

# WITZENBERG

**MUNISIPALITEIT**

**UMASIPALA**

**MUNICIPALITY**

## - MEMORANDUM -

**AAN / TO:** Municipal Manager / Munisipale Bestuurder

**VAN / FROM:** Director: Finance / Direkteur: Finansies

**DATUM / DATE:** 31 March 2018 / 31 Maart 2018

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

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### FINANCE MONTHLY REPORT – MARCH 2018

### FINANSIES MAANDELIKSE VERSLAG – MAART 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 March 2018.

#### C EXECUTIVE SUMMARY

The municipality has read 95% 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 17 030 accounts amounting to R 31.4 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.6 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 93%.

The municipality issued orders to the value of R 17 million of which R 0.5 million was in terms of deviations.

The municipality currently has R 19 million in its primary bank account and R 66 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 Maart 2018.

#### C OPSOMMING

Die munisipaliteit het 95% 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 17 030 rekeninge ten bedrae van R 31.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.6 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 93%.

Bestellings ter waarde van R 17 miljoen uitgereik, waarvan R0.5 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 19 miljoen in die primêre bankrekening en R 66 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 beampte '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 beampte of die hoof finansiële beampte van 'n munisipaliteit, of enige ander senior finansiële beampte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beampte, 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 Beampte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

*"66. Die rekenpligtige beampte 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 wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
    - (ii) enige wesenlike 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:

- Revenue
- Supply Chain Management
- 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:

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie

3.1 [REVENUE](#)

3.1 INKOMSTE

3.1.1 Rates Clearance

3.1.1 Uitklarings

Rates clearance certificates	Jan-18	Feb-18	Mar-18
Plots subdivided	0	4	0
Application for clearance certificates	34	49	42
Clearance certificates issued	39	39	56
Deeds registrations	40	65	46
Consolidations	0	1	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Jan-18	Feb-18	Mar-18
Debt raising date	22/01/2018	20/02/2018	20/03/2018
Date of account postage	24/01/2018	23/02/2018	23/03/2018
Debtor reconciliation (Debtors/Votes/Age analysis)	01/02/2018	01/03/2018	03/04/2018
Electricity Pre paid Reconciliation	01/02/2018	01/03/2018	03/04/2018

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	Jan-18	Feb-18	Mar-18
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	812	812	812
- Wolseley (Pine Valley)	338	338	338
<b>Total</b>	<b>2 246</b>	<b>2 246</b>	<b>2 246</b>

3.1.2 Number of consumers with services

Number of consumers with services	Jan-18	Feb-18	Mar-18
Electricity - Conventional	2 402	2 403	2 403
Electricity - Prepaid	10 390	10 399	10 410
Property rates	14 371	14 372	14 373
Refuse removal	15 102	15 109	15 150
Sewerage	15 100	15 109	15 163
Water	15 221	15 182	15 247
Other	797	799	809
<b>Total number of accounts printed</b>	<b>13 689</b>	<b>13 636</b>	<b>13 615</b>
<b>Total number accounts emailed</b>	<b>3 378</b>	<b>3 425</b>	<b>3 415</b>

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

Service Description	Jan-18	Feb-18	Mar-18
Assessment Rates (Monthly)	3 239 168.07	3 086 765.28	3 079 367.28
Assessment Rates (SV)			
Electricity	15 274 008.08	16 628 175.17	19 573 042.87
Refuse Removal	2 236 899.71	2 236 677.55	2 225 337.99
Sewerage	2 106 162.39	2 083 578.04	2 095 383.22
Water Levies	5 515 616.79	5 285 424.58	5 397 722.41
Rental	82 774.85	25 419.31	25 419.31
Indigent subsidy	-1 054 535.05	-1 058 082.29	-1 080 725.17
Sundries	22 216.72	66 971.60	85 909.52
<b>Total</b>	<b>27 422 311.56</b>	<b>28 354 929.24</b>	<b>31 401 457.43</b>

**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**

	Jan-18	Feb-18	Mar-18
Total Pre Paid Meters	10 390	10 399	10 410
Total Free units(Indigents)	97 800	96 450	98 050
Cost of free Units	R107 580	R106 095	R107 855
Units sold	2 516 453	2 338 746	2 576 838
Cost of units sold	R3 080 312	R2 850 129	R3 129 071
Vat Amount	R446 346	R413 905	R453 205
Axillary Amount	R1 485	R880	R1 463
<b>Total Amount Pre Paid</b>	<b>R3 635 722</b>	<b>R3 371 010</b>	<b>R3 691 595</b>

3.1.4 MONTHLY INCOME PER SERVICE

	YTD	M07	M08	M09
	R	R	R	R
<b>Monthly Billing</b>	<b>291 550 550</b>	<b>28 232 642</b>	<b>29 248 697</b>	<b>32 824 609</b>
Property Rates	55 338 451	3 272 915	3 113 689	3 120 466
Electricity	152 021 950	15 275 238	16 510 547	19 762 972
Water	40 245 776	5 243 178	5 137 827	5 292 885
Waste Management	20 996 911	2 235 309	2 225 736	2 387 809
Waste Water Management	21 894 404	2 107 409	2 083 011	2 093 825
Housing Selling Scheme	520 149	45 270	91 887	67 117
Property Rental Debtors	228 683	25 419	25 419	25 419
Service Charges	304 227	27 904	60 581	74 116
Land Sale Debtors	-	-	-	-
Water and Sanitation Service A	-	-	-	-

	R	R	R	R
<b>Collections</b>	<b>269 246 240</b>	<b>26 387 543</b>	<b>25 044 882</b>	<b>30 777 746</b>
Property Rates	53 373 274	3 749 502	3 285 796	3 530 472
Electricity	148 868 372	14 562 966	14 600 219	19 411 733
Water	28 351 281	3 712 375	3 710 537	3 924 272
Waste Management	15 842 472	2 042 564	1 712 283	1 916 236
Waste Water Management	18 470 730	2 228 745	1 635 523	1 876 806
Housing Selling Scheme	314 701	53 767	57 093	39 217
Property Rental Debtors	155 339	21 611	16 176	16 369
Service Charges	312 269	16 012	27 255	62 641
Land Sale Debtors	3 557 802	-	-	-
Water and Sanitation Service A	-	-	-	-

**Collection Rate per service**

Property Rates	96%	115%	106%	113%
Electricity	98%	95%	88%	98%
Water	70%	71%	72%	74%
Waste Management	75%	91%	77%	80%
Waste Water Management	84%	106%	79%	90%
Housing Selling Scheme	61%	119%	62%	58%
Property Rental Debtors	68%	85%	64%	64%
Service Charges	103%	57%	45%	85%
Land Sale Debtors				
Water and Sanitation Service A				

**Over all Collection Rate Monthly**                      **92%**                      **93%**                      **86%**                      **94%**

**Cumulative collection rate**    **93%**                      **92%**                      **93%**

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Jan-18	Feb-18	Mar-18
<b>Approved Indigent households:</b>			
No. of households at beginning of the month:	2 511	2 284	2 287
Additions during the month	120	172	221
Cancellations during the month	347	175	160
No. of households at end of the month:	2 284	2 287	2 348
Cost of Indigent to Council	R1 054 535.05	R1 058 082.29	R1 080 725.17

Indigent households	Jan-18	Feb-18	Mar-18
Deferments	3 149 569.82	2 901 746.94	2 865 941.93
30 days	564 435.22	642 781.48	597 074.54
60 days	514 254.58	507 781.87	586 310.86
90 days	465 260.3	476 457.44	492 419.23
> 90 days	8 610 685.74	9 986 650.98	10 493 326.62
<b>Total</b>	<b>R13 304 205.66</b>	<b>R14 515 418.71</b>	<b>R15 035 073.18</b>

Explanation:

Indigent households increased from 2 287 to 2 348

Verduideliking:

Deernis huishoudings vermeerder vanaf 2 287 na 2 348

**3.1.6 Outstanding Debtors**

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 March 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 31 March 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 -	%
<b>Debtors Age Analysis By Income Source</b>										
	R	R	R	R	R	R	R	R	R	
Water	7 298 611	1 883 856	1 621 394	1 646 405	1 246 059	1 199 994	5 168 486	43 597 266	63 662 072	31.75%
Electricity	15 144 322	766 315	519 731	429 635	326 563	287 008	988 228	2 747 621	21 209 422	10.58%
Property Rates	3 022 594	286 373	200 617	190 024	149 107	143 285	3 153 403	12 580 301	19 725 704	9.84%
Waste Water Management	2 695 734	623 207	576 781	546 636	524 086	508 034	2 693 116	20 133 317	28 300 911	14.11%
Waste Management	3 005 561	709 620	672 253	608 442	592 803	570 015	2 866 244	24 207 435	33 232 374	16.57%
Property Rental Debtors	45 266	16 662	16 457	16 214	15 779	15 468	140 393	1 033 573	1 299 812	0.65%
Interest on Arrear Debtor Accounts	69 240	74 921	86 185	109 578	115 330	130 554	971 461	34 125 949	35 683 217	17.79%
Other	-4 254 358	26 904	32 911	32 798	88 770	40 715	255 201	1 200 580	-2 576 476	17.79%
Total By Income Source	27 026 969	4 387 860	3 726 329	3 579 731	3 058 499	2 895 072	16 236 533	139 626 041	200 537 034	100%
%	165.12%	2.19%	1.86%	1.79%	1.53%	1.44%	8.10%	69.63%	100.00%	
<b>Debtors Age Analysis By Customer Group</b>										
	R	R	R	R	R	R	R	R	R	
Organs of State	635 916	813 217	630 570	604 951	214 216	27 294	644 475	2 475 472	6 835 409	3.41%
Commercial	13 337 676	454 538	266 749	210 432	166 731	171 746	1 854 630	6 719 383	20 896 227	10.42%
Households	11 893 801	2 885 549	2 619 497	2 555 118	2 474 345	2 478 739	11 812 966	122 218 726	146 390 315	73.00%
Other	1 159 577	234 556	209 513	209 229	203 207	217 293	1 924 462	8 212 460	11 459 728	5.71%
Total By Customer Group	27 026 969	4 387 860	3 726 329	3 579 731	3 058 499	2 895 072	16 236 533	139 626 041	200 537 034	100%
%	13.48%	2.19%	1.86%	1.79%	1.53%	1.44%	8.10%	69.63%	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:

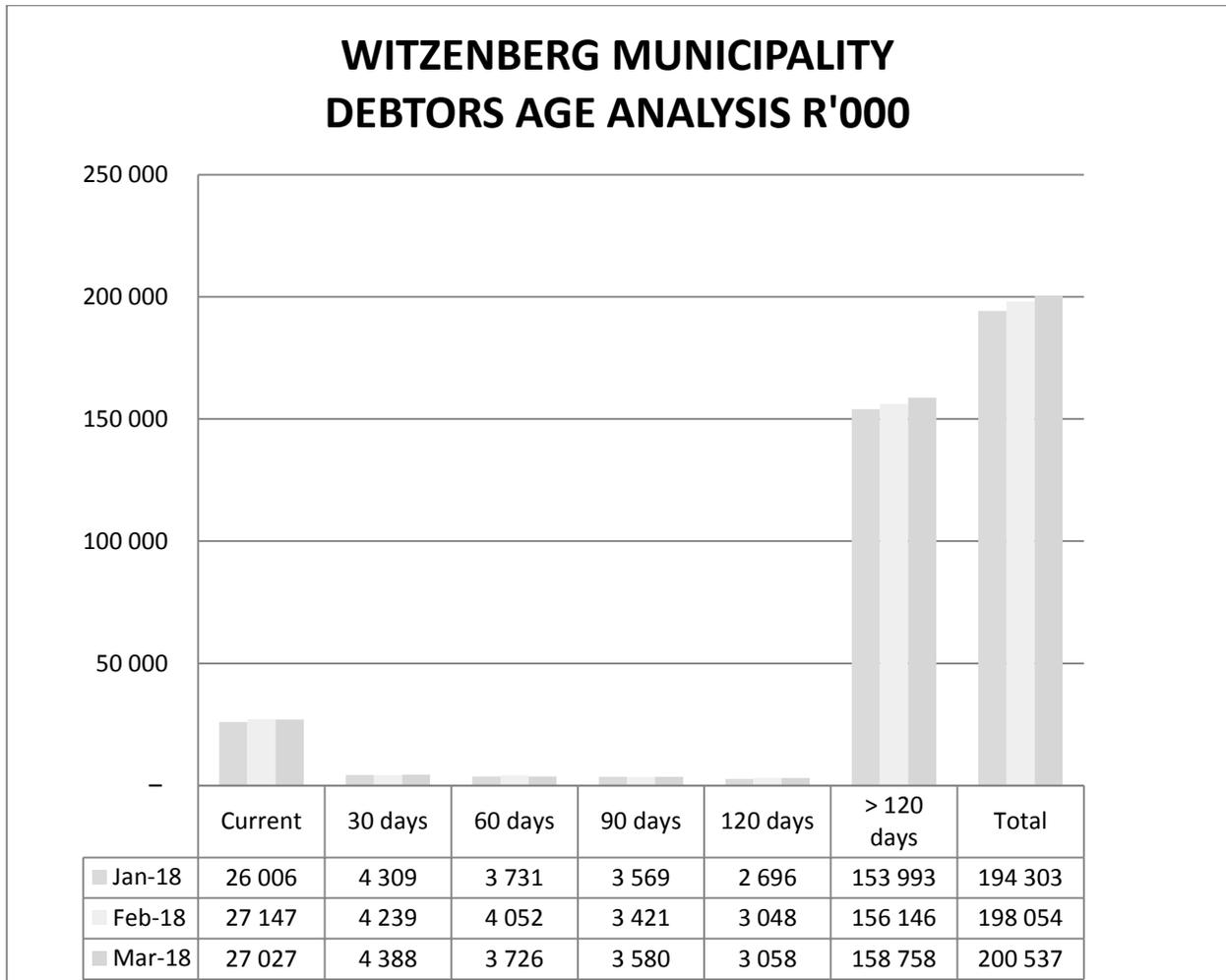
- Geen kredietbeheer meganisme vir PA Hamlet, Op-die-Berg en Deernis gevalle nie.

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 kontantvloei aan:

Detail	Month 7 Jan	Month 8 Feb	Month 9 Mar
Cash Receipts by Source			
Property rates	3 749 502	3 285 796	3 530 472
Property rates - penalties & collection charges	-	-	-
Service charges - electricity revenue	14 562 966	14 600 219	19 411 733
Service charges - water revenue	3 712 375	3 710 537	3 924 272
Service charges - sanitation revenue	2 228 745	1 635 523	3 924 272
Service charges - refuse revenue	2 042 564	1 712 283	1 916 236
Service charges - other	2 902 690	3 698 755	1 502 486
Rental of facilities and equipment	194 467	506 286	1 100 980
Interest earned - external investments	128 702	1 314 911	504 755
Interest earned - outstanding debtors	-	-	-
Dividends received	-	-	-
Fines	386 968	1 114 394	703 383
Licences and permits	843 224	5 501 502	1 815 908
Agency services	-	-	-
Transfer receipts - operational	2 375 645	2 411 281	18 293 546
Other revenue	355 414	738 663	1 309 059
<b>Cash Receipts by Source</b>	<b>33 483 264</b>	<b>40 230 151</b>	<b>57 937 103</b>
Other Cash Flows/Receipts by Source			
Transfer receipts - capital	-	-	11 175 666
Contributions recognised - capital & Contributed assets	-	-	-
Proceeds on disposal of PPE	-	-	-
Short term loans	-	-	-
Borrowing long term/refinancing	-	-	-
Increase (decrease) in consumer deposits	40 468	70 079	77 656
Decrease (Increase) in non-current debtors	-	-	-
Decrease (increase) other non-current receivables	-	-	-
Decrease (increase) in non-current investments	-	-60 566 733	11 818 734
<b>Total Cash Receipts by Source</b>	<b>33 523 731</b>	<b>-20 266 503</b>	<b>81 009 158</b>
Cash Payments by Type			
Employee related costs	11 842 811	12 456 969	11 709 508
Remuneration of councillors	1 208 957	793 608	796 763
Collection costs	-	-	-
Interest paid	-	257	161 212
Bulk purchases - Electricity	12 887 410	14 836 052	16 709 589
Bulk purchases - Water & Sewer	-	-	-
Other materials	2 045 303	4 319 006	3 786 641
Contracted services	1 421 595	3 652 204	4 978 639
Grants and subsidies paid - other municipalities	-	-	-
Grants and subsidies paid - other	3 165 373	41 495	114 816
General expenses	3 258 299	4 139 327	3 736 197
<b>Cash Payments by Type</b>	<b>35 829 748</b>	<b>40 238 917</b>	<b>41 993 364</b>
Other Cash Flows/Payments by Type			
Capital assets	2 619 213	5 448 908	6 735 854
Repayment of borrowing	-	-	984 573
Other Cash Flows/Payments	-265 480	123 284	-614 166
<b>Total Cash Payments by Type</b>	<b>38 183 482</b>	<b>45 811 110</b>	<b>49 099 626</b>
<b>Net Increase/(Decrease) in Cash Held</b>	<b>-4 659 750</b>	<b>-66 077 613</b>	<b>31 909 532</b>
<b>Cash/cash equivalents at the month/year begin:</b>	<b>88 296 518</b>	<b>83 636 768</b>	<b>17 559 155</b>
<b>Cash/cash equivalents at the month/year end:</b>	<b>83 636 768</b>	<b>17 559 155</b>	<b>49 468 687</b>

3.1.8.1 Receipting

3.1.8.1 Erkenning van Ontvangste

	Jan-18	Feb-18	Mar-18
<b>Collecting agent</b>			
<b>Third party agents:</b>	<b>7 610 022</b>	<b>6 855 098</b>	<b>7 046 464</b>
Syntell	R 3 785 812	R 3 243 974	3 270 197.10
Pay a bill	R 472 947	R 340 907	R 311 515
Easy pay	R 1 686 329	R 1 820 537	R 1 928 518
<u>Pay@</u>	R 1 094 124	R 898 509	R 944 895
<b>ACB</b>	R 570 811	R 551 170	R 591 339
<b>Cashiers:</b>	<b>R 24 926 180</b>	<b>R 51 473 067</b>	<b>R 160 173 517</b>
<i>Transfer(Senior Cashier)</i>	R 21 374 247	R 45 259 325	R 153 575 960
RMC 1 - Ceres	R 1 220 855	R 2 728 989	R 2 760 389
RMC 2 - Ceres			
RMC 3 - Ceres			
RMC 4 - Ceres	R 859 967	R 1 840 058	R 1 871 321
RMC 6 - Tulbagh	R 565 475	R 613 914	R 562 744
RMC 7 - Wolseley	R 622 255	R 677 564	R 706 764
RMC 8 - Hamlet	R 60 819	R 78 674	R 86 970
RMC 9 - Op-die-Berg	R 35 092	R 46 996	R 38 398
RMC 10 - Thusong Center	R 187 471	R 227 547	R 570 971
Back office receipting	R 1 278 257	R 750 742	R 1 601 517
<b>Total Cash Receipted</b>	<b>R 33 814 459</b>	<b>R 59 078 907</b>	<b>R 168 821 498</b>

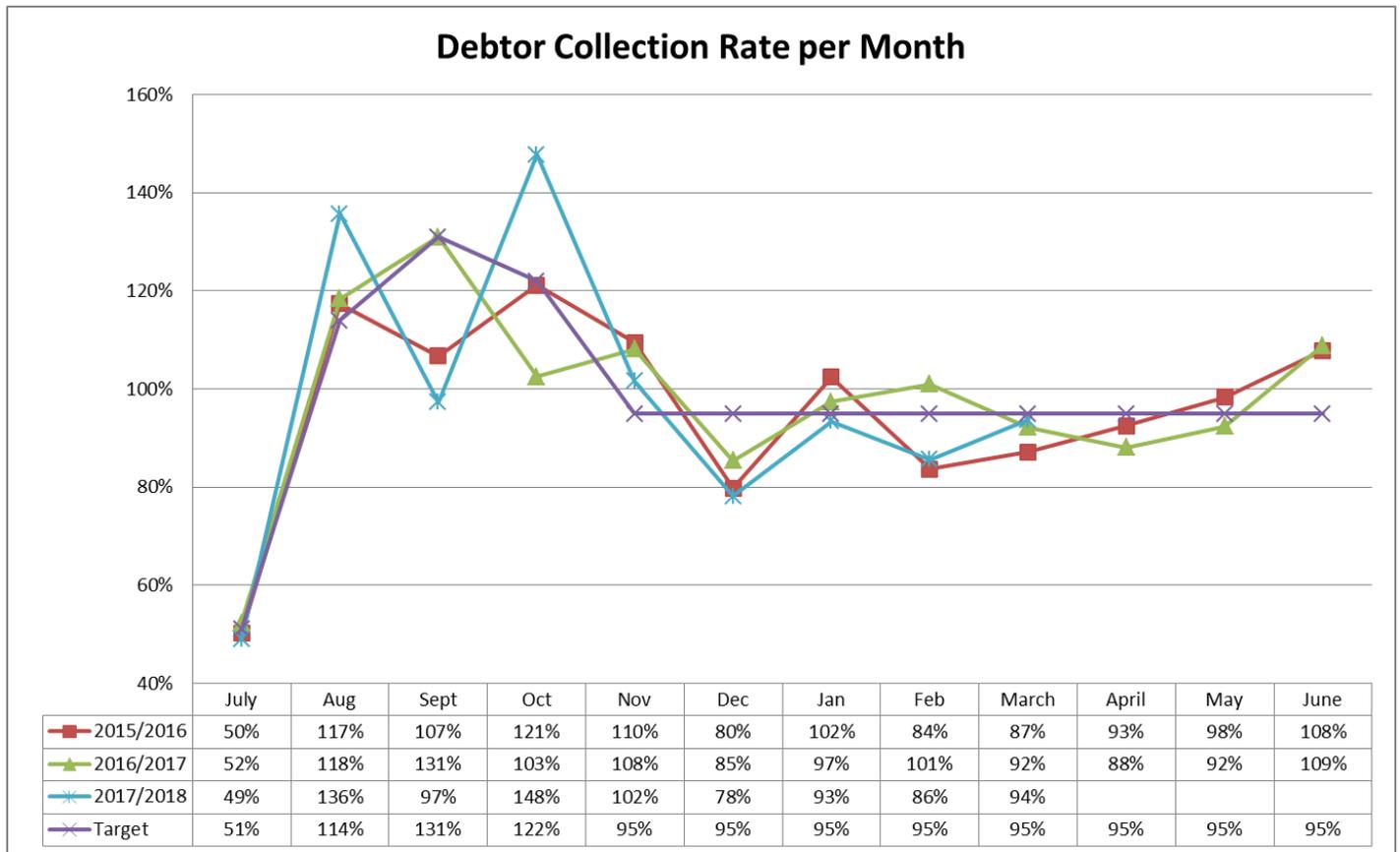
Explanation:

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 94% which in comparison to the previous year 92%.

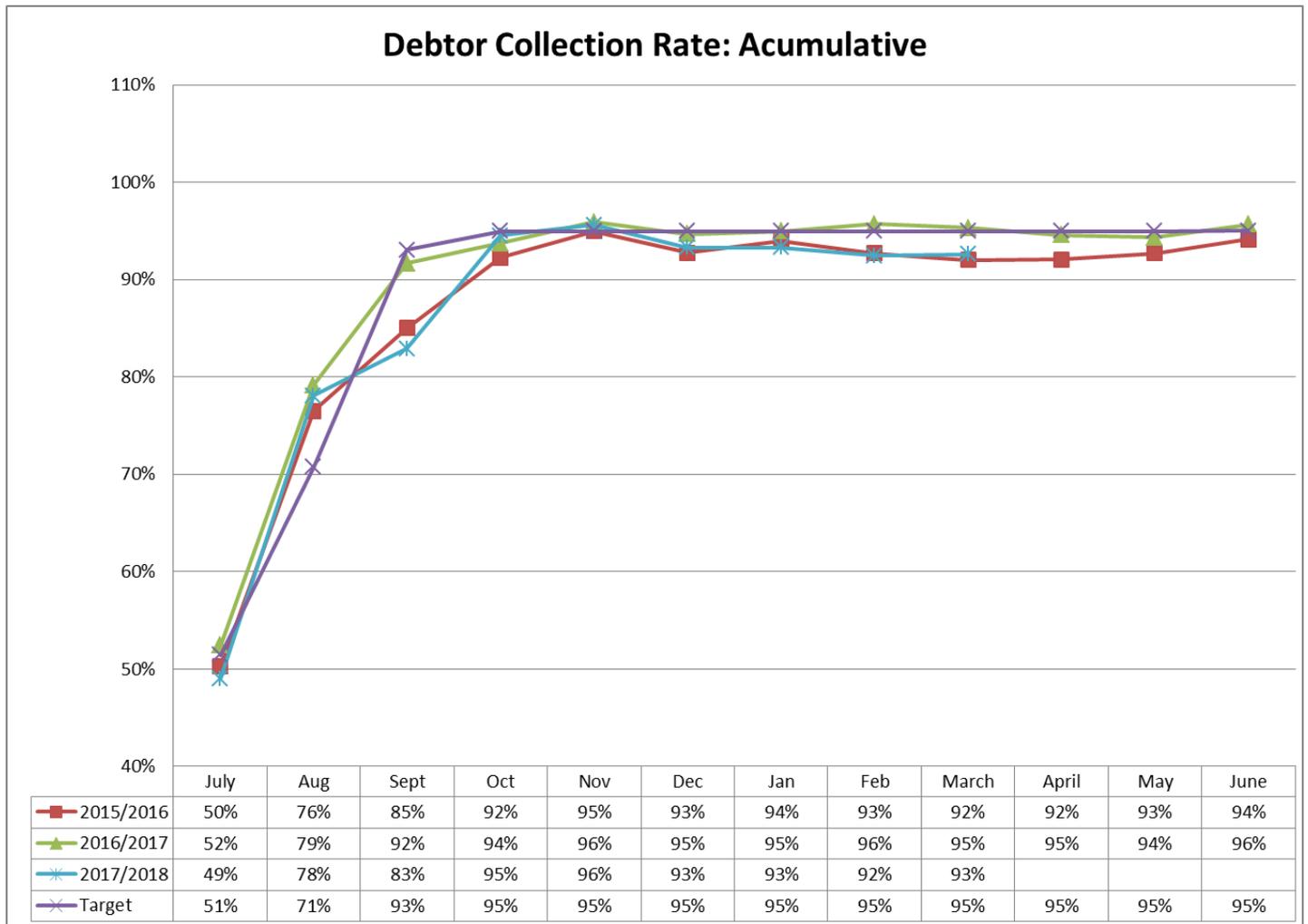
We are 9% behind the target and 15% behind in comparison with previous year.

**Verduideliking:**

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling 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 - 94% beloop in vergelyking met die vorige jaar 92%.

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 93%.

**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 93% behoop.

**3.1.11 SUMMARY OF OUTSTANDING DEBT**

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Jan-18	Feb-18	Mar-18
<b>Councillors:</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Deferments</b>	26 045.54	25 713.49	32 707.34
30 days	6 067.92	9 332.25	4 867.64
60 days	2 170.40	3 080.70	3 137.43
90 days	1 106.91	1 143.02	2 980.74
> 90 days	32 215.79	32 499.60	30.41
<b>Total</b>	<b>67 606.56</b>	<b>71 769.06</b>	<b>43 723.56</b>
<b>Employees:</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Deferments</b>	145 412.41	180 938.84	169 129.90
30 days	4 350.45	6 936.01	8 808.72
60 days	1 989.65	938.00	1 078.82
90 days	3 294.79	822.46	822.95
> 90 days	30 947.52	4 884.70	2 840.47
<b>Total</b>	<b>185 994.82</b>	<b>194 520.01</b>	<b>182 680.86</b>
<b>Government Departments:</b>	<b>R</b>	<b>R</b>	<b>R</b>
30 days	945 983.00	840 904.00	813 217.00
60 days	666 840.00	917 824.00	630 570.00
90 days	558 724.00	481 594.00	604 951.00
> 90 days	3 172 342.00	3 224 841.00	3 361 457.00
<b>Total</b>	<b>5 343 889.00</b>	<b>5 465 163.00</b>	<b>5 410 195.00</b>
<b>Schools &amp; Hostels:</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Deferment</b>			
30 days	64 035.08	103 380.81	77 178.83
60 days	175 755.79	54 826.23	45 200.07
90 days	6 595.59	177 173.62	39 225.59
> 90 days	41 631.06	48 512.29	221 067.54
<b>Total</b>	<b>288 017.52</b>	<b>383 892.95</b>	<b>382 672.03</b>

**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:	Jan-18	Feb-18	Mar-18
No. of customers on the disconnections lists	2 610	2 186	2 647
No. already block	0	1 412	1 490
Total no. of tampering's not connected	419	401	412
No. of new disconnections for the month:			
- Prepaid	2 093	727	790
- Conventional	62	70	56
Number reconnected:			
- Prepaid			
- Conventional	38	54	41
Reconnected :due to faulty groupings and Indigent and poor households			
No. of customers still disconnected	1 412	1 490	1 413
% of disconnections executed	100%	100%	100%

**3.2 SUPPLY CHAIN MANAGEMENT**

**3.2.1 Demand and Acquisition**

**3.2.1.1 Advertisement stage**

The following competitive bids are currently in the advertisement stage:

**3.2 VOORSIENINGSKANAAL BESTUUR**

**3.2.1 Aanvraag en Verkryging**

**3.2.1.1 Advertiseringsfase**

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/15/36	Supply, installation and monitoring of vehicle tracking system (Re-advertisement)	17-Apr-2018
08/2/15/62	Supply and delivery of 30kg bags of asphalt filler	18-Apr-2018
08/2/15/67	Supply and deliver anionic stable grade bitumen emulsion 60% (bulk deliveries)	18-Apr-2018
08/2/15/75	Supply, delivery and installation of new complete cupboards and cupboard doors for Pine forest resort	09-Apr-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
08/2/15/60	Supply and delivery of one new mobile toilet mounted on galvanized chassis (Re-Advertisement)	04-Apr-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
08/2/15/16	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure for Witzenberg Municipality (3 year contract)	02-Mar-2018	12-Mar-2018 26-Mar-2018	D Greeff
08/2/15/37	Supply and delivery of Fleet vehicles on lease agreement	23-Mar-2018	Awaiting	O Gatyene
08/2/15/43	Supply, delivery and installation of building signage (Re-advertisement)	13-Mar-2018	27-Mar-2018	A Radjoo
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	1-Mar-2018	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
08/2/15/48	Access control for Municipal buildings	15-Dec-2017	08-Feb-2018	A Radjoo
08/2/15/52	Supply, delivery, installation and configuration of CCTV security solution	20-Mar-2018	Awaiting	R Rhode

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BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/54	Supply and delivery of Electrical Equipment and cables	19-Jan-2018	27-Feb-2018 26-Mar-2018	D Greeff
08/2/15/69	Electrical and Mechanical maintenance of water and sewer pump stations and treatment works in Witzenberg area	22-Mar-2018	Awaiting	N Jacobs
08/2/15/71	Supply of Remote metering (AMR)	22-Mar-2018	Awaiting	D Greeff
08/2/15/72	Sale of Residential Erven in Ceres, Bella vista, Wolseley and Tulbagh	20-Mar-2018	Awaiting	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
08/2/15/38	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	16-Mar-2018	I Swartbooi
08/2/15/49	Supply, Deliver and Assemble of Office Furniture and Equipment (Re-advertisement)	16-Mar-2018	Awaiting	C Wessels
08/2/15/60	Supply and delivery of one new mobile toilet mounted on galvanized chassis	15-Feb-2018	19-Feb-2018	H Truter
08/2/15/66	Upgrading Of Ablution Facilities The Thusong Centre, Bella Vista	21-Dec-2018	05-Feb-2018	A Radjoo
08/2/15/74	Supply and erection of Clearvu fencing and single pedestrian gate at Owen street graveyard, Ceres	29-Mar-2018	Awaiting	H Truter

**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
08/2/15/55	Supply And Fitment Of New Tyres, Tubes And Provision Of Tyre Repair And Other Related Services	10-Jan-2018	28-Mar-2018	O Gatyene
08/2/15/70	The Maintenance of the Witzenberg Municipality's ICT Environment	06-Mar-2018	28-Mar-2018	R Rhode

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 March 2018:

**3.2.1.4 Tenders toegeken**

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/39	09-Mar-2018	Nedbank	Invitation for long term borrowings 2017-2018	Bidder scored the highest points	R 4 026 871.23
08/2/15/42	16-Mar-2018	BC Landscape Training and Consultancy	Service provider for Training of Municipal officials on Gardening, Horticulture and Landscaping Learner ships	Bidder scored the highest points	R 345 830.40
08/2/15/57	02-Mar-2018	Insidedata South (PTY) Ltd	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	Only responsive bidder	R 650 000.00
08/2/15/63	02-Mar-2018	Epping Assembly of God	Sale Of Church Site In Pine Valley, Wolseley	Only responsive bidder	R 75 000.00

The following bid was awarded by the Accounting Officer during the month of March 2018:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Maart 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/53	09-Mar-2018	Entsha Henra (PTY) Ltd	The Reconstruction Of Piet Retief Street From Roussouw Street To Waveren Street In Tulbagh	Only responsive bidder	R 15 654 202.17

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

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

The following formal written price quotation or competitive bid was cancelled during the month of March 2018:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Maart 2018:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/15/27	09-Mar-2018	The Supply and delivery of Broad Spectrum Enzymes and dosing pumps for a period of 24 months	Bid validity period lapsed
08/2/15/31	02-Mar-2018	Supply and delivery of Traffic Uniforms	No acceptable bids were received
08/2/15/47	09-Mar-2018	Supply and delivery of Bricks and Pavers	No acceptable bids were received
08/2/15/59	15-Mar-2018	Upgrading of Montana community hall, Angelier street Wolseley	Funds are no longer available to cover the total envisaged expenditure
08/2/15/60	15-Mar-2018	Supply and delivery of one new mobile toilet mounted on galvanized chassis	No acceptable bids were received
08/2/15/77	16-Mar-2018	Supply and delivery of a portable 3 stage fire pump	No acceptable bids were received

**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 March 2018:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Maart 2018:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
152345	01-Mar-2018	Ultimate Recruitment Solutions	Advertisement of Post: 5 x Traffic Officers	Lowest responsive quotation	R 7 825.98 (Incl. VAT)	Chief Financial Officer
152350	02-Mar-2018	Wectac Learnership Academy	Service Provider for Training of Digger Loader driving	Only responsive quotation	R 2 622.00 (Incl. VAT)	Chief Financial Officer
152556	12-Mar-2018	Lithotech (Pty) Ltd	Supply and Delivery of FNB Cheques for the cheque printer	Only responsive quotation	R 6 100.00 (Incl. VAT)	Chief Financial Officer
152762	18-Mar-2018	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers	Only responsive quotation	R 4 333.80 (Incl. VAT)	Chief Financial Officer
152784	23-Mar-2018	Ultimate Recruitment Solutions	Placing of Notice: Council Meeting on 28-03-2018	Lowest responsive quotation	R 5 226.00 (Incl. VAT)	Acting Chief Financial Officer
152819	26-Mar-2018	A M A Transport	Service Provider for transport of 16 people on 27-29 March 2018	Lowest responsive quotation	R 8 580.00 (Incl. VAT)	Chief Financial Officer

**3.2.1.7 Formal Written Price Quotations**

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 March 2018:

**3.2.1.7 Formele Geskrewe Prys Kwotasies**

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 Maart 2018:

<b>Bid ref number</b>	<b>Date</b>	<b>Name of supplier</b>	<b>Brief description of services</b>	<b>Reason why award made</b>	<b>Amount</b>	<b>Official acting i.t.o sub delegation</b>
08/2/15/65	14-Mar-2018	Regan Brown Inc.	Appointment of a Service provider for Disciplinary hearing (Re-advertisement)	Bidder scored the highest points	R 47 538.00 (Incl. VAT)	Municipal Manager

**3.2.1.8 Appeals**

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

**3.2.1.8 Appèlle**

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

**3.2.1.9 Deviations**

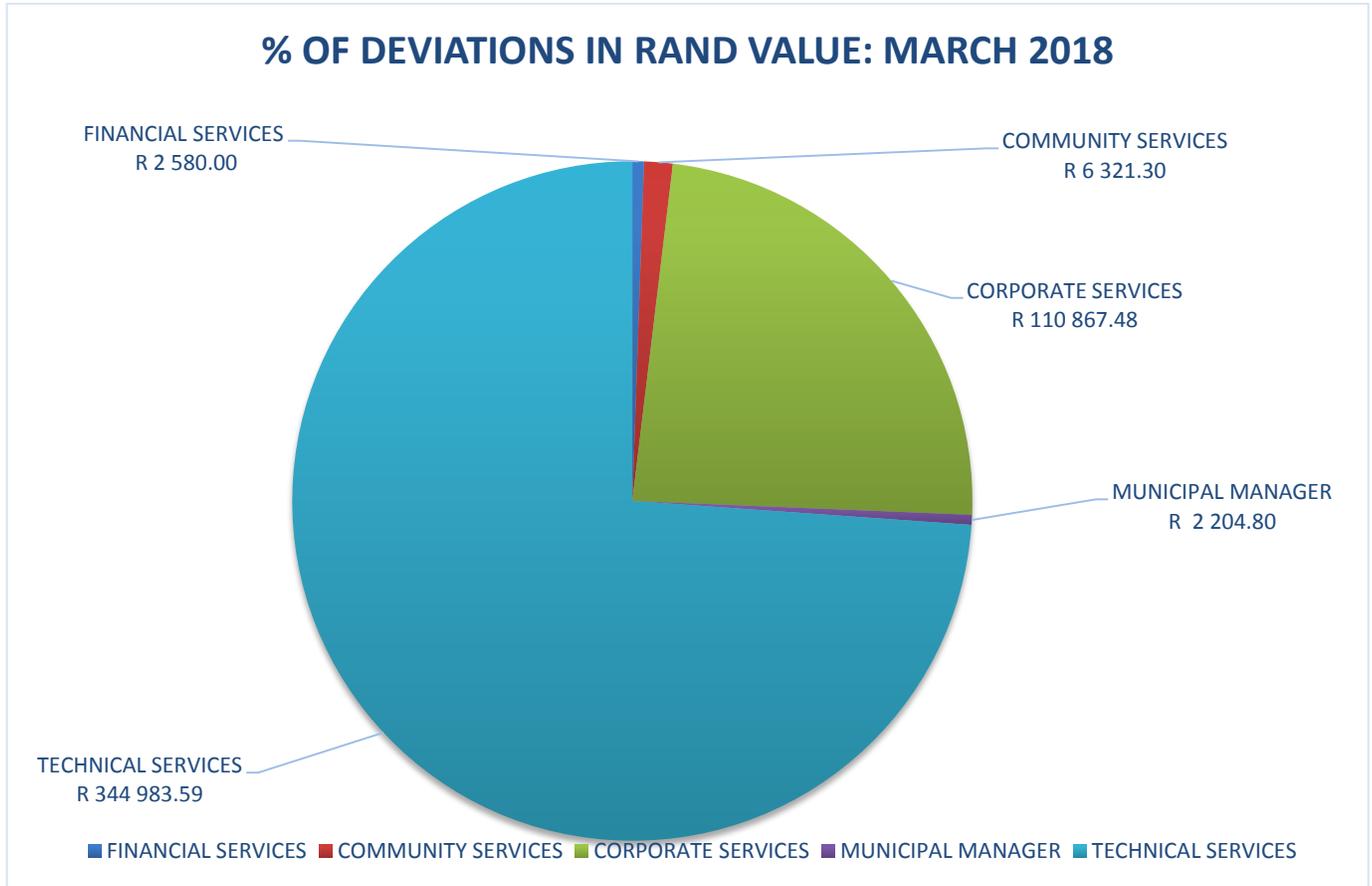
**3.2.1.9 Afwykings**

The following table contains the approved deviations by the Accounting Officer for the month of March 2018 which totals R 466 957.17:

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Maart 2018 wat beloop op die totaal van R 466 957.17:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
6-Mar-18	Transnet	Leasing of Test track facility Feb 2018	Single supplier	152423	8,325.31
8-Mar-18	Witzenberg Herald	Publish Notice: Adjustment budget and amended SDBIP	Impractical	152479	2,580.00
8-Mar-18	WC Communications	Repair faulty telephone lines at control room	Emergency	152481	3,579.37
8-Mar-18	Sakhikhaya Suppliers CC	Procurement of 50mm Smart meters	Impractical	152487	105,819.36
8-Mar-18	Autodesk	Training: Autocad	Single supplier	152501	8,208.00
14-Mar-18	Huber Technology (PTY) Ltd	Service and repair of Sludge dewatering plant Screw plant	Single supplier	152584	157,990.61
14-Mar-18	Kaap Agri	Repair engine components: CT 17551 Digger loader	Impractical	152601	42,922.66
14-Mar-18	Sarel Bester Engineers	Professional services: New Council Chambers	Impractical	152604	67,830.00
15-Mar-18	HD Transmissions (PTY) Ltd	Repair of Automatic gearbox: CT 14536	Impractical	152639	16,626.96
19-Mar-18	Arina Wilson	Translation services: Houseshop By-Law	Impractical	152667	2,204.80
19-Mar-18	Ceres Spar	Supply and delivery of Newspapers: Jan 2018	Impractical	152684	2,860.80
20-Mar-18	Witzenberg Herald	Publish notice: Water week	Single supplier	152724	13,416.00
26-Mar-18	Toyota SA	Delivery of vehicle to Ceres	Impractical	152826	6,321.30
29-Mar-18	Steele & Associates	Performance reviews	Impractical	152916	28,272.00

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
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%
March 2018	R 466 957.17	R17 600 986.98	2.66%

**Logistics**

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

	31 January 2018	28 February 2018	31 March 2018
Value of inventory at hand	R 8 715 689	R 9 627 902	R 11 058 299
Turnover rate of total value of inventory	1.77	2.02	1.78
Turnover rate excluding Chinese meters	1.77	2.03	1.79
Date of latest stores reconciliation	31 Mar 2018		
Date of last stock count	22 Mar 2018		
Date of next stock count	28 Jun 2018		

**Logistieke**

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

**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:

	Jan 2018	Febr 2018	March 2018
Salaries – Cost to company	R12 487 466	R11 808 918	R12 855 034
Provisions for employee benefits	R 689 097	R60 688	R1 314 977
Number of Employees and Councillors included in run	591	593	594
Number of Ward members receiving allowance	114	117	111
<b>Balancing amount</b>	<b>R0.00</b>	<b>R0</b>	<b>R0</b>

	Dates	Febr 2018	Dates	March 2018
Salaries – Cost to company (EPW Weekly Payments)	02.02.2018	R306 600	15.03.2018	R297 278.52
Salaries – Cost to company (EPW Weekly Payments)	16.02.2018	R303 004	29.03.2018	R324 727.14
Salaries – Cost to company (EPW Weekly Payments)	28.02.2018	R315 185	0	0
Dates of Salary Run and number of Employees	02.02.2018	218	15.03.2018	247
Dates of Salary Run and number of Employees	16.02.2018	256	29.03.2018	265
Dates of Salary Run and number of Employees	28.02.2018	247	0	0

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
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
March 2018	1 919 609	499 089	17 346	614 468	324 829	-101	0	0	3 375 240

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

Name of creditor	March 2018 Amount	Description	Reason
ACTOM ELECTRICAL	R639 434.00	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES – CPA PRICE ADJUSTMENTS
ARB ELECTRICAL	R15 811.00	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES – CPA PRICE ADJUSTMENTS
BYTES UNIVERSAL TRADING	R324 565.00	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES ON INVOICES
BDK TECHNOLOGIES	R21 900.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES APTEEK	R1 254.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES MEUBELS	R83 625.00	VARIOUS GOODS DELIVERED	INVOICE AND ORDER
CERES BUILD IT	R6 494.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	R2 264.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JC SERVICES	R 6 399.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JOCASTRO	R24 222.00	VARIOUS GOODS DELIVERED	DIFFERENCE BETWEEN INVOICE AND ORDER
KARSTEN HARDWARE	R1 227.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LANDBOU ONDERDELE	R550.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PLUMSTEAD ELECTRICAL	R2 899.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KAAP AGRI	R1 700.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SIYAPHAMBILI ELECTRICAL	R305 287.00	VARIOUS GOODS DELIVERED	UNRESOLVED ISSUES WITH THE SUPPLIER
TRIPLE ONE PRINTERS	R2 053.00	VARIOUS GOODS DELIVIED	BUDGET EXCEEDED
TRANSUNION	R4 216.00	VARIOUS GOOD DELIVIED	DID NOT APPEAR ON STATEMENT
VOLTEX	R2 468.00	VARIOUS GOODS DELIVERED	DIFFERENCE BETWEEN INVOICE AND ORDER
WITZENBERG BESPROEING	R364.00	VARIOUS GOODS DELIVERED	PRO REPAIR COUPLING

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

	Jan 2018	Febr 2018	March 2018
Total value of creditors paid	R32 411 085.08	R32 560 533.00	R41 728 607.00
Date of creditor reconciliation	08/02/2018	09/03/2018	10/04/2018

**FINANCE MONTHLY REPORT MARCH 2018 / FINANSIES MAANDELIKSE VERSLAG – MAART 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	March 2018 Amounts Outstanding	Description of goods/ services
CHLORCAPE	R46 475.00	CHLORINE GAS CYLINDERS
SHINE THE WAY	R46 710.00	VARIOUS GOODS DELIVERED
WCC CABLES	R47 583.00	VARIOUS GOODS DELIVERED
UNIVERSAL TRADING	R47 626.00	VARIOUS GOODS DELIVERED
LEADERS MEUBILEERDERS	R49 600.00	SUPPLY AND DELIVERY (TENDER 08/2/15/20)
KAAP AGRI	R76 790.00	VARIOUS GOODS DELIVERED
SIYAPHAMBILI ELECTRICAL SUPPLIES	R212 245.00	VARIOUS GOODS DELIVERED
ACTOM ELECTRICAL SUPPLIES	R213 589.00	TRANSFORMER 100 KVA
MARCE PROJECTS	R246 139.00	VARIOUS GOODS DELIVERED
AWV PROJECT WHOLESALERS	R420 249.00	GREEN BLACK REFUSE BAGS

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

FINANCE MONTHLY REPORT MARCH 2018 / FINANSIES MAANDELIKSE VERSLAG – MAART 2018

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	March 2018 Amounts Paid	Description of goods/ services
ESKOM	R16 709 588.50	ELECTRICITY
ASLA CONSTRUCTION	R4 545 264.07	CONTRACT HOUSING PROJECT
SIYAPHAMBILI ELECTRICAL	R2 436 968.61	VARIOUS GOODS DELIVERED
EXEO KHOKELA CIVILS ENGINEERING	R1 404 983.56	VARIOUS GOODS DELIVERED
JVR CONSTRUCTION	R1 189 368.39	UPGRADING FOR ROADS AND STORMWATER
VENUS SECURITY SOLUTIONS	R968 614.62	SECURITY SERVICES
MAFOKO SECURITY PATROLS	R603 506.09	SECURITY SERVICES
SSI/ROYAL HASKONING	R565 997.80	PROFESSIONAL SERVICES
JOCASTRO	R428 072.71	METERING UNIT
DELNIET CONSTRUCTION	R404 109.60	HIRING DIGGER LOADER

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

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie Type of transaction	Febr 2018		March 2018	
	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 0.00	0.00%	R 1 229.00	18.74%
Refreshments and caterings	R 2 690.00	59.49%	R 1 895.10	28.89%
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 192.00	2.93%
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 1 832.10	40.51%	R 3 242.50	49.44%
<b>GRAND TOTAL</b>	<b>R 4 522.10</b>		<b>R 6 558.60</b>	

Petty cash: Cash at hand reconciliation

Kleinkas: Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Jan 2018	Febr 2018	March 2018
Opening cash balance	R5 000	R5000	R5000
Less total vouchers	(R2 273.20)	(R4 522.10)	(R6 558.60)
Replenishment during month	<b>R2 726.80</b>	<b>R477.90</b>	<b>R3 283.00</b>
Cash at hand before month-end replenishment	0.00	R4 655.50	R1 724.40
Replenishment at month end	R2 723.20	R344.50	R3 275.60
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	Febr 2018		March 2018	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R27,781,132	R17,559,155	R58,866,365	R49,468,687

Investments:

Beleggings:

Institution / Instansie	Maturity Date	Jan 2018		Febr 2018		March 2018	
		R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	18/03/2018			R12,000,000	15.37%		
Investec Bank Ltd	23/05/2018			R22,000,000	28.21%	R22,000,000	33.33%
Nedbank Ltd	23/04/2018			R22,000,000	28.21%	R22,000,000	33.33%
Standard Bank of SA Ltd	25/06/2018	R17,000,000	100%	R22,000,000	28.21%	R22,000,000	33.33%
<b>Total</b>		<b>R17,000,000</b>		<b>R78,000,000</b>	<b>100%</b>	<b>R66,000,000</b>	

	Jan 2018		Febr 2018		March 2018	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants	R17,000,000	100%	R 20,236,745	26%	R 31,745,020	48%
Capital Replacement Reserve (CRR)			R 25,870,558	33%	R 25,870,558	39%
Surplus Funds			R 31,892,697	41%	R 8,384,422	13%
<b>Total</b>	<b>R17,000,000</b>	<b>100%</b>	<b>R78,000,000</b>	<b>100%</b>	<b>R66,000,000</b>	<b>100%</b>

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:	Jan 2018	Febr 2018	March 2018
<b>Balances</b>	R18,181,413	R20,236,745	R31,745,020

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

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

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

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	Febr 2018		March 2018	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	13	R52,848	23	R30,857
Outstanding cheques	17	R17,736	16	R16,535
Transactions not in cash book	3798	R18,815,269	4766	R24,502,367
Receipts not cleared on Bank statement	691	R8,672,105	608	R15,168,673
Outstanding journals	42	R8,228	51	R16,591

**Explanation:**

The total bank statement of FNB with regards to March 2018 could only be imported into the system at month-end. This attributes to the remaining differences as at 31 March 2018.

**Verduideliking:**

Die totale bankstaat van ENB ten opsigte van Maart 2018 kon eers op maandeinde in die stelsel getrek word. Die uitstaande verskille op 31 Maart 2018 kan dus daaraan toegeskryf word.

**3.3.2 Liabilities**

**3.3.2 Laste**

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Mrt 2018			Mrt 2018	April 2018
		R			R	
DBSA	10,75% - 17,45%	R3,354,699	R984,573	R161,211	R2,370,126	R0
Nedbank	13.50%	R5,754,218	R0	R0	R5,754,218	R0
<b>Total</b>		<b>R9,108,917</b>	<b>R0</b>	<b>R0</b>	<b>R8,124,344</b>	<b>R0</b>

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	March 2018	R	31/03/2018
Traffic : Motor Registration			Backlog on Traffic End of Day's
Traffic : RTMC Fees			
Direct Deposit			
Traffic : AARTO			
Traffic : Drivers Licence			
Traffic : Roadworthy			
Faulty Direct Deposits			
Traffic : Nu-Traffic	March 2018	R246 338.85	06.04.2018
VAT			

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: March 2018

Maandverslag: Maart 2018

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: March 2018

Maandverslag: Maart 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 Kritzinger  
**DIREKTEUR FINANSIES / DIRECTOR FINANCE**

WITZENBERG MUNICIPALITY INVESTMENT REGISTER											
Institution	Account number	Investment Purpose	Balance as at 01 March 2018		Movements for the month of March				Balance as at 31 March 2018		
			R	R	Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	R	R
Nedbank Ltd	037681032766/45	Unutilised receipts	78 000 000.00	12 077 326.03	0.00	77 326.03	0.00	0.00	66 000 000.00		
ABSA Bank Ltd	2077079313	Unutilised receipts	22 000 000.00						22 000 000.00		
Standard Bank of SA Ltd	08879831-029	Unutilised receipts	12 000 000.00	12 077 326.03		77 326.03			0.00		
Investec Bank Ltd	1100-198879-450	Unutilised receipts	22 000 000.00						22 000 000.00		
			22 000 000.00						22 000 000.00		

A. T

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)  
 Save File as : Muncode\_AC\_cpy\_Min\_XLS (e.g.: G1411\_AC\_2003\_M07)  
 Change Year End (copy) to Financial Year End (e.g.: 2003 for year 2002/2003)  
 Change Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M07)  
 Change Muncode to your own municipal code (e.g.: G1411)  
 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	2 842 756	468 089	261 082	614 468	314 828	-101	0	0	4 532 123
			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	2 842 756	499 089	261 082	614 468	314 828	-101	0	0	4 532 123
			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

*[Handwritten signature]*

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)  
 Save File as : Muncio\_AD\_copy\_MinJULS (e.g.: G7411\_AD\_2005\_M10)  
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M10)  
 Change Muncio to your own municipal code (e.g.: G7411)  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

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	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts L.L.C Council Policy
2018	M09	WC022	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	7 258 611	1 893 856	1 621 354	1 648 405	1 248 059	1 198 994	5 168 486	43 697 268	63 662 072	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	45 144 322	768 315	619 731	423 635	326 553	267 006	888 228	2 747 621	21 205 422	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	3 022 594	286 373	200 617	190 024	149 107	143 285	3 153 403	12 690 301	19 725 704	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	2 689 734	623 207	576 781	546 636	524 066	608 094	2 683 118	20 135 917	28 300 911	0	0
			1600	Receivables from Exchange Transactions - Waste Management	3 005 561	709 620	672 283	608 442	582 863	570 015	2 866 244	24 207 435	33 232 374	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	45 268	16 662	16 457	16 214	16 779	15 468	140 393	1 033 673	1 259 812	0	0
			1810	Interest on Arrear Debtor Accounts	89 240	74 521	88 185	109 578	115 330	130 554	971 461	34 125 949	35 683 217	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
			1800	Other	-4 254 368	29 904	32 911	32 788	88 770	40 715	255 201	1 200 580	-2 576 476	0	0
			2000	Total By Income Source	27 026 969	4 387 860	3 726 329	3 578 731	3 058 488	2 665 072	16 236 533	139 626 041	200 537 034	0	0
			2100	Debtors Age Analysis By Customer Group											
			2200	Organs of State	635 916	813 217	630 670	604 951	214 216	27 294	644 475	2 475 472	8 046 112	0	0
			2300	Commercial	13 337 676	454 538	266 749	2 10 432	166 731	171 746	1 854 630	6 719 363	23 181 886	0	0
			2400	Households	11 683 801	2 895 549	2 619 497	2 555 118	2 474 346	2 478 738	11 812 956	122 218 726	158 588 740	0	0
			2500	Other	1 188 677	234 668	209 613	209 229	203 207	217 283	1 524 462	8 212 460	12 370 297	0	0
			2600	Total By Customer Group	27 026 969	4 387 860	3 726 329	3 578 731	3 058 488	2 665 072	16 236 533	139 626 041	200 537 034	0	0

Notes:

Property Rental Debtors: Including housing and lend 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 L.L.C Council Policy :

The aim of this schedule is to ensure that the impairment contribution is done in a structured manner  
 The impairment amount that is entered in this block should be the spreaded 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

Handwritten signature and a large 'C' mark.

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

Save File as : Muncico\_CFA\_coy\_Min.XLS (e.g.: GT1411\_CFA\_2005\_M10)  
 Change Muncico to your own municipal code (e.g.: GT1411) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)  
 Change Month End (Min) to Active Month (M01=July, M12=June)(e.g.: M10)(Enter Actuals up to Active Month included and Forecast figures for months after Active Month)  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Item	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
3000 Cash Receipts by Source	3 345 177	12 934 736	5 468 816	12 706 825	4 888 189	3 463 061	3 749 502	3 286 796	3 530 472			
3010 Property rates	0	0	18 446 775	17 251 038	14 535 248	12 107 595	14 562 966	14 600 219	19 411 733			
3020 Service charges - penalties & collection charges	18 141 608	20 502 290	2 528 385	2 851 042	3 988 801	2 683 298	2 228 745	3 710 537	3 824 272			
3030 Service charges - electricity revenue	2 316 002	3 050 571	1 675 649	1 687 600	1 745 442	1 310 567	2 228 745	1 635 523	3 824 272			
3050 Service charges - sanitation revenue	4 289 609	2 030 888	1 870 984	1 804 150	1 828 469	1 200 809	2 042 584	1 712 283	1 916 236			
3060 Service charges - refuse revenue	1 463 082	2 093 873	4 484 726	1 974 632	3 604 408	3 500 380	2 902 690	3 668 755	1 502 488			
3070 Service charges - other	3 162 145	2 832 836	819 203	144 247	138 552	162 208	194 467	506 288	1 100 960			
3080 Rental of facilities and equipment	2 789	-72 397	-486	1 234 451	648 836	646 189	128 702	1 314 911	504 755			
3090 Interest earned - external investments	10 135	1 068 066	0	0	0	0	0	0	0			
3100 Interest earned - outstanding debtors	0	0	0	0	0	0	0	0	0			
3110 Dividends received	0	0	0	0	0	0	0	0	0			
3120 Fines	6 095	13 712	18 087	144 002	219 173	75 115	366 968	1 114 394	703 363			
3130 Licences and permits	-1 289 255	-1 827 781	-1 491 433	-206 188	334 007	-1 286 228	843 224	5 501 502	1 815 908			
3140 Agency services	0	0	0	0	0	0	0	0	0			
3160 Transfer receivables - operational	0	0	354 301	7 046 288	20 689	26 738 917	2 375 645	2 411 281	18 253 546			
3180 Other revenue	85 563	102 486	744 263	438 576	430 319	3 885 463	855 444	738 683	1 309 058			
3170 Cash Receipts by Source	31 582 760	75 873 396	34 737 130	47 058 363	31 888 142	53 585 354	33 463 264	40 230 151	57 937 103			
3180 Other Cash Flows/Receivables by Source	0	0	0	0	0	0	0	0	0			
3190 Transfer receivables - capital	8 307 000	0	0	0	0	11 257 000	0	0	11 175 688			
3200 Assets	0	0	0	0	0	0	0	0	0			
3210 Proceeds on disposal of PPE	0	0	0	0	0	0	0	0	0			
3220 Short term loans	0	0	0	0	0	0	0	0	0			
3230 Borrowing long term/refinancing	0	0	0	0	0	0	0	0	0			
3240 Increase (decrease) in consumer deposits	58 844	55 205	278 586	75 816	80 291	63 858	40 468	70 079	77 658			
3250 Decrease (increase) in non-current debtors	0	0	0	0	0	0	0	0	0			
3260 Decrease (increase) in non-current receivables	0	0	0	0	0	0	0	0	0			
3270 Decrease (increase) in non-current investments	53 085	-20 143	-58 010 537	12 497 823	13 000 000	13 600 000	0	-60 586 733	11 818 734			
3280 Total Cash Receipts by Source	31 684 689	84 515 481	-20 984 841	59 630 101	44 948 433	76 428 208	33 623 731	-20 266 503	81 008 158			
4000 Cash Payments by Type	11 037 251	10 638 940	11 082 387	11 416 475	16 388 030	11 178 795	11 842 811	12 456 969	11 709 508			
4010 Employee related costs	757 980	763 323	729 422	762 392	728 043	727 422	1 208 957	793 608	766 763			
4020 Remuneration of councillors	23 277	0	0	0	0	0	0	0	0			
4030 Collection costs	0	0	230 882	0	0	71 325	0	257	161 212			
4040 Interest paid	187 310	366 267	44 687 798	13 080 130	11 652 918	13 843 761	12 887 410	14 838 052	16 709 589			
4050 Bulk purchases - Electricity	46 142	1 691 757	919 168	2 057 891	2 304 429	1 089 089	2 045 303	4 319 006	3 786 641			
4060 Bulk purchases - Water & Sewer	531 081	1 478 089	1 262 024	1 920 260	3 787 875	6 734 803	1 421 595	3 652 204	4 978 639			
4070 Other materials	0	0	0	0	0	0	0	0	0			
4080 Contracted services	203 415	2 000	46 250	3 120 344	8 549 857	31 600	3 165 373	41 495	114 818			
4090 Grants and subsidies paid - other municipalities	33 041 733	3 771 925	6 400 141	5 022 251	5 984 545	1 119 654	3 258 289	4 139 327	3 736 197			
4100 Grants and subsidies paid - other	45 828 189	19 830 302	65 358 079	37 389 763	47 615 694	34 878 349	35 823 748	40 238 917	41 993 364			
4120 Cash Payments by Type	282 890	2 688 077	4 186 986	1 710 660	5 981 417	4 288 175	2 619 213	5 448 908	6 735 654			
4130 Other Cash Flows/Payments by Type	0	0	0	0	0	0	0	0	0			
4140 Capital assets	0	0	914 903	-1 623	0	109 001	0	0	884 573			
4150 Repayment of borrowing	0	0	-2 886 826	-5 074 695	32 009 263	-28 662 540	-285 480	123 284	-874 166			
4160 Other Cash Flows/Payments	62 194 150	7 139 336	67 563 353	34 004 225	85 886 374	9 590 894	38 183 462	46 811 110	49 089 626			
4170 Total Cash Payments by Type	-30 488 451	77 176 125	-88 558 194	25 625 676	-40 657 941	68 835 225	-68 077 613	-88 077 613	31 909 532			
4180 Net Increase/(Decrease) in Cash Held	78 374 877	45 875 426	123 051 551	34 463 357	60 119 234	19 481 283	83 636 768	17 559 155	17 559 155			
4190 Cash/cash equivalents at the month/year begin	45 875 426	123 051 551	34 463 357	60 119 234	19 481 283	88 298 518	83 636 768	17 559 155	49 468 687			
4200 Cash/cash equivalents at the month/year end:										49 468 687		49 468 687

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

Save File as : Muncipal\_OSA copy\_Mun.XLS (e.g.: GT1411\_OSA\_2005\_M10)  
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)  
 Change Month End (Mun) to Active Month (M01=July...M12=June)(e.g.: M10)  
 Change Muncipal to your own municipal code (e.g.: GT1411)

All functions are listed below  
 If function is a Municipal Entity change Muni/Ent to Y next to function description column  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Funcd on	Function/Submission Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month M09	Actual Month M03
			9999	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0 99990100
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	3 218 596 99990200
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	0 99990300
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	27 624 633 99990400
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	1 042 348 99990700
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	579 382 99990800
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	953 759 99991000
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0 99991100
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	703 383 99991300
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	683 632 99991400
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	0 99991500
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	17 600 850 99991600
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	584 99991610
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	1 676 428 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	54 127 386 99991900
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Forfeiture	0	0 99992000
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	54 127 386 99992100
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL 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		2800	Internal Recoveries (Activity Based Costing Etc)	0	1 366 921 99992800
				TOTAL FOR ALL FUNCTIONS		2800	Dividends Received - Internal (From Municipal Entities)	0	0 99992800
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	1 366 921 99992700
				TOTAL FOR ALL FUNCTIONS		2800	Total Operating Revenue	0	55 494 307 99992800
				TOTAL FOR ALL FUNCTIONS		2800	OPERATING EXPENDITURE	-12 676	-12 676 99992800
				TOTAL FOR ALL FUNCTIONS		2800	Employee Related Costs - Wages & Salaries	0	0 99992800
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	0 99993100
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	-741 263 99993200
				TOTAL FOR ALL FUNCTIONS		3300	Less Employee Costs Allocated To Other Operating Items	0	-2 766 126 99993300
				TOTAL FOR ALL FUNCTIONS		3400	Remuneration Of Councilors	0	0 99993400
				TOTAL FOR ALL FUNCTIONS		3500	Debt Impairment	0	0 99993500
				TOTAL FOR ALL FUNCTIONS		3600	Collection Costs	0	0 99993600
				TOTAL FOR ALL FUNCTIONS		3700	Depreciation and Asset Impairment	-6 131	-6 131 99993700
				TOTAL FOR ALL FUNCTIONS		3800	Interest Expenses - External Borrowings	0	-161 212 99993800
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Gains To Remove)	0	0 99994000
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	0	-14 745 326 99994100
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	-657 257	-724 146 99994110
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-7 100 836	-114 816 99994200
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-2 343 769	-2 388 816 99994300
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	0	0 99994400
				TOTAL FOR ALL FUNCTIONS		4500	Less On Disposal Of Property, Plant & Equipment	0	-15 111 99994500
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/From Provisions	0	-38 752 463 99994550
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-10 320 730	-10 320 730 99994600
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99994700
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0 99994800
				TOTAL FOR ALL FUNCTIONS		5000	Internal Changes (Activity Based Costing Etc)	0	-1 366 921 99995000
				TOTAL FOR ALL FUNCTIONS		5100	Contributed Assets	0	0 99995100
				TOTAL FOR ALL FUNCTIONS		5200	Total Indirect Operating Expenditure	-10 320 730	-10 320 730 99995200
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	-10 320 730	-10 320 730 99995300
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	0	0 99995400
				TOTAL FOR ALL FUNCTIONS		5500	Taxation	0	0 99995500
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-10 320 730	-10 320 730 99995600
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0 99995800
				TOTAL FOR ALL FUNCTIONS		5900	Plus Interest In Entities Not Wholly Owned	0	0 99995900
				TOTAL FOR ALL FUNCTIONS		6200	Surplus / (Deficit) After Tax, Cross Subsidies & Shares Of As	0	0 99996200
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
				TOTAL FOR ALL FUNCTIONS		5700	Dividends Paid (Municipal Entities Only)	0	0 99995700
				TOTAL FOR ALL FUNCTIONS		6210	Asset Financing Reserve (Afr)	0	0 99996210
				TOTAL FOR ALL FUNCTIONS		6220	Housing Development Fund	0	0 99996220
				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	Depreciation Reserve Ex Donations And Contributions	0	0 99996250
				TOTAL FOR ALL FUNCTIONS		6260	Self-Insurance Reserve	0	0 99996260
				TOTAL FOR ALL FUNCTIONS		6270	Revaluation Reserve	0	0 99996270
				TOTAL FOR ALL FUNCTIONS		6280	Other	0	0 99996280
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-10 320 730	15 334 822 99996700

CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)  
 Save File as : Muncde, CAA copy, Mm, XLS (e.g.: GT411, CAA\_2005\_M10)  
 Change Year End (copy) to Financial Year End (e.g.: 2006 for year 2004/2005)  
 Change Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M10)  
 Change Muncde to your own municipal code (e.g.: J7411)  
 All functions are listed below  
 If function is a Municipal Entity change Mm/Ent to Y next to function description column  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Actual Month M09 Mar

Year End	Month End	Mun	Funcd on	Function/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	1 825 352	0	0	1 825 352
				TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Reservoirs	0	2 771 757	0	0	2 771 757
				TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0600	Electricity Refurbishment	0	648	0	0	648
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Refurbishment	0	1 302 756	0	0	1 302 756
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	17 066	0	0	17 066
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	5 917 520	0	0	5 917 520
				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	23 325	0	23 325
				TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	44 594	0	0	44 594
				TOTAL FOR ALL FUNCTIONS		2000	Chinics	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	44 594	23 325	0	67 919
				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	66 388	0	0	66 388
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	32 707	0	0	32 707
				TOTAL FOR ALL FUNCTIONS		2800	Absolitors	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		2900	Marine	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	Chic 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	35 216	0	35 216
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	99 105	35 216	0	134 321
				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		4100	Sub-total Intangibles	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4200	SOURCE OF FINANCE	0	6 081 219	58 541	0	6 139 760
				TOTAL FOR ALL FUNCTIONS		4300	Edernal Loans	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4400	Asset Financing Reserve	0	388 711	58 541	0	447 252
				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	2 479 162	0	0	2 479 162
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	3 248 346	0	0	3 248 346
				TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4703	Other Transfers and Grants	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		4800	Leases	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		5000	Other	0	0	0	0	0
				TOTAL FOR ALL FUNCTIONS		6100	TOTAL FINANCING	0	6 081 219	58 541	0	6 139 760

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# WITZENBERG MUNICIPALITY

## Report: Expenditure on Staff & Councilor Benefits - YTD Act Mar

(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
<b>Staff Benefits</b>					
66(a)	Salaries and Wages	101 631 849	98 159 208	67 852 542	68.12%
66(b)	Contributions to pension funds and medical aid	22 958 330	22 914 452	15 860 367	69.22%
66(c)	Travel, accommodation and subsistence	5 037 107	4 953 737	3 148 878	63.57%
66(d)	Housing benefits and allowances	1 628 586	1 628 586	1 081 103	66.38%
66(e)	Overtime	10 974 215	12 390 116	10 930 346	88.22%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	21 397 639	21 360 981	14 981 363	70.13%
	<b>Sub - Total (Staff Benefits)</b>	<b>R 163 627 726</b>	<b>R 161 407 080</b>	<b>R 113 854 601</b>	<b>70.54%</b>
<b>Councillor Benefits</b>					
MAY	Mayor	838 861	838 861	454 824	54.22%
DM	Deputy Mayor	621 755	621 755	418 071	67.24%
SP	Speaker	622 012	622 012	417 919	67.19%
MCM	Mayoral Committee members	2 476 596	2 476 596	1 547 507	62.49%
CLLR	Other Councillors	4 319 456	4 319 456	3 047 238	70.55%
MED	Medical aid contributions	200 997	200 997	93 658	46.60%
PEN	Pension fund contributions	1 003 257	1 003 257	746 684	74.43%
WARD	Ward Committee Allowance	720 000	720 000	522 000	72.50%
	<b>Sub - Total (Councillors' Benefits)</b>	<b>10 802 934</b>	<b>R 10 802 934.00</b>	<b>R 7 247 900.58</b>	<b>67.09%</b>
	<b>Total Councillor and Staff Benefits</b>	<b>R 174 430 660</b>	<b>R 172 210 014</b>	<b>R 121 102 501</b>	<b>70.32%</b>

PCS



**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

<b>Financial Year</b>	<b>2017/18</b>
<b>Month End</b>	<b>M09 Mar</b>

**Financial Accounting for Grant Funds Received and Expended**

	<b>Rand</b>
Received Prior Periods (Since Inception) - See Last Months Form	1 550 000
Received This Month	0
<b>Total FMG Funds Received</b>	<b>1 550 000</b>
Spent Prior Periods (Since Inception) - See Last Months Form	290 805
Spent This Month	29 949
<b>Total FMG Funds Spent</b>	<b>320 554</b>
<b>Total FMG funds Received and Not Spent</b>	<b>1 229 446</b>
<b>Percentage of Funds Spent</b>	<b>20.68%</b>
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

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

J

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

Municipality **WC022 Witzenberg**

<b>Financial Year</b>	<b>2017/18</b>
<b>Month End</b>	<b>M09 Mar</b>

**Financial Accounting for Grant Funds Received and Expended**

	<b>Rand</b>
Received Prior Periods (Since Inception) - See Last Months Form	19 584 000
Received This Month	3 175 000
<b>Total MIG Funds Received</b>	<b>22 739 000</b>
Spent Prior Periods (Since Inception) - See Last Months Form	18 399 374
Spent This Month	1 597 848
<b>Total MIG Funds Spent</b>	<b>19 997 022</b>
<b>Total MIG funds Received and Not Spent</b>	<b>2 741 978</b>
<b>Percentage of Funds Spent</b>	<b>87.94%</b>
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

**Conditions:**

- Priorities 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, \_\_\_\_\_, The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.

**Signed**

Dated \_\_\_\_\_

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

Save file as: Muncode\_MIG\_ccyy\_Mnn.XLS (e.g. GT411\_MIG\_2009\_M01.xls)

Muncode = Municipality Code, ccyy = 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

<b>Financial Year</b>	2017/18
<b>Month End</b>	M09 Mar

**Financial Accounting for Grant Funds Received and Expended**

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

**Conditions:**

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

(Print Name Below)

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

**Signed**

Dated \_\_\_\_\_

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S  
 Save file as: Muncode\_INEG\_ccyy\_Mnn.XLS (e.g. GT411\_INEG\_2009\_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	Receipts	Transferred to Revenue/Capital	Closing Balance
<b>National Government</b>								
Municipal Infrastructure Grant	-	-	-	-	-	-	9 976 076	-12 762 924
Municipal Water Infrastructure	-	-	-	-	-	-	-	-
Municipal Systems Improvement	-	-	-	-	-	-	-	-
Neighbourhood Development Part	-	-	-	-	-	-	-	-
Water Services Infrastructure	-	-	-	-	-	-	-	-
Expanded Public Works Program	-	-1 485 000	1 425 515	-59 485	-	-	-	-
Local Government Financial Man	-	-1 550 000	320 555	-1 229 445	-	-	8 525	8 525
Regional Bulk Infrastructure G	-	-	-	-	-	-	-	-
Integrated National Electric	-	-	-	-	-	-	-	-
<b>Provincial Government</b>								
Municipal Infrastructure	-	-	12 494 323	-1 494 130	-	-	306 235	-7 693 765
Human Settlement Development	-13 988 453	-	-	-	-8 000 000	-	-	-
Regional Social Economical Pro	-	-	-	-	-	-	-	-
Performance Management	-	-	13 997	13 997	-	-	-	-
Financial Management Support (	-	-	299 400	299 400	-	-	-	-
<b>LOCAL GOVERNMENT COMPLIANCE</b>								
Fire Services	-	-	-	-	-	-	-	-
mSCOA Grant	-	-	-	-	-	-	-	-
Maintenance and Construction	-	-	-	-	-	-	-	-
Community Development Workers	-148 000	-	72 812	-75 188	-	-	-	-
Replacement Funding	-5 450 000	-	-	-5 450 000	-	-	-	-
Financial Assistance to Muniti	-	-	-	-	-	-	-	-
Rural Development Grant	-	-	-	-	-	-	-	-
Library Service	-	-2 600 000	-	-2 600 000	-2 281	-	-	-2 281
Thusong Centre	-	-	322 000	322 000	-	-	-	-
Financial Management	-	-240 000	180 000	-60 000	-	-	-	-
Maintenance of Main Road	-	-120 000	-	-120 000	-	-	-	-
Regional Social Economic Proje	-	-	-	-	-	-	-	-
<b>District Municipalities</b>								
Sport and Recreation	-	-	-	-	-	-	-	-
<b>Foreign Government and Interna</b>								
Foreign Government and Interna	-	-841 726	-	-841 726	-	-	-	-
<b>Total Grants</b>	-	-26 423 179	15 128 602	-11 294 576	-	-30 741 281	10 290 837	-20 450 444

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### 50 Highest Accounts - March 2018

Account number	Mar-18	Feb-18	Jan-18	Dec-17	Older than Dec-17	Total
20190370015	325887.58	295445.73	423623.79	392765.04	518922.67 R	1 956 644.81
20196030009	1825409.14	0	0	0	0 R	1 825 409.14
17289900008	1318198.07	0	0	0	0 R	1 318 198.07
17497300009	1234629.3	0	0	0	0 R	1 234 629.30
17610600030	124130.13	120020.47	124763.15	74146.41	592649.36 R	1 035 709.52
10000672976	0	0	0	0	809500.66 R	809 500.66
89760700012	0	0	0	0	787036.79 R	787 036.79
20190383039	19662.14	19470.58	26293.29	18096.36	607102.63 R	690 625.00
17790000035	668490.96	0	0	0	0 R	668 490.96
17790000028	662110.47	0.01	0	0	0 R	662 110.48
60011060006	605954.64	0	0	0	0 R	605 954.64
20850298012	5115	5115	5115	5115	557812.89 R	578 272.89
20750187251	118902.27	128543.41	130026.48	115935.7	0 R	493 407.86
19001400289	46453.11	39198.3	42468.43	34521.26	329479.57 R	492 120.67
75005720008	490.34	461.92	531.14	463.61	486163.89 R	488 110.90
19002200099	477699.66	0.03	0	0	0 R	477 699.69
13285200054	201788.56	219624.45	0.01	0	0 R	421 413.02
10000678594	0	0	0	0	405597.78 R	405 597.78
10000413144	0	0	0	0	393898.4 R	393 898.40
83532400052	24851.9	452.91	456.62	460.33	339451.08 R	365 672.84
89575500009	17148.88	21555.25	2020.03	29285.44	292170.78 R	362 180.38
24262800055	7006.52	7006.52	7006.52	7006.52	332360.05 R	360 386.13
75012290015	1318.99	778.04	1324.31	1005.17	343631.87 R	348 058.38
75008270007	353.98	159.2	179.52	161.34	337810.7 R	338 664.74
13769600019	330366.77	0.05	0	0	0 R	330 366.82
60000700021	130671.66	97581.11	75068.46	19053.01	0 R	322 374.24
90731800002	455.3	453.3	454.11	454.85	290371.14 R	292 188.70
75013190028	683.51	591.75	858.37	4889.84	284993.59 R	292 017.06
75012100017	8281.1	5071	2003.67	12328.55	262196.36 R	289 880.68
75009390050	5412.5	3846.55	11662.17	9542.87	253859.51 R	284 323.60
89568200006	747.89	948.79	563.85	502.43	277273.49 R	280 036.45
86514204655	1065.89	521.59	525.58	529.57	267399.51 R	270 042.14
75012090028	5940.73	4032.34	6648.41	5021.77	246054.82 R	267 698.07
20195960006	177880.36	80597.08	0	0	0 R	258 477.44
89585000005	794.26	27240.34	692.56	2281.47	224026.46 R	255 035.09
20750182000	0	0	0	0	246897.98 R	246 897.98
24262900038	4911.37	4055.58	1227.22	4906.67	219294.24 R	234 395.08
88515300019	478.74	482.47	486.2	489.93	228587.16 R	230 524.50
19766800023	2720.33	2972.8	2158.34	2067.86	216285.05 R	226 204.38
77032900002	1198.74	2068.74	1103.92	1739.62	219157.27 R	225 268.29
10000725854	0	0	0	0	222664.53 R	222 664.53
22754700009	9067.82	9906.72	7591.95	9303.3	185054.19 R	220 923.98
89586800011	3821.64	3430.99	2738.95	2859.94	202976.83 R	215 828.35
75011320016	731.8	705.35	891.09	2118.86	198825.6 R	203 272.70
70201435001	3309.62	4318.66	4770.18	4337.94	179111.01 R	195 847.41
75012160011	449.6	453.3	459.89	584.93	192009.31 R	193 957.03
24262800000	0	0	0	0	191877.56 R	191 877.56
20195970005	190698.38	0	0	0	0 R	190 698.38
82539100017	19200.57	47673	957.62	18103.52	97205.21 R	183 139.92
18006500040	180414.39	1509.92	0	0	0 R	181 924.31
89577600002	8191.09	12735.68	10277.7	5087.74	144168.99 R	180 461.20
89568300003	2454.15	2636.63	1381.93	1772.49	167986.68 R	176 231.88

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

PROPERTY, PLANT AND EQUIPMENT

31 MARCH 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	77 940 887	91 931 295	528 412 052	69 702 894	629 893	41 027 298	807 844 329
Cost	77 940 887	101 278 813	650 783 726	78 987 664	1 893 599	73 418 813	982 301 483
Original Cost	77 940 887	101 278 813	650 783 726	78 987 664	1 893 599	73 418 813	982 301 483
Accumulated Impairments	-	-	(19 803)	-	-	(632 536)	(652 339)
Original Cost	-	-	(19 803)	-	-	(632 536)	(652 339)
Accumulated Depreciation	-	(9 345 519)	(124 351 872)	(7 294 730)	(1 263 708)	(31 758 990)	(174 004 818)
Original Cost	-	(9 345 519)	(124 351 872)	(7 294 730)	(1 263 708)	(31 758 990)	(174 004 818)
Acquisitions	-	-	29 457 601	1 185 380	-	3 328 860	39 971 840
Transfers	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairment	-	-	-	-	-	-	-
Depreciation	(1 110 895)	(1 310 301)	(7 502 978)	(983 479)	(8 978)	(584 764)	(11 511 393)
Normal Depreciation for the year	(1 110 895)	(1 310 301)	(7 502 978)	(983 479)	(8 978)	(584 764)	(11 511 393)
Carrying value of disposals	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2018	78 829 972	90 620 993	548 366 677	69 894 835	620 915	43 771 394	830 104 776
Cost	77 940 887	101 278 813	680 241 327	78 173 044	1 893 599	76 747 673	1 016 273 323
Original Cost	77 940 887	101 278 813	680 241 327	78 173 044	1 893 599	76 747 673	1 016 273 323
Accumulated Impairments	-	-	(19 803)	-	-	(632 536)	(652 339)
Original Cost	-	-	(19 803)	-	-	(632 536)	(652 339)
Accumulated Depreciation	(1 110 895)	(10 655 820)	(131 854 848)	(8 278 209)	(1 272 684)	(32 343 754)	(185 516 209)
Original Cost	(1 110 895)	(10 655 820)	(131 854 848)	(8 278 209)	(1 272 684)	(32 343 754)	(185 516 209)

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## Intangible Assets

	2018 R
<b>Computer Software</b>	
<b>Net Carrying amount at 1 July 2017</b>	<b>2 506 094</b>
Cost	4 498 498
Accumulated Amortisation	(1 992 404)
Accumulated Impairment	-
<b>Additions</b>	<b>78 290</b>
Amortisation for Year	-
Impairments	-
Disposals	-
<b>Net Carrying amount at 31 March 2018</b>	<b>2 584 384</b>
Cost	4 576 788
Accumulated Amortisation	(1 992 404)
Accumulated Impairment	-

RP

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## Heritage Assets

	2018 R
<b>Net Carrying amount at 1 July</b>	<b>550 000</b>
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
<b>Net Carrying amount at 31 March 2018</b>	<b>550 000</b>
Cost	550 000
Accumulated Impairment	-

## Capitalised Restoration Cost

	2018 R
<b>Net Carrying amount at 1 July 2017</b>	<b>16 075 548</b>
Cost	45 710 691
Under Construction	-
Accumulated Depreciation	(29 635 143)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
<b>Net Carrying amount at 31 March 2018</b>	<b>16 075 548</b>
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 31 March 2018** **47 718 986**

Cost	50 416 329
Accumulated Depreciation	(2 697 343)
Accumulated Impairment	-

*[Handwritten signature]*

**INSURANCE REPORT: March 2018****Claims movement for the month**

Total claims open at the beginning of the month	<b>38</b>
New claims for the month	<b>0</b>
Claims closed during the month	<b>4</b>
Prior month adjustment	<b>0</b>
Total claims open at the end of the month	<b>34</b>

**Old Aon claims outstanding**

	<b>R2 994 040.84</b>
<b>Claim:</b> 432- Five year old Boy burned at Pump station <b>Date Reported:</b> 2009/10/28. <b>Reason:</b> 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.	<b>1 210 000.00</b>
<b>Claim:</b> 378- Incident at Dennebos <b>Date Reported:</b> 2009/07/28 <b>Reason:</b> 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	<b>1 427 600.00</b>
<b>Claim:</b> 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) <b>Date Reported:</b> 2012/01/17 <b>Reason:</b> Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Claim is still Sub Justice	<b>356 440.84</b>
<b>Claim:</b> 583-Gunter C Mrs (Fell on pavement after stepping into hole. <b>Date Reported:</b> 2012/01/23 <b>Reason:</b> 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 <b>Date:</b> 22/10/2015: Internal Legal department are currently in consultation with new attorneys9	<b>585 765.80</b>

### Current progress on claims

Action Taken	Total
Additional Information Submitted to Insurance	5
Awaiting Invoice	2
Claim Reported, Awaiting Response from Insurer	8
Order Made out and given through to supplier	
Request for Quotations Submitted	
Awaiting Refund	1
Requested Department to obtain Quotation	1
Insurer requires additional information	1
Additional Information Requested from relevant department	1
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	2
Quotations submitted to Insurer, Awaiting Approval	4
Agreement of Loss signed and sent to Insurer	
Agreement of Loss signed and submitted to Insurer	2
Agreement of loss received	
Claim within excess: Memo submitted to Manager for approval	2
Awaiting Agreement of Loss	1
Awaiting Settlement	1
Settlement Received	1
<b>Grand Total</b>	<b>34</b>

### Age analysis of Outstanding Claims

Category	AON	INDWE	LATERAL UNISON	Grand Total
30 days or Less	1	-	0	1
More than 30 days	0	-	1	1
60 days or more	1	-	3	4
More than 120 Days	12	14	2	28
<b>Grand Total</b>	<b>14</b>	<b>14</b>	<b>6</b>	<b>34</b>

## QUALITY CERTIFICATE

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

- The monthly in year monitoring reports for the month of March 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 :



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Date:

15/04/18

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