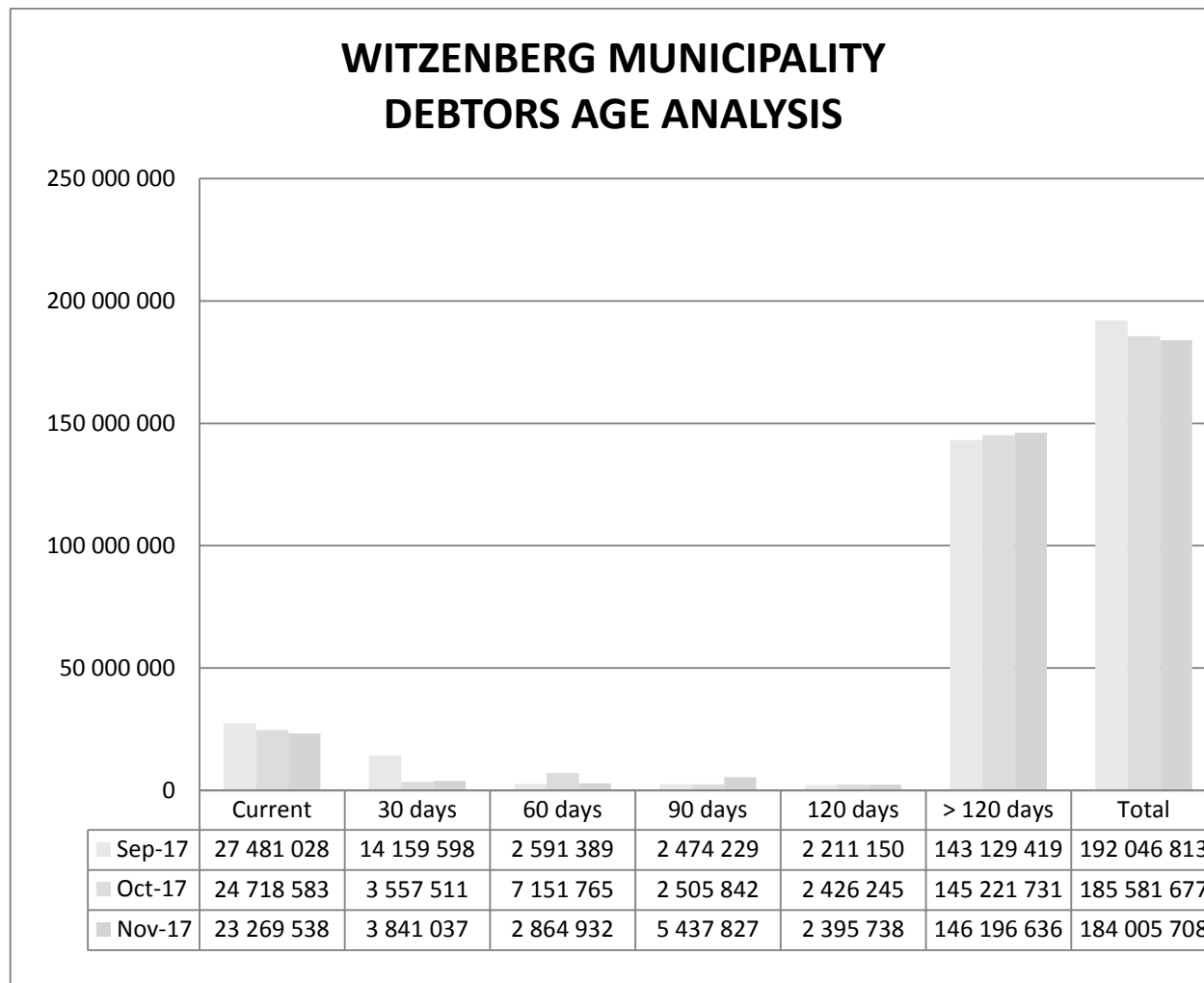
- Geen kredietbeheer meganisme vir PA Hamlet. Op-die-Berg en Deernis gevalle nie.

3.1.7 DEBITEURE OUDERDOMSANALISE

The graph below shows a comparison of the age analysis of this month to the previous month:

3.1.7 VERGELYKING

Die grafiek hieronder vergelyk die ouderdomsanalises van hierdie maand met die vorige maand:



Explanation:

The increase in outstanding debt can be attributed to:

- No credit control mechanism for PA Hamlet, Op-die-Berg and Indigents.

Verduideliking:

Die styging in debiteure is as gevolg van:

- Geen kredietbeheer megansime vir PA Hamlet. Op-die-Berg en Deernis gevalle nie.

3.1.8 RECEIPTING

3.1.8 ERKENNING VAN ONTVANGS

The table below indicates the cash flow:

Die onderstaande tabel dui die kontantvloei aan:

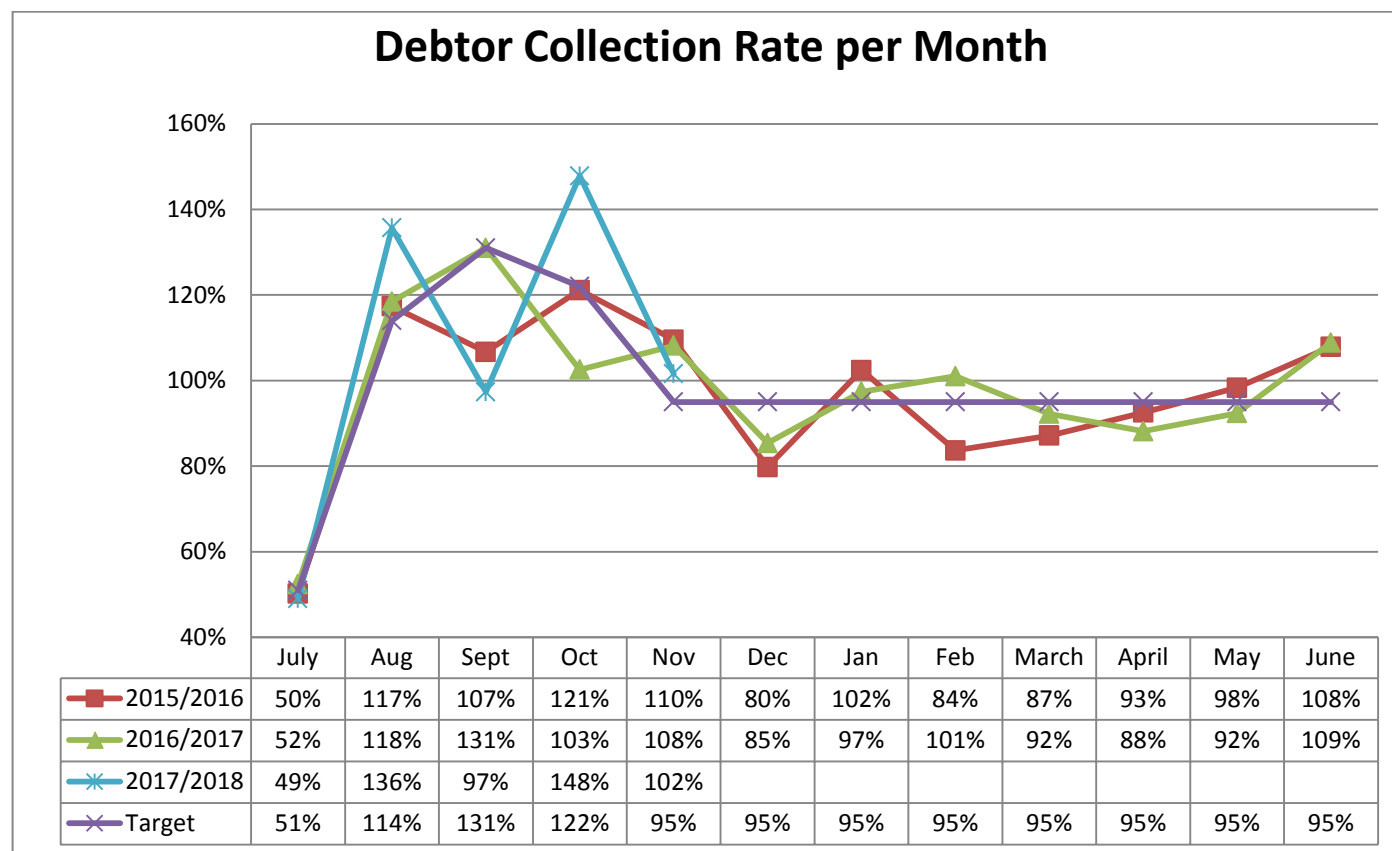
Detail	Month 3 Sept	Month 4 Oct	Month 5 Nov
Cash Receipts by Source			
Property rates	180 491	528 270	332 424
Property rates - penalties & collection charges	-	-	-
Service charges - electricity revenue	3 353 559	4 848 328	4 809 158
Service charges - water revenue	109 588	214 362	266 244
Service charges - sanitation revenue	98 177	87 488	84 704
Service charges - refuse revenue	96 399	163 193	147 276
Service charges - other	24 317 750	32 412 632	24 538 780
Rental of facilities and equipment	815 550	144 247	206 491
Interest earned - external investments	-496	1 234 451	548 836
Interest earned - outstanding debtors	-	-	-
Dividends received	-	-	-
Fines	18 087	144 002	217 134
Licences and permits	-1 491 433	-206 189	393 523
Agency services	-	-	-
Transfer receipts - operational	354 301	7 046 289	20 669
Other revenue	715 356	3 298 231	432 358
Cash Receipts by Source	28 567 329	49 915 304	31 997 597
Other Cash Flows/Receipts by Source	-	-	-
Transfer receipts - capital	-	-	-
Contributions recognised - capital & Contributed assets	-	-	-
Proceeds on disposal of PPE	-	-	-
Short term loans	-	-	-
Borrowing long term/refinancing	-	-	-
Increase (decrease) in consumer deposits	60 768	75 815	10 352
Decrease (Increase) in non-current debtors	-	-	-
Decrease (increase) other non-current receivables	-	-	-
Decrease (increase) in non-current investments	-10 537	-	-
Total Cash Receipts by Source	28 617 560	49 991 119	32 007 949
Cash Payments by Type			
Employee related costs	11 092 397	11 416 475	18 403 447
Remuneration of councillors	729 422	752 382	728 043
Collection costs	-	-	-
Interest paid	230 882	-	-
Bulk purchases - Electricity	44 687 798	13 080 130	11 852 916
Bulk purchases - Water & Sewer	-	-	-
Other materials	919 166	2 045 293	2 077 254
Contracted services	1 252 024	507 065	3 924 852
Grants and subsidies paid - other municipalities	-	-	-
Grants and subsidies paid - other	46 250	3 120 344	6 549 857
General expenses	6 266 988	3 147 208	7 724 408
Cash Payments by Type	65 224 927	34 068 897	51 260 776
Other Cash Flows/Payments by Type	-	-	-
Capital assets	4 229 333	4 150 875	3 934 531
Repayment of borrowing	914 903	-1 623	-
Other Cash Flows/Payments	-9 193 409	-1 352 906	30 470 582
Total Cash Payments by Type	61 175 754	36 865 243	85 665 890
Net Increase/(Decrease) in Cash Held	-32 558 194	13 125 876	-53 657 941
Cash/cash equivalents at the month/year begin:	123 051 551	90 493 357	103 619 234
Cash/cash equivalents at the month/year end:	90 493 357	103 619 234	49 961 293

3.1.8.1 Receipting

3.1.8.1 Erkenning van Ontvangste

Cashiers:	Sep-17	Oct-17	Nov-17
Average of all Cashiers			
Number of transactions	7 423	7 479	7 347
Number of days operational	160	176	176
Number of receipts cancelled	5	7	24
Amount receipted	R 61 453 991.93	R 46 481 168.31	R 39 921 979.00
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	46.39	42.49	41.74
Percentage cancelled receipts	0.07%	0.09%	0.33%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.9 DEBTOR COLLECTIONS RATE PER MONTH



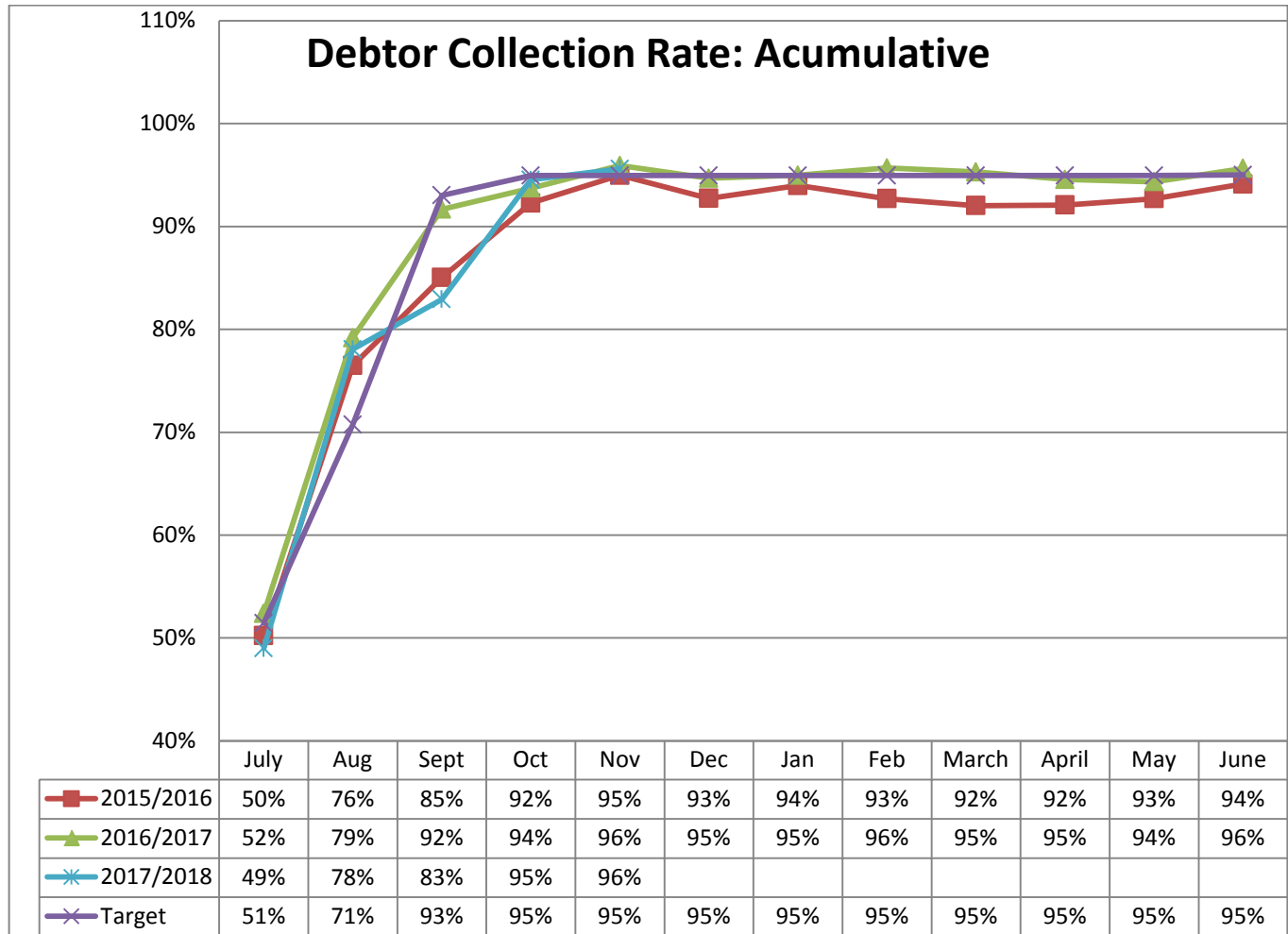
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 95% while the actual figure for November 2017 amounts to 102% which in comparison to the previous year 108%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 95%, terwyl die syfer vir November 2017 - 102% beloop in vergelyking met die vorige jaar 108%.

3.1.10 DEBTOR COLLECTION RATE ACCUMULATIVE



Explanation:

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 95% while the actual figure is 96%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 95%, terwyl die werklike syfer 96% beloop.

3.1.11 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Sep-17	Oct-17	Nov-17
Councillors:	R	R	R
Deferments	178 31.7	4 080.18	2 576.94
30 days	2 768.24	5 914.51	13 996.04
60 days	2 613.36	1 553.58	3 723.94
90 days	2 134.24	2 192.79	1 564.98
> 90 days	60 297.95	59 449.99	61 598.39
Total	85 645.49	73 191.05	83 460.29
Employees:	R	R	R
Deferments	164 939.49	144 359.29	141 863.26
30 days	32 505.52	5 205.67	6 938.02
60 days	5778.55	2 109.35	1 468.21
90 days	4409.76	1 495.26	1 502.66
> 90 days	33202.67	28 945.28	30 350.79
Total	240 835.99	182 114.85	182 122.94
Government Departments:	R	R	R
30 days	626 109.62	675 855.00	561 854.35
60 days	7 344 868.91	1 759 920.00	135 467.31
90 days	25 776.11	103 319.00	505 950.38
> 90 days	2 525 565.96	2 521 008.00	2 541 125.00
Total	10 522 320.60	5 060 102.00	3 744 397.04
Schools & Hostels:	R	R	R
Deferment			
30 days	59 648.09	111 505.13	55 265.37
60 days	42 192.70	47 177.99	7 900.44
90 days	26 818.13	42 534.07	394.13
> 90 days	41 142.08	68 411.22	41 166.5
Total	169 801.00	269 628.41	104 726.44

3.1.11.1 50 Highest Business and Government Accounts

Attached as Annexure M

3.1.11.1 50 Hoogste besigheid- en regering rekeninge:

Aangeheg as Bylae M

3.1.12 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.12 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Sep-17	Oct-17	Nov-17
No. of customers on the disconnections lists	2 207	2 819	2 916
No. already block	1 374	1 282	1 280
Total no. of tampering's not connected	392	398	391
No. of new disconnections for the month:			
- Prepaid	775	800	785
- Conventional	77	62	53
Number reconnected:			
- Prepaid			
- Conventional	73	52	47
Reconnected :due to faulty groupings and Indigent and poor households	271	159	
No. of customers still disconnected	1 282	1 280	1 373
% of disconnections executed	100%	100%	100%

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/15/43	Supply, delivery and installation of Building signage	13-Dec-2017
08/2/15/48	Access control for Municipal buildings	15-Dec-2017
08/2/15/53	The Reconstruction of Piet Retief Street from Roussouw Street to Waveren Street in Tulbagh.	05-Dec-2017
08/2/15/54	Supply and delivery of Electrical Equipment and cables	19-Jan-2018
08/2/15/57	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	05-Jan-2018
08/2/15/58	Supply, delivery and fitment of Vehicle batteries	12-Dec-2017

The following formal written price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/15/49	Supply, delivery and assemble of Office furniture and equipment	05-Jan-2018
08/2/15/56	Service provider for sound, lighting and stage for Christmas market event (Re-advertisement)	01-Dec-2017
08/2/15/59	Upgrading of Montana community hall, Angelier Street Wolseley	01-Dec-2017
08/2/15/61	Supply, delivery and installation of vinyl flooring at Koinonia hall Buiten street, Bella Vista	08-Dec-2017

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/23	Supply of banking services to Witzenberg Municipality	13-Oct-2017	27-Nov-2017	WP Mars
08/2/15/27	The Supply and delivery of Broad Spectrum Enzymes and dosing pumps for a period of 24 months	17-Oct-2017	Awaiting	N Jacobs
08/2/15/28	Supply and servicing of portable chemical toilets and emptying of septic tanks in the Witzenberg area	14-Nov-2017	27-Nov-2017	N Jacobs
08/2/15/29	Supply, delivery and erection of security fencing at various water and sewer Infrastructures	10-Nov-2017	27-Nov-2017	N Jacobs
08/2/15/31	Supply and delivery of Traffic Uniforms	07-Nov-2017	28-Nov-2017	M Green

FINANCE MONTHLY REPORT NOVEMBER 2017 / FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2017

08/2/15/36	Supply, installation and monitoring of vehicle tracking system	25-Oct-2017	15-Nov-2017	J Barnard
08/2/15/39	Invitation for long term borrowings 2017-2018	24-Nov-2017	Awaiting	WP Mars
08/2/15/40	Supply and delivery of Protective clothing	15-Nov-2017	Awaiting	A Raubenheimer
08/2/15/42	Service provider for Training of Municipal officials on Gardening, Horticulture and Landscaping Learnerships	23-Nov-2017	Awaiting	I Swartbooi
08/2/15/44	Appointment of a service provider for Incapacity Investigations	17-Nov-2017	28-Nov-2017	I Swartbooi
08/2/15/47	Supply and delivery of Bricks and Pavers	23-Nov-2017	Awaiting	E Lintnaar

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/15	Lease of the café building at N'duli and PA Hamlet swimming pools (Re-advertisement)	31-Oct-2017	Awaiting	J Samuel
08/2/15/20	Supply & delivery of new Refrigerators and new Metal double bunk beds with density chip foam mattresses	20-Sep-2017	02-Oct-2017 Referred back	J Samuel
08/2/15/25	Service provider for training of municipal officials (SCM) Re-Advertisement	27-Nov-2017	Awaiting	I Swartbooi
08/2/15/32	Supply and delivery of 2 New 230 VOLT/ 3000 Watt Rock breakers	10-Nov-2017	30-Nov-2017	P van den Heever
08/2/15/38	Service provider for training of Municipal officials on HT & LT fault finding, cable jointing and operating regulations high voltage systems	12-Oct-2017	24-Oct-2017	I Swartbooi
08/2/15/50	Supply and installation of Three (3) Wendy houses on Vredebes	18-Oct-2017	Awaiting	C Mackenzie

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	DATE OF BID EVALUATION
08/2/15/09	Monitoring, quality control and process advisory services at Water care plants in the Witzenberg area	20-Sep-2017	19-Oct-2017	31-Oct-2017 7, 15, 21 & 28-Nov-2017
08/2/15/10	Monitoring of drinking water quality in the Witzenberg area	20-Sep-2017	19-Oct-2017	31-Oct-2017 7, 15, 22 & 28-Nov-2017

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following competitive bids were awarded by the Bid Adjudication Committee during the month of November 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/14/82	14-Nov-2017	Coalition Trading 606 CC	Road markings in the Witzenberg municipal area	Bidder scored the highest points	Based on the rates with an estimated value of R1 181 289.31(Incl. VAT)

No bid was awarded by the Accounting Officer during the month of November 2017.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende November 2017 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of November 2017:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende November 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/15/25	14-Nov-2017	Service provider for training of municipal officials (Supply Chain Management)	No acceptable bids received
08/2/15/41	20-Nov-2017	Repair of a staalmeester HM6300 Chipper	No bids received
08/2/15/56	20-Nov-2017	Service provider for sound, lighting and stage for Christmas market event	No bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of November 2017:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende November 2017:

FINANCE MONTHLY REPORT NOVEMBER 2017 / FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2017

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
149992	01-Nov-2017	Ultimate Recruitment Solutions	Advertisement of bids: 08/2/15/44; 08/2/15/53 and Cancellation 08/2/14/73	Lowest responsive quotation	R 9 944.61 (Incl. VAT)	Chief Financial Officer
150264	09-Nov-2017	AAD Truck & Bus	Service of UD85 Sewer Truck (CT17017)	Lowest responsive quotation	R 5 617.02 (Incl. VAT)	Acting Chief Financial Officer
150301	10-Nov-2017	Ultimate Recruitment Solutions	Advertisement of Auction on the 15 November 2017	Lowest responsive quotation	R 12 785.92 (Incl. VAT)	Acting Chief Financial Officer
150400	16-Nov-2017	Northlink College	Service Provider for Welding Training	Lowest responsive quotation	R 27 520.00 (Incl. VAT)	Chief Financial Officer
150447	21-Nov-2017	Logo Clothing	Supply and Delivery of Silicone wristbands and keyrings	Lowest responsive quotation	R 10 383.12 (Incl. VAT)	Chief Financial Officer
150532	23-Nov-2017	Ultimate Recruitment Solutions	Advertisement of bids: 08/2/15/43, 08/2/15/48, 08/2/15/54, 08/2/15/57, 08/2/15/58	Lowest responsive quotation	R 14 206.58 (Incl. VAT)	Chief Financial Officer
150644	28-Nov-2017	Tulbagh Williams Transport	Transport to Annual Process Controller day in Plettenberg Bay 29-Nov-2017	Lowest responsive quotation	R 7 000.00 (Incl. VAT)	Chief Financial Officer
150732	31-Nov-2017	Brenn O Kem t/a Waverley Hills Restaurant	Service Provider for Council Year-End Function	Lowest responsive quotation	R 26 350.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of November 2017:

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van November 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/15/19	09-Nov-2017	YME Building & Fencing Services (PTY) Ltd	Supply, delivery and installation of diamond mesh fencing for Tulbagh landfill site	Bidder scored the highest points	R 170 085.00 (non. VAT)	Director: Technical Services
08/2/15/26	13-Nov-2017	BDCE (PTY) Ltd	Service provider for training of municipal officials (High Impact Leadership)	Bidder scored the highest points	R 49 248.00 (incl. VAT)	Director: Corporate Services
08/2/15/35	30-Nov-2017	Park Avenue Stationers	Supply Of Stainless Steel Tables And Sinks At Montana Community Hall, Wolseley	Bidder scored the highest points	R 49 098.66 (Incl. VAT)	Director: Community Services

3.2.1.8 Appeals

The following appeals were lodged and is being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Outcome
08/2/14/75	Short-term Insurance (One year contract)	10 July 2017	Nico Swart Consultancy	Non-compliance of pre-qualification criteria	Matter is under review with the Accounting officer

3.2.1.9 Deviations

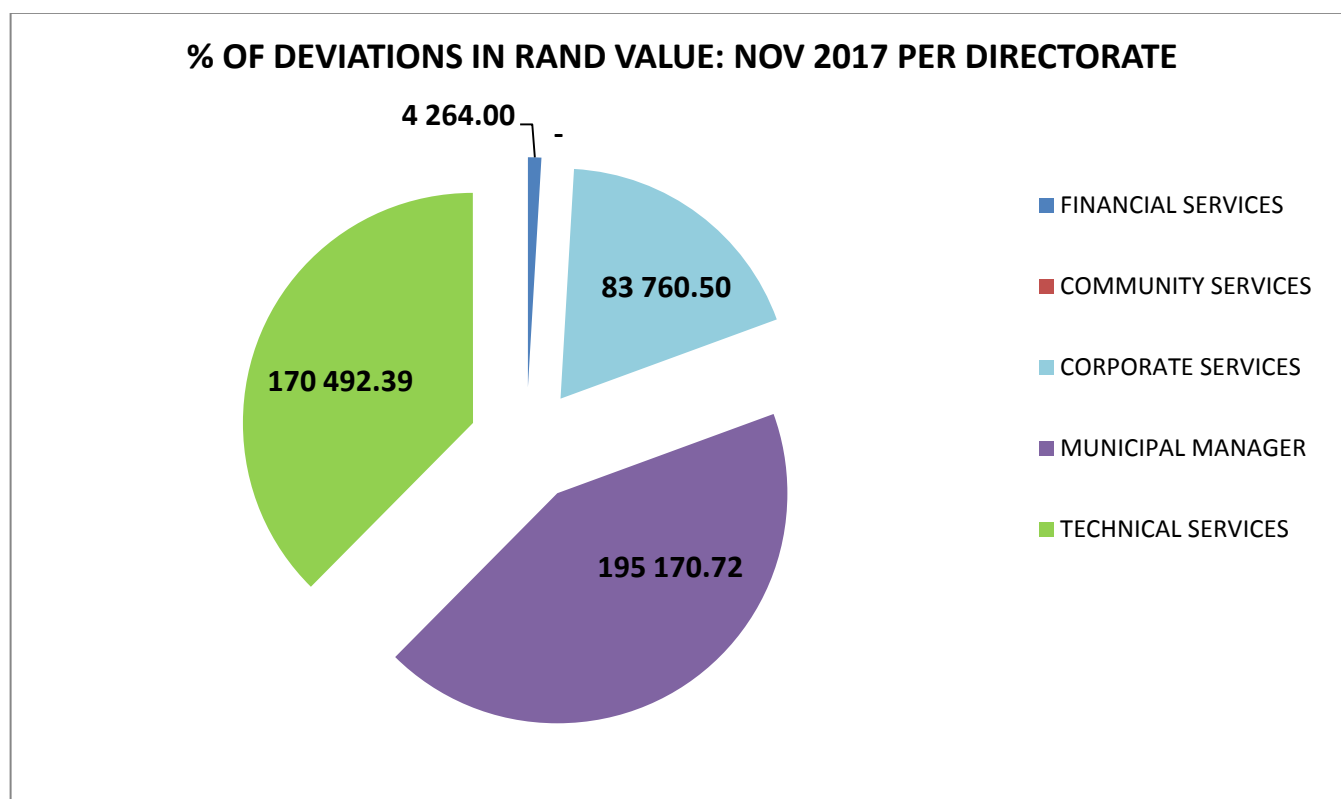
The following table contains the approved deviations by the Accounting Officer for the month of November 2017 which totals R 453 687.61:

3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2017 wat beloop op die totaal van R 453 687.61:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
1-Nov-17	Witzenberg Herald	Publish Notice: State of disaster & Rules of order	Single supplier	149983	4,100.00
1-Nov-17	Marieke van Rooyen Attorneys	Legal services	Impractical	149989	13,494.65
2-Nov-17	Witzenberg Herald	Publish notice: Coronation Day	Single supplier	150097	4,720.00
8-Nov-17	Witzenberg Herald	Publish Notice: Auction 15 November 2017	Single supplier	150100	4,264.00
2-Nov-17	Witzenberg Herald	Publish notice: House-shops	Single supplier	150113	3,280.00
2-Nov-17	Arina Wilson	Translation: Rules of order	Impractical	150120	8,249.20
3-Nov-17	Sarel Bester Engineers	Professional services: John Steyn Library	Impractical	150125	65,540.50
6-Nov-17	O'Neil & Visser Attorneys	Legal services: Various matters	Impractical	150157	89,749.27
6-Nov-17	Conlog (PTY) Ltd	Supply and deliver Prepaid split electricity meters	Single supplier	150159	118,876.46
9-Nov-17	Winelands UV Technology	Service of UV system in PAH	Single supplier	150278	23,035.98
9-Nov-17	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	150279	193.99
9-Nov-17	Ian Dickie & Co (PTY) Ltd	Repair of sewer jet machine: CT 9950	Impractical	150281	18,865.73
9-Nov-17	Trans Manufacturing (PTY) Ltd T/A Transtech	Supply of 2 X Gutter brooms for Sweeper truck	Impractical	150282	3,090.23

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
22-Nov-17	Brenn-O-Kem / Waverley Hills Restaurant	Refreshments for PRAC meeting	Impractical	150508	3,500.00
24-Nov-17	Regan Brown Attorneys	Legal Services: Bridgman	Impractical	150551	79,577.60
29-Nov-17	Arina Wilson	Artwork: Colouring book Water campaign	Impractical	150671	10,000.00
29-Nov-17	Water Institute of SA	Process controller workshop registration	Impractical	150677	3,150.00



MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
September 2017	R 269 549.31	R11 381 440.44	2.37%
October 2017	R 871 119.17	R27 440 889.53	3.18%
November 2017	R 453 687.61	R35 839 972.10	1.27%

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	30 September 2017	31 October 2017	30 November 2017
Value of inventory at hand	R 7 704 198	R 7 242 617	R 7 008 933
Turnover rate of total value of inventory	1.72 times	1.92 times	2.07 times
Turnover rate excluding Chinese meters	1.73 times	1.93 times	2.08 times
Date of latest stores reconciliation	31 October 2017		
Date of last stock count	28 September 2017		
Date of next stock count	13 December 2017		

EXPENDITURE

UITGAWES

3.2.3.1 Salaries section

The high level information with regard to the salary for permanent staff is contained in the table below:

3.2.3.1 Salaris afdeling

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	Sept 2017	Oct 2017	Nov 2017
Salaries – Cost to company	R12 694 325	R11 736 513	R19 131 489
Provisions for employee benefits	R2 700 007	R1 410 478	R1 163 853
Number of Employees and Councillors included in run	572	562	566
Number of Ward members receiving allowance	118	119	115
Balancing amount	R0	R0	R0

3.2.3.2 Creditors Section

An age analysis of the creditors with comparative figures for the previous months is as shown in the table below:

3.2.3.2 Krediteure afdeling

'n Ouderdomsontleding van die Krediteure met vergelykende syfers vir die vorige maande word in die tabel hieronder aangedui:

Period	< 30 days	< 60 days	< 90 Days	< 120 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
September 2017	1 977 585	103 814	956 722	155 297	0	0	9 934	144 386	3 347 738
October	1 518 946	32 676	30 239	952 717	0	0	0	0	2 534 578
November 2017	2 739 396	382 035	20 519	17 760	0	0	0	0	3 159 710

The table below indicates the highest creditors outstanding longer than 30 days:

Name of creditor	Oct 2017 Amount	Description	Reason
ABERDARE CABLES	R15 240.00	WIRE ALLIMINIUM	UNRESOLVED QUERIES ON INVOICES (SUPPLIER UNABLE TO SUPPLY CPA)

FINANCE MONTHLY REPORT NOVEMBER 2017 / FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2017

Name of creditor	Oct 2017 Amount	Description	Reason
CERES BUILD IT	R949.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	R1 285.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
EXTRA COVER	R3 600	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
INTELIGRO PROPRIETARY	R912.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JRT TRADERS	R1 042.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
RIBBENS OFFICE NATIONAL	R5 630.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SHINE THE WAY	R1 023.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CT TYRE KING	R2 391.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
UNIVERSITY STELLENBOSCH	R1 000.00	EDUCATIONAL THEATRE	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL SERVICE	R644.00	ACCOMODATION	DID NOT APPEAR ON STATEMENT
VILKO/VILLIERSDORP	R621.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WORCESTER NISSAN	R836.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
ACTOM ELECTRICAL PRODUCTS	R952 717.00	RING MAIN UNIT	UNRESOLVED QUERIES ON INVOICES (SUPPLIER UNABLE TO SUPPLY CPA)

Name of creditor	Nov 2017 Amount	Description	Reason
ARB ELECTRICAL	R9 918.00	VARIOUS GOODS DELIVIED	DID NOT APPEAR ON STATEMENT
AUTOZONE HOLDINGS	R300.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
BYTES UNIVERSAL SYSTEMS	R309 181.00	VARIOUS SERVICES DELIVERED	UNRESOLVED ISSUES ON INVOICES
CERES BUILD IT	R949.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	R1 337.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LESVOS FISHERIES	R400.00	FOOD PARCELS	DID NOT APPEAR ON STATEMENT
OLCO YSTERWARE	R1 987.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PLUMSTEAD ELECTRICAL	R370.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KAAP AGRI	R70.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
QUENETS FIRE ARM TRAINING	R6 598.00	25 SHOT GUN UNITRANS	WAITING FOR BANK LETTER OR CHEQUE

FINANCE MONTHLY REPORT NOVEMBER 2017 / FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2017

Name of creditor	Nov 2017 Amount	Description	Reason
WORCESTER NISSAN	R836.00	CYLASSY CONCERN	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	Sept 2017	Oct 2017	Nov 2017
Total value of creditors paid	R57 263 066	R21 900 040	R36 063 818
Date of creditor reconciliation	02/10/2017	02/11/2017	05/12/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	Oct 2017 Amounts Outstanding	Description of goods/ services
VILKO VILLIERSDORP	R24 896.00	VARIOUS GOODS DELIVERED
INTROSTAT	R29 611.00	VARIOUS GOODS DELIVERED
ARB CABLES	R38 669.00	VARIOUS GOODS DELIVERED
RIBBENS OFFICE NATIONAL	R53 225.00	VARIOUS GOODS DELIVERED
SIYAPHAMBILI ELECTRICAL	R55 533.00	VARIOUS GOODS DELIVERED
UNIVERSAL TRADING	R66 750.00	VARIOUS GOODS DELIVERED
CHLORCAPE	R69 713.00	CHLORINE GAS CILYNDERS
JEFFARES & GREEN	R103 998.00	PROFESSIONAL FEES
BANTUBANYE SKILLS	R108 072.00	FINANCIAL YEAR 2017/2018
BYTES UNIVERSAL SYSTEMS	R309 181.00	VARIOUS SERVICES DELIVERED

Name of creditor	Nov 2017 Amounts Outstanding	Description of goods/ services
VILKO	R31 689.00	VARIOUS GOODS DELIVERED
CERES BUILD IT	R37 156.00	VARIOUS GOODS DELIVERED
OLCO YSTERWARE	R38 447.00	VARIOUS GOODS DELIVERED
KAAP AGRI	R42 927.00	VARIOUS GOODS DELIVERED
PARK AVENUE STATIONERS	R57 520.00	VARIOUS GOODS DELIVERED
CHLORCAPE	R72 467.00	CHLOORGAS CILINDERS
KARSTEN HARDWARE	R72 936.00	VARIOUS GOODS DELIVERED
PLUMSTEAD ELECTRICAL	R77 571.00	VARIOUS GOODS DELIVERED
UNIVERSAL TRADING	R81 758.00	VARIOUS GOODS DELIVERED
SIYAPHABILI ELECTRICAL	R598 456.00	VARIOUS GOODS DELIVERED

The table below contains the 10 highest value creditors paid for the month:

Die tabel hieronder bevat die 10 hoogste waarde krediteure uitbetaal vir die maand:

Name of creditor	October 2017 Amounts Outstanding	Description of goods/ services
JEFFARES & GREEN	R831 018.61	ENGINEERING SERVICES
CERES KOEKEDOUW BESTUURSKOMITEE	R755 679.23	FEES 2017/2018
SIYAPHAMBILI ELECTRICAL	R673 825.41	VARIOUS GOODS DELIVERED
TRICOM AFRICA	R537 072.97	VARIOUS GOODS DELIVERED
WORCESTER NISSAN	R464 157.39	2 NEW CANOPY'S
AUDITOR GENERAL	R735 074.86	FEES AUDITOR GENERAL
JVZ CONSTRUCTION	R811 345.26	CONSTRUCTION OF A NEW RESERVOIR
ASLA CONSTRUCTION	R3 552 728.91	VREDEBES, CERES NEW ACCESS STORMWATER
RUWACON	R951 096.06	CONSTRUCTION OF NDULI RESERVOIR
ESKOM	R12 905 432.01	ELECTRICITY (2 months)

Name of creditor	Nov 2017 Amounts Outstanding	Description of goods/ services
ESKOM	R11 689 413.04	ELECTRICITY ACCOUNT
ASLA CONSTRUCTION	R8 466 171.41	VARIOUS SERVICES DELIVERED
ACTOM	R1 359 327.05	VARIOUS GOODS DELIVERED
RUWACON	R1 223 387.13	CONSTRUCTION OF NDULI RESERVOIR
AUDITOR GENERAL	R970 774.05	AUDIT FEES
TRICOM AFRICA	R845 733.50	VARIOUS GOODS DELIVERED
JVR CONSTRUCTION	R826 399.07	UPGRADING OF ROADS AND STORMWATER IN WITZENBERG AREA
SSI A DHV COMPANY/ROYAL HASKONING	R798 599.33	PROFESSIONAL FEES
JVZ CONSTRUCTION	R727 454.95	CONSTRUCTION OF A NEW 2ML RESERVOIR
VENUS SECURITY	R581 664.86	SECURITY SERVICES

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	Oct 2017		Nov 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 500.00	5.52%	R 500.00	7.81%
Refreshments and caterings	R 4 139.40	45.66%	R 3 535.45	55.25%
Rent (Halls etc.);	R 950.00	10.48%	R 0.00	0.00%
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 0.00	0.00%	R 144.00	2.25%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 120.90	1.33%	R 71.00	1.11%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 3 354.50	37.01%	R 2 149.10	33.58%
GRAND TOTAL	R9 064.80		R 6 399.55	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Sept 2017	Oct 2017	Nov 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R9 369.00)	(R9 064.80)	(R6 399.55)
Replenishment during month	R4 375.10	R7 546.50	R4 445.05
Cash at hand before month-end replenishment	R6.10	R3 481.70	R3 045.50
Replenishment at month end	R4 993.90	R1 518.30	R1 954.50
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIële ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

The information with regard to the cash and investment is contained in the tables below:

Die inligting met betrekking tot die kontant en beleggings is vervat in die tabelle hieronder:

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	Oct 2017		Nov 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R75,809,356	R60,119,233	R73,887,025	R19,461,292

Explanation:

A transfer of R30,443,249 between the Standard Bank Primary and ABSA bank accounts must still be recorded in the Cashbook. Traffic End of days (± R10m), SARS refund (R3,795,398) and Santam insurance claim (R3,198,854) are also outstanding in the Cashbook.

Verduideliking:

'n Oorplasing van R30,443,249 tussen Standard Bank Primere en ABSA bankrekeninge moet nog deurgesit word na die Kasboek. Verkeer Dag afsluitings (± R10M), SARS terugbetaling (R3,795,398) en Santam versekering eis (R3,198,854) is ook nog uitstaande by die Kasboek.

Investments:

Beleggings:

Institution / Instansie	Sept 2017		Oct 2017		Nov 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R13,000,000	23%	R13,000,000	29.8%	R0	0%
Investec Bank Ltd	R12,500,000	22,5%	R0	0%	R0	0%
Nedbank Ltd	R13,500,000	24,5%	R13,500,000	31.2%	R13,500,000	44.26%
Standard Bank of SA Ltd	R17,000,000	30%	R17,000,000	39%	R17,000,000	55.74%
Total	R56,000,000		R43,500,000		R30,500,000	

	Sept 2017		Oct 2017		Nov 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions	R56,000,000	100%	R43,500,000	100%	R30,500,000	100%
Total	R56,000,000		R43,500,000		R30,500,000	

The detail movements of the investments are shown in Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in Bylae A.

The balance of the unutilised funding account is indicated in the table below:

Die balans van die onbenutte befondsing rekening word in die tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	Sept 2017	Oct 2017	Nov 2017
Balances	R13,319,231	R13,656,311	R10,434,643

The table below shows the dates when the reconciliation is completed:

Die tabel hieronder dui die datums wanneer die rekonsiliasies voltooi is:

Reconciliations Rekonsiliasies	Sept 2017	Oct 2017	Nov 2017
Primary bank account	04/10/2017	03/11/2017	04/12/2017
Investment reconciliation	10/10/2017	03/11/2017	04/12/2017
Long term Liabilities	10/10/2017	03/11/2017	04/12/2017
Grant Register	10/10/2017	08/11/2017	12/12/2017

The table below indicates the outstanding bank reconciliation number of items and amounts:

Die tabel hieronder dui die uitstaande bankrekonsiliasie aantal items en bedrae:

Description / Beskrywing	Nov 2017		Dec 2017	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	57	R4,231,632	11	R23,060,246
Outstanding cheques	71	R37,294	72	R47,793
Transactions not in cash book	3713	R15,565,270	4454	R39,094,532
Receipts not cleared on Bank statement	236	R4,163,657	898	R7,829,336
Outstanding journals	2	R19,584	18	R52,496

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Nov 2017			Nov 2017	Dec 2017
		R			R	
DBSA	10,75% - 17,45%	R3,463,700	R	R0	R3,463,700	R180,325
Nedbank	13.50%	R6,260,290	R541,984	R219,110	R5,718,306	R 0
Total		R9,723,990	R541,984	R219,110	R9,182,006	R180,325

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system Traffic : Motor Registration Traffic : RTMC Fees Direct Deposit Traffic : AARTO Traffic : Drivers Licence Traffic : Roadworthy Faulty Direct Deposits Traffic : Nu-Traffic VAT	November 2017	R0	30/11/2017
	November 2017	-R33 725.76	01/12/2017

Backlog on Traffic End of Day's

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: November 2017

Maandverslag: November 2017

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: November 2017

Maandverslag: November 2017

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

Attached find the following management reports with regard to budget monitoring: **Aangeheg vind die volgende verslae met betrekking tot die monitering van begroting:**

- **Annexure / Bylae B** - Age Analysis of Creditors / Ouderdomsontleding van Skuldeisers
- **Annexure / Bylae C** - Age Analysis of Debtors / Ouderdomsontleding van Debiteure
- **Annexure / Bylae D** - Cash Flow Statement / Kontantvloeistaat
- **Annexure / Bylae E** - Statement of Financial Performance / Staat van Finansiële Prestasie
- **Annexure / Bylae F** - Actual capital Acquisition and Sources of Finance / Die werklike Kapitaalverkryging program en Bronne van Finansies

Annexure B – F is the Section 71 report of the Municipality.

Bylae B- F is die Artikel 71-verslag van die Munisipaliteit.

Attached find the following legally required reports in terms of the MFMA: **Aangeheg vind die volgende wetlik verplig verslae soos vereis in die MFMA:**

- **Annexure G** - Sect 66 / Artikel 66 - Quarterly
- **Annexure H** - Sect 11 / Artikel 11 - Quarterly
- **Annexure I** - Finance Management Grant / Finansiële Bestuur toelaag
- **Annexure J** - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- **Annexure K** - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- **Annexure L** - Grant register / Leningsregister

Other Annexures:

Annexure A – Investments
Annexure M – 50 Highest Business and Government Accounts
Annexure N – Asset report
Annexure O – Insurance
Annexure P – Quality Certificate

Ander Annexures:

Bylae A - Beleggings
Bylae M – 50 Hoogste besigheid- en regering rekeninge
Bylae N – Bates verslag
Bylae O – Versekering
Bylae P – Kwaliteit sertifikaat

Yours faithfully

Die uwe

H J Kritzingen
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

WITZENBERG MUNICIPALITY											
INVESTMENT REGISTER											
Institution	Account number	Investment Purpose	Balance as at		Movements for the month of November						Interest Yield for the Month
			01 November 2017	Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	Balance as at 30 November 2017		
R	R	R	R	R	R	R	R				
Nedbank Ltd	03/7881032766/45	Unutilised receipts	43 500 000.00	13 157 495.89	0.00	157 495.89	0.00	0.00	30 500 000.00	7.59%	
ABSA Bank Ltd	2077079313	Unutilised receipts	13 500 000.00						13 500 000.00	7.55%	
Standard Bank of SA Ltd	088779831-029	Unutilised receipts	13 000 000.00	13 157 495.89		157 495.89			0.00		
Investec Bank Ltd	1100-198879-450	Unutilised receipts	17 000 000.00						17 000 000.00	7.63%	
			0.00						0.00		

[Handwritten signature]

13/12/2017

A

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
 Save File as : Muncode_AC_copy_Min.XLS (e.g.: GT411_AC_2003_M07)
 Change Year End (copy) to Financial Year End (e.g.: 2003 for year 2002/2003)
 Change Month End (Mnn) to Active Month (M01=July, M12=June)(e.g.: M07)
 Change Muncode to your own municipal code (e.g.: GT411)
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year	Month	Mun	Detail	Item	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2018	M05	WC022	Bulk Electricity	0100	0	0	0	0	0	0	0	0	0
			Bulk Water	0200	0	0	0	0	0	0	0	0	0
			PAYE deductions	0300	0	0	0	0	0	0	0	0	0
			VAT (output taxes input)	0400	0	0	0	0	0	0	0	0	0
			Pensions / Retirement deductions	0500	0	0	0	0	0	0	0	0	0
			Loan repayments	0600	0	0	0	0	0	0	0	0	0
			Trade Creditors	0700	2 739 396	382 035	20 519	17 760	0	0	0	0	3 159 710
			Auditor General	0800	0	0	0	0	0	0	0	0	0
			Other	0900	0	0	0	0	0	0	0	0	0
			Total	1000	2 739 396	382 035	20 519	17 760	0	0	0	0	3 159 710
			Top 1 Creditor	TP01	0	0	0	0	0	0	0	0	0
			Top 2 Creditor	TP02	0	0	0	0	0	0	0	0	0
			Top 3 Creditor	TP03	0	0	0	0	0	0	0	0	0
			Top 4 Creditor	TP04	0	0	0	0	0	0	0	0	0
			Top 5 Creditor	TP05	0	0	0	0	0	0	0	0	0
			Top 6 Creditor	TP06	0	0	0	0	0	0	0	0	0
			Top 7 Creditor	TP07	0	0	0	0	0	0	0	0	0
			Top 8 Creditor	TP08	0	0	0	0	0	0	0	0	0
			Top 9 Creditor	TP09	0	0	0	0	0	0	0	0	0
			Top 10 Creditor	TP10	0	0	0	0	0	0	0	0	0
			Total	TOT	0	0	0	0	0	0	0	0	0

Handwritten signature and date: 21/01/21
 B

AD : AGE ANALYSIS OF DEBITORS (All values in Rand)
 Save File as : Miranda AD_age_Mira.XLS (e.g.: G7411_AD_2005_M10)
 Change Year End (6097) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Min) to Active Month (M09=July...M12=June)(e.g.: M10)
 Change Miranda to your own municipal code (e.g.: G7411)
 To Save File press the following keys at the same time with Ctrl Lock off: Ctrl Shift S

Year End	Month End	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts L.L.O Council Policy
2010	M05	1100	Debtors Age Analysis By Income Source											
		1200	Trade and Other Receivables from Exchange Transactions - Water	6 241 125	1 422 665	963 620	950 449	940 937	946 100	4 812 325	41 301 466	57 578 813	0	0
		1300	Trade and Other Receivables from Exchange Transactions - Electricity	10 982 372	751 305	303 110	319 537	185 034	192 091	739 720	2 409 532	15 863 777	0	0
		1400	Receivables from Non-exchange Transactions - Property Rates	3 402 343	219 616	189 352	2 694 264	138 678	177 705	917 648	12 062 578	20 610 301	0	0
		1600	Receivables from Exchange Transactions - Waste Water Management	2 694 892	619 039	535 303	595 223	460 817	455 369	2 652 615	19 067 347	28 624 674	0	0
		1700	Receivables from Exchange Transactions - Waste Management	3 059 032	707 123	708 133	646 856	460 113	427 091	2 365 544	22 914 839	31 310 778	0	0
		1800	Receivables from Exchange Transactions - Property Rental Debtors	44 820	17 185	75 375	16 005	16 460	18 283	92 868	694 648	1 264 214	0	0
		1910	Interest on Arrear Debtor Accounts	63 673	59 382	82 845	79 503	91 345	125 744	897 190	31 129 265	32 538 975	0	0
		1920	Recoverable unutilised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
		1930	Other	0	0	0	0	0	0	0	0	0	0	0
		2000	Total By Income Source	-3 218 440	50 437	48 000	25 070	104 657	30 882	181 078	1 139 463	-1 890 864	0	0
		2100	Debtors Age Analysis By Customer Group	23 259 536	3 841 037	2 804 032	6 437 827	2 365 736	2 371 453	12 286 085	131 538 088	194 005 706	0	0
		2200	Organs of State	1 718 711	581 654	135 467	505 950	70 342	18 889	104 641	2 347 253	5 468 109	0	0
		2300	Commercial	0 229 655	282 708	280 489	1 210 077	225 048	218 535	782 711	6 823 846	18 712 837	0	0
		2400	Households	11 085 588	2 774 209	2 248 337	2 709 346	1 827 256	1 891 473	10 351 313	145 244 445	149 231 953	0	0
		2500	Other	1 235 264	242 179	200 859	1 012 453	179 095	242 357	1 037 439	7 458 046	11 667 700	0	0
		2600	Total By Customer Group	23 260 538	3 841 037	2 804 032	6 437 827	2 365 736	2 371 453	12 286 085	131 538 088	194 005 706	0	0

Notes:

Property Rental Debtors: including housing and land sale debtors
 Total By Income Source = Total By Customer Group
 The total debtors amount must balance the total amount reflected for debtors on the BBAC return.
 Bad Debts-Bad Debtors written off during the month
 Impairment - Bad Debts L.L.O Council Policy :

The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount that is entered in this block should be the aggregated amount as per the calculation formulae in the municipality
 If a formula to calculate impairment is not in place this is a fact that can be used to develop such a formula and get it approved as part of the accounting policy

C
 12/12/2007

2

OSA : STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signing Conventions: +1 or -1, Check Totals)

Save File as : Muncode_OSA_coyr_Mmm.XLS (e.g.: GT411_OSA_2005_M10)
 Change Year End (coyr) to Financial Year End (e.g.: 2005 for year 2004/2005)
 Change Month End (coyr) to Active Month (M11=July...M12=June)(e.g.: M10)
 Change Muncode to your own municipal code (e.g.: GT411)

All functions are listed below

If function is a Municipal Entity change MuncEnt to Y next to function description column
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun on	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month M06	Actual Month M06
			TOTAL FOR ALL FUNCTIONS		1300	Fluss	0	219 173
			TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	383 823
			TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	0
			TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	327 703
			TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	0
			TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	463 213
			TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0
			TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	0	27 624 332
			TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	0
			TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	27 624 332
			TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0
			TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0
			TOTAL FOR ALL FUNCTIONS		2400	Internal Recoveries (Activity Based Costing Etc)	0	1 403 286
			TOTAL FOR ALL FUNCTIONS		2500	Dividends Received - Internal (From Municipal Entities)	0	0
			TOTAL FOR ALL FUNCTIONS		2600	Total Indirect Operating Revenue	0	1 403 286
			TOTAL FOR ALL FUNCTIONS		2700	Total Operating Revenue	0	29 027 628
			TOTAL FOR ALL FUNCTIONS		2800	OPERATING EXPENDITURE	-2 894	0
			TOTAL FOR ALL FUNCTIONS		2900	Employee Related Costs - Wages & Salaries	0	-13 254 626
			TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Social Contributions	0	-34 788
			TOTAL FOR ALL FUNCTIONS		3100	Less Employee Costs Capitalised	0	0
			TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Allocated To Other Operating Items	0	0
			TOTAL FOR ALL FUNCTIONS		3300	Remuneration Of Councillors	0	-670 643
			TOTAL FOR ALL FUNCTIONS		3400	Debt Impairment	0	0
			TOTAL FOR ALL FUNCTIONS		3500	Collection Costs	0	0
			TOTAL FOR ALL FUNCTIONS		3600	Depreciation and Asset Impairment	-4 730	-1 933
			TOTAL FOR ALL FUNCTIONS		3700	Interest Expense - External Borrowings	0	0
			TOTAL FOR ALL FUNCTIONS		3800	Redemption Payments - External Borrowings (Gainsap To Remove)	0	0
			TOTAL FOR ALL FUNCTIONS		3900	Bulk Purchases	-15 816	-10 334 135
			TOTAL FOR ALL FUNCTIONS		4000	Other Materials	-1 404 064	-1 408 108
			TOTAL FOR ALL FUNCTIONS		4100	Contracted Services	-6 115 772	-3 878 755
			TOTAL FOR ALL FUNCTIONS		4200	Grants and Subsidies	-34 200	-6 549 657
			TOTAL FOR ALL FUNCTIONS		4300	Other Expenditure	-3 763 656	-3 765 752
			TOTAL FOR ALL FUNCTIONS		4400	Loss On Disposal Of Property, Plant & Equipment	0	0
			TOTAL FOR ALL FUNCTIONS		4500	Contributions To/From Provisions	0	0
			TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-11 340 892	-38 686 708
			TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0
			TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0
			TOTAL FOR ALL FUNCTIONS		4900	Internal Charges (Activity Based Costing Etc)	0	-1 403 286
			TOTAL FOR ALL FUNCTIONS		5000	Contributed Assets	0	0
			TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	-11 340 892	-41 100 004
			TOTAL FOR ALL FUNCTIONS		5200	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-11 340 892	-12 072 378
			TOTAL FOR ALL FUNCTIONS		5300	Operating Surplus / (Deficit) - After Tax	-11 340 892	-12 072 378
			TOTAL FOR ALL FUNCTIONS		5400	Gross Subsidisation	0	0
			TOTAL FOR ALL FUNCTIONS		5500	Plus Interests In Entities Not Wholly Owned	0	0
			TOTAL FOR ALL FUNCTIONS		5600	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-11 340 892	-12 072 378
			TOTAL FOR ALL FUNCTIONS		5700	OTHER ADJUSTMENTS AND TRANSFERS	0	0
			TOTAL FOR ALL FUNCTIONS		5800	Dividends Paid (Municipal Entities Only)	0	0
			TOTAL FOR ALL FUNCTIONS		5900	Asset Financing Reserve (A/R)	0	0
			TOTAL FOR ALL FUNCTIONS		6000	Housing Development Fund	0	0
			TOTAL FOR ALL FUNCTIONS		6100	Depreciation Reserve Ex Air	0	0
			TOTAL FOR ALL FUNCTIONS		6200	Depreciation Reserve Ex Govt Grants	0	0
			TOTAL FOR ALL FUNCTIONS		6300	Self-insurance Reserve	0	0
			TOTAL FOR ALL FUNCTIONS		6400	Revelation Reserve	0	0
			TOTAL FOR ALL FUNCTIONS		6500	Other	-11 340 892	-12 072 378
			TOTAL FOR ALL FUNCTIONS		6600	Change To Unappropriated Surplus / (Accumulated Deficit)	0	0

13/12/2005

CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
Save File as : Mincode_CAA_coy_Mm.XLS (e.g.: GT411_CAA_2005_M10)
Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Mincode to your own municipal code (e.g.: GT411)

All functions are listed below

If function is a Municipal Entity change Mm/Ent to Y next to function description column

To Save File press the following keys at the same time with Cape Lock off: Ctrl Shift S

Year End	Month End	Mm	Funcd on	Function/Subfunction Description	Mm Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
			0000	TOTAL FOR ALL FUNCTIONS		0100	INFRASTRUCTURE	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Retention	0	1 923 838	0	0	1 923 838
				TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0600	Electricity Refurbition	0	288 981	0	0	288 981
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Retention	0	2 438 475	0	0	2 438 475
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	153 801	0	0	153 801
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	4 785 068	0	0	4 785 068
				TOTAL FOR ALL FUNCTIONS		1400	COMMUNITY	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1500	Establishment of Parks & Gardens	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1600	Sportsfields	0	186 739	0	0	186 739
				TOTAL FOR ALL FUNCTIONS		1700	Community Halls	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	12 016	0	0	12 016
				TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2000	Clinics	0	315 865	0	0	315 865
				TOTAL FOR ALL FUNCTIONS		2100	Museums & Art Galleries	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2200	Other	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2300	Sub-total Community	0	17 056	0	0	17 056
				TOTAL FOR ALL FUNCTIONS		2310	HERITAGE ASSETS	0	541 478	0	0	541 478
				TOTAL FOR ALL FUNCTIONS		2311	Heritage Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2312	Sub-total Heritage Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2320	INVESTMENT PROPERTIES	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2321	Investment Properties	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2322	Sub-total Investment Properties	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2400	OTHER ASSETS	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2500	Other motor vehicles	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2600	Plant & equipment	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	288 568	0	0	288 568
				TOTAL FOR ALL FUNCTIONS		2800	Airports	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2900	Marinas	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3000	Airports	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3100	Security Measures	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3110	Civil Land and Buildings	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3120	Other Land and Buildings	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3200	Other	0	181	0	0	181
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	288 749	0	0	288 749
				TOTAL FOR ALL FUNCTIONS		3400	SPECIALISED VEHICLES	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3500	Refuse	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3600	Fire	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3700	Conservancy	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3800	Ambulances	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		3900	Buses	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4000	Sub-total Specialised Vehicles	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4010	AGRICULTURAL ASSETS	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4011	Agricultural Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4012	Sub-total Agricultural Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4020	BIOLOGICAL ASSETS	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4021	Biological Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4022	Sub-total Biological Assets	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4030	INTANGIBLES	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4031	Intangibles	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4032	Sub-total Intangibles	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4100	TOTAL	0	5 588 320	0	0	5 588 320
				TOTAL FOR ALL FUNCTIONS		4200	SOURCE OF FINANCE	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4300	External Loans	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4400	Asset Financing Reserve	0	2 152 827	0	0	2 152 827
				TOTAL FOR ALL FUNCTIONS		4500	Surplus Cash	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4600	Public conditions/ donations	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4700	National Government Transfers and Grants	0	1 642 882	0	0	1 642 882
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	1 800 512	0	0	1 800 512
				TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4703	Other Transfers and Grants	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4800	Leases	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		5000	Other	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		5100	TOTAL FINANCING	0	5 588 320	0	0	5 588 320

13/11/2011
F

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - November 2017

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2017/2018	Amended Budget 2017/2018	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	101 631 849	101 953 023	36 928 439	36.22%
66(b)	Contributions to pension funds and medical aid	22 958 330	22 961 542	8 681 991	37.81%
66(c)	Travel, accommodation and subsistence	5 037 107	5 037 107	1 570 251	31.17%
66(d)	Housing benefits and allowances	1 628 586	1 628 586	596 815	36.65%
66(e)	Overtime	10 974 215	10 971 215	6 126 126	55.84%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	21 397 639	21 368 639	12 025 120	56.28%
	Sub - Total (Staff Benefits)	R 163 627 726	R 163 918 112	R 65 928 742	40.22%
Councillor Benefits					
MAY	Mayor	838 861	838 861	234 159	27.91%
DM	Deputy Mayor	621 755	621 755	215 855	34.72%
SP	Speaker	622 012	622 012	216 242	34.76%
MCM	Mayoral Committee members	2 476 596	2 476 596	786 443	31.76%
CLLR	Other Councillors	4 319 456	4 319 456	1 526 323	35.34%
MED	Medical aid contributions	200 997	200 997	53 637	26.69%
PEN	Pension fund contributions	1 003 257	1 003 257	393 491	39.22%
WARD	Ward Committee Allowance	720 000	720 000	295 000	40.97%
	Sub - Total (Councillors' Benefits)	10 802 934	R 10 802 934.00	R 3 721 150.85	34.45%
	Total Councillor and Staff Benefits	R 174 430 660	R 174 721 046	R 69 649 893	39.86%

13/12/2017
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Report in terms of section 11(4)(a) of the NFMA, Act no 56 of 2003

YTD	
Transactions	
Quarter 1	
-	
-25 500 000	
56 000 000	
30 500 000	

13/12/13

**Finance Management Grant
Monthly Report as per the Division of Revenue Act**

I

The onus is on the municipality to confirm that the return has been received by NT

Municipality WC022 Witzenberg

Financial Year 2017/18
Month End M05 Nov

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	1 550 000
Received This Month	0
Total FMG Funds Received	1 550 000
Spent Prior Periods (Since Inception) - See Last Months Form	110 527
Spent This Month	29 357
Total FMG Funds Spent	139 883
Total FMG funds Received and Not Spent	1 410 117
Percentage of Funds Spent	9.02%
Funds Currently Committed but Not Spent	

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2006_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

[Signature]
12/12/2017

J

Municipal Infrastructure Grant (MIG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year	2017/18
Month End	M05 Nov

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	8 307 000
Received This Month	0
Total MIG Funds Received	8 307 000
Spent Prior Periods (Since Inception) - See Last Months Form	8 472 630
Spent This Month	4 203 884
Total MIG Funds Spent	12 676 514
Total MIG funds Received and Not Spent	-4 369 514
Percentage of Funds Spent	152.60%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

- Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.
- Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.
- Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.
- Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, _____
and that this report has been submitted electronically as required.

The Accounting Officer or Delegate certify that the above information is correct

Signed

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncode_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncode = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

Dated _____

12/12/2017

**Integrated National Electrification Programme Grant (INEG)
Monthly Report as per the Division of Revenue Act**

K

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year	2017/18
Month End	M05 Nov

Financial Accounting for Grant Funds Received and Expanded

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	0
Received This Month	
Total INEG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	
Total INEG Funds Spent	0
Total INEG funds Received and Not Spent	0
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

- Municipalities must contractually undertake to:
 - Account for the allocated funds on a monthly basis by the 10th of every month
 - Pass all benefits to end-customers
 - Not utilize the fund for any purpose other than electrification
 - Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
 - Ring-fence electricity function
 - Reflect all assets created under the Integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
 - Safety operate and maintain the Infrastructure
 - Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
 - Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
 - Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

(Print Name Below)

I, _____, The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed

Dated _____

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2009_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

[Handwritten Signature]
12/12/2017

WITZENBERG MUNICIPALITY - GRANT REGISTER 2017/2018

Description	Balance 1 November 2017	DORA Allocation	Grants Received	Operating Expenditure	Capital Expenditure	Balance 30 November 2017
Total Grants	-13 708 800.67	-	-866 666.00	310 004.20	3 830 818.57	-10 434 643.90

National Government Grants

Finance Management Grant	-1 492 569.58			82 453.09		-1 410 116.49
Municipal Systems Improvement Grant						
Municipal Infrastructure Grant	538 696.33			-	3 830 818.57	4 369 514.90
Regional Bulk Infrastructure Grant						
Housing - Kuitjieskraal						
Integrated National Electricity Program						
Equitable share						
Neighbourhood Development Plan						
Rural Development						
Expanded Public Works Programme						
Municipal Water Infrastructure	233 593.31			205 709.54		439 302.85
Water Services Infrastructure						

Provincial Government Grants

Library services	-866 668.00		-866 666.00			-1 733 334.00
Library Grant - MRF	-3 633 334.00					-3 633 334.00
Drought Relief						
Intership Grant						
Capacity Grant						
CDW	17 380.24			21 841.57		39 221.81
Mainroads						
Housing	-8 113 440.94					-8 113 440.94
Multipurpose Centre (Thusong Centre)						
Financial Management Supporting Grant						
Department of Local Government	299 400.42					299 400.42
Municipal Infrastructure Support Grant						

Other Grants

Grant Water meters (China)						
Cape Winelands						
Essen Belgium	-691 858.45					-691 858.45

P
13/12/2017
Z

50 HIGHEST ACCOUNTS - NOVEMBER 2017

Account number	Future/ Dec-17	Oct-17	Sep-17	Aug-17	Older than Aug-17	Total
10000047745	0	0	0	0	647.36	852721.56
10000047776	0	0	0	0	647.36	790896.46
10000047790	0	0	0	0	743.78	770297.59
10000047855	0	0	0	0	407	662528.31
10000048430	0	0	0	0	743.78	589335.23
10000049187	0	0	0	0	985.6	581670.58
10000049273	0	0	0	0	1366.31	577238.4
10000049338	0	0	0	0	999.58	531352.87
10000050338	0	0	0	0	13.53	479781.8
10000050448	0	0	0	0	652.66	431971.18
10000050462	0	0	0	0	672.22	396002.3
10000050974	0	0	0	0	332.18	392041.92
10000051353	0	0	0	0	601.22	380993.67
10000051418	-0.07	0	0	0	0	362177.36
10000051449	-0.35	0	0	0	0	354955.58
10000051566	0	0	0	0	98.38	333358.4
10000051669	0	0	0	0	635.76	329517.36
10000051717	0	0	0	0	635.76	323948.73
10000052024	0	0	0	0	918.2	312135.77
10000052196	0	0	0	0	1391.92	287940.41
10000052206	0	0	0	0	1619.45	283968.58
10000052244	0	0	0	0	743.78	283731.74
10000052309	0	0	0	0	503	283564.44
10000052323	0	0	0	0	1383.89	277830.67
10000052354	0	0	0	0	1382.57	270926.01
10000052385	0	0	0	0	916.88	269671.64
10000052660	0	0	0	0	546.77	261687.34
10000059746	0	0	0	0	154.88	254777.04
10000059942	0	0	0	0	371.88	246670.63
10000060973	0	0	0	0	485.93	244175.79
10000061149	0	0	0	0	685.84	242181.78
10000061235	-0.16	0	0	0	0	241914.78
10000061383	0	0	0	0	539.66	239569.78
10000061493	0	0	0	0	298.88	222189.24
10000061620	0	0	0	0	977.56	219217.04
10000061644	0	0	0	0	371.88	218586.56
10000061943	0	0	0	0	242.4	213458.11
10000061974	0	0	0	0	233.84	213331.88
10000062023	0	0	0	0	248.66	210631.25
10000062054	0	0	0	0	503.6	206360.35
10000062061	0	0	0	0	642.87	197985.63
10000062078	0	0	0	0	235.8	197380.76
10000062085	0	0	0	0	991.1	193392.6
10000062308	0	0	0	0	655.32	190824.98
10000062315	0	0	0	0	584.24	187846.76
10000062322	0	0	0	0	584.24	186857.91
10000062346	0	0	0	0	1207.43	183722.85
10000073535	-0.01	0	0	0	0	179514.75
10000073573	0	0	0	0	0.01	178150.48
10000074440	0	0	0	0	247.88	174376.37
10000074756	0	0	0	0	229.5	166789.31
10000174777	0	0	0	0	6220.8	166157.69
10000174825	0	0	0	0	3389.98	164950.29
10000175338	0	0	0	0	601.5	164093.56
10000175730	877.47	0	0	0	0	162212.77

NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

PROPERTY, PLANT AND EQUIPMENT

30 NOVEMBER 2017

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2016	77 940 867	91 931 295	528 412 052	68 702 934	629 893	41 027 288	807 644 329
Cost	77 940 867	101 276 813	650 783 726	76 987 664	1 893 599	73 418 813	982 301 483
Original Cost	77 940 867	101 276 813	650 783 726	76 987 664	1 893 599	73 418 813	982 301 483
Accumulated Impairments	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	-	(9 345 519)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(174 004 816)
Original Cost	-	(9 345 519)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(174 004 816)
Acquisitions		14 099 068	642 384			1 365 537	16 107 059
Transfers							
Cost	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairment	-	-	-	-	-	-	-
Depreciation	(617 164)	(727 945)	(4 188 320)	(551 933)	(4 988)	(324 868)	(6 385 218)
Normal Depreciation for the year	(617 164)	(727 945)	(4 188 320)	(551 933)	(4 988)	(324 868)	(6 385 218)
Carrying value of disposals	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2017	77 323 703	91 203 949	536 342 820	68 783 385	624 905	42 068 007	817 356 170
Cost	77 940 867	101 276 813	684 882 814	77 630 048	1 893 599	74 784 401	998 408 542
Original Cost	77 940 867	101 276 813	684 882 814	77 630 048	1 893 599	74 784 401	998 408 542
Accumulated Impairments	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	(617 164)	(10 073 464)	(128 520 192)	(7 836 863)	(1 268 694)	(32 063 859)	(180 400 035)
Original Cost	(617 164)	(10 073 464)	(128 520 192)	(7 836 863)	(1 268 694)	(32 063 859)	(180 400 035)

13/12/2017

[Signature]

N

Intangible Assets

2017
R

Computer Software

Net Carrying amount at 1 July 2017

2 506 094

Cost

4 498 498

Accumulated Amortisation

(1 992 404)

Accumulated Impairment

Additions

37 719

Amortisation for Year

Impairments

Disposals

Net Carrying amount at 30 November 2017

2 543 813

Cost

4 536 217

Accumulated Amortisation

(1 992 404)

Accumulated Impairment

-

N

Heritage Assets

	2017 R
Net Carrying amount at 1 July	550 000
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 30 November 2017	550 000
Cost	550 000
Accumulated Impairment	-

✓

Capitalised Restoration Cost

	2017 R
Net Carrying amount at 1 July 2017	16 075 548
Cost	45 710 691
Under Construction	-
Accumulated Depreciation	(29 635 143)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 November 2017	16 075 548
Cost	45 710 691
Accumulated Depreciation	(29 635 143)
Accumulated Impairment	-

✓

N

INVESTMENT PROPERTY

Net Carrying amount at 1 July 2017

47 718 986

Cost

50 416 329

Accumulated Depreciation

(2 697 343)

Accumulated Impairment

-

Acquisitions

-

Correction

-

Depreciation for the year

-

Impairment

-

Transfers from Inventory

-

Transfers

-

Net Carrying amount at 30 November 2017

47 718 986

Cost

50 416 329

Accumulated Depreciation

(2 697 343)

Accumulated Impairment

-

✓

INSURANCE REPORT: November 2017

Claims movement for the month

Total claims open at the beginning of the month	40
New claims for the month	3
Claims closed during the month	1
Prior month adjustment	2
Total claims open at the end of the month	44

Old Aon claims outstanding

	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station Date Reported: 2009/10/28. Reason: Letter of rejection of claim issued / claim re-opened- New Summons Received. Meeting held with Attorneys. Awaiting further response. Still sub-judicative. Await a trial date from the plaintiff.	1 210 000.00
Claim: 378- Incident at Dennebos Date Reported: 2009/07/28 Reason: Letter of rejection of claim issued / claim re-opened bear 29/11/2015: Judgement: The municipality is ordered to pay the costs of this application on an attorney and own client scale (punitive scale). The action is set to commence in February, next year. 24/11/2016: The municipality has been ordered by the High Court to pay an amount of R780 000	1 427 600.00
Claim: 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) Date Reported: 2012/01/17 Reason: Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Claim is still Sub Judice	356 440.84
Claim: 583-Gunter C Mrs (Fell on pavement after stepping into hole. Date Reported: 2012/01/23 Reason: Additional Information submitted from third party lawyers. Legal proceedings are in progress. Lion of Africa attorney served a notice of intention to defend on 4 August 2014. Attorney withdrew. Awaiting correspondence from AON regarding the appointment of new attorney Date: 22/10/2015: Internal Legal department are currently in consultation with new attorneys9	585 765.80

Current progress on claims

Action Taken	Total
Additional Information Submitted to Insurance	5
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	9
Order Made out and given through to supplier	
Request for Quotations Submitted	
Awaiting Refund	1
Requested Department to obtain Quotation	
Insurer Requires Additional Info	1
Additional Information Requested from relevant department	3
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	5
Quotations submitted to Insurer, Awaiting Approval	2
Agreement of Loss signed and sent to Insurer	1
Agreement of Loss signed and submitted to Insurer	1
Agreement of loss received	
Claim within excess: Memo submitted to Manager for approval	2
Awaiting Agreement of Loss	
Awaiting Settlement	
Settlement Received	11
Grand Total	44

Age analysis of Outstanding Claims

Category	AON	INDWE	LATERAL UNISON	Grand Total
30 days or Less	1	-	1	2
More than 30 days	1	-	1	2
60 days or more	4	-		4
More than 120 Days	22	14		37
Grand Total	28	14	2	44

Note: The municipality is currently in the process of appointing a new service provider

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of November 2017

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:

