

2019/20

**TOP LAYER
SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN**



**KAREEBERG
MUNICIPALITY**

Municipal Finance Management Act:

Section 53(1)(c)(ii) - Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name MF MANUEL

Municipal Manager of Kareeberg Municipality

Signature 

Date 10/06/2019

Approval

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

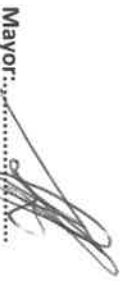
Print Name N.S. VAN WYK

Mayor of Kareeberg Municipality

Signature 

Date 10-06-2019


Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
1	Office of the Municipal Manager	Compliance with the principles of good governance	Council meets people meetings by 30 June 2020	Number of meetings	All	Municipal Manager	Number	1	0	0	0	1
2	Office of the Municipal Manager	Compliance with the principles of good governance	Compile and submit the Risk Based Audit Plan (RBAP) to the Audit committee by 30 June 2020	Risk Based Audit Plan (RBAP) submitted to the Audit committee by 30 June 2020	All	Municipal Manager	Number	1	0	0	0	1
3	Corporate Services	Compliance with the principles of good governance	Submit the Draft IDP to Council by 31 March 2020	Draft IDP submitted to Council by 31 March 2020	All	Head: Corporate Services	Number	1	0	0	1	0
4	Corporate Services	Compliance with the principles of good governance	Distribute external newspaper "Korbeeitjie"	Number of external newsletters distributed	All	Head: Corporate Services	Number	2	0	1	0	1
5	Corporate Services	Deliver basic services with available resources	Spend 90% of the library grant by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	% of the library grant spent by 30 June 2020 ((Actual expenditure divided by the approved budget)x100)	All	Head: Corporate Services	Percentage	90	0	20	0	90
6	Corporate Services	Deliver basic services with available resources	Spend 90% of the total amount budgeted by 30 June 2020 for paving at the Kareeberg Library ((Total actual expenditure for the project/Total amount budgeted for the project)x100)	% of budget spent by 30 June 2020 ((Total actual expenditure for the project/Total amount budgeted for the project)x100)	2	Head: Corporate Services	Percentage	90	0	10	60	90
7	Corporate Services	Sound administrative and financial services to achieve and maintain sustainability and viability	The number of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the equity plan as at 30 June 2020	Number of people employed (to be appointed) by 30 June 2020	All	Head: Corporate Services	Number	1	0	0	0	1

Mayor: 

Date: 12-06-2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
8	Corporate Services	Sound administrative and financial services to achieve and maintain sustainability and viability	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2020 [(Actual amount spent on training/total operational budget)x100]	% of the municipality's personnel budget on training by 30 June 2020 (Actual amount spent on training/total personnel budget)x100	All	Head: Corporate Services	Percentage	0.05	0	0	0	0.05
9	Corporate Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2020 ((Number of posts filled/Total number of budgeted posts)x100)	% vacancy rate of budgeted posts by 30 June 2020 (Number of posts filled/Total number of budgeted posts)x100	All	Head: Corporate Services	Percentage	10	0	0	0	10
10	Corporate Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Submit the Draft Annual Report to Council by 31 January 2020	Draft Annual Report submitted to Council by 31 January 2020	All	Head: Corporate Services	Number	1	0	0	1	0
11	Corporate Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Submit the Work Skills Plan to Local Government SETA by 30 April 2020	Work Skills Plan submitted to LGSETA by 30 April 2020	All	Head: Corporate Services	Number	1	0	0	0	1
12	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Number of formal residential properties that receive piped water (credit) that is connected to the municipal water infrastructure network and billed for the service as at 30 June 2020	Number of residential properties which are billed for water	All	Head: Financial Services	Number	1779	0	1779	0	1779

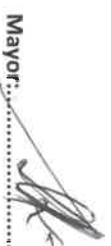
Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
13	Financial Services	Deliver basic services with available resources	Number of formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)(Excluding Eskom areas) and billed for the service as at 30 June 2020	Number of residential properties which are billed for electricity or have pre paid meters (Excluding Eskom areas)	All	Head: Financial Services	Number	1029	0	1029	0	1029
14	Financial Services	Deliver basic services with available resources	Number of formal residential properties connected to the municipal waste water sanitation/sewerage network for sewerage service, irrespective of the number of water closets (toilets) and billed for the service as at 30 June 2020	Number of residential properties which are billed for sewerage	All	Head: Financial Services	Number	1386	0	1386	0	1386
15	Financial Services	Deliver basic services with available resources	Number of formal residential properties for which refuse is removed once per week and billed for the service as at 30 June 2020	Number of residential properties which are billed for refuse removal	All	Head: Financial Services	Number	1850	0	1850	0	1850
16	Financial Services	Deliver basic services with available resources	Provide free basic water to indigent households as at 30 June 2020	Number of indigent households receiving free basic water	All	Head: Financial Services	Number	1047	0	1047	0	1047
17	Financial Services	Deliver basic services with available resources	Provide free basic electricity to indigent households as at 30 June 2020	Number of indigent households receiving free basic electricity	All	Head: Financial Services	Number	997	0	997	0	997



Mayor

Date: 10-06-2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
18	Financial Services	Deliver basic services with available resources	Provide free basic sanitation to indigent households as at 30 June 2020	Number of indigent households receiving free basic sanitation services	All	Head: Financial Services	Number	818	0	818	0	818
19	Financial Services	Deliver basic services with available resources	Provide free basic refuse removal to indigent households as at 30 June 2020	Number of indigent households receiving free basic refuse removal services	All	Head: Financial Services	Number	1047	0	1047	0	1047
20	Financial Services	Deliver basic services with available resources	The percentage of the municipal capital budget actually spent on capital projects by 30 June 2020 [(Amount actually spent on capital projects/ Amount budgeted for capital projects)x100]	% of capital budget spent on capital projects by 30 June 2020	All	Head: Financial Services	Percentage	90	0	10	60	90
21	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Financial viability measured in terms of the municipality's ability to meet its service debt obligations as at 30 June 2020 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% debt coverage	All	Head: Financial Services	Percentage	45	0	0	0	45
22	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Financial viability measured in terms of the outstanding service debtors as at 30 June 2020 ((Total outstanding service debtors/ revenue received for services)x100)	% of outstanding service debtors to revenue received for services	All	Head: Financial Services	Percentage	10.5	0	0	0	10.5

Mayor: 

Date: 10-06-2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
23	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2020 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fix operating expenditure with available cash	All	Head: Financial Services	Number	3	0	0	0	3
24	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Submit the annual financial statements to AGSA by 31 August 2019	Annual financial statements submitted to AGSA by 31 August 2019	All	Head: Financial Services	Number	1	1	0	0	0
25	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Submit the draft main budget to Council by 31 March 2020	Draft main budget submitted to Council by 31 March 2020	All	Head: Financial Services	Number	1	0	0	1	0

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
26	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Achieve a debtor payment percentage of 80% by 30 June 2020 {(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off)/Billed Revenue x 100}	% debtor payment achieved	All	Head: Financial Services	Percentage	80	0	80	0	80
27	Financial Services	Sound administrative and financial services to achieve and maintain sustainability and viability	Spend 90% of the total amount budgeted by 30 June 2020 for the financial system {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	All	Head: Financial Services	Percentage	90	0	10	60	90
28	Operational Services	Deliver basic services with available resources	Limit % electricity unaccounted for to 20% by 30 June 2020 [(Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased] x 100]	% Electricity unaccounted for (Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased) x 100	All	Chief Operational Manager	Percentage	20	0	0	0	20
29	Operational Services	Deliver basic services with available resources	Limit % water unaccounted for to 30% by 30 June 2020 [(Number of Kilolitres Water Purchased or Purified or extracted - Number of Kilolitres Water Sold) / (Number of Kilolitres Water Purchased or Purified or extracted) x 100]	% Water unaccounted for (Number of Kilolitres Water Purchased or Purified or extracted - Number of Kilolitres Water Sold) / (Number of Kilolitres Water Purchased or Purified or extracted) x 100	All	Chief Operational Manager	Percentage	30	0	0	0	30

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
30	Operational Services	Deliver basic services with available resources	90% of water samples taken comply with SANS241 micro biological indicators as at 30 June 2020 {(Number of water samples that comply with SANS241 indicators/Number of water samples tested)x100}	% of water samples compliant	All	Chief Operational Manager	Percentage	90	90	90	90	90
31	Operational Services	Promote economic development, tourism and growth opportunities	Create temporary jobs opportunities in terms of EPWP by 30 June 2020	Number of job opportunities created by 30 June 2020	All	Chief Operational Manager	Number	30	30	30	30	30
32	Operational Services	Deliver basic services with available resources	60% of the electricity maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the electricity maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	All	Chief Operational Manager	Percentage	60	10	20	40	60
33	Operational Services	Deliver basic services with available resources	60% of the roads and stormwater maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the roads and stormwater maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	All	Chief Operational Manager	Percentage	60	10	20	40	60

Mayor: 

Date: 10-06-2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
34	Operational Services	Deliver basic services with available resources	60% of the sewerage maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the sewerage maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	All	Chief Operational Manager	Percentage	60	10	20	40	60
35	Operational Services	Deliver basic services with available resources	60% of the water maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the water maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	All	Chief Operational Manager	Percentage	60	10	20	40	60
36	Operational Services	Deliver basic services with available resources	60% of the sport and recreation maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	% of the sport and recreation maintenance budget spent by 30 June 2020 {(Actual expenditure on maintenance divided by the total approved maintenance budget)x100}	All	Chief Operational Manager	Percentage	60	10	20	40	60
37	Operational Services	Deliver basic services with available resources	Spend 90% of the total amount budgeted by 30 June 2020 for the upgrading of streets in Bonteheuwel {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% of budget spent by 30 June 2020 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	2	Chief Operational Manager	Percentage	90	0	10	60	90

Mayor: 


Date: 18-06-2019

Ref	Directorate	IDP Objective	KPI	Unit of Measurement	Ward	KPI Owner	Target type	Annual Target	Q1	Q2	Q3	Q4
38	Operational Services	Deliver basic services with available resources	Spend 90% of the total amount budgeted by 30 June 2020 for the upgrading of streets in Vanwyksvlei {{Total actual expenditure for the project/Total amount budgeted for the project}}x100}	% of budget spent by 30 June 2020 {{Total actual expenditure for the project/Total amount budgeted for the project}}x100}	4	Chief Operational Manager	Percentage	90	0	10	60	90
39	Operational Services	Deliver basic services with available resources	Spend 90% of the total amount budgeted by 30 June 2020 for the water pipeline Vanwyksvlei {{Total actual expenditure for the project/Total amount budgeted for the project}}x100}	% of budget spent by 30 June 2020 {{Total actual expenditure for the project/Total amount budgeted for the project}}x100}	4	Chief Operational Manager	Percentage	90	0	10	60	90

Mayor: 

Date: 10-06-2019

Ref	Division	Project Description	Funding Source	Ward	R'000												Total	2019/2020		2020/2021		2021/2022	
					Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20		CRR	Other	CRR	Other	CRR	Other
1	Operational Services	Upgrading of streets	MIG	2	150	400	1,400	1,390	679								4,019	4,019					
2	Operational Services	Upgrading of streets	MIG	4	150	500	1,400	1,310	659								4,019	4,019	4,111			4,240	
3	Operational Services	Water pipeline Vanwyksvlei	RBIG Roll over	4				7,023	7,024								14,047	14,047					
4	Corporate Services	Paving of Kareeberg Library	Library Grant	2		200											200	200					
5	Office of the Municipal Manager	Furniture	Own funds	All			15										15	15					
6	Office of the Municipal Manager	Furniture	Own funds	All			15										15	15					
7	Mayor	Laptops interns	FMG	All		77											77	77					
8	Financial Services	Financial system (Sebata)	Own funds	All	167	167	167	167	167	167	167	167	167	167	167	167	163	2,000		2,000			

Mayor: 

Date: 16-06-2019

Monthly Cashflow for the 2019/20 financial year

Vote	Revenue	Jul-19			Aug-19			Sep-19		
		Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL
Vote 1 - Executive and Council	314,583	497,500	0	314,583	497,500	0	314,583	497,500	0	
Vote 2 - Budget and Treasury	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	
Vote 3 - Corporate	92,750	542,583	0	92,750	542,583	0	92,750	542,583	0	
Vote 4 - Operations	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	
Vote 5 - Community and Social Services	0	1,583	16,667	0	1,583	16,667	0	1,583	16,667	
TOTAL	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	
Vote	Revenue	Oct-19			Nov-19			Dec-19		
		Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL
Vote 1 - Executive and Council	314,583	497,500	0	314,583	497,500	0	314,583	497,500	0	
Vote 2 - Budget and Treasury	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	
Vote 3 - Corporate	92,750	542,583	0	92,750	542,583	0	92,750	542,583	0	
Vote 4 - Operations	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	
Vote 5 - Community and Social Services	0	1,583	16,667	0	1,583	16,667	0	1,583	16,667	
TOTAL	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	
Vote	Revenue	Jan-20			Feb-20			Mar-20		
		Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL
Vote 1 - Executive and Council	314,583	497,500	0	314,583	497,500	0	314,583	497,500	0	
Vote 2 - Budget and Treasury	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	
Vote 3 - Corporate	92,750	542,583	0	92,750	542,583	0	92,750	542,583	0	
Vote 4 - Operations	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	
Vote 5 - Community and Social Services	0	1,583	16,667	0	1,583	16,667	0	1,583	16,667	
TOTAL	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	
Vote	Revenue	Apr-20			May-20			Jun-20		
		Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL
Vote 1 - Executive and Council	314,583	497,500	0	314,583	497,500	0	314,583	497,500	0	
Vote 2 - Budget and Treasury	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	1,317,250	1,053,417	175,584	
Vote 3 - Corporate	92,750	542,583	0	92,750	542,583	0	92,750	542,583	0	
Vote 4 - Operations	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	5,101,583	3,570,583	1,840,417	
Vote 5 - Community and Social Services	0	1,583	16,667	0	1,583	16,667	0	1,583	16,667	
TOTAL	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	6,826,167	5,665,667	2,032,667	
Vote	Revenue	TOTAL			TOTAL			TOTAL		
		Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL	Operational Exp.	Capital Exp.	TOTAL
Vote 1 - Executive and Council	14,239,151	5,970,000	0	14,239,151	5,970,000	0	14,239,151	5,970,000	0	
Vote 2 - Budget and Treasury	15,807,327	12,641,000	2,107,004	15,807,327	12,641,000	2,107,004	15,807,327	12,641,000	2,107,004	
Vote 3 - Corporate	1,113,330	6,511,000	0	1,113,330	6,511,000	0	1,113,330	6,511,000	0	
Vote 4 - Operations	61,219,134	42,847,000	22,085,000	61,219,134	42,847,000	22,085,000	61,219,134	42,847,000	22,085,000	
Vote 5 - Community and Social Services	0	19,000	200,000	0	19,000	200,000	0	19,000	200,000	
TOTAL	92,378,942	67,988,000	24,392,004	92,378,942	67,988,000	24,392,004	92,378,942	67,988,000	24,392,004	

Mayor: 

Date: 13-06-2019

Revenue by Source for the 2019/20 financial year

Line Item	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Property rates	859,625	859,625	859,625	859,625	859,625	859,625	859,625	859,625	859,625	859,625	859,625	859,635	10,315,508
Service charges - electricity revenue	893,671	893,671	893,671	893,671	893,671	893,671	893,671	893,671	893,671	893,671	893,671	893,827	10,724,213
Service charges - water revenue	204,036	204,036	204,036	204,036	204,036	204,036	204,036	204,036	204,036	204,036	204,036	204,086	2,448,484
Service charges - sanitation revenue	82,915	82,915	82,915	82,915	82,915	82,915	82,915	82,915	82,915	82,915	82,915	82,915	994,981
Service charges - refuse revenue	96,132	96,132	96,132	96,132	96,132	96,132	96,132	96,132	96,132	96,132	96,132	115,230	1,172,676
Rental of facilities and equipment	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,070	372,070
Interest earned - external investments	179,250	179,250	179,250	179,250	179,250	179,250	179,250	179,250	179,250	179,250	179,250	179,451	2,151,201
Interest earned - outstanding debtors	29,250	29,250	29,250	29,250	29,250	29,250	29,250	29,250	29,250	29,250	29,250	29,250	351,000
Dividends received												0	0
Fines, penalties and forfeits	667	667	667	667	667	667	667	667	667	667	667	917	8,250
Licences and permits	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,583	3,483	42,900
Agency services												0	0
Transfers and subsidies	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	2,415,000	10,572,537	37,137,537
Other revenue	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,122	2,268,122
TOTAL	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	4,984,129	13,161,523	67,986,942

Mayor: 

Date: 10-06-2019