

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 28 February 2018 / 28 Februarie 2018

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

FINANCE MONTHLY REPORT – FEBRUARY 2018

FINANSIES MAANDELIKSE VERSLAG – FEBRUARIE 2018

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 February 2018.

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 17 061 accounts amounting to R 28.3 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.3 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 92%.

The municipality issued orders to the value of R 18 million of which R 1.9 million was in terms of deviations.

The municipality currently has R 17 million in its primary bank account and R 78 million on investment.

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 Februarie 2018.

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 17 061 rekeninge ten bedrae van R 28.3 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.3 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 92%.

Bestellings ter waarde van R 18 miljoen uitgereik, waarvan R1.9 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 17 miljoen in die primêre bankrekening en R 78 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

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.

budgeted for in the municipality's approved budget.

(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."

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

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

3.1 INKOMSTE

3.1.1 Rates Clearance

3.1.1 Uitklarings

Rates clearance certificates	Dec-17	Jan-18	Feb-18
Plots subdivided	0	0	4
Application for clearance certificates	9	34	49
Clearance certificates issued	27	39	39
Deeds registrations	88	40	65
Consolidations	0	0	1

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Dec-17	Jan-18	Feb-18
Debt raising date	18/12/2017	22/01/2018	20/02/2018
Date of account postage	20/12/2017	24/01/2018	23/02/2018
Debtor reconciliation (Debtors/Votes/Age analysis)	03/01/2017	01/02/2018	01/03/2018
Electricity Pre paid Reconciliation	03/01/2017	01/02/2018	01/03/2018

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	Dec-17	Jan-18	Feb-18
- 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

3.1.2 Number of consumers with services

Number of consumers with services	Dec-17	Jan-18	Feb-18
Electricity - Conventional	2 402	2 402	2 403
Electricity - Prepaid	10 394	10 390	10 399
Property rates	14 375	14 371	14 372
Refuse removal	15 070	15 102	15 109
Sewerage	15 055	15 100	15 109
Water	15 244	15 221	15 182
Other	797	797	799
Total number of accounts printed	13 610	13 689	13 636
Total number accounts emailed	3 384	3 378	3 425

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

Service Description	Dec-17	Jan-18	Feb-18
Assessment Rates (Monthly)	3 102 354.80	3 239 168.07	3 086 765.28
Assessment Rates (SV)			
Electricity	14 105 904.51	15 274 008.08	16 628 175.17
Refuse Removal	2 330 540.52	2 236 899.71	2 236 677.55
Sewerage	2 455 065.02	2 106 162.39	2 083 578.04
Water Levies	4 755 981.60	5 515 616.79	5 285 424.58
Rental	79 009.53	82 774.85	25 419.31
Indigent subsidy	-1 052 158.89	-1 054 535.05	-1 058 082.29
Sundries	19 873.57	22 216.72	66 971.60
Total	25 796 570.66	27 422 311.56	28 354 929.24

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

	Dec-17	Jan-18	Feb-18
Total Pre Paid Meters	10 394	10 390	10 399
Total Free units(Indigents)	99 200	97 800	96 450
Cost of free Units	R109 120	R107 580	R106 095
Units sold	2 633 696	2 516 453	2 338 746
Cost of units sold	R3 216 688	R3 080 312	R2 850 129
Vat Amount	R465 648	R446 346	R413 905
Axillary Amount	R1 728	R1 485	R880
Total Amount Pre Paid	R3 793 185	R3 635 722	R3 371 010

3.1.4 MONTHLY INCOME PER SERVICE

	YTD	M06	M07	M08
		December	January	February
Monthly Billing	258 727 908	26 723 011	28 232 642	29 250 665
Property Rates	52 217 985	3 097 097	3 272 915	3 113 689
Electricity	132 260 053	14 084 051	15 275 238	16 511 622
Water	34 953 035	4 677 423	5 243 178	5 137 972
Waste Management	18 609 631	2 330 100	2 235 309	2 226 266
Waste Water Management	19 800 797	2 454 198	2 107 409	2 083 229
Housing Selling Scheme	453 031	45 420	45 270	91 887
Property Rental Debtors	203 263	25 349	25 419	25 419
Service Charges	230 111	9 373	27 904	60 581
Land Sale Debtors	-	-	-	-
Water and Sanitation Service A	-	-	-	-
Collections	239 159 493	20 888 495	26 387 543	25 044 882
Property Rates	49 842 802	3 463 061	3 749 502	3 285 796
Electricity	130 147 639	12 107 595	14 562 966	14 600 219
Water	24 427 009	2 663 296	3 712 375	3 710 537
Waste Management	13 926 236	1 290 809	2 042 564	1 712 283
Waste Water Management	16 593 923	1 310 567	2 228 745	1 635 523
Housing Selling Scheme	275 484	30 338	53 767	57 093
Property Rental Debtors	138 970	13 612	21 611	16 176
Service Charges	249 628	9 217	16 012	27 255
Land Sale Debtors	3 557 802	-	-	-
Water and Sanitation Service A	-	-	-	-
Collection Rate per service				
Property Rates	95%	112%	115%	106%
Electricity	98%	86%	95%	88%
Water	70%	57%	71%	72%
Waste Management	75%	55%	91%	77%
Waste Water Management	84%	53%	106%	79%
Housing Selling Scheme	61%	67%	119%	62%
Property Rental Debtors	68%	54%	85%	64%
Service Charges	108%	98%	57%	45%
Over all Collection Rate	92%	78%	93%	86%

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Dec-17	Jan-18	Feb-18
Approved Indigent households:			
No. of households at beginning of the month:	2 341	2 511	2 284
Additions during the month	175	120	172
Cancellations during the month	220	347	175
No. of households at end of the month:	2 296	2 284	2 287
Cost of Indigent to Council	1 052 158.89	1 054 535.05	1 058 082.29

Indigent households	Dec-17	Jan-18	Feb-18
Deferments	3 281 107.14	3 149 569.82	2 901 746.94
30 days	583 773.41	564 435.22	642 781.48
60 days	507 753.87	514 254.58	507 781.87
90 days	453 986.40	465 260.30	476 457.44
> 90 days	8 882 760.23	8 610 685.74	9 986 650.98
Total	R 13 709 381.05	R13 304 205.66	R 14 515 418.71

Explanation:

Indigent households increased from 2 284 to 2 287

Verduideliking:

Deernis huishoudings vermeerder vanaf 2 284 na 2 287

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 28 February 2018:

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 28 Februarie 2018:

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	7 342 380	1 717 423	1 714 408	1 289 156	1 224 927	861 589	5 046 027	43 081 913	62 277 823	31.44%
Electricity	13 947 714	736 131	694 657	542 469	373 197	226 602	991 607	2 660 299	20 172 675	10.19%
Property Rates	3 396 023	243 376	209 481	158 672	150 152	139 774	3 236 328	12 579 019	20 112 826	10.16%
Waste Water Management	2 771 545	648 551	610 393	570 965	532 413	501 386	2 680 177	19 761 979	28 077 410	14.18%
Waste Management	3 084 011	776 474	678 728	648 143	597 471	627 351	2 690 961	23 911 151	33 014 290	16.67%
Property Rental Debtors	45 610	16 795	16 594	16 223	15 917	69 642	90 212	1 022 012	1 293 004	0.65%
Interest on Arrear Debtor Accounts	68 131	67 040	94 521	104 597	113 211	113 077	959 245	33 430 640	34 950 462	17.65%
Other	-3 508 452	33 325	32 833	91 089	40 953	44 210	234 016	1 187 078	-1 844 948	17.65%
Total By Income Source	27 146 963	4 239 115	4 051 615	3 421 313	3 048 241	2 583 631	15 928 573	137 634 092	198 053 543	100%
%	190.17%	-1.81%	-1.78%	-4.94%	-2.22%	-2.40%	-12.68%	-64.34%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 794 258	840 904	917 824	481 594	92 352	31 092	644 718	2 456 679	6 835 409	3.45%
Commercial	12 158 111	374 354	268 637	195 303	194 425	252 714	1 850 204	6 589 562	20 896 227	10.55%
Households	12 000 724	2 805 494	2 644 080	2 535 657	2 539 002	2 115 208	11 510 450	120 564 943	146 390 315	73.91%
Other	1 193 869	218 364	221 074	208 759	222 463	184 617	1 923 202	8 022 907	11 459 728	5.79%
Total By Customer Group	27 146 963	4 239 115	4 051 615	3 421 313	3 048 241	2 583 631	15 928 573	137 634 092	198 053 543	100%
%	13.71%	2.14%	2.05%	1.73%	1.54%	1.30%	8.04%	69.49%	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:

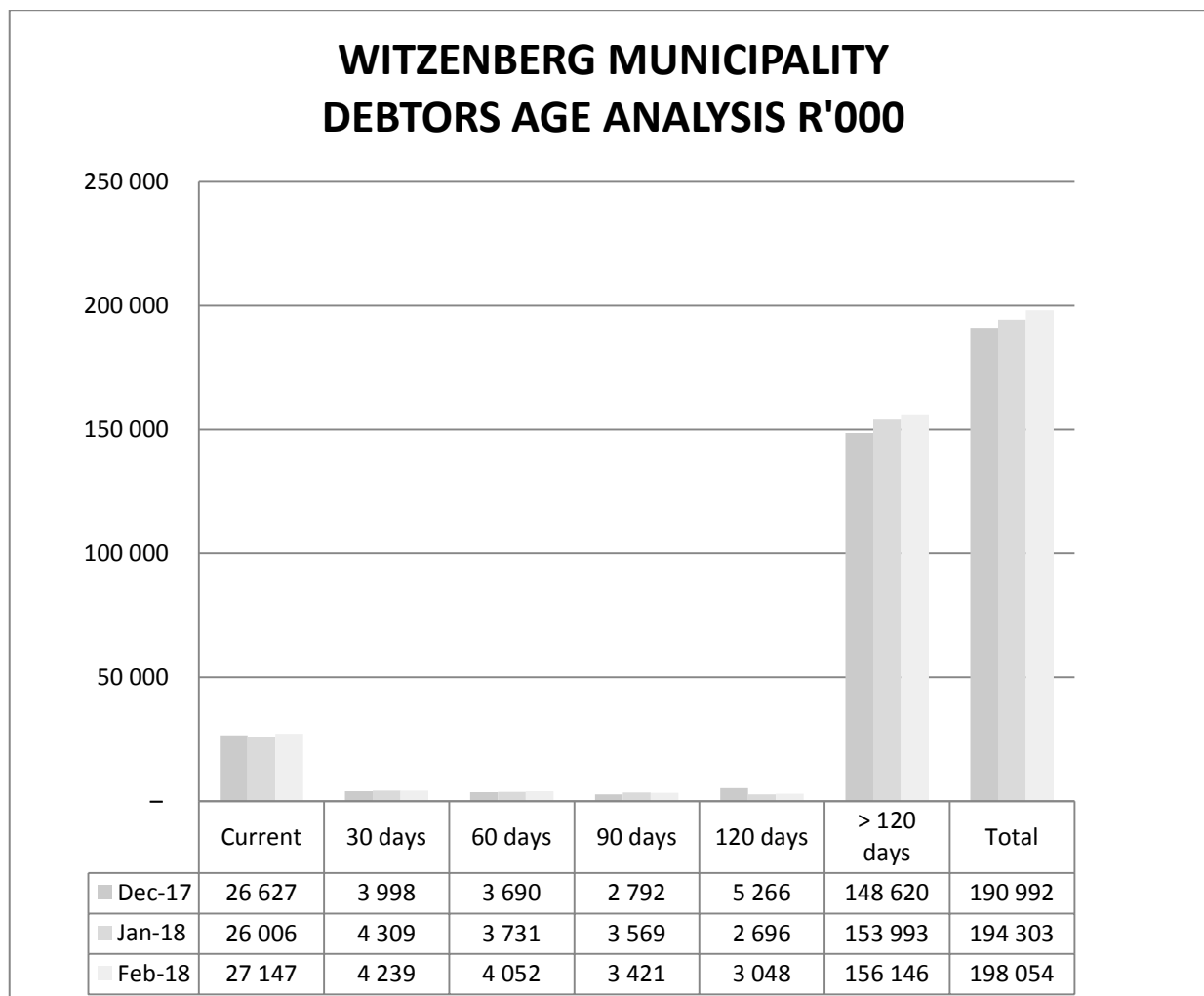
Die styging in debiteure is as gevolg van:

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

3.1.7 DEBITEURE OUDERDOMSANALISE**3.1.7 VERGELYKING**

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

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.
- Some consumers use council's gesture to enable them to purchase electricity although their accounts are in arrears during the holiday season as an excuse to not pay their municipal accounts due in December.
- We are consistently not recovering ± R4 million per month

Verduideliking:

Die styging in debiteure is as gevolg van:

- Geen kredietbeheer meganisme vir PA Hamlet. Op-die-Berg en Deernis gevalle nie.
- Sommige verbruikers gebruik die raad se gebaar om kliënte in staat te stel om elektrisiteit te koop, hoewel hul rekeninge gedurende die vakansie seisoen agterstallig is as 'n verskoning om nie hul munisipale rekeninge verskuldig in Desember te betaal nie.
- Daar word deurlopend ± R4 miljoen per maand nie ingevorder nie.

3.1.8 RECEIPTING

The table below indicates the cash flow:

3.1.8 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die kontantvloeï aan:

Detail	Month 6 Dec	Month 7 Jan	Month 8 Feb
Cash Receipts by Source			
Property rates	3 463 061	3 749 502	3 285 796
Property rates - penalties & collection charges	-	-	-
Service charges - electricity revenue	12 107 595	14 562 966	14 600 219
Service charges - water revenue	2 663 296	3 712 375	3 710 537
Service charges - sanitation revenue	1 310 567	2 228 745	1 635 523
Service charges - refuse revenue	1 290 809	2 042 564	1 712 283
Service charges - other	3 500 380	2 902 690	3 698 755
Rental of facilities and equipment	162 208	194 467	506 286
Interest earned - external investments	645 169	128 702	1 314 911
Interest earned - outstanding debtors	-	-	-
Dividends received	-	-	-
Fines	75 115	386 968	1 114 394
Licences and permits	-1 265 226	843 224	5 501 502
Agency services	0	-	-
Transfer receipts - operational	25 736 917	2 375 645	2 411 281
Other revenue	3 895 463	355 414	738 663
Cash Receipts by Source	53 585 354	33 483 264	40 230 151
Other Cash Flows/Receipts by Source	-	-	-
Transfer receipts - capital	11 257 000	-	-
Contributions recognised - capital & Contributed assets	-	-	-
Proceeds on disposal of PPE	-	-	-
Short term loans	-	-	-
Borrowing long term/refinancing	-	-	-
Increase (decrease) in consumer deposits	83 856	40 468	70 079
Decrease (Increase) in non-current debtors	-	-	-
Decrease (increase) other non-current receivables	-	-	-
Decrease (increase) in non-current investments	13 500 000	-	-60 566 733
Total Cash Receipts by Source	78 426 209	33 523 731	-20 266 503
Cash Payments by Type			
Employee related costs	11 178 795	11 842 811	12 456 969
Remuneration of councillors	727 422	1 208 957	793 608
Collection costs	-	-	-
Interest paid	71 325	-	257
Bulk purchases - Electricity	13 943 751	12 887 410	14 836 052
Bulk purchases - Water & Sewer	-	-	-
Other materials	1 069 099	2 045 303	4 319 006
Contracted services	6 734 803	1 421 595	3 652 204
Grants and subsidies paid - other municipalities	-	-	-
Grants and subsidies paid - other	31 500	3 165 373	41 495
General expenses	1 119 654	3 258 299	4 139 327
Cash Payments by Type	34 876 349	35 829 748	40 238 917
Other Cash Flows/Payments by Type	-	-	-
Capital assets	4 268 175	2 619 213	5 448 908
Repayment of borrowing	109 001	-	-
Other Cash Flows/Payments	-29 662 540	-265 480	123 284
Total Cash Payments by Type	9 590 984	38 183 482	45 811 110
Net Increase/(Decrease) in Cash Held	68 835 225	-4 659 750	-66 077 613
Cash/cash equivalents at the month/year begin:	19 461 293	88 296 518	83 636 768
Cash/cash equivalents at the month/year end:	88 296 518	83 636 768	17 559 155

3.1.8.1 Receipting

3.1.8.1 Erkenning van Ontvangste

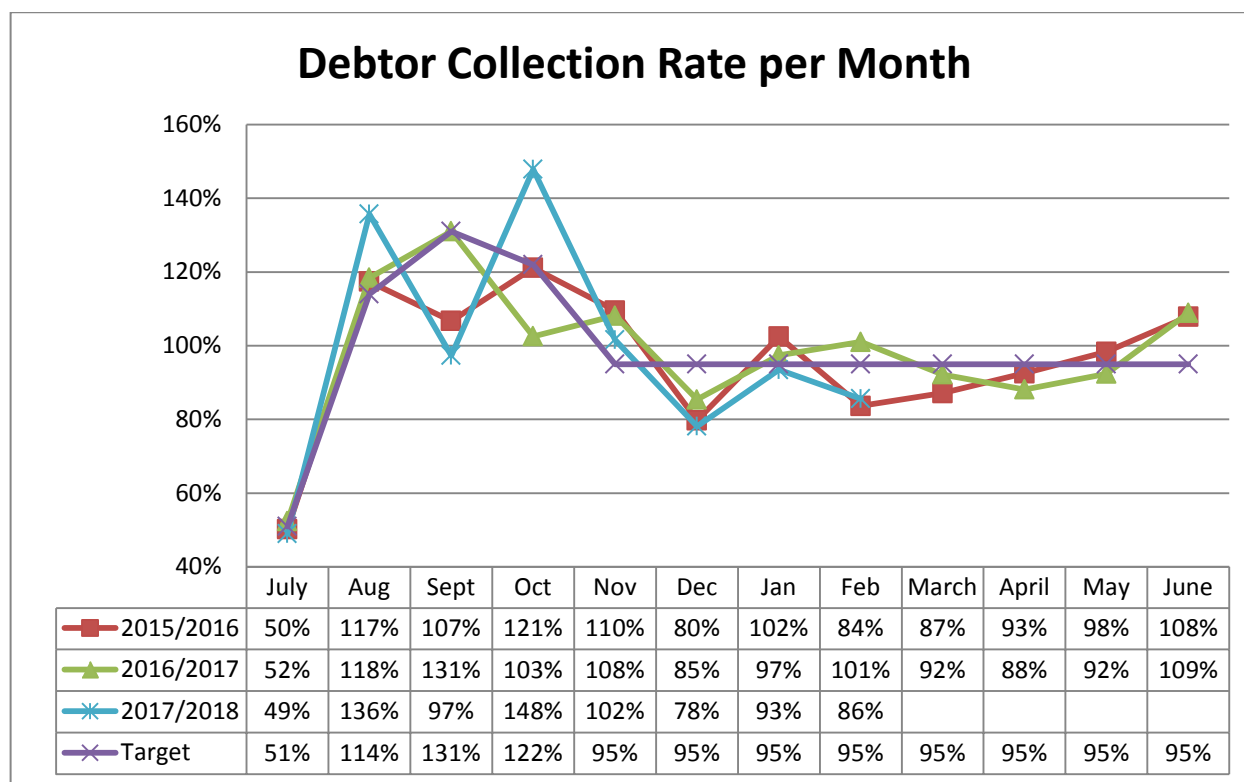
	Dec-17	Jan-18	Feb-18
Collecting agent			
Third party agents:	R 6 569 181	R 7 610 022	R 6 855 098
Syntell	R 3 405 093	R 3 785 812	R 3 243 974
Pay a bill	R 334 945	R 472 947	R 340 907
Easy pay	R 1 441 369	R 1 686 329	R 1 820 537
Pay@	R 879 396	R 1 094 124	R 898 509
ACB	R 508 378	R 570 811	R 551 170
Cashiers:	R 69 406 132	R 24 926 180	R 51 473 067
<i>Transfer(Senior Cashier)</i>	R 66 864 584	R 21 374 247	R 45 259 325
RMC 1 - Ceres	R 745 573	R 1 220 855	R 2 728 989
RMC 2 - Ceres			
RMC 3 - Ceres			
RMC 4 - Ceres	R 739 008	R 859 967	R 1 840 058
RMC 6 - Tulbagh	R 388 643	R 565 475	R 613 914
RMC 7 - Wolseley	R 449 826	R 622 255	R 677 564
RMC 8 - Hamlet	R 51 109	R 60 819	R 78 674
RMC 9 - Op-die-Berg	R 24 487	R 35 092	R 46 996
RMC 10 - Thusong Centre	R 142 901	R 187 471	R 227 547
Back office receipting	R 186 951	R 1 278 257	R 750 742
Total Cash Receipted	R 76 162 264	R 33 814 459	R 59 078 907

Explanation:

Due to capturing of the backlog of traffic fines that is why RMC1 and RMC4's amount received is out of correlation with the previous months

Verduideliking:

As gevolg van die agterstand in verkeersboetes is RMC1 en RMC4 se bedrae ontvang uit verhouding met die vorige maande.

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 February 2018 amounts to 86% which in comparison to the previous year 101%.

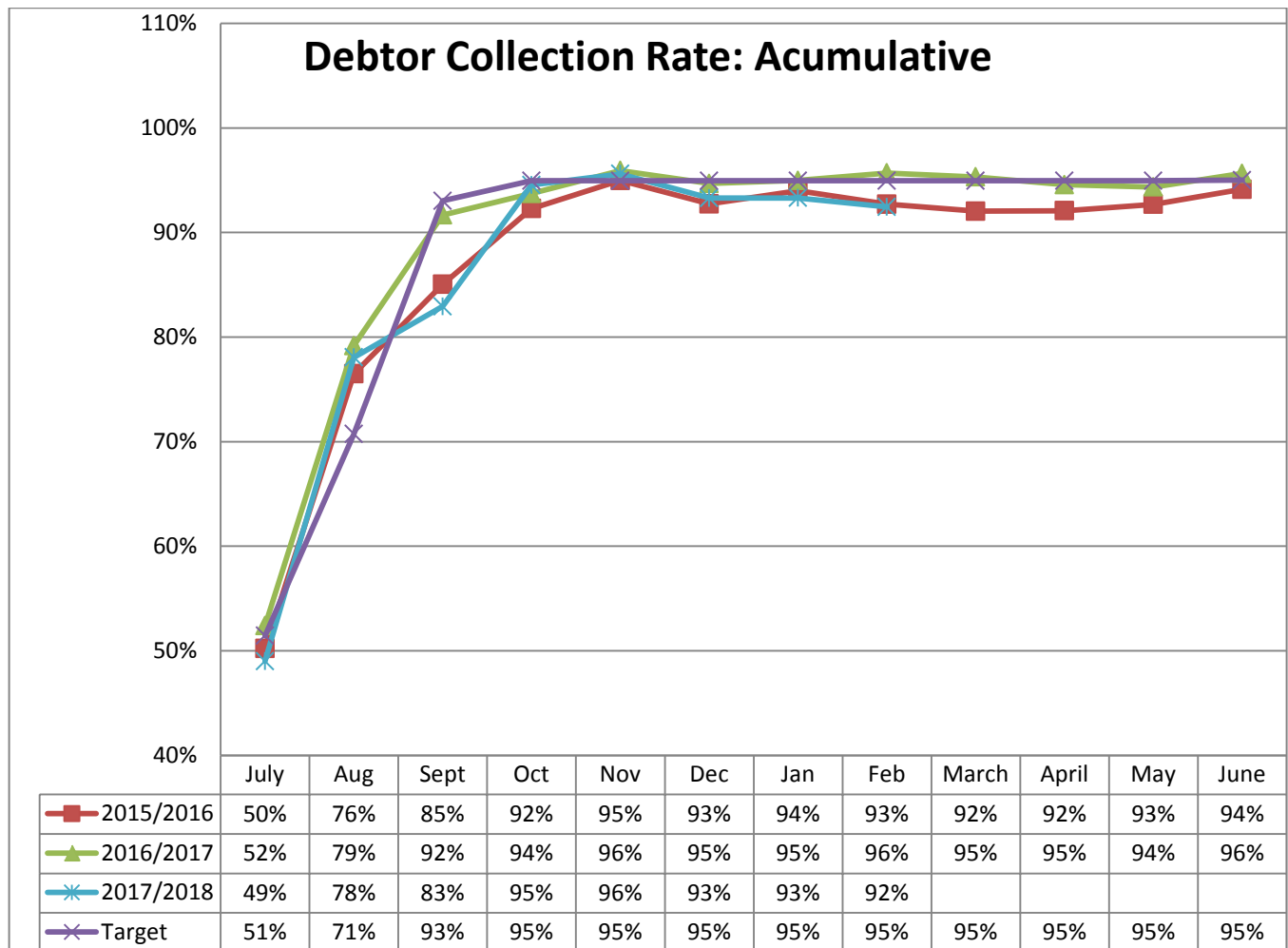
We are 9% behind the target and 15% behind in comparison with previous year.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhalings van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 95%, terwyl die syfer vir Februarie 2018 - 86% beloop in vergelyking met die vorige jaar 101%.

Daar is 'n 9% agterstand in vergelyking met die teiken van die maand en 15% agterstand in vergelyking met verlede jaar.

3.1.10 DEBTOR COLLECTION RATE ACCUMALATIVE



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 92%.

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 92% beloop.

3.1.11 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Dec-17	Jan-18	Feb-18
Councillors:	R	R	R
Deferments	2 576.94	26 045.54	25 713.49
30 days	14 434.90	6 067.92	9 332.25
60 days	10 509.65	2 170.40	3 080.70
90 days	3 183.95	1 106.91	1 143.02
> 90 days	63 591.49	32 215.79	32 499.60
Total	94 296.93	67 606.56	71 769.06
Employees:	R	R	R
Deferments	132 938.95	145 412.41	180 938.84
30 days	11 003.32	4 350.45	6 936.01
60 days	3 379.40	1 989.65	938.00
90 days	1 341.42	3 294.79	822.46
> 90 days	30 928.09	30 947.52	4 884.70
Total	179 591.18	185 994.82	194 520.01
Government Departments:	R	R	R
30 days	695 723.00	945 983.00	840 904.00
60 days	558 234.00	666 840.00	917 824.00
90 days	136 038.00	558 724.00	481 594.00
> 90 days	3 062 760.00	3 172 342.00	3 224 841.00
Total	4 452 755.00	5 343 889.00	5 465 163.00
Schools & Hostels:	R	R	R
Deferment			
30 days	252 035.90	64 035.08	103 380.81
60 days	20 653.66	175 755.79	54 826.23
90 days	6.93	6 595.59	177 173.62
> 90 days	41 398.78	41 631.06	48 512.29
Total	314 095.27	288 017.52	383 892.95

Explanation:

Employees: Letters formulated and will send out on 12 March 2018 to all employees that has arrears on their service accounts

Government Departments: National Department Transport and Public works requested invoices. Invoices were sent and now we are waiting on feedback

Schools & Hostels: Schools are being contacted via telephone about arrears on their accounts.

Verduideliking:

Personeel: Briewe is opgestel en sal uitgestuur word 12 Maart 2018 aan alle personeel met uitstaande dienste rekeninge.

Staatsdepartemente: Nasionale Dept van Vervoer het aangevra vir fakture – Dit is aan hulle gestuur en ons wag tans op terugvoering.

Skole en Koshuise: Skole word telefonies gekontak insake uitstaande bedrae op hul rekeninge.

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:	Dec-17	Jan-18	Feb-18
No. of customers on the disconnections lists	633	2 610	2 186
No. already block	1 373	0	1 412
Total no. of tampering's not connected	436	419	401
No. of new disconnections for the month:			
- Prepaid	265	2 093	727
- Conventional	50	62	70
Number reconnected:			
- Prepaid			
- Conventional	40	38	54
Reconnected :due to faulty groupings and Indigent and poor households			
No. of customers still disconnected	0	1 412	1 490
% of disconnections executed	50%	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
08/2/15/16	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure for Witzenberg Municipality (3 year contract)	02-Mar-2018
08/2/15/37	Supply and delivery of Fleet vehicles on lease agreement	23-Mar-2018
08/2/15/43	Supply, delivery and installation of building signage (Re-advertisement)	13-Mar-2018
08/2/15/52	Supply, delivery, installation and configuration of CCTV security solution	20-Mar-2018
08/2/15/69	Electrical and Mechanical maintenance of water and sewer pump stations and treatment works in Witzenberg area	22-Mar-2018
08/2/15/70	The Maintenance of the Witzenberg Municipality's ICT Environment	06-Mar-2018
08/2/15/71	Supply of Remote metering (AMR)	22-Mar-2018
08/2/15/72	Sale of Residential Erven in Ceres, Bella vista, Wolseley and Tulbagh	20-Mar-2018

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/15/38	Service provider for training of municipal officials on HT & LT fault finding & cable jointing and operating regulations high voltage systems (Re-advertisement)	06-Mar-2018
08/2/15/49	Supply, Deliver and Assemble of Office Furniture and Equipment (Re-advertisement)	16-Mar-2018

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
08/2/15/27	The Supply and delivery of Broad Spectrum Enzymes and dosing pumps for a period of 24 months	17-Oct-2017	21-Dec-2017	N Jacobs
08/2/15/39	Invitation for long term borrowings 2017-2018	24-Nov-2017	09-Feb-2018	WP Mars
08/2/15/44	Appointment of a service provider for Incapacity Investigations	17-Nov-2017	28-Nov-2017	I Swartbooi
08/2/15/45	Supply Upgrade And Replacement Of Water Networks In The Witzenberg Area	02-Feb-2018	Awaiting	N Jacobs
08/2/15/46	Supply Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	02-Feb-2018	21-Feb-2018	N Jacobs

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BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/47	Supply and delivery of Bricks and Pavers	23-Nov-2017	07-Feb-2018	E Lintnaar
08/2/15/48	Access control for Municipal buildings	15-Dec-2017	08-Feb-2018	A Radjoo
08/2/15/53	The Reconstruction of Piet Retief Street from Roussouw Street to Waveren Street in Tulbagh.	05-Dec-2017	10-Jan-2018	E Lintnaar
08/2/15/54	Supply and delivery of Electrical Equipment and cables	19-Jan-2018	27-Feb-2018	D Greeff
08/2/15/55	Supply And Fitment Of New Tyres, Tubes And Provision Of Tyre Repair And Other Related Services	10-Jan-2018	19-Feb-2018	O Gatyene
08/2/15/63	Sale Of Church Site In Pine Valley, Wolseley	05-Jan-2018	29-Jan-2018	L Nieuwenhuis

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
08/2/15/25	Service provider for training of municipal officials (SCM) (Re-Advertisement)	27-Nov-2017	09-Feb-2018	I Swartbooi
08/2/15/60	Supply and delivery of one new mobile toilet mounted on galvanized chassis	15-Feb-2018	19-Feb-2018	H Truter
08/2/15/65	Appointment of a Service provider for Disciplinary hearing (Re-advertisement)	30-Jan-2018	27-Feb-2018	HJ Kritzingen
08/2/15/66	Upgrading Of Ablution Facilities The Thusong Centre, Bella Vista	21-Dec-2018	05-Feb-2018	A Radjoo

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 OF BID EVALUATION COMMITTEE MEETING	RESPONSIBLE MANAGER
08/2/15/31	Supply and delivery of Traffic Uniforms	07-Nov-2017	06-Feb-2018	M Green
08/2/15/42	Service provider for Training of Municipal officials on Gardening, Horticulture and Landscaping Learner ships	23-Nov-2017	13-Feb-2018	I Swartbooi
08/2/15/57	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	05-Jan-2018	21-Feb-2018	A Radjoo
08/2/15/63	Sale Of Church Site In Pine Valley, Wolseley	05-Jan-2018	13-Feb-2018	L Nieuwenhuis

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 February 2018:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Februarie 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/28	26-Feb-2018	Sanitech	Supply and servicing of portable chemical toilets and emptying of septic tanks in the Witzenberg area	Bidder scored the highest points	R 713 583.72
08/2/15/29	26-Feb-2018	Jonty Engineering and Trading SA	Supply, Delivery And Erection Of Security Fencing At Various Water And Sewer Infrastructures	Bidder scored the highest points	R1 133 177.72
08/2/15/40	26-Feb-2018	Jo-Clare General Dealer	Supply and delivery of Protective clothing	Bidder scored the highest points	R 89 077.00

No bid was awarded by the Accounting Officer during the month of February 2018.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Februarie 2018 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 February 2018:

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 Februarie 2018:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/15/38	12-Feb-2018	Service provider for training of Municipal officials on HT & LT fault finding, cable jointing and operating regulations high voltage systems	No responsive bid received
08/2/15/49	28-Feb-2018	Supply, delivery and assemble of Office furniture and equipment	Funds are no longer available to cover the envisaged expenditure
08/2/15/50	28-Feb-2018	Supply and installation of Three (3) Wendy houses on Vredebes	Funds are no longer available to cover the envisaged expenditure

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

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

The following written price quotations were approved during the month of February 2018:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Februarie 2018:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
152350	05-Feb-2018	V&S Verkoeling & Lugversorging	Install air conditioner in the office of the Mayor	Only responsive quotation	R 18 160.80 (Incl. VAT)	Chief Financial Officer
151832	06-Feb-2018	Ultimate Recruitment Solutions	Advertisement of Post: Accountant Budget and Assets (Ref: Fin 61)	Lowest responsive quotation	R7 828.55 (Incl. VAT)	Chief Financial Officer
151844	07-Feb-2018	Roy Steele & Associates BK	Incapacity hearing	Lowest responsive quotation	R 18 994.68 (Incl. VAT)	Chief Financial Officer
151993	15-Feb-2018	Pitney Bowes SA (Pty) Limited	Supply and Delivery of a new Franking Machine	Only responsive quotation	R 26 436.60 (Incl. VAT)	Chief Financial Officer
151996	15-Feb-2018	Human Communications (Pty) Ltd	Advertisement of Post: Supply Chain Management Practitioner (Ref: Fin 73)	Lowest responsive quotation	R 7 956.59 (Incl. VAT)	Chief Financial Officer
151997	15-Feb-2018	Human Communications (Pty) Ltd	Advertisement of Post: Supply Chain Management Practitioner (Ref: Fin 73)	Lowest responsive quotation	R 7 956.59 (Incl. VAT)	Chief Financial Officer
152031	26-Feb-2018	Ultimate Recruitment Solutions	Advertisement of Bids: 08/2/15/37, 43, 52, 69, 70, 71 and Cancellation of Bid: 08/2/15/36	Lowest responsive quotation	R 20 406.87 (Incl. VAT)	Chief Financial Officer
152291	28-Feb-2018	Ultimate Recruitment Solutions	Advertisement of Post: Manager Income (Ref: Fin 3)	Lowest responsive quotation	R 7 863.43 (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 February 2018:

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 Februarie 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/15/61	22-Jan-2018	Ceres Meubels	Supply, delivery and installation of vinyl flooring at Koinonia hall Buiten street, Bella Vista	Bidder scored the highest points	R 83 625.00 (Incl. VAT)	Director Community Services

3.2.1.8 Appeals

3.2.1.8 Appèlle

No appeals were lodged or are being dealt with by the Accounting Officer.

Geen appèl is ontvang of word hanteer deur die Rekenpligtige beamppte nie

3.2.1.9 Deviations

3.2.1.9 Afwykings

The following table contains the approved deviations by the Accounting Officer for the month of February 2018 which totals R 1 873 986.52:

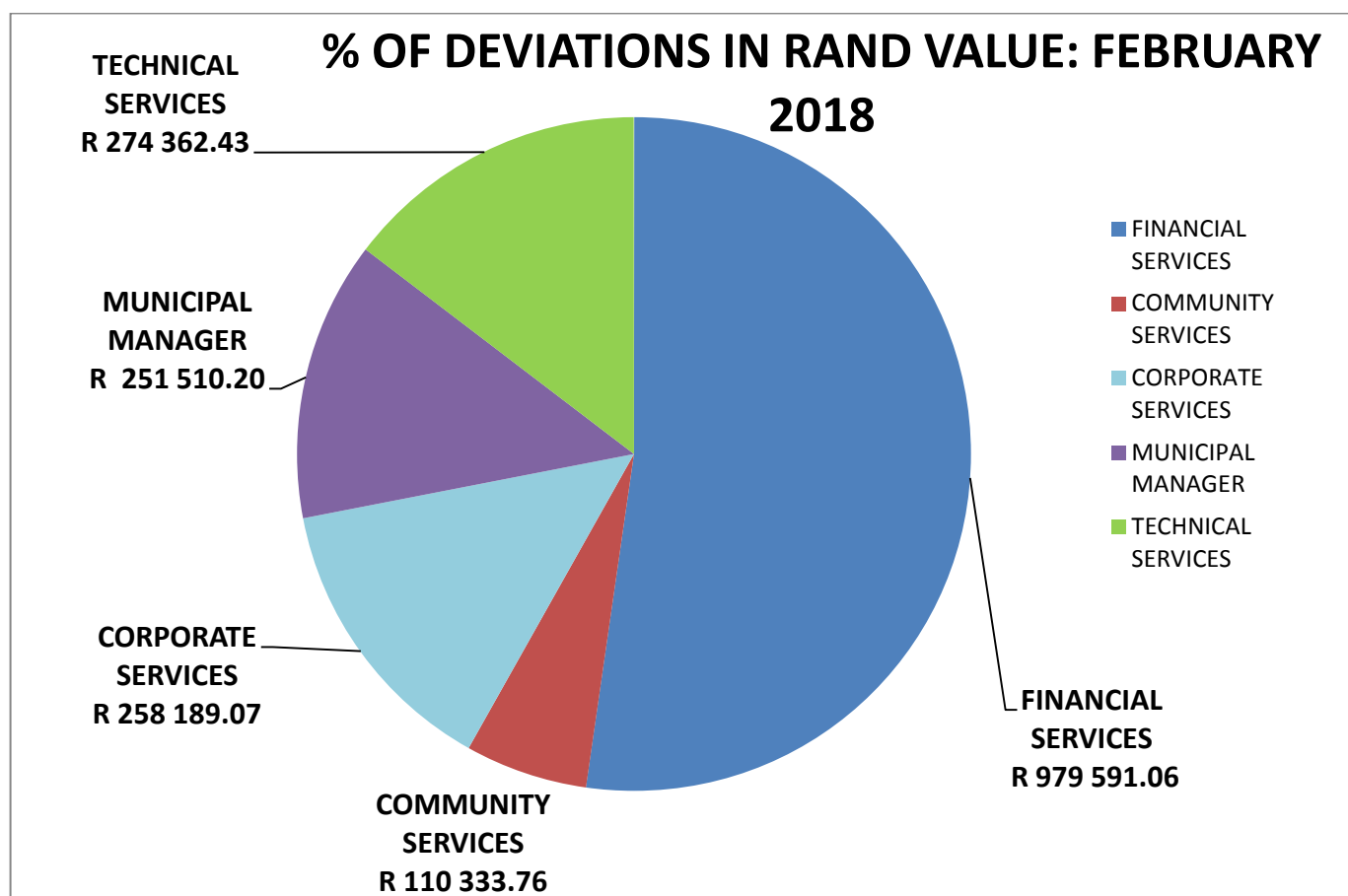
Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beamppte vir die maand van Februarie 2018 wat beloop op die totaal van R 1 873 986.52:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
13-Oct-17	Ceres Alarms	Supply and install Security and Intercom system	Impractical	149612	6,190.20
26-Oct-17	Conlog (PTY) Ltd	Supply and deliver Prepaid electricity meters	Single supplier	150518	87,862.37
22-Nov-17	Transnet	Leasing of Test track facility Jul-Dec 2017	Single supplier	151105	46,252.08
24-Nov-17	O'Neil & Visser Attorneys	Legal services: Various matters	Impractical	150894	53,162.24
26-Oct-17	Workshop electronics	Service and calibration of roadworthy equipment	Single supplier	150050	7,166.04
26-Oct-17	AL Abbott & Ass. (PTY) Ltd	Monitoring of drinking water quality	Impractical	150122	135,286.92
11-Dec-17	Regan Brown Attorneys	Legal services	Impractical	150936	148,579.95
4-Jan-18	Landis & Gyr (PTY) Ltd	Supply and delivery of Electricity meters	Single supplier	151228	31,920.00
19-Dec-17	Ceres Toyota	Supply of a King Pin Kit: CT 18168	Impractical	151201	6,397.12
8-Jan-18	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	152079	272.50

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
25-Jan-18	Dogs & All CC	Security services during evictions in Bella Vista	Emergency	151719	23,940.00
31-Jan-18	Witzenberg Auto Glass	Replace windows at Thusong centre	Impractical	151782	3,850.00
31-Jan-18	AL Abbott & Ass. (PTY) Ltd	Monitoring of drinking water quality	Impractical	151823	115,831.58
1-Feb-18	IDI Technology Solutions (Pty) Ltd	Procurement of One Barnowl User license	Single Supplier	151953	25,080.00
1-Feb-18	PVR Communications	Removal of wireless equipment from Oudekloof, Waterval and Die Eike	Impractical	151986	25,134.15
8-Feb-18	Bytes Systems Integration a division of Altron	Annual Maintenance Fee & Disaster recovery	Impractical	151917	855,508.69
8-Feb-18	Witzenberg Herald	Publication: Proposed Closure of Allyways	Single Supplier	151914	4,128.00
12-Feb-18	Witzenberg Herald	Publication: Alienation of Erf 2813 Tulbagh	Single supplier	151946	2,580.00
13-Feb-18	AMEU (Association of Municipal Electricity Utilities)	Membership fees 2018	Single supplier	152073	7,300.00
13-Feb-18	PVR Communications	Installation and configuration of Microwave High site on Witzenberg Mountain	Emergency	10134732	147,276.60
13-Feb-18	Transtech	Overall of 4 Gutter Brooms for Sweeper	Impractical	152098	4,829.31
14-Feb-18	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	151979	317.00
22-Feb-18	Johan Bezuidenhout Attorneys	Legal services	Impractical	152332	22,108.01
26-Feb-18	Red Ant Security (PTY) Ltd	Security services during evictions in Bella Vista	Emergency	152263	86,393.76
27-Feb-18	Witzenberg Herald	Publish notice: Change of banking details	Impractical	152311	4,300.00
28-Feb-18	Manley Wine Lodge	Venue hire and refreshments for Speaker's forum	Impractical	152324	22,320.00

DEVIATIONS PER DIRECTORATE



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
December 2017	R 422 087,37	R6 085 337.77	6.94%
January 2018	R 2 246 008.36	R14 564 557.90	15.43%
February 2018	R 1 873 986.52	R18 010 927.52	10.41%

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):

	31 December 2017	31 January 2018	28 February 2018
Value of inventory at hand	R 8 024 817	R 8 715 689	R 9 627 902
Turnover rate of total value of inventory	1.78	1.77	2.02
Turnover rate excluding Chinese meters	1.79	1.77	2.03
Date of latest stores reconciliation	28 Feb 2018		
Date of last stock count	13 Dec 2017		
Date of next stock count	28 Mar 2018		

EXPENDITURE

UITGAWES

3.2.3.1 Salaries section

3.2.3.1 Salaris afdeling

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

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

	Dec 2017	Jan 2018	Febr 2018
Salaries – Cost to company	R10 774 441	R12 487 466	R11 808 918
Provisions for employee benefits	-R 544 790	R 689 097	R60 688
Number of Employees and Councillors included in run	591	591	593
Number of Ward members receiving allowance	114	114	117
Balancing amount	R0	R0	R0

	Dates	Jan 2018	Dates	Febr 2018
Salaries – Cost to company (EPW Weekly Payments)	04.01.2018	R239 006	02.02.2018	R306 600
Salaries – Cost to company (EPW Weekly Payments)	18.01.2018	R259 777	16.02.2018	R303 004
Salaries – Cost to company (EPW Weekly Payments)			28.02.2018	R315 185
Dates of Salary Run and number of Employees	04.01.2018	211	02.02.2018	218
Dates of Salary Run and number of Employees	18.01.2018	190	16.02.2018	256
Dates of Salary Run and number of Employees			28.02.2018	247

3.2.3.2 Creditors Section

3.2.3.2 Krediteure afdeling

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

'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
December 2017	2 437 588	880 673	0	0	0	0	0	0	3 318 261
January 2018	2 410 912	1 333 477	619 442	3 897	1 999	0	0	0	4 369 727
February 2018	3 324 341	7 567	1 203 608	749 952	29 767	0	0	0	5 315 235

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

Name of creditor	Febr 2018 Amount	Description	Reason
ACTOM ELECTRICAL	R639 434	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES – CPA PRICE ADJUSTMENTS
BYTES UNIVERSAL TRADING	R324 565	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES ON INVOICES
CERES SPAR	R5 483	VARIOUS GOOD DELIVERED	DID NOT APPEAR ON STATEMENT
JOCASTRO	R393 300	VARIOUS GOOD DELIVERED	UNRESOLVED ISSUES – CPA PRICE ADJUSTMENTS
SIYAPHAMBILI ELECTRICAL	R950 472	VARIOUS GOOD DELIVERED	UNRESOLVED ISSUES – CPA PRICE ADJUSTMENTS
VOLTEX CAPE TOWN	R1 535	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO	R549	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WCC CABLES	R29 868	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

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

	Dec 2017	Jan 2018	Febr 2018
Total value of creditors paid	R28 871 923	R32 411 085.08	R32 560 533.00
Date of creditor reconciliation	10/01/2018	08/02/2018	09/03/2018

The table below contains the 10 highest creditor values outstanding on 30 Days:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes op 30 Dae:

Name of creditor	Febr 2018 Amounts Outstanding	Description of goods/ services
KAAP AGRI	R32 293.00	VARIOUS GOODS DELIVERED
OLCO YSTERWARE	R33 344.00	VARIOUS GOODS DELIVERED
BEKA	R39 056.00	SINGLGE OUTREACH ARM HDG
CHLORCAPE	R46 475.00	CHLORINE GAS CYLINDERS
BUSINESS DEVELOPMENT CENTRE	R49 248.00	LEADERSHIP TRAINING
VILKO	R54 956.00	VARIOUS GOODS DELIVERED
CONLOG	R103 765.00	PREPAID METERS
KISHUGU	R116 971.00	CONTRACT FEES
ACTOM ELECTRICAL	R354 211.00	TRANSFORMERS
SIYAPHAMBILI ELECTRICAL	R1 790 606.00	VARIOUS GOODS DELIVERED

Name of creditor	Jan 2018 Amounts Outstanding	Description of goods/ services
SPIILHAUS IRRIGATION	R31 920.00	VARIOUS GOODS DELIVERED
CERES SPAR	R35 801.00	VARIOUS GOODS DELIVERED
VILKO	R54 883.00	VARIOUS GOODS DELIVERED
MULTIPART	R59 772.00	PETROL/DIESEL
ARB ELECTRICAL	R62 989.00	VARIOUS GOODS DELIVERED
ITHUBA INDUSTRIES	R67 400.00	POLYMER CONCRETE
KAAP AGRI	R105 543.00	VARIOUS GOODS DELIVERED
KISHUGU	R116 971.00	CONTRACT FEE
PROVINCIAL ADMINISTRATION	R457 053.00	LICENCE FEES
SAKHIKHAYA SUPPLIERS	R1 083 000.00	SMART WATER METER

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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	February 2018 Amounts Paid	Description of goods/ services
ESKOM	R14 586 574.98	ELECTRICITY ACCOUNT
ASLA CONSTRUCTION	R1 921 333.62	IMPLEMENTATION OF BULK SERVICES
FOUR STORES CIVIL	R1 472 094.39	CONSTRUCTION OF DRIVERS LICENCE TEST STATION
JVR CONSTRUCTION	R1 259 421.82	UPGRADING OF ROADS AND STORMWATER IN WITZENBERG AREA
SAKHIKHAYA SUPPLIERS	R1 083 000.00	15mm SMART WATERMETER
BYTES UNIVERSAL SYSTEMS	R953 872.16	ANNUAL MAINTENANCE FEES
RUWACON	R787 863.85	CONSTRUCTION OF NDULI RESERVOIR
VENUS SECURITY	R734 420.32	SECURITY SERVICES
COALITION TRADING	R502 440.89	ROAD MARKINGS IN THE WITZENBERG AREA
AWV PROJECT MANAGEMENT	R497 201.40	GREEN REFUSE BAGS

Name of creditor	January 2018 Amounts Paid	Description of goods/ services
ESKOM CERES	R12 887 409.52	ELECTRICITY ACCOUNT
ASLA CONSTRUCTION	R3 802 230.74	VARIOUS SERVICES DELIVERED
EXEO KHOKELA CIVILS ENG	R868 680.00	BELLA VISTA WATER PIPE LINE
RUWACON	R530 292.31	CONSTRUCTION OF NDULI RESERVOIR
AWV PROJECT MANAGEMENT	R453 918.60	GREEN AND BLACK REFUSE BAGS
MULTIPART PETROL	R341 540.22	PETROL/DIESEL
JVR CONSTRUCTION	R321 735.78	UPGRADING OF ROADS AND STORMWATER IN WITZENBERG AREA
DELNIET CONSTRUCTION	R281 534.54	VARIOUS GOODS DELIVERED
JC SERVICES	R245 252.76	HIRING SERVICES
VENUS SECURITY SERVICES	R210 602.33	SECURITY SERVICES

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie Type of transaction	Jan 2018		Febr 2018	
	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 496.40	21.84%	R 0.00	0.00%
Refreshments and caterings	R 298.60	13.14%	R 2 690.00	59.49%
Rent (Halls etc.);	R 0.00	0.00%	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 0.00	0.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 1 478.20	65.03%	R 1 832.10	40.51%
GRAND TOTAL	R 2 273.20		R 4 522.10	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Dec 2017	Jan 2018	Febr 2018
Opening cash balance	R5 000	R5 000	R5000
Less total vouchers	(R6 063.45)	(R2 273.20)	(R4 522.10)
Replenishment during month	R4 134.55	R2 726.80	R477.90
Cash at hand before month-end replenishment	R3 071.10	0.00	R4 655.50
Replenishment at month end	R1 928.90	R2 723.20	R344.50
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	Jan 2018		Febr 2018	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R104,522,290	R83,636,768	R27,781,132	R17,559,155

Investments:

Beleggings:

Institution / Instansie	Dec 2017		Jan 2018		Febr 2018	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd					R12,000,000	15.37%
Investec Bank Ltd					R22,000,000	28.21%
Nedbank Ltd					R22,000,000	28.21%
Standard Bank of SA Ltd	R17,000,000	100%	R17,000,000	100%	R22,000,000	28.21%
Total	R17,000,000		R17,000,000		R78,000,000	100%

	Dec 2017		Jan 2018		Febr 2018	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions	R17,000,000	100%	R17,000,000	100%	R78,000,000	100%
Total	R17,000,000		R17,000,000		R78,000,000	

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:	Dec 2018	Jan 2018	Febr 2018
Balances	R21,126,790	R18,181,413	R20,236,745

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

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

Reconciliations Rekonsiliasies	Dec 2017	Jan 2018	Febr 2018
Primary bank account	04/01/2018	05/02/2018	05/03/2018
Investment reconciliation	04/01/2018	09/02/2018	05/03/2018
Long term Liabilities	04/01/2018	09/02/2018	05/03/2018
Grant Register	10/01/2018	09/02/2018	07/03/2018

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	Jan 2018		Febr 2018	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	27	R4,582,677	13	R52,848
Outstanding cheques	12	R9,265	17	R17,736
Transactions not in cash book	5060	R24,056,830	3798	R18,815,269
Receipts not cleared on Bank statement	520	R7,791,664	691	R8,672,105
Outstanding journals	36	R28,413	42	R8,228

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Feb 2018			Feb 2018	March 2018
		R			R	
DBSA	10,75% - 17,45%	R3,354,699	R0	R0	R3,354,699	R0
Nedbank	13.50%	R5,754,218	R0	R0	R5,754,218	R0
Total		R9,108,917	R0	R0	R9,108,917	R0

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	February 2018	R0	01/03/2018
	February 2018	R2 252 566.44	09/03/2018

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: February 2018

Maandverslag: Februarie 2018

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: February 2018

Maandverslag: Februarie 2018

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
DIREKTEUR FINANSIES / DIRECTOR FINANCE

A

Investment Register: Witzenberg Municipality

Investment Institution Standard Bank
 Type of Investment Call Deposits and Investments
 Interest Rate 7.6
 Period of Investment 4 months
 Maturity Date 2018/01/11

Movement	M01	M02	M03	M04	M05	M06	M07	M08
Opening Balance	-	-	-	17 000 000	17 000 000	17 000 000	17 000 000	17 000 000
Deposits	-	-	17 000 000	-	-	-	-	22 000 000
Withdrawals	-	-	-	-	-	-	-	-17 000 000
Interest Earned	-	-	-	-	-	-	-	-
Charges	-	-	-	-	-	-	-	-
Closing Balance	-	-	17 000 000	17 000 000	17 000 000	17 000 000	17 000 000	22 000 000

Investment Institution Nedbank
 Type of Investment Call Deposits and Investments
 Interest Rate 7.5
 Period of Investment 3 months
 Maturity Date 2017/12/08

Movement	M01	M02	M03	M04	M05	M06	M07	M08
Opening Balance	-	-	-	13 500 000	13 500 000	13 500 000	-	-
Deposits	-	-	13 500 000	-	-	-	-	22 000 000
Withdrawals	-	-	-	-	-	-13 500 000	-	-
Interest Earned	-	-	-	-	-	-	-	-
Charges	-	-	-	-	-	-	-	-
Closing Balance	-	-	13 500 000	13 500 000	13 500 000	-	-	22 000 000

Investment Institution Investec
 Type of Investment Call Deposits and Investments
 Interest Rate 7.21
 Period of Investment 1 month
 Maturity Date 2017/10/09

Movement	M01	M02	M03	M04	M05	M06	M07	M08
Opening Balance	-	-	-	12 500 000	-	-	-	-
Deposits	-	-	12 500 000	-	-	-	-	22 000 000
Withdrawals	-	-	-	-12 500 000	-	-	-	-
Interest Earned	-	-	-	-	-	-	-	-
Charges	-	-	-	-	-	-	-	-
Closing Balance	-	-	12 500 000	-	-	-	-	22 000 000

Investment Institution ABSA
 Type of Investment Call Deposits and Investments
 Interest Rate 7.37
 Period of Investment 2 months
 Maturity Date 2017/11/11

Movement	M01	M02	M03	M04	M05	M06	M07	M08
Opening Balance	-	-	-	13 000 000	13 000 000	-	-	-
Deposits	-	-	13 000 000	-	-	-	-	12 000 000
Withdrawals	-	-	-	-	-13 000 000	-	-	-
Interest Earned	-	-	-	-	-	-	-	-
Charges	-	-	-	-	-	-	-	-
Closing Balance	-	-	13 000 000	13 000 000	-	-	-	12 000 000

Summary Per Institution

	M01	M02	M03	M04	M05	M06	M07	M08
Standard Bank	-	-	17 000 000	17 000 000	17 000 000	17 000 000	17 000 000	22 000 000
Investec	-	-	13 500 000	13 500 000	13 500 000	-	-	22 000 000
First Rand	-	-	12 500 000	-	-	-	-	22 000 000
ABSA	-	-	13 000 000	13 000 000	-	-	-	12 000 000
	-	-	56 000 000	43 500 000	30 500 000	17 000 000	17 000 000	78 000 000

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
 Save File as : Muncode_AC_cpy_Mnn.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 End	Month End	Mun	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
2018	M08	WC022	0100	Bulk Electricity	0	0	0	0	0	0	0	0	0
			0200	Bulk Water	0	0	0	0	0	0	0	0	0
			0300	PAYE deductions	0	0	0	0	0	0	0	0	0
			0400	VAT (output less Input)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	3 324 341	7 567	1 203 608	749 952	29 767	0	0	0	5 315 235
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	3 324 341	7 567	1 203 608	749 952	29 767	0	0	0	5 315 235
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			TP02	Top 2 Creditor	0	0	0	0	0	0	0	0	0
			TP03	Top 3 Creditor	0	0	0	0	0	0	0	0	0
			TP04	Top 4 Creditor	0	0	0	0	0	0	0	0	0
			TP05	Top 5 Creditor	0	0	0	0	0	0	0	0	0
			TP06	Top 6 Creditor	0	0	0	0	0	0	0	0	0
			TP07	Top 7 Creditor	0	0	0	0	0	0	0	0	0
			TP08	Top 8 Creditor	0	0	0	0	0	0	0	0	0
			TP09	Top 9 Creditor	0	0	0	0	0	0	0	0	0
			TP10	Top 10 Creditor	0	0	0	0	0	0	0	0	0
			TOT	Total	0	0	0	0	0	0	0	0	0

B

12/1

AGE ANALYSIS OF DEBTORS (All values in Rand)
 File as: Muncipal_AD_0097_Minu.XLS (e.g.: GT411_AD_2005_M10)
 Age Year End (0097) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Min) to Active Month (M01=July..M12=June)(e.g.: M10)
 Age Muncipal to your own municipal code (e.g.: GT411)
 Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Month End	Min	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	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts Lto Council Policy
11B	M08	WC002											
		1100	Debtors Age Analysis By Income Source										
		1200	Trade and Other Receivables from Exchange Transactions - Water	7 342 380	1 717 423	1 714 408	1 290 186	1 224 927	861 589	5 048 027	43 061 913	62 277 823	0
		1300	Trade and Other Receivables from Exchange Transactions - Electricity	13 947 714	738 131	694 667	642 466	373 197	228 602	891 607	2 680 299	20 172 875	0
		1400	Receivables from Non-exchange Transactions - Property Rates	3 308 023	243 376	206 461	166 672	100 162	139 774	3 238 328	12 578 019	20 112 826	0
		1500	Receivables from Exchange Transactions - Waste Water Management	2 771 546	640 551	610 363	570 965	632 413	601 386	2 690 177	19 761 979	28 077 410	0
		1600	Receivables from Exchange Transactions - Waste Management	3 094 011	776 474	678 728	648 143	587 471	627 351	2 690 961	23 911 161	33 014 200	0
		1700	Receivables from Exchange Transactions - Property Rental Debtors	45 610	16 785	16 594	16 223	15 917	69 642	90 212	1 022 012	1 293 004	0
		1810	Interest on Arrear Debtor Accounts	68 131	67 040	94 521	104 597	113 211	113 077	699 245	33 439 640	34 950 462	0
		1820	Recoverable unauthorised, irregular or fulltime and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0
		1800	Other	-9 608 432	33 325	32 833	91 069	40 983	44 210	234 018	1 187 078	-1 844 948	0
		2000	Total By Income Source	27 146 963	4 239 115	4 061 815	3 421 313	3 048 241	2 583 631	15 928 573	137 634 082	188 653 543	0
		2100	Debtors Age Analysis By Customer Group										
		2200	Origins of State	1 704 253	840 804	917 824	481 594	62 362	31 082	644 718	2 468 679	7 259 422	0
		2300	Commercial	12 158 111	374 364	269 637	185 383	184 425	252 714	1 850 204	6 680 582	21 883 310	0
		2400	Households	12 000 724	2 805 484	2 644 080	2 535 857	2 539 002	2 116 208	11 510 450	120 564 943	156 715 969	0
		2500	Other	1 188 880	218 364	221 074	208 758	222 463	184 617	1 823 202	8 022 907	12 185 258	0
		2600	Total By Customer Group	27 146 963	4 239 115	4 061 815	3 421 313	3 048 241	2 583 631	15 928 573	137 634 082	188 653 543	0

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 BSAC return.
 Bad Debts=Bad Debts written off during the month
 Impairment - Bad Debts Lto Council Policy :
 The aim of this schedule is to ensure that the impairment certification is done in a structured manner
 The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality
 If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

C

[Signature]

CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

File as: Muncido_CFA_coy_Min.XLS (e.g.: GT1411, CFA_2005_M10)

Use Muncido to your own municipal code (e.g.: GT1411) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Use Month End (Mmm) to Active Month (MM)=July, M12=June(e.g.: M10) (Enter Actuals up to Active Month Included and Forecast figures for months after Active Month)

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

Month	Month 1 Jul	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 8 Mar	Month 10 Apr	Month 11 May	Month 12 June
18 Feb												
Item	Detail											
3000	Cash Receipts by Source											
3010	Property rates	3 345 177	12 834 736	5 488 816	12 708 625	3 483 081	3 749 502	3 285 786				
3020	Property rates - penalties & collection charges	0	0	0	0	0	0	0				
3030	Service charges - electricity revenue	18 141 508	20 502 260	18 446 775	17 251 036	12 107 585	14 662 086	14 800 219				
3040	Service charges - water revenue	2 316 002	3 030 571	2 526 366	2 851 042	2 863 256	3 712 375	3 710 537				
3050	Service charges - sanitation revenue	4 259 509	2 030 888	1 875 548	1 687 800	1 310 567	2 228 745	1 635 523				
3060	Service charges - other	1 483 002	2 069 873	1 670 864	1 604 160	1 628 469	2 042 584	1 712 263				
3070	Rent of facilities and equipment	3 162 145	2 832 836	4 484 726	1 674 632	3 804 408	2 902 880	3 688 755				
3080	Interest earned - external investments	2 768	-72 397	818 203	144 247	162 208	184 467	506 256				
3090	Interest earned - outstanding debtors	10 135	1 068 086	-486	1 284 461	645 169	128 702	1 314 911				
3100	Dividends received	0	0	0	0	0	0	0				
3110	Fines	6 095	13 712	18 067	144 002	75 115	388 989	1 114 394				
3120	Licences and permits	-1 268 255	-1 827 781	-1 481 433	-206 169	-1 285 226	843 224	5 601 502				
3130	Agency services	0	0	0	0	0	0	0				
3140	Transfer receipts - operational	0	0	0	0	0	0	0				
3150	Other revenue	85 653	102 485	344 301	7 048 288	25 738 917	2 375 945	2 411 281				
3160	Cash Receipts by Source	31 582 780	76 973 366	744 253	438 678	3 685 463	385 414	738 683				
3170	Other Cash Flows/Receipts by Source	0	0	34 737 130	47 056 363	33 585 354	33 483 284	40 230 151	0	0	0	0
3180	Transfer receipts - capital	0	0	0	0	11 257 000	0	0				
3200	Assets	0	0	0	0	0	0	0				
3210	Proceeds on disposal of PPE	0	0	0	0	0	0	0				
3220	Short term loans	0	0	0	0	0	0	0				
3230	Borrowing long term/financing	0	0	0	0	0	0	0				
3240	Increases (decrease) in consumer deposits	58 844	55 205	278 568	76 815	83 858	40 468	70 079				
3250	Decreases (increase) in non-current debtors	0	0	0	0	0	0	0				
3260	Decreases (increase) in non-current liabilities	0	0	0	0	0	0	0				
3270	Decreases (increase) in non-current investments	53 095	-20 143	-56 010 537	12 487 923	13 500 000	33 523 731	-80 588 733				
3280	Total Cash Receipts by Source	31 684 669	84 315 461	-20 984 841	59 630 101	78 428 209	11 842 811	-20 286 503	0	0	0	0
4000	Cash Payments by Type	11 037 281	10 636 940	11 082 397	11 416 476	11 176 765	12 867 410	12 458 989				
4010	Employee related costs	757 980	753 353	729 422	752 382	727 422	1 208 957	783 808				
4020	Remuneration of councillors	23 277	0	0	0	0	0	0				
4030	Collection costs	0	0	0	0	0	0	0				
4040	Interest paid	187 310	388 267	44 857 798	13 080 130	71 325	257	257				
4050	Bulk purchases - Electricity	0	0	0	0	13 943 751	12 867 410	14 836 052				
4060	Bulk purchases - Water & Sewer	0	0	0	0	0	0	0				
4070	Other materials	48 142	1 591 757	916 166	2 057 861	1 069 089	2 045 303	4 319 006				
4080	Contracted services	531 091	1 476 058	1 252 024	1 920 280	6 734 803	1 421 595	3 652 204				
4090	Grants and subsidies paid - other municipalities	0	0	0	0	0	0	0				
4100	Grants and subsidies paid - other	203 415	2 000	46 250	3 120 344	31 800	3 165 373	41 485				
4110	General expenses	33 041 733	3 771 925	6 400 141	5 022 261	1 118 664	3 268 259	4 139 327				
4120	Cash Payments by Type	45 828 188	18 830 302	65 359 079	37 369 763	34 876 349	35 525 748	40 238 817	0	0	0	0
4130	Other Cash Flows/Payments by Type	0	0	0	0	0	0	0				
4140	Capital assets	282 980	2 588 077	4 188 986	1 710 680	4 288 175	2 619 213	5 448 906				
4150	Repayment of borrowing	0	0	0	0	109 001	0	0				
4160	Other Cash Flows/Payments	16 082 960	-14 279 043	-2 886 825	-5 074 585	-28 682 540	-365 480	123 284				
4170	Total Cash Payments by Type	62 194 150	7 139 336	67 953 353	34 004 225	8 590 984	38 183 462	45 811 110	0	0	0	0
4180	Net Increase/(Decrease) in Cash Held	-30 489 451	77 176 125	-88 559 194	25 826 878	68 835 225	-4 659 700	-86 077 613	0	0	0	0
4190	Cash/cash equivalents at the month/year begin:	78 374 877	45 875 428	123 951 551	34 463 357	19 461 293	88 236 518	17 559 155	17 559 155	17 559 155	17 559 155	17 559 155
4200	Cash/cash equivalents at the month/year end:	45 875 428	123 051 551	34 463 357	60 119 234	88 236 518	83 636 788	17 559 155	17 559 155	17 559 155	17 559 155	17 559 155

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File as: Munodo_OSA_coyl_MnXLS (e.g.: G7411_OSA_2005_M10)
 Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)
 Month End (Mn) to Active Month (M01=July...M12=June) (e.g.: M10)
 The Municipality to your own municipal code (e.g.: G7411)

action is a Municipal Entity change MustEnt to Y next to function description column
 ave File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Month End	Mun	Fund on	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month	Actual Month M03
		9999	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0 99991100
			TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	3 212 054 99990200
			TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	0 99990300
			TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	24 121 368 99990400
			TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	618 646 99990700
			TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	1 748 179 99990800
			TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debts	0	803 690 99991000
			TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0 99991100
			TOTAL FOR ALL FUNCTIONS		1300	Fines	0	1 114 394 99991300
			TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	1 243 167 99991400
			TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	0 99991500
			TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	402 250 99991600
			TOTAL FOR ALL FUNCTIONS		1810	Transfers Recognised - Capital	0	0 99991810
			TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	1 222 574 99991700
			TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0 99991800
			TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	0	34 587 593 99991900
			TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Forfeiture	0	0 99992000
			TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	34 587 593 99992100
			TOTAL FOR ALL FUNCTIONS		2200	INTERVAL TRANSFERS - (must net out with corresp. Items under	0	0 99992200
			TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0 99992300
			TOTAL FOR ALL FUNCTIONS		2400	Interest Recoveries (Activity Based Costing Etc)	0	1 309 005 99992400
			TOTAL FOR ALL FUNCTIONS		2500	Dividends Received - Internal (From Municipal Entities)	0	0 99992500
			TOTAL FOR ALL FUNCTIONS		2600	Total Indirect Operating Revenue	0	1 309 005 99992600
			TOTAL FOR ALL FUNCTIONS		2700	Total Operating Revenue	0	35 896 598 99992700
			TOTAL FOR ALL FUNCTIONS		2800	OPERATING EXPENDITURE	-1 616	-11 675 727 99992800
			TOTAL FOR ALL FUNCTIONS		2900	Employee Related Costs - Wages & Salaries	0	0 99992900
			TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Social Contributions	0	-34 788 99993000
			TOTAL FOR ALL FUNCTIONS		3100	Less Employee Costs Capitalised	0	0 99993100
			TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Allocated To Other Operating Items	-1 990	-735 608 99993200
			TOTAL FOR ALL FUNCTIONS		3300	Remuneration Of Councilors	0	-2 416 741 99993300
			TOTAL FOR ALL FUNCTIONS		3400	Debt Impairment	0	0 99993400
			TOTAL FOR ALL FUNCTIONS		3500	Collection Costs	-8 134	-3 603 99993500
			TOTAL FOR ALL FUNCTIONS		3600	Depreciation and Asset Impairment	0	0 99993600
			TOTAL FOR ALL FUNCTIONS		3700	Interest Expense - External Borrowings	0	-735 608 99993700
			TOTAL FOR ALL FUNCTIONS		3800	Redemption Payments - External Borrowings (Gains To Remove)	0	-2 416 741 99993800
			TOTAL FOR ALL FUNCTIONS		4000	Bulk Purchases	-257	-257 99994000
			TOTAL FOR ALL FUNCTIONS		4100	Other Materials	0	0 99994100
			TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-15 816	-12 886 063 99994200
			TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-942 674	-1 303 607 99994300
			TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-7 428 038	-3 208 871 99994400
			TOTAL FOR ALL FUNCTIONS		4500	Less On Disposal Of Property, Plant & Equipment	-5 200	-41 405 99994500
			TOTAL FOR ALL FUNCTIONS		4600	Contributions To/From Provisions	-3 204 784	-3 428 882 99994600
			TOTAL FOR ALL FUNCTIONS		4700	Total Direct Operating Expenditure	0	0 99994700
			TOTAL FOR ALL FUNCTIONS		4800	INTERNAL TRANSFERS - (must net out with corresp. Items under	-11 606 643	-35 896 598 99994800
			TOTAL FOR ALL FUNCTIONS		4900	Interest - Internal Borrowings	0	0 99994900
			TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	0 99995000
			TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	0 99995010
			TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-1 309 005 99995100
			TOTAL FOR ALL FUNCTIONS		5200	SURPLUS	-11 606 643	-37 206 592 99995200
			TOTAL FOR ALL FUNCTIONS		5300	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	0	-1 371 934 99995300
			TOTAL FOR ALL FUNCTIONS		5400	Transfers	0	0 99995400
			TOTAL FOR ALL FUNCTIONS		5500	Operating Surplus / (Deficit) - After Tax	-11 606 643	-1 371 934 99995500
			TOTAL FOR ALL FUNCTIONS		5600	Cross Subsidisation	0	0 99995600
			TOTAL FOR ALL FUNCTIONS		5700	Plus Interests In Entities Not Wholly Owned	0	0 99995700
			TOTAL FOR ALL FUNCTIONS		5800	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-11 606 643	-1 371 934 99995800
			TOTAL FOR ALL FUNCTIONS		5900	OTHER ADJUSTMENTS AND TRANSFERS	0	0 99995900
			TOTAL FOR ALL FUNCTIONS		6000	Dividends Paid (Municipal Entities Only)	0	0 99996000
			TOTAL FOR ALL FUNCTIONS		6100	Asset Financing Reserve (AF)	0	0 99996100
			TOTAL FOR ALL FUNCTIONS		6200	Housing Development Fund	0	0 99996200
			TOTAL FOR ALL FUNCTIONS		6230	Depreciation Reserve Ex Air	0	0 99996230
			TOTAL FOR ALL FUNCTIONS		6240	Depreciation Reserve Ex Govt Grants	0	0 99996240
			TOTAL FOR ALL FUNCTIONS		6250	Self-insurance Reserve	0	0 99996250
			TOTAL FOR ALL FUNCTIONS		6260	Revaluation Reserve	0	0 99996260
			TOTAL FOR ALL FUNCTIONS		6270	Other	0	0 99996270
			TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-11 606 643	-1 371 934 99996700

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

Month End	Month Mm	Funcl on	Funcl/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
			TOTAL FOR ALL FUNCTIONS		0100	INFRASTRUCTURE	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		0300	Roads, Pavements, Bridges & Storm Water	0	230 564	0	0	230 564
			TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Refillation	0	1 254 133	0	0	1 254 133
			TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		0600	Electricity Refillation	0	188 043	187 143	0	355 187
			TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Refillation	0	1 685 380	87 268	0	1 772 648
			TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	223 410	0	0	223 410
			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	1 291 311	0	0	1 291 311
			TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	4 872 842	234 411	0	5 107 253
			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	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		1700	Community Halls	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	153 291	0	0	153 291
			TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		2000	Clinics	0	0	0	0	0
			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	153 291	0	0	153 291
			TOTAL FOR ALL FUNCTIONS		2310	HERITAGE ASSETS	0	0	0	0	0
			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	88 762	0	0	88 762
			TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	19 850	0	0	19 850
			TOTAL FOR ALL FUNCTIONS		2800	Abattoirs	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		2900	Markets	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	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	108 442	0	0	108 442
			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	5 134 576	312 983	0	5 447 558
			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	2 081 206	312 983	0	2 374 189
			TOTAL FOR ALL FUNCTIONS		4500	Surplus Cash	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		4600	Public contributions/ donations	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		4700	National Government Transfers and Grants	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	3 073 369	0	0	3 073 369
			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	5 134 576	312 983	0	5 447 558

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11

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act Feb

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2016/2017	Amended Budget 2016/2017	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	101 631 849	101 833 023	60 145 389	59.06%
66(b)	Contributions to pension funds and medical aid	22 958 330	22 961 542	14 042 722	61.16%
66(c)	Travel, accommodation and subsistence	5 037 107	4 923 737	2 769 457	56.25%
66(d)	Housing benefits and allowances	1 628 586	1 628 586	958 969	58.94%
66(e)	Overtime	10 974 215	10 971 215	9 776 808	89.11%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	21 397 639	21 341 639	13 305 223	62.34%
	Sub - Total (Staff Benefits)	R 163 627 726	R 163 659 742	R 100 998 567	61.71%
Councillor Benefits					
MAY	Mayor	838 861	838 861	402 881	48.03%
DM	Deputy Mayor	621 755	621 755	371 619	59.77%
SP	Speaker	622 012	622 012	371 601	59.74%
MCM	Mayoral Committee members	2 476 596	2 476 596	1 375 359	55.53%
CLLR	Other Councillors	4 319 456	4 319 456	2 719 258	62.95%
MED	Medical aid contributions	200 997	200 997	79 163	39.39%
PEN	Pension fund contributions	1 003 257	1 003 257	684 756	68.26%
WARD	Ward Committee Allowance	720 000	720 000	466 500	64.79%
	Sub - Total (Councillors' Benefits)	10 802 934	R 10 802 934.00	R 6 451 137.26	59.72%
	Total Councillor and Staff Benefits	R 174 430 660	R 174 462 676	R 107 450 704	61.59%

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[Signature]

Report in terms of section 11(4)(a) of the MFMA, Act no 55 of 2003

H

**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	M08 Feb

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	185 588
Spent This Month	105 017
Total FMG Funds Spent	290 605
Total FMG funds Received and Not Spent	1 259 395
Percentage of Funds Spent	18.75%
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_2005_M01.xls)

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

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**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 **M08 Feb**

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	19 564 000
Received This Month	0
Total MIG Funds Received	19 564 000
Spent Prior Periods (Since Inception) - See Last Months Form	15 131 630
Spent This Month	3 267 744
Total MIG Funds Spent	18 399 374
Total MIG funds Received and Not Spent	1 164 626
Percentage of Funds Spent	94.05%
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, H J Kitzinge
and that this report has been submitted electronically as required.

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

Signed

Dated

13/3/2018

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

Save file as: Muncode_MIG_cyyy_Mnn.XLS (e.g. GT411_MIG_2008_M01.xls)

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

**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	M08 Feb

Financial Accounting for Grant Funds Received and Expended

	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, H J Kritz

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

and that this report has been submitted electronically as required.

Signed



Dated

13/3/2017

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

Save file as: Muncode_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2008_M01.xls)

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

**Witzenberg Municipality
Grant Register**

	Operational			Capital		
	Opening Balance	Receipts	Transferred to Revenue/Capital	Closing Balance	Opening Balance	Transferred to Revenue/Capital
National Government						
Municipal Infrastructure Grant	-	-	-	-	-19 564 000	9 779 874
Municipal Water Infrastructure	-	-	-	-	-	-
Municipal Systems Improvement	-	-	-	-	-	-
Neighbourhood Development Part	-	-	-	-	-	-
Water Services Infrastructure	-	-	-	-	-	-
Expanded Public Works Programm	-	-1 485 000	1 485 142	10 142	-	-
Local Government Financial Man	-	-1 550 000	290 606	-1 259 394	-	-
Regional Bulk Infrastructure G	-	-	-	-	-	8 525
Integrated National Electric	-	-	-	-	-	-
Provincial Government						
Municipal Infrastructure	-	-	12 462 323	-1 526 130	-	142 352
Human Settlement Development	-	-13 988 453	-	-	-	-
Regional Social Econimical Pro	-	-	-	-	-	-
Performance Management	-	-	-	-	-	-
Financial Management Support (	-	-	343 997	343 997	-	-
LOCAL GOVERNMENT COMPLIANCE	-	-	299 400	299 400	-	-
Fire Services	-	-	-	-	-	-
mSCOA Grant	-	-	-	-	-	-
Maintenance and Construction	-	-	-	-	-	-
Community Development Workers	-	-	67 830	-80 170	-	-
Replacement Funding	-	-148 000	-	-5 450 000	-	-
Financial Assistance to Muni	-	-5 450 000	-	-	-	-
Rural Development Grant	-	-	-	-	-	-
Library Service	-	-2 600 000	-	-2 600 000	-1 615	-1 615
Thusong Centre	-	-	322 000	322 000	-	-
Financial Management	-	-	180 000	180 000	-	-
Maintenance of Main Road	-	-	-	-	-	-
Regional Social Economic Proje	-	-	-	-	-	-
District Municipalities						
Sport and Recreation	-	-	-	-	-	-
Foreign Government and Interna						
Foreign Government and Interna	-	-841 726	-	-841 726	-	-
Total Grants	-	-26 063 179	15 461 297	-10 601 881	-	9 930 751
					-19 565 615	-9 634 863

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80 HIGHEST ACCOUNTS

Account number	Future/ Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Older than Nov-17	Total
20190870015 R	-	R 298 035.89	R 420 196.41	R 389 612.82	R 369 611.88	R 145 151.22	R 1 617 607.72
17364108002 R	-	R 1 590 507.92	R -	R -	R -	R -	R 1 590 507.92
17790000028 R	-	R 1 042 880.12	R 0.01	R -	R -	R -	R 1 042 880.13
17610600080 R	-	R 119 041.50	R 129 753.73	R 79 551.32	R 60 539.42	R 328 257.20	R 905 148.17
17487900009 R	-	R 880 326.38	R -	R -	R -	R -	R 880 326.38
10000672976 R	-	R -	R -	R -	R -	R 804 849.61	R 804 849.61
88780700012 R	-	R -	R -	R -	R -	R 782 851.99	R 782 851.99
20750187251 R	-	R 127 494.98	R 128 974.48	R 197 182.77	R 157 784.49	R 207 959.73	R 758 746.40
20190889089 R	-	R 19 321.03	R 28 089.75	R 17 960.24	R 50 350.62	R 352 310.16	R 686 031.80
17289900008 R	-	R 650 613.97	R -	R -	R -	R -	R 650 613.97
20450298012 R	-	R 5 115.00	R 5 115.00	R 5 115.00	R -	R 554 188.44	R 569 533.44
17790000083 R	-	R 519 889.37	R -	R -	R -	R -	R 519 889.37
75005720008 R	-	R 458.15	R 528.84	R 459.89	R 457.79	R 484 133.59	R 486 036.26
19001400289 R	-	R 98 878.58	R 42 124.84	R 94 244.20	R 19 058.84	R 346 777.68	R 481 089.89
60011060006 R	-	R 470 004.81	R -	R -	R -	R -	R 470 004.81
60000700021 R	-	R 96 785.17	R 74 461.10	R 82 790.77	R 37 837.88	R 138 268.95	R 430 143.87
10000678594 R	-	R -	R -	R -	R -	R 403 198.91	R 403 198.91
10000413144 R	-	R -	R -	R -	R -	R 393 501.29	R 393 501.29
13768600019 R	-	R 353 950.69	R 0.04	R -	R -	R -	R 353 950.73
24262800055 R	-	R 7 006.52	R 7 006.52	R 7 006.52	R 7 006.52	R 323 250.70	R 851 276.78
19002200089 R	-	R 349 952.48	R -	R -	R -	R -	R 349 952.48
75012290013 R	-	R 771.70	R 1 813.60	R 997.10	R 922.67	R 340 682.79	R 344 887.86
88575900009 R	-	R 21 379.56	R 2 008.82	R 29 050.53	R 16 802.92	R 273 317.31	R 342 554.14
83532400052 R	-	R 449.20	R 452.91	R 456.62	R 480.93	R 336 507.32	R 388 326.38
75008270007 R	-	R 158.13	R 178.30	R 180.27	R 164.25	R 336 543.72	R 337 204.67
20195870086 R	-	R 299 139.54	R -	R -	R -	R -	R 299 139.54
90791800002 R	-	R 449.60	R 450.43	R 451.20	R 518.95	R 288 192.34	R 290 062.52
75013190028 R	-	R 586.92	R 851.42	R 4 850.39	R 4 741.37	R 278 481.49	R 289 491.79
75012100017 R	-	R 5 029.84	R 1 987.48	R 12 229.60	R 11 805.87	R 248 533.66	R 279 588.23
89568200006 R	-	R 941.05	R 539.28	R 498.40	R 518.95	R 275 167.87	R 277 683.56
75009990050 R	-	R 3 815.18	R 11 567.82	R 9 486.29	R 9 112.45	R 242 948.84	R 276 911.58
86514204623 R	-	R 517.80	R 521.59	R 525.58	R 939.44	R 265 014.02	R 267 538.23
75012090028 R	-	R 3 999.45	R 6 594.62	R 4 981.47	R 5 626.11	R 298 807.45	R 280 009.10
89585000025 R	-	R 27 018.27	R 687.07	R 2 263.27	R 780.51	R 222 049.44	R 252 798.56
20750182000 R	-	R -	R -	R -	R -	R 245 718.93	R 245 718.93
84515900019 R	-	R 478.74	R 482.47	R 486.20	R 489.93	R 226 487.75	R 228 435.09
24262800038 R	-	R 4 022.50	R 1 217.29	R 4 867.29	R 4 765.96	R 218 087.68	R 227 910.78
77082900002 R	-	R 2 081.87	R 1 094.99	R 1 725.66	R 1 673.65	R 216 058.83	R 222 605.00
19768800023 R	-	R 2 948.56	R 2 140.88	R 2 051.27	R 2 607.59	R 212 284.07	R 222 012.31
10000725854 R	-	R -	R -	R -	R -	R 221 646.80	R 221 646.80
19285200054 R	-	R 217 833.05	R 0.01	R -	R -	R -	R 217 833.06
89586800011 R	-	R 3 409.13	R 2 716.91	R 2 837.11	R 2 662.01	R 199 067.02	R 210 686.18
22754700009 R	-	R 9 825.92	R 7 590.52	R 9 228.68	R 9 229.68	R 174 445.70	R 210 254.40
75011320016 R	-	R 699.60	R 833.88	R 2 101.85	R 6 179.54	R 191 287.81	R 201 152.68
75012160011 R	-	R 449.60	R 456.17	R 580.23	R 601.41	R 190 120.05	R 192 207.46
70201435001 R	-	R 4 292.53	R 4 740.61	R 4 812.07	R 4 486.39	R 173 440.96	R 191 272.56
24262800000 R	-	R -	R -	R -	R -	R 190 869.86	R 190 869.86
20195970005 R	-	R 190 698.38	R -	R -	R -	R -	R 190 698.38
18959700001 R	-	R -	R 190 486.83	R 0.02	R -	R -	R 190 486.85
18006500040 R	-	R 183 606.60	R 0.05	R -	R -	R -	R 183 606.65
20751872510 R	-	R 33 080.47	R 33 852.51	R 33 624.53	R 33 896.59	R 45 890.49	R 179 844.61

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

PROPERTY, PLANT AND EQUIPMENT

28 FEBRUARY 2018

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2017	77 940 867	91 931 295	528 412 052	69 702 934	829 893	41 027 286	807 644 328
Cost	77 940 867	101 276 813	650 783 726	76 987 664	1 893 589	73 418 813	982 301 483
Original Cost	77 940 867	101 276 813	650 783 726	76 987 664	1 893 589	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)	(31 758 980)	(174 004 816)
Original Cost	-	(9 345 519)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 980)	(174 004 816)
Acquisitions	1 291 311	23 740 123	1 117 333			1 703 227	27 851 994
Transfers	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairment	-	-	-	-	-	-	-
Depreciation	(987 462)	(1 164 712)	(8 668 312)	(883 063)	(7 880)	(519 780)	(10 232 349)
Normal Depreciation for the year	(987 462)	(1 164 712)	(8 668 312)	(883 063)	(7 880)	(519 780)	(10 232 349)
Carrying value of disposals	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2018	76 953 405	92 057 893	543 482 863	69 937 174	821 913	42 210 725	825 283 973
Cost	77 940 867	102 588 124	674 523 849	78 104 997	1 893 589	75 122 041	1 010 153 477
Original Cost	77 940 867	102 588 124	674 523 849	78 104 997	1 893 589	75 122 041	1 010 153 477
Accumulated Impairments	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	(987 462)	(10 510 231)	(131 021 184)	(8 167 823)	(1 271 886)	(32 278 780)	(184 237 166)
Original Cost	(987 462)	(10 510 231)	(131 021 184)	(8 167 823)	(1 271 886)	(32 278 780)	(184 237 166)

N

Intangible Assets

2018

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

78 290

Amortisation for Year

Impairments

Disposals

Net Carrying amount at 28 February 2018

2 584 384

Cost

4 576 788

Accumulated Amortisation

(1 992 404)

Accumulated Impairment

-



N

Heritage Assets

	2018 R
Net Carrying amount at 1 July	550 000
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 28 February 2018	550 000
Cost	550 000
Accumulated Impairment	-

Capitalised Restoration Cost

	2018 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 28 February 2018	16 075 548
Cost	45 710 691
Accumulated Depreciation	(29 635 143)
Accumulated Impairment	-

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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 28 February 2018

47 718 986

Cost

50 416 329

Accumulated Depreciation

(2 697 343)

Accumulated Impairment

-

1/2/18

INSURANCE REPORT: February 2018

Claims movement for the month

Total claims open at the beginning of the month	38
New claims for the month	1
Claims closed during the month	1
Prior month adjustment	0
Total claims open at the end of the month	38

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	6
Awaiting Invoice	2
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 proof of excess payment	1
Additional Information Requested from relevant department	2
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	4
Quotations submitted to Insurer, Awaiting Approval	4
Agreement of Loss signed and sent to Insurer	
Agreement of Loss signed and submitted to Insurer	1
Agreement of loss received	1
sClaim within excess: Memo submitted to Manager for approval	3
Awaiting Agreement of Loss	
Awaiting Settlement	1
Settlement Received	1
Grand Total	38

Age analysis of Outstanding Claims

Category	AON	INDWE	LATERAL UNISON	Grand Total
30 days or Less	1	-	1	2
More than 30 days	0	-	0	0
60 days or more	2	-	6	8
More than 120 Days	14	14	-	28
Grand Total	17	14	6	38

QUALITY CERTIFICATE

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

- The monthly in year monitoring reports for the month of February 2018

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:

