

# *OVERSTRAND MUNICIPALITY*



## Quarterly Budget Report

June 2016

### **In-Year Report of the Municipality**

Prepared in terms of Section 52(d) of the Local Government: Municipal Finance Management Act (Act 56 of 2003) & Section 31 of the Municipal Budget and Reporting Regulations, Government Gazette 32141, 17 May 2009.

## Table of Contents

Glossary .....	3
PART 1 – IN-YEAR REPORT .....	5
Mayor’s Report .....	5
Resolutions .....	6
Executive Summary .....	7
In-year budget statement tables .....	9
PART 2 – SUPPORTING DOCUMENTATION .....	18
Debtors' analysis .....	18
Creditors' analysis .....	19
Investment portfolio analysis .....	20
Allocation and grant receipts and expenditure .....	21
Councillor allowances and employee benefits .....	23
Material variances to the SDBIP.....	25
Municipal financial performance.....	26
Capital programme performance .....	27
Other supporting documentation .....	32
Municipal manager’s quality certification .....	35

## Glossary

**Adjustments budget** – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.

**Budget** – The financial plan of the Municipality.

**Capital expenditure** - Spending on assets such as infrastructure, land & buildings minor assets etc. Any capital expenditure must be reflected as an asset on the Municipality's statement of financial position.

**DORA** – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.

**Equitable share** – An unconditional grant paid to municipalities. It is predominantly targeted towards funding the Indigent Policy.

**FMG** – Financial Management Grant.

**GFS** – Government Finance Statistics. An internationally recognized classification system that facilitates like for like comparison between municipalities.

**GRAP** – Generally Recognised Accounting Practice. The standard for municipal accounting.

**IDP** – Integrated Development Plan. The main strategic planning document of the Municipality.

**MBRR** – Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations.

**MFMA** – Local Government: Municipal Finance Management Act (56/2003). The principle legislation relating to municipal financial management.

**MIG** – Municipal Infrastructure Grant.

**MTREF** – Medium Term Revenue and Expenditure Framework (MTREF). The medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years budget allocations. Also includes financial information of the previous and current year.

**NDPG** – Neighbourhood Development Partnership Grant.

**Operating expenditure** – Spending on the day to day expenses of the Municipality such as salaries and wages, repairs and maintenance etc.

**Rates** – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

**SDBIP** – Service Delivery and Budget Implementation Plan (SDBIP). A detailed plan comprising annual and quarterly performance information.

**Strategic objectives** – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

**Vote** – A main appropriation segment of the budget. In Overstrand Municipality this relates to the directorate level for operating expenditure and the GFS classification for capital expenditure.

**YTD** – Year to date

## **PART 1 – IN-YEAR REPORT**

### **Mayor's Report**

#### ***1.1 In-Year Report – Quarterly Budget Report***

##### **1.1.1 Implementation of the budget in accordance with the SDBIP**

The results of the SDBIP for the fourth quarter ended 30 June 2016 will be tabled in a separate comprehensive report to council.

##### **1.1.2 Financial problems or risks facing the municipality**

Revenue from the electricity service indicates R7.5m below the budgeted revenue and contributing factors are the restructuring of the time of use tariffs and lesser consumption due to less severe winter weather over the past quarter. The loss in electricity revenue is mitigated by the higher water consumption revenue, due to the below average rainfall in the past quarter, and sewage service revenue. These services reflect R9,2m and R5,3m above budgeted revenue.

##### **1.1.3 Other relevant information**

Overstrand Municipality was appointed as one of the official national pilot sites for the implementation of mSCOA (Standard Chart of Accounts). The 2015/2016 Budget was compiled according to the mSCOA classification framework and the below results reflects the fourth quarter's financial position.

YTD Actual operating revenue at the end of the fourth quarter for 2015/2016 is at 102.07% of the budgeted revenue. The expenditure reflects spending of 96.88% against the budgeted expenditure. Capital expenditure amounts to R92.1m, or 89.13% of the total adjusted budget of R103.3m, at the end of June 2016.

A fourth adjustments budget was tabled in April 2016 for the appropriation of additional revenues that became available through the adjusted Western Cape Provincial allocations for 2015/2016, accelerated spending on the Human Settlements Grant (HSDG) for 2016/2017 and a mSCOA reclassification.

The positive cash flow remains stable with no indication of a decline.

## **Resolutions**

### ***IN-YEAR REPORTS 2015/2016***

This is the resolution that will be presented to Council when the In-Year Report is tabled:

#### ***RECOMMENDATION:***

That the report for the quarter ended June 2016, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

## **Executive Summary**

**It should be noted that all information contained in this report reflects the preliminary outcome for 2015/2016. Certain year end transactions still have to be passed, which could influence the final outcome. The final figures will be available after the completion of the Annual Financial Statements for audit.**

### **Revenue by Source**

The Year-to-Date actual operating revenue is 102,07% of the budgeted revenue for 2015/2016. Revenue from the electricity service indicates R7.5m below the budgeted revenue and contributing factors are the restructuring of the time of use tariffs and lesser consumption due to less severe winter weather over the past quarter. The loss in electricity revenue is mitigated by the higher water consumption revenue, due to the below average rainfall in the past quarter, and sewage service revenue. These services reflect R9,2m and R5,3m above budgeted revenue.

### **Borrowings**

The balance of borrowings amounts to R438.8m at the end of June 2016.

### **Operating expenditure by vote & type**

The Year-to-Date actual operating expenditure is 96,88% of the budgeted expenditure for 2015/2016. This includes savings on the salary budget reflected at R11,9m and R12.3m on contracted services as well as R5,4m on other expenditure. These savings are the result of practising financial discipline and adhering to cost containment measures. Attached as Annexure B is the cost containment measures and strategy for the quarter.

### **Capital expenditure**

YTD Capital expenditure amounts to R92.1m or 89.13% of the total adjusted budget of R103.3m.

### **Cash flows**

The municipality started the year with a positive cash balance of R104.9 million. The June closing balance is R174.8 million. Refer to Supporting Table SC9 for more details on the cash position.

### Allocations received (National & Provincial Grants)

Housing Grant funding of R2.1m in respect the 2016/2017 financial year was received during June 2016.

### Spending on Grants

Spending on grants amounts to R24.1m for June 2016, which includes FMG, MIG, INEP, MSIG, Housing, CDW, EPWP, Provincial Library Grant & Thusong Service Centre Grant.

### Material variances

The table below summarises variances for projected revenue and expenditure.

WC032 Overstrand - Supporting Table SC1 Material variance explanations - M12 June			
Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
<b>Revenue By Source</b>			
Total revenue	2.07%	Not material	
<b>Expenditure By Type</b>			
Total expenditure	-3.12%	Not material	
<b>Capital Expenditure</b>			
	-10.87%	Unspent funds largely due to projects not completed and included in roll over projects	
<b>Financial Position</b>			
In order			
<b>Cash Flow</b>			
In order			

### Performance in relation to SDBIP targets

See the comprehensive report tabled in Council.

### Remedial or corrective steps

No remedial or corrective steps are required at this time.

### In-year budget statement tables / ...



## Table C1: s71 Monthly Budget Statement Summary

### WC032 Overstrand - Table C1 Monthly Budget Statement Summary - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Financial Performance</b>									
Property rates	153 617	163 621	163 621	13 536	165 119	163 621	1 498	1%	163 621
Service charges	520 392	568 784	568 784	53 964	577 648	568 784	8 864	2%	568 784
Investment revenue	8 144	6 348	8 973	1 978	13 778	8 973	4 805	54%	8 973
Transfers recognised - operational	60 473	90 324	103 555	3 101	103 559	103 555	3	0%	103 555
Other own revenue	61 832	67 957	68 140	8 900	71 840	68 140	3 701	5%	68 140
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>804 458</b>	<b>895 035</b>	<b>913 073</b>	<b>81 479</b>	<b>931 944</b>	<b>913 073</b>	<b>18 871</b>	<b>2%</b>	<b>913 073</b>
Employee costs	267 019	291 593	292 827	22 408	280 873	292 827	(11 954)	-4%	292 827
Remuneration of Councillors	8 104	8 674	8 674	698	8 562	8 674	(112)	-1%	8 674
Depreciation & asset impairment	106 445	111 362	111 362	9 280	111 362	111 362	-		111 362
Finance charges	43 447	46 895	46 895	15 127	44 215	46 895	(2 680)	-6%	46 895
Materials and bulk purchases	184 319	251 374	253 080	42 110	253 396	253 080	316	0%	253 080
Transfers and grants	48 659	48 497	49 448	4 125	50 757	49 448	1 308	3%	49 448
Other expenditure	253 080	206 135	227 438	37 133	209 691	227 438	(17 748)	-8%	227 438
<b>Total Expenditure</b>	<b>911 073</b>	<b>964 529</b>	<b>989 724</b>	<b>130 881</b>	<b>958 855</b>	<b>989 724</b>	<b>(30 870)</b>	<b>-3%</b>	<b>989 724</b>
<b>Surplus/(Deficit)</b>	<b>(106 615)</b>	<b>(69 494)</b>	<b>(76 651)</b>	<b>(49 402)</b>	<b>(26 910)</b>	<b>(76 651)</b>	<b>49 741</b>	<b>-65%</b>	<b>(76 651)</b>
Transfers recognised - capital	55 498	63 354	60 761	21 014	60 651	60 761	(109)	-0%	60 761
Contributions & Contributed assets	1 272	1 000	1 000	-	-	1 000	(1 000)	-100%	1 000
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>	<b>48 631</b>	<b>-327%</b>	<b>(14 890)</b>
<b>Surplus/ (Deficit) for the year</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>	<b>48 631</b>	<b>-327%</b>	<b>(14 890)</b>
<b>Capital expenditure &amp; funds sources</b>									
<b>Capital expenditure</b>	<b>108 489</b>	<b>103 914</b>	<b>103 386</b>	<b>24 351</b>	<b>92 151</b>	<b>103 386</b>	<b>(11 235)</b>	<b>-11%</b>	<b>103 386</b>
Capital transfers recognised	55 734	64 354	61 761	18 279	60 652	61 761	(1 109)	-2%	61 761
Public contributions & donations	607	462	462	(436)	-	462	(462)	-100%	462
Borrowing	39 012	32 346	33 419	6 416	27 189	33 419	(6 230)	-19%	33 419
Internally generated funds	13 138	6 753	7 745	91	4 311	7 745	(3 434)	-44%	7 745
<b>Total sources of capital funds</b>	<b>108 490</b>	<b>103 914</b>	<b>103 386</b>	<b>24 351</b>	<b>92 151</b>	<b>103 386</b>	<b>(11 235)</b>	<b>-11%</b>	<b>103 386</b>
<b>Financial position</b>									
Total current assets	224 444	207 929	206 935		302 971				206 935
Total non current assets	3 305 450	3 320 511	3 318 419		3 292 814				3 318 419
Total current liabilities	155 138	174 459	171 564		168 358				171 564
Total non current liabilities	602 191	617 668	627 225		620 957				627 225
<b>Community wealth/Equity</b>	<b>2 772 565</b>	<b>2 736 314</b>	<b>2 726 564</b>		<b>2 806 470</b>				<b>2 726 564</b>
<b>Cash flows</b>									
Net cash from (used) operating	119 478	110 861	97 687	(14 395)	160 015	97 687	(62 327)	-64%	97 687
Net cash from (used) investing	(101 315)	(110 144)	(109 616)	(24 769)	(98 724)	(109 616)	(10 892)	10%	(109 616)
Net cash from (used) financing	23 666	7 409	7 409	(2 999)	8 505	7 409	(1 096)	-15%	7 409
<b>Cash/cash equivalents at the month/year end</b>	<b>104 987</b>	<b>97 547</b>	<b>100 467</b>	<b>-</b>	<b>174 783</b>	<b>100 467</b>	<b>(74 315)</b>	<b>-74%</b>	<b>100 467</b>
<b>Debtors &amp; creditors analysis</b>	<b>0-30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>91-120 Days</b>	<b>121-150 Dys</b>	<b>151-180 Dys</b>	<b>181 Dys-1 Yr</b>	<b>Over 1Yr</b>	<b>Total</b>
<b>Debtors Age Analysis</b>									
Total By Income Source	49 036	1 691	1 105	1 097	792	751	3 711	18 743	76 926
<b>Creditors Age Analysis</b>									
Total Creditors	31 419	-	-	-	-	-	-	-	31 419

**Table C2: Monthly Budget Statement – Financial Performance (standard classification)**

**WC032 Overstrand - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June**

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Revenue - Standard</b>									
<b>Governance and administration</b>	<b>236 506</b>	<b>255 994</b>	<b>260 552</b>	<b>19 140</b>	<b>266 803</b>	<b>260 552</b>	6 251	2%	<b>260 552</b>
Executive and council	52 212	64 861	64 861	19	64 991	64 861	130	0%	64 861
Budget and treasury office	172 795	180 339	183 766	17 053	189 970	183 766	6 204	3%	183 766
Corporate services	11 499	10 795	11 924	2 069	11 842	11 924	(83)	-1%	11 924
<b>Community and public safety</b>	<b>75 100</b>	<b>101 843</b>	<b>108 825</b>	<b>13 870</b>	<b>105 300</b>	<b>108 825</b>	(3 525)	-3%	<b>108 825</b>
Community and social services	5 213	4 657	4 757	326	4 027	4 757	(730)	-15%	4 757
Sport and recreation	7 939	11 942	10 489	2 625	9 720	10 489	(769)	-7%	10 489
Public safety	31 198	37 676	37 676	2 804	35 112	37 676	(2 564)	-7%	37 676
Housing	30 750	47 567	55 903	8 116	56 441	55 903	538	1%	55 903
<b>Economic and environmental services</b>	<b>17 928</b>	<b>20 033</b>	<b>21 639</b>	<b>4 958</b>	<b>25 707</b>	<b>21 639</b>	4 068	19%	<b>21 639</b>
Planning and development	9 861	9 043	9 549	2 835	13 619	9 549	4 070	43%	9 549
Road transport	8 048	10 890	11 990	2 123	12 071	11 990	81	1%	11 990
Environmental protection	19	101	101	-	18	101	(82)	-82%	101
<b>Trading services</b>	<b>531 880</b>	<b>581 518</b>	<b>583 818</b>	<b>64 525</b>	<b>594 786</b>	<b>583 818</b>	10 967	2%	<b>583 818</b>
Electricity	288 745	346 361	344 361	41 803	338 959	344 361	(5 402)	-2%	344 361
Water	109 581	106 211	109 211	11 450	118 011	109 211	8 800	8%	109 211
Waste water management	76 694	69 402	70 702	6 080	76 084	70 702	5 382	8%	70 702
Waste management	56 860	59 544	59 544	5 192	61 731	59 544	2 187	4%	59 544
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue - Standard</b>	<b>861 414</b>	<b>959 389</b>	<b>974 834</b>	<b>102 493</b>	<b>992 596</b>	<b>974 834</b>	<b>17 762</b>	<b>2%</b>	<b>974 834</b>
<b>Expenditure - Standard</b>									
<b>Governance and administration</b>	<b>231 343</b>	<b>237 278</b>	<b>249 929</b>	<b>23 055</b>	<b>235 444</b>	<b>249 929</b>	(14 484)	-6%	<b>249 929</b>
Executive and council	92 928	92 565	106 242	8 775	104 554	106 242	(1 687)	-2%	106 242
Budget and treasury office	59 088	69 750	70 482	6 199	62 320	70 482	(8 162)	-12%	70 482
Corporate services	79 327	74 963	73 204	8 080	68 570	73 204	(4 634)	-6%	73 204
<b>Community and public safety</b>	<b>116 395</b>	<b>141 933</b>	<b>155 493</b>	<b>18 067</b>	<b>149 606</b>	<b>155 493</b>	(5 887)	-4%	<b>155 493</b>
Community and social services	35 196	31 368	31 215	3 368	30 930	31 215	(286)	-1%	31 215
Sport and recreation	16 677	18 220	18 269	1 212	17 419	18 269	(850)	-5%	18 269
Public safety	52 938	69 453	71 285	8 111	67 747	71 285	(3 538)	-5%	71 285
Housing	11 584	22 892	34 723	5 376	33 509	34 723	(1 214)	-3%	34 723
<b>Economic and environmental services</b>	<b>109 806</b>	<b>132 046</b>	<b>155 072</b>	<b>22 330</b>	<b>151 402</b>	<b>155 072</b>	(3 670)	-2%	<b>155 072</b>
Planning and development	23 230	40 308	63 640	13 679	63 053	63 640	(587)	-1%	63 640
Road transport	80 914	84 786	84 933	8 040	83 020	84 933	(1 912)	-2%	84 933
Environmental protection	5 662	6 952	6 500	611	5 329	6 500	(1 171)	-18%	6 500
<b>Trading services</b>	<b>453 715</b>	<b>453 273</b>	<b>429 231</b>	<b>67 429</b>	<b>422 403</b>	<b>429 231</b>	(6 828)	-2%	<b>429 231</b>
Electricity	229 494	257 278	255 108	45 076	256 073	255 108	965	0%	255 108
Water	71 697	78 253	62 213	8 667	59 999	62 213	(2 214)	-4%	62 213
Waste water management	57 717	63 478	57 745	7 653	56 376	57 745	(1 369)	-2%	57 745
Waste management	94 806	54 264	54 165	6 033	49 955	54 165	(4 210)	-8%	54 165
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditure - Standard</b>	<b>911 258</b>	<b>964 529</b>	<b>989 724</b>	<b>130 881</b>	<b>958 855</b>	<b>989 724</b>	<b>(30 869)</b>	<b>-3%</b>	<b>989 724</b>
<b>Surplus/ (Deficit) for the year</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>	<b>48 631</b>	<b>-327%</b>	<b>(14 890)</b>

This table reflects the operating budget (Financial Performance) in the standard classifications which are the GFS Functions and Sub-functions. These are used by National Treasury to assist the compilation of national and international accounts for comparison purposes, regardless of the unique organisational structures used by the different institutions.

The main GFS classifications are Governance and administration; Community and public safety; Economic and environmental services; and Trading services.

It is for this reason that Financial Performance is reported in standard classification, Table C2, and by municipal vote, Table C3.

### Table C3: Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote)

WC032 Overstrand - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M12 June

Vote Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Revenue by Vote</b>									
Vote 1 - Council	52 212	64 808	64 808	17	64 803	64 808	(5)	0.0%	64 808
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	1 692	991	2 349	1 721	2 823	2 349	474	20.2%	2 349
Vote 4 - Finance	172 795	180 339	183 766	17 053	189 970	183 766	6 204	3.4%	183 766
Vote 5 - Community Services	270 483	272 957	276 775	28 186	291 211	276 775	14 437	5.2%	276 775
Vote 6 - Local Economic Development	3 389	3 091	3 091	353	3 471	3 091	380	12.3%	3 091
Vote 7 - Infrastructure & Planning	329 646	399 527	406 369	52 361	405 206	406 369	(1 163)	-0.3%	406 369
Vote 8 - Protection Services	31 198	37 676	37 676	2 804	35 112	37 676	(2 564)	-6.8%	37 676
<b>Total Revenue by Vote</b>	<b>861 414</b>	<b>959 389</b>	<b>974 834</b>	<b>102 493</b>	<b>992 596</b>	<b>974 834</b>	<b>17 762</b>	<b>1.8%</b>	<b>974 834</b>
<b>Expenditure by Vote</b>									
Vote 1 - Council	73 581	71 496	84 733	6 587	83 897	84 733	(837)	-1.0%	84 733
Vote 2 - Municipal Manager	3 903	4 489	4 489	351	4 081	4 489	(407)	-9.1%	4 489
Vote 3 - Management Services	36 148	43 327	41 916	4 888	39 337	41 916	(2 579)	-6.2%	41 916
Vote 4 - Finance	59 088	69 750	70 482	6 199	62 320	70 482	(8 162)	-11.6%	70 482
Vote 5 - Community Services	330 928	341 492	332 291	36 997	321 695	332 291	(10 596)	-3.2%	332 291
Vote 6 - Local Economic Development	10 226	8 731	9 531	972	8 990	9 531	(540)	-5.7%	9 531
Vote 7 - Infrastructure & Planning	344 447	355 793	374 997	66 776	370 787	374 997	(4 210)	-1.1%	374 997
Vote 8 - Protection Services	52 938	69 453	71 285	8 111	67 747	71 285	(3 538)	-5.0%	71 285
<b>Total Expenditure by Vote</b>	<b>911 258</b>	<b>964 529</b>	<b>989 724</b>	<b>130 881</b>	<b>958 855</b>	<b>989 724</b>	<b>(30 869)</b>	<b>-3.1%</b>	<b>989 724</b>
<b>Surplus/ (Deficit) for the year</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>	<b>48 631</b>	<b>-326.6%</b>	<b>(14 890)</b>

The operating expenditure budget is approved by Council on the municipal vote level. The municipal votes reflect the organisational structure of the municipality which is made up of the following directorates: Council; Municipal Manager; Management Services; Finance; Community Services; Local Economic Development; Infrastructure & Planning and Protection Services.

Unauthorised expenditure by year end would occur either for the municipality as a whole if the adjusted budget for 'Total Expenditure by Vote' or if any of the individual budgets for any specific vote/s were overspent. During the financial year some of the figures are influenced by transactions that occur annually only.

**Table C4: Monthly Budget Statement – Financial Performance (revenue and expenditure)**

**WC032 Overstrand - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M12 June**

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
<b>R thousands</b>									
<b>Revenue By Source</b>									
Property rates	152 870	162 730	162 730	13 505	164 554	162 730	1 824	1%	162 730
Property rates - penalties & collection charges	747	891	891	31	565	891	(326)	-37%	891
Service charges - electricity revenue	286 571	338 877	336 327	34 726	328 812	336 327	(7 515)	-2%	336 327
Service charges - water revenue	108 391	102 045	104 429	8 226	113 657	104 429	9 229	9%	104 429
Service charges - sanitation revenue	68 661	66 375	67 375	5 710	72 728	67 375	5 353	8%	67 375
Service charges - refuse revenue	56 770	59 488	59 488	5 191	61 688	59 488	2 199	4%	59 488
Rental of facilities and equipment	9 155	11 859	5 360	362	4 885	5 360	(475)	-9%	5 360
Interest earned - external investments	8 144	6 348	8 973	1 978	13 778	8 973	4 805	54%	8 973
Interest earned - outstanding debtors	2 279	2 437	2 437	187	2 735	2 437	298	12%	2 437
Fines	25 389	31 859	31 859	2 684	28 668	31 859	(3 191)	-10%	31 859
Licences and permits	1 972	2 190	2 190	181	2 423	2 190	234	11%	2 190
Agency services	2 766	2 970	2 970	266	3 211	2 970	241	8%	2 970
Transfers recognised - operational	60 473	90 324	103 555	3 101	103 559	103 555	3	0%	103 555
Other revenue	20 272	16 643	23 324	5 219	29 918	23 324	6 594	28%	23 324
Gains on disposal of PPE							-		
<b>contributions)</b>	<b>804 458</b>	<b>895 035</b>	<b>913 073</b>	<b>81 479</b>	<b>931 944</b>	<b>913 073</b>	<b>18 871</b>	<b>2%</b>	<b>913 073</b>
<b>Expenditure By Type</b>									
Employee related costs	267 019	291 593	292 827	22 408	280 873	292 827	(11 954)	-4%	292 827
Remuneration of councillors	8 104	8 674	8 674	698	8 562	8 674	(112)	-1%	8 674
Debt impairment	10 846	22 792	22 792	1 899	22 792	22 792	-		22 792
Depreciation & asset impairment	106 445	111 362	111 362	9 280	111 362	111 362	-		111 362
Finance charges	43 447	46 895	46 895	15 127	44 215	46 895	(2 680)	-6%	46 895
Bulk purchases	167 660	193 573	191 573	34 787	194 620	191 573	3 046	2%	191 573
Other materials	16 659	57 801	61 507	7 323	58 776	61 507	(2 730)	-4%	61 507
Contracted services	85 327	125 322	147 093	29 769	134 775	147 093	(12 318)	-8%	147 093
Transfers and grants	48 659	48 497	49 448	4 125	50 757	49 448	1 308	3%	49 448
Other expenditure	156 906	58 021	57 553	5 465	52 124	57 553	(5 430)	-9%	57 553
Loss on disposal of PPE							-		
<b>Total Expenditure</b>	<b>911 073</b>	<b>964 529</b>	<b>989 724</b>	<b>130 881</b>	<b>958 855</b>	<b>989 724</b>	<b>(30 870)</b>	<b>-3%</b>	<b>989 724</b>
<b>Surplus/(Deficit)</b>	<b>(106 615)</b>	<b>(69 494)</b>	<b>(76 651)</b>	<b>(49 402)</b>	<b>(26 910)</b>	<b>(76 651)</b>	<b>49 741</b>	<b>-65%</b>	<b>(76 651)</b>
Transfers recognised - capital	55 498	63 354	60 761	21 014	60 651	60 761	(109)	0%	60 761
Contributions recognised - capital	1 272	1 000	1 000			1 000	(1 000)	-100%	1 000
Contributed assets							-		
<b>Surplus/(Deficit) after capital transfers &amp; Taxation</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>			<b>(14 890)</b>
<b>Surplus/(Deficit) after taxation</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>			<b>(14 890)</b>
<b>Surplus/(Deficit) attributable to municipality</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>			<b>(14 890)</b>
Share of surplus/ (deficit) of associate									
<b>Surplus/ (Deficit) for the year</b>	<b>(49 845)</b>	<b>(5 140)</b>	<b>(14 890)</b>	<b>(28 387)</b>	<b>33 741</b>	<b>(14 890)</b>			<b>(14 890)</b>

The annual revenue budget is approved as 'Revenue by Source'. The Year-to-Date actual revenue is 2.07% above the YTD budget.

Current expenditure is 3.12% below YTD budget projections for June 2016.

**Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)**

WC032 Overstrand - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Multi-Year expenditure appropriation</b>									
Vote 1 - Council	-	-	-	-	-	-	-	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	2 658	-	-	-	-	-	-	-	-
Vote 4 - Finance	-	-	-	-	-	-	-	-	-
Vote 5 - Community Services	89 992	21 911	20 996	6 947	17 900	20 996	(3 095)	-15%	20 996
Vote 6 - Local Economic Development	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning	15 839	11 451	13 016	4 570	8 501	13 016	(4 515)	-35%	13 016
Vote 8 - Protection Services	-	-	-	-	-	-	-	-	-
<b>Total Capital Multi-year expenditure</b>	<b>108 489</b>	<b>33 362</b>	<b>34 012</b>	<b>11 517</b>	<b>26 401</b>	<b>34 012</b>	<b>(7 611)</b>	<b>-22%</b>	<b>34 012</b>
<b>Total Capital Expenditure</b>	<b>108 489</b>	<b>103 914</b>	<b>103 386</b>	<b>24 351</b>	<b>92 151</b>	<b>103 386</b>	<b>(11 235)</b>	<b>-11%</b>	<b>103 386</b>
<b>Capital Expenditure - Standard Classification</b>									
<b>Governance and administration</b>	<b>10 561</b>	<b>2 648</b>	<b>4 713</b>	<b>2 790</b>	<b>4 119</b>	<b>4 713</b>	<b>(594)</b>	<b>-13%</b>	<b>4 713</b>
Executive and council							-		
Budget and treasury office							-		
Corporate services	10 561	2 648	4 713	2 790	4 119	4 713	(594)	-13%	4 713
<b>Community and public safety</b>	<b>39 184</b>	<b>39 768</b>	<b>34 660</b>	<b>5 977</b>	<b>32 797</b>	<b>34 660</b>	<b>(1 864)</b>	<b>-5%</b>	<b>34 660</b>
Community and social services	5 258	3 520	3 220	325	3 214	3 220	(6)	0%	3 220
Sport and recreation	1 565	5 981	5 066	2 715	3 314	5 066	(1 752)	-35%	5 066
Public safety		295	295	61	295	295	0	0%	295
Housing	32 361	29 973	26 080	2 876	25 974	26 080	(106)	0%	26 080
Health							-		
<b>Economic and environmental services</b>	<b>6 300</b>	<b>12 128</b>	<b>13 229</b>	<b>2 182</b>	<b>13 210</b>	<b>13 229</b>	<b>(19)</b>	<b>0%</b>	<b>13 229</b>
Planning and development		25	25	4	21	25	(4)	-18%	25
Road transport	6 300	12 103	13 204	2 178	13 189	13 204	(15)	0%	13 204
Environmental protection							-		
<b>Trading services</b>	<b>52 444</b>	<b>49 370</b>	<b>50 784</b>	<b>13 402</b>	<b>42 025</b>	<b>50 784</b>	<b>(8 758)</b>	<b>-17%</b>	<b>50 784</b>
Electricity	13 682	21 726	22 891	4 570	18 235	22 891	(4 656)	-20%	22 891
Water	16 275	16 390	16 390	4 047	14 232	16 390	(2 158)	-13%	16 390
Waste water management	13 221	11 244	11 487	4 772	9 545	11 487	(1 942)	-17%	11 487
Waste management	9 267	10	15	13	13	15	(2)	-12%	15
<b>Total Capital Expenditure - Standard Classification</b>	<b>108 490</b>	<b>103 914</b>	<b>103 386</b>	<b>24 351</b>	<b>92 151</b>	<b>103 386</b>	<b>(11 235)</b>	<b>-11%</b>	<b>103 386</b>
<b>Funded by:</b>									
National Government	22 884	30 347	30 347	13 799	30 347	30 347	0	0%	30 347
Provincial Government	31 850	33 007	30 414	4 480	30 304	30 414	(109)	0%	30 414
District Municipality							-		
Other transfers and grants	1 000	1 000	1 000			1 000	(1 000)	-100%	1 000
<b>Transfers recognised - capital</b>	<b>55 734</b>	<b>64 354</b>	<b>61 761</b>	<b>18 279</b>	<b>60 652</b>	<b>61 761</b>	<b>(1 109)</b>	<b>-2%</b>	<b>61 761</b>
<b>Public contributions &amp; donations</b>	<b>607</b>	<b>462</b>	<b>462</b>	<b>(436)</b>	<b>-</b>	<b>462</b>	<b>(462)</b>	<b>-100%</b>	<b>462</b>
<b>Borrowing</b>	<b>39 012</b>	<b>32 346</b>	<b>33 419</b>	<b>6 416</b>	<b>27 189</b>	<b>33 419</b>	<b>(6 230)</b>	<b>-19%</b>	<b>33 419</b>
<b>Internally generated funds</b>	<b>13 138</b>	<b>6 753</b>	<b>7 745</b>	<b>91</b>	<b>4 311</b>	<b>7 745</b>	<b>(3 434)</b>	<b>-44%</b>	<b>7 745</b>
<b>Total Capital Funding</b>	<b>108 490</b>	<b>103 914</b>	<b>103 386</b>	<b>24 351</b>	<b>92 151</b>	<b>103 386</b>	<b>(11 235)</b>	<b>-11%</b>	<b>103 386</b>

Capital expenditure is 10,87% below the Year-to-Date budget

## Table C6: Monthly Budget Statement - Financial Position

WC032 Overstrand - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2014/15	Budget Year 2015/16			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
<b>R thousands</b>					
<b>ASSETS</b>					
<b>Current assets</b>					
Cash	78 935	97 547	100 467	73 520	100 467
Call investment deposits	26 051		–	101 263	–
Consumer debtors	52 850	51 774	51 774	60 589	51 774
Other debtors	56 167	44 112	40 197	56 708	40 197
Current portion of long-term receivables	15	13	13	14	13
Inventory	10 426	14 483	14 483	10 878	14 483
<b>Total current assets</b>	<b>224 444</b>	<b>207 929</b>	<b>206 935</b>	<b>302 971</b>	<b>206 935</b>
<b>Non current assets</b>					
Long-term receivables	53	41	41	37	41
Investments	23 149	28 455	28 455	29 740	28 455
Investment property	159 761	164 501	164 501	159 761	164 501
Investments in Associate			–		–
Property, plant and equipment	3 117 725	3 122 147	3 120 054	3 098 515	3 120 054
Agricultural			–		–
Biological assets			–		–
Intangible assets	4 762	5 368	5 368	4 762	5 368
Other non-current assets			–		–
<b>Total non current assets</b>	<b>3 305 450</b>	<b>3 320 511</b>	<b>3 318 419</b>	<b>3 292 814</b>	<b>3 318 419</b>
<b>TOTAL ASSETS</b>	<b>3 529 894</b>	<b>3 528 441</b>	<b>3 525 353</b>	<b>3 595 785</b>	<b>3 525 353</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Bank overdraft			–		–
Borrowing	23 620	28 113	28 113	26 488	28 113
Consumer deposits	41 743	43 801	43 801	43 943	43 801
Trade and other payables	65 836	74 229	74 229	69 610	74 229
Provisions	23 939	28 317	25 422	28 317	25 422
<b>Total current liabilities</b>	<b>155 138</b>	<b>174 459</b>	<b>171 564</b>	<b>168 358</b>	<b>171 564</b>
<b>Non current liabilities</b>					
Borrowing	408 964	415 999	415 999	412 402	415 999
Provisions	193 227	201 669	211 226	208 556	211 226
<b>Total non current liabilities</b>	<b>602 191</b>	<b>617 668</b>	<b>627 225</b>	<b>620 957</b>	<b>627 225</b>
<b>TOTAL LIABILITIES</b>	<b>757 329</b>	<b>792 127</b>	<b>798 789</b>	<b>789 315</b>	<b>798 789</b>
<b>NET ASSETS</b>	<b>2 772 565</b>	<b>2 736 314</b>	<b>2 726 564</b>	<b>2 806 470</b>	<b>2 726 564</b>
<b>COMMUNITY WEALTH/EQUITY</b>					
Accumulated Surplus/(Deficit)	2 769 994	2 733 677	2 723 927	2 804 295	2 723 927
Reserves	2 571	2 637	2 637	2 175	2 637
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	<b>2 772 565</b>	<b>2 736 314</b>	<b>2 726 564</b>	<b>2 806 470</b>	<b>2 726 564</b>

The statement of financial position is in line with expectations for the financial year.

## Table C7: Monthly Budget Statement - Cash Flow

### WC032 Overstrand - Table C7 Monthly Budget Statement - Cash Flow - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>									
<b>Receipts</b>									
Property rates, penalties & collection charges	152 186	163 800	163 800	9 462	159 319	163 800	(4 480)	-3%	163 800
Service charges	517 192	567 409	569 410	51 712	574 922	569 410	5 513	1%	569 410
Other revenue	59 478	76 884	80 982	7 905	70 149	80 982	(10 832)	-13%	80 982
Government - operating	59 124	90 324	103 555	3 101	103 559	103 555	3	0%	103 555
Government - capital	55 498	64 354	61 761	21 014	60 651	61 761	(1 109)	-2%	61 761
Interest	10 423	8 784	11 409	2 165	16 513	11 409	5 103	45%	11 409
Dividends							-		-
<b>Payments</b>									
Suppliers and employees	(642 330)	(765 303)	(796 886)	(90 503)	(730 128)	(796 886)	(66 758)	8%	(796 886)
Finance charges	(43 433)	(46 895)	(46 895)	(15 127)	(44 215)	(46 895)	(2 680)	6%	(46 895)
Transfers and Grants	(48 659)	(48 497)	(49 448)	(4 125)	(50 757)	(49 448)	1 308	-3%	(49 448)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>	<b>119 478</b>	<b>110 861</b>	<b>97 687</b>	<b>(14 395)</b>	<b>160 015</b>	<b>97 687</b>	<b>(62 327)</b>	<b>-64%</b>	<b>97 687</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>									
<b>Receipts</b>									
Proceeds on disposal of PPE	14 548	-	-	-	-	-	-		-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-		-
Decrease (increase) other non-current receivables	15	18	18	8	18	18	0	2%	18
Decrease (increase) in non-current investments	(4 980)	(6 248)	(6 248)	(426)	(6 591)	(6 248)	(344)	5%	(6 248)
<b>Payments</b>									
Capital assets	(110 898)	(103 914)	(103 386)	(24 351)	(92 151)	(103 386)	(11 235)	11%	(103 386)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>	<b>(101 315)</b>	<b>(110 144)</b>	<b>(109 616)</b>	<b>(24 769)</b>	<b>(98 724)</b>	<b>(109 616)</b>	<b>(10 892)</b>	<b>10%</b>	<b>(109 616)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>									
<b>Receipts</b>									
Short term loans	64	(1 135)	(1 135)	(9)	(85)	(1 135)	1 049	-92%	(1 135)
Borrowing long term/refinancing	40 000	30 000	30 000	-	30 000	30 000	-		30 000
Increase (decrease) in consumer deposits	3 983	2 479	2 479	94	2 200	2 479	(279)	-11%	2 479
<b>Payments</b>									
Repayment of borrowing	(20 381)	(23 936)	(23 936)	(3 083)	(23 610)	(23 936)	(326)	1%	(23 936)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>	<b>23 666</b>	<b>7 409</b>	<b>7 409</b>	<b>(2 999)</b>	<b>8 505</b>	<b>7 409</b>	<b>(1 096)</b>	<b>-15%</b>	<b>7 409</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>	<b>41 828</b>	<b>8 126</b>	<b>(4 520)</b>	<b>(42 162)</b>	<b>69 796</b>	<b>(4 520)</b>			<b>(4 520)</b>
Cash/cash equivalents at beginning:	63 158	89 421	104 987		104 987	104 987			104 987
Cash/cash equivalents at month/year end:	104 987	97 547	100 467		174 783	100 467			100 467

Table C7 balances to the current Cash balance, shown in the 'YTD actual' column, which is R174.8 million.

The municipality started the year with a positive cash balance of R104.9 million. The June closing balance is R174.8 million. Refer to Supporting Table SC9 for more details on the cash position.



## Supporting Table SC9: Monthly Budget Statement – Actual & revised targets for cash receipts & cash flows

WC032 Overstrand - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M12 June

Description	Budget Year 2015/16												2012/13 medium term Revenue & Expenditure Framework		
	July Outcome	August Outcome	Sept Outcome	October Outcome	Nov Outcome	Dec Outcome	January Outcome	Feb Outcome	March Outcome	April Outcome	May Outcome	June Outcome	Budget Year 2012/13	Budget Year+1 2013/14	Budget Year+2 2014/15
<b>Cash Receipts By Source</b>															
Property rates	5 085	8 620	11 255	11 191	11 426	10 312	11 606	14 684	13 730	38 844	12 570	9 431	162 909	172 317	183 542
Property rates - penalties & collection charges	65	62	56	65	67	35	34	50	34	34	32	31	891	980	1 078
Service charges - electricity revenue	21 074	25 610	25 570	24 619	24 122	24 047	24 537	24 878	24 523	21 168	23 745	31 443	339 249	369 510	405 469
Service charges - water revenue	5 153	13 140	12 569	11 773	12 079	10 920	12 298	11 459	11 626	9 123	10 843	9 725	102 158	107 084	113 055
Service charges - sanitation revenue	570	5 041	6 417	6 145	5 928	6 659	6 562	6 787	6 801	6 015	6 296	4 471	66 448	69 680	73 596
Service charges - refuse	774	7 336	7 884	7 543	7 206	7 940	6 960	7 064	7 653	6 778	7 324	5 963	59 554	62 701	66 475
Rental of facilities and equipment	707	599	1 350	679	815	2 348	1 138	858	(4 693)	325	349	359	11 872	12 879	14 097
Interest earned - external investments	626	1 144	988	1 483	775	843	1 541	741	1 258	1 090	1 310	1 978	6 348	6 348	6 348
Interest earned - outstanding debtors	219	221	214	210	232	232	247	258	259	263	195	187	2 437	2 680	2 948
Fines	527	4 221	2 195	2 155	2 104	2 064	2 163	2 549	2 791	2 530	2 685	2 684	31 859	32 766	33 763
Licences and permits	192	186	192	174	179	166	212	198	362	199	182	181	2 190	2 408	2 649
Agency services	262	206	227	258	264	309	293	270	304	274	278	266	2 970	3 267	3 594
Transfer receipts - operating	27 390	590	1 015	3 440	23 498	6 473	-	8 176	24 320	4 480	1 076	3 101	90 324	107 886	97 173
Other revenue	(526)	1 258	2 205	3 164	1 631	914	738	2 316	6 900	4 657	3 341	4 414	27 993	24 156	20 648
<b>Cash Receipts by Source</b>	<b>62 118</b>	<b>68 233</b>	<b>72 137</b>	<b>72 900</b>	<b>90 325</b>	<b>73 261</b>	<b>68 331</b>	<b>80 288</b>	<b>95 868</b>	<b>96 352</b>	<b>70 306</b>	<b>74 346</b>	<b>907 202</b>	<b>974 662</b>	<b>1 024 434</b>
<b>Other Cash Flows by Source</b>															
Transfer receipts - capital	227	4 381	11 003	1 991	4 652	6 636	-	1 552	4 092	2 266	2 837	21 014	63 354	60 876	73 561
Contributions & Contributed assets													1 000	-	-
Proceeds on disposal of PPE															
Borrowing long term/refinancing											30 000		30 000	30 000	30 000
Increase in consumer deposits	170	71	297	219	88	17	178	264	334	272	197	94	2 479	2 628	2 786
Receipt of non-current debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables	0	0	0	0	0	7	0	0	0	0	0	8	18	13	11
Change in non-current investments	(429)	(648)	(506)	(897)	(147)	(713)	(671)	(482)	(587)	(415)	(671)	(426)	(6 248)	(5 930)	(6 025)
<b>Total Cash Receipts by Source</b>	<b>62 086</b>	<b>72 037</b>	<b>82 931</b>	<b>74 213</b>	<b>94 918</b>	<b>79 208</b>	<b>67 838</b>	<b>81 622</b>	<b>99 708</b>	<b>98 467</b>	<b>102 660</b>	<b>95 027</b>	<b>996 671</b>	<b>1 060 977</b>	<b>1 123 416</b>
<b>Cash Payments by Type</b>															
Employee related costs	18 684	20 185	23 173	21 220	34 244	21 800	23 214	20 391	21 024	21 011	20 917	21 118	285 015	298 435	316 191
Remuneration of councillors	668	663	663	699	683	683	935	723	715	723	715	698	8 674	9 192	9 741
Interest paid	123	670	1 108	3 888	1 253	8 511	1 556	1 932	2 174	6 367	1 507	15 127	46 895	46 780	47 279
Bulk purchases - Electricity	3 279	23 866	22 228	14 295	13 592	14 721	14 658	14 440	14 465	11 168	13 120	34 787	193 573	221 138	252 628
Bulk purchases - Water & Sewer															
Other materials	1 212	1 935	2 553	5 164	3 918	8 037	1 715	8 710	9 344	6 456	2 409	7 323	57 801	69 631	53 593
Contracted services	1 367	5 457	6 473	6 301	6 526	12 115	7 811	20 031	11 823	14 425	12 678	29 769	125 322	128 122	135 442
Grants and subsidies paid - other municipalities															
Grants and subsidies paid - other	3 352	5 758	4 328	3 957	3 947	3 955	3 954	3 941	5 310	4 034	4 095	4 125	48 497	54 667	62 244
General expenses	(27 142)	(552)	20 917	6 247	4 809	18 750	(393)	(4 974)	1 108	40 818	10 013	(3 191)	94 919	82 042	68 158
<b>Cash Payments by Type</b>	<b>1 543</b>	<b>57 982</b>	<b>81 443</b>	<b>61 771</b>	<b>68 971</b>	<b>88 570</b>	<b>53 451</b>	<b>65 194</b>	<b>65 964</b>	<b>105 002</b>	<b>65 454</b>	<b>109 755</b>	<b>860 695</b>	<b>910 006</b>	<b>945 276</b>
<b>Other Cash Flows/Payments by Type</b>															
Capital assets	227	9 788	14 612	3 390	6 454	12 084	1 797	1 460	7 039	3 125	7 824	24 351	103 914	94 606	103 561
Repayment of borrowing	1 075	713	828	4 891	1 052	2 998	1 112	853	784	5 167	1 114	3 083	23 936	26 841	29 775
<b>Total Cash Payments by Type</b>	<b>2 844</b>	<b>68 483</b>	<b>96 882</b>	<b>70 051</b>	<b>76 477</b>	<b>103 652</b>	<b>56 359</b>	<b>67 508</b>	<b>73 787</b>	<b>113 295</b>	<b>74 391</b>	<b>137 189</b>	<b>988 545</b>	<b>1 031 453</b>	<b>1 078 612</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>59 241</b>	<b>3 554</b>	<b>(13 951)</b>	<b>4 162</b>	<b>18 441</b>	<b>(24 444)</b>	<b>11 479</b>	<b>14 115</b>	<b>25 920</b>	<b>(14 827)</b>	<b>28 269</b>	<b>(42 162)</b>	<b>8 126</b>	<b>29 524</b>	<b>44 804</b>
Cash/cash equivalents at the month/year end	104 987	164 228	167 782	153 831	157 993	176 434	151 990	163 469	177 583	203 504	188 676	216 945	104 987	113 113	142 637
Cash/cash equivalents at the month/year end	164 228	167 782	153 831	157 993	176 434	151 990	163 469	177 583	203 504	188 676	216 945	174 783	113 113	142 637	187 440

This supporting table gives details of information summarised in Table C7.

## PART 2 – SUPPORTING DOCUMENTATION

### Debtors' analysis

#### Supporting Table SC3 Debtors' age analysis

WC032 Overstrand - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

Description	NT Code	Budget Year 2015/16										Total over 90 days	Actual Bad Debts Written Off against Debtors	Impaired - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total				
R thousands														
<b>Debtors Age Analysis By Income Source</b>														
Trade and Other Receivables from Exchange Transactions - Water	1200	9 696	321	208	180	152	129	540	2 684	13 912	3 686	-	3 478	
Trade and Other Receivables from Exchange Transactions - Electricity	1300	12 462	286	169	168	137	123	545	2 296	16 186	3 269	-	3 649	
Receivables from Non-exchange Transactions - Property Rates	1400	13 433	379	261	228	178	155	990	2 463	18 086	4 013	-	4 193	
Receivables from Exchange Transactions - Waste Water Management	1500	5 518	188	125	108	94	84	345	1 806	8 267	2 437	-	2 090	
Receivables from Exchange Transactions - Waste Management	1600	4 482	139	95	81	71	64	314	1 298	6 546	1 829	-	1 631	
Receivables from Exchange Transactions - Property Rental Debtors	1700	230	48	37	33	33	17	16	133	547	231	-	103	
Interest on Arrear Debtor Accounts	1810	84	24	23	31	30	34	257	5 297	5 779	5 649	-	-	
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-	
Other	1900	3 130	307	186	267	97	145	705	2 766	7 604	3 980	-	1 850	
<b>Total By Income Source</b>	<b>2000</b>	<b>49 036</b>	<b>1 691</b>	<b>1 105</b>	<b>1 097</b>	<b>792</b>	<b>751</b>	<b>3 711</b>	<b>18 743</b>	<b>76 926</b>	<b>25 094</b>	<b>-</b>	<b>16 995</b>	
<b>2014/15 - totals only</b>		<b>45 343</b>	<b>1 634</b>	<b>1 127</b>	<b>1 001</b>	<b>715</b>	<b>627</b>	<b>3 220</b>	<b>16 155</b>	<b>69 821</b>	<b>21 717</b>	<b>374</b>	<b>16 359</b>	
<b>Debtors Age Analysis By Customer Group</b>														
Organs of State	2200	1 441	47	22	26	25	15	447	137	2 161	651	-	204	
Commercial	2300	6 191	105	72	67	63	64	141	710	7 413	1 045	-	615	
Households	2400	41 620	1 520	1 002	996	700	668	3 093	17 537	67 136	22 994	-	16 174	
Other	2500	(216)	20	8	7	4	3	30	359	216	404	-	2	
<b>Total By Customer Group</b>	<b>2600</b>	<b>49 036</b>	<b>1 691</b>	<b>1 105</b>	<b>1 097</b>	<b>792</b>	<b>751</b>	<b>3 711</b>	<b>18 743</b>	<b>76 926</b>	<b>25 094</b>	<b>-</b>	<b>16 995</b>	

Debtors' levels remain reasonably stable notwithstanding the spike in the outstanding debtors' that occurred at the end of January 2016. This was due to the high consumption over the festive season resulting in increased billings. The outstanding debtors' tapers off to be in line with the normal trends towards the end of the financial year.

The overall increased debtors results mainly from the year-on-year increase in billings from increased tariffs at the start of the new financial year. This conclusion can be drawn from the increase in the 0-30 days (current) debtors.

#### Summary of Indigent Households

Indigent Household Statistics					
	Indigent Households	Amount	Other Households	Total Households	
<b>2 015</b>					
July	8 337	3 352 279	23 998	32 335	25.78%
August	8 336	5 479 944	24 348	32 684	25.50%
September	8 124	4 328 481	24 548	32 672	24.87%
October	7 352	3 956 639	25 312	32 664	22.51%
November	7 302	3 946 768	25 478	32 780	22.28%
December	7 317	3 954 562	25 626	32 943	22.21%
<b>2016</b>					
January	7 297	3 954 295	25 648	32 945	22.15%
February	7 281	3 941 114	25 362	32 643	22.30%
March	7 298	3 945 656	24 998	32 296	22.60%
April	7 295	3 950 232	25 002	32 297	22.59%
May	7 398	4 035 129	24 899	32 297	22.91%
June	7 512	4 055 123	24 782	32 294	23.26%

## Summary of Debtors Age Analysis

MONTH	< 30 Days	< 60 Days	< 90 Days	< 120 Days	< 150 Days	<180 Days	<365 Days	>365 Days	Total -	Older than 30 Days	Older than 90 days
<b>2015/16</b>											
June	49 035 678	1 691 331	1 104 654	1 096 828	792 103	751 341	3 711 401	18 742 689	76 926 026	27 890 348	25 094 363
May	49 646 558	1 788 225	1 339 920	940 170	872 423	704 878	4 260 318	18 574 795	78 127 286	28 480 728	25 352 583
April	50 695 863	2 071 466	1 153 467	993 983	806 376	2 317 800	3 816 977	18 451 629	80 307 560	29 611 698	26 386 765
March	51 970 457	1 951 312	1 233 643	987 389	2 419 364	872 657	3 804 965	18 335 985	81 575 772	29 605 315	26 420 360
February	54 093 045	1 848 757	1 226 985	2 611 368	973 500	998 450	3 557 324	17 976 007	83 285 436	29 192 391	26 116 649
January	58 165 577	2 045 629	3 024 692	1 141 036	1 086 276	707 580	4 025 727	17 708 926	87 905 442	29 739 865	24 669 545
December	50 979 761	3 575 536	1 326 225	1 171 863	751 095	722 960	3 867 237	17 317 935	79 712 612	28 732 851	23 831 090
November	50 643 681	1 865 830	1 382 058	883 165	1 207 525	716 440	3 302 097	17 250 921	77 251 716	26 608 035	23 360 147
October	49 425 659	1 871 479	1 091 183	917 433	1 256 247	684 420	3 393 009	17 188 366	75 827 795	26 402 136	23 439 474
September	48 308 730	1 643 242	1 609 916	963 407	757 166	752 650	3 326 448	16 930 901	74 292 460	25 983 730	22 730 572
Augustus	50 057 274	2 342 293	1 199 288	879 106	834 921	808 181	3 292 068	16 645 645	76 058 775	26 001 502	22 459 921
July	51 621 817	1 729 149	1 088 910	946 724	893 543	663 928	3 250 785	16 514 546	76 709 402	25 087 584	22 269 526

## Government Debt

Overstrand Municipality as at 30/06/2016	Total Debt	Services	Rates	Other
<b>Department Responsible for the Debt</b>				
NPW 2227	415 795	391 507	20 582	3 705
WCED 2251	469 346	469 346	0	0
OTHER 2210+2255	609 030	609 030	0	0
HEALTH 2252	113 721	96 035	7 901	9 786
TPW 2256	360 824	4 093	328 392	28 339
HOUSING 2253+2215	18 055	2 234	14 694	1 127
OTHER MUNICIPALITIES 2276	173 907	173 541	0	366
<b>TOTAL OUTSTANDING</b>	<b>2 160 677</b>	<b>1 745 786</b>	<b>371 569</b>	<b>43 322</b>

## Creditors' analysis

### Supporting Table SC4

#### WC032 Overstrand - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June

Description	NT Code	Budget Year 2015/16								
		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>R thousands</b>										
<b>Creditors Age Analysis By Customer Type</b>										
Bulk Electricity	0100	22 178								22 178
Bulk Water	0200									-
PAYE deductions	0300									-
VAT (output less input)	0400									-
Pensions / Retirement deductions	0500									-
Loan repayments	0600									-
Trade Creditors	0700	9 241								9 241
Auditor General	0800									-
Other	0900									-
<b>Total By Customer Type</b>	<b>1000</b>	<b>31 419</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31 419</b>

Supporting Table SC4 reflects current creditors at the end of June 2016.

The payment of creditors is within requirements of the MFMA.

# Investment portfolio analysis

## Supporting Table SC5

WC032 Overstrand - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
R thousands	Yrs/Months							
<b>Municipality</b>								
LIBERTY 15934476	15 YEARS	Policy	01/09/2025	40		10 452	125	10 617
LIBERTY 21196964	14 YEARS	Policy	01/09/2025	53		16 848	260	17 161
MOMENTUM MP 3853776	14 YEARS	Policy	01/07/2026	(81)		2 014	30	1 962
ABSA 4074809272	DAILY	CALL		2	6.0%	434		437
ABSA 9284200168	DEP PLUS	DEP PLUS		130	6.3%	23 391	(23 000)	521
ABSA 9295906141	DAILY	DEP PLUS		129	6.3%	23 176	(23 000)	305
Nedbank 03/7881534451	28 days	FIXED DEP	29/06/2016	287	7.5%		(287)	0
Investec 1400-196164-452	14 days	FIXED DEP	27/06/2016	139	7.3%		(139)	(0)
Nedbank 03/7881534451	61 days	FIXED DEP	29/08/2016		7.7%		50 000	50 000
<b>TOTAL INVESTMENTS AND INTEREST</b>				<b>699</b>		<b>76 315</b>	<b>53 989</b>	<b>131 003</b>

Surplus cash not immediately required is invested in call and monthly deposits.

Long term investments relate to the sinking fund investments.

## Allocation and grant receipts and expenditure

### Supporting Table SC6 – Grant receipts

WC032 Overstrand - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>RECEIPTS:</b>									
<b>Operating Transfers and Grants</b>									
<b>National Government:</b>	<b>55 239</b>	<b>67 709</b>	<b>67 709</b>	<b>-</b>	<b>67 709</b>	<b>67 709</b>	<b>-</b>		<b>67 709</b>
Local Government Equitable Share	52 021	64 598	64 598		64 598	64 598	-		64 598
Finance Management	1 450	1 450	1 450		1 450	1 450			1 450
Municipal Systems Improvement									
EPWP Incentive	1 768	1 661	1 661		1 661	1 661			1 661
<b>Provincial Government:</b>	<b>5 791</b>	<b>22 615</b>	<b>35 044</b>	<b>2 135</b>	<b>35 099</b>	<b>35 099</b>	<b>-</b>		<b>35 044</b>
Housing	632	17 141	29 370	2 135	29 425	29 425	-		29 370
Provincial Library Grant	3 182	5 288	5 288		5 288	5 288			5 288
Community Development Worker Grant	70	72	72		72	72	-		72
Main Road Subsidy	83	114	114		114	114	-		114
Financial Management Support Grant	515						-		-
Thusong Service Centre Grant			200		200	200			200
[insert description]							-		
<b>Total Operating Transfers and Grants</b>	<b>61 030</b>	<b>90 324</b>	<b>102 753</b>	<b>2 135</b>	<b>102 808</b>	<b>102 808</b>	<b>-</b>		<b>102 753</b>
<b>Capital Transfers and Grants</b>									
<b>National Government:</b>	<b>23 608</b>	<b>30 347</b>	<b>30 347</b>	<b>-</b>	<b>30 347</b>	<b>30 347</b>	<b>-</b>		<b>30 347</b>
Municipal Infrastructure Grant (MIG)	20 674	21 417	21 417		21 417	21 417	-		21 417
Municipal Systems Improvement	934	930	930		930	930			930
INEP	2 000	8 000	8 000		8 000	8 000			8 000
<b>Provincial Government:</b>	<b>30 195</b>	<b>33 007</b>	<b>30 414</b>	<b>-</b>	<b>30 414</b>	<b>30 414</b>	<b>-</b>		<b>30 414</b>
Housing	28 045	29 973	26 080		26 080	26 080	-		26 080
Provincial Library Grant	2 150	3 034	3 034		3 034	3 034			3 034
Financial Management Support Grant			1 300		1 300	1 300			1 300
<b>Other grant providers:</b>	<b>-</b>	<b>1 000</b>	<b>1 000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
National Lotto		1 000	1 000				-		-
							-		
<b>Total Capital Transfers and Grants</b>	<b>53 803</b>	<b>64 354</b>	<b>61 761</b>	<b>-</b>	<b>60 761</b>	<b>60 761</b>	<b>-</b>		<b>60 761</b>
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>	<b>114 833</b>	<b>154 678</b>	<b>164 514</b>	<b>2 135</b>	<b>163 569</b>	<b>163 569</b>	<b>-</b>		<b>163 514</b>

Grant receipts are monitored according to the payment schedules.

## Supporting Table SC7(1) – Grant expenditure

### WC032 Overstrand - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>EXPENDITURE</b>									
<b>Operating expenditure of Transfers and Grants</b>									
<b>National Government:</b>	<b>2 628</b>	<b>3 111</b>	<b>3 701</b>	<b>1 189</b>	<b>3 701</b>	<b>3 701</b>	<b>-</b>		<b>3 701</b>
Local Government Equitable Share							-		
Finance Management	860	1 450	2 040	936	2 040	2 040	-		2 040
Municipal Systems Improvement							-		
EPWP Incentive	1 768	1 661	1 661	253	1 661	1 661	-		1 661
							-		
<b>Provincial Government:</b>	<b>5 823</b>	<b>22 615</b>	<b>35 257</b>	<b>4 609</b>	<b>35 260</b>	<b>35 260</b>	<b>-</b>		<b>35 257</b>
Housing	632	17 141	29 370	4 462	29 370	29 370	-		29 370
Provincial Library Grant	3 182	5 288	5 288	5	5 291	5 291	-		5 288
Community Development Worker Grant	70	72	72	26	72	72	-		72
Main Road Subsidy	83	114	114	114	114	114	-		114
Disaster recovery and greenest municipality grant	1 310								
Financial Management Support Grant	547		213		213	213	-		213
Thusong Service Centre Grant			200	2	200	200			200
							-		
<b>Total operating expenditure of Transfers and Grants:</b>	<b>8 452</b>	<b>25 726</b>	<b>38 957</b>	<b>5 798</b>	<b>38 961</b>	<b>38 961</b>	<b>-</b>		<b>38 957</b>
<b>Capital expenditure of Transfers and Grants</b>									
<b>National Government:</b>	<b>23 608</b>	<b>30 347</b>	<b>30 347</b>	<b>13 837</b>	<b>30 347</b>	<b>30 347</b>	<b>-</b>		<b>30 347</b>
Municipal Infrastructure Grant (MIG)	20 674	21 417	21 417	7 947	21 417	21 417	-		21 417
Municipal Systems Improvement	934	930	930	407	930	930	-		930
INEP	2 000	8 000	8 000	5 483	8 000	8 000	-		8 000
							-		
<b>Provincial Government:</b>	<b>31 890</b>	<b>33 007</b>	<b>30 414</b>	<b>4 480</b>	<b>30 304</b>	<b>30 304</b>	<b>-</b>		<b>30 414</b>
Housing	29 740	29 973	26 080	2 876	25 974	25 974	-		26 080
Provincial Library Grant	2 150	3 034	3 034	304	3 031	3 031	-		3 034
Financial Management Support Grant			1 300	1 300	1 300	1 300			1 300
							-		
<b>Other grant providers:</b>	<b>-</b>	<b>1 000</b>	<b>1 000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
National Lotto		1 000	1 000				-		-
							-		
<b>Total capital expenditure of Transfers and Grants</b>	<b>55 498</b>	<b>64 354</b>	<b>61 761</b>	<b>18 318</b>	<b>60 651</b>	<b>60 651</b>	<b>-</b>		<b>60 761</b>
<b>TOTAL EXPENDITURE OF TRANSFERS AND GRANTS</b>	<b>63 949</b>	<b>90 080</b>	<b>100 718</b>	<b>24 116</b>	<b>99 612</b>	<b>99 612</b>	<b>-</b>		<b>99 718</b>

Grant expenditure is monitored against grant receipts.

## Supporting Table SC7(2) – Expenditure against approved rollovers

WC032 Overstrand - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - M12 June

Description	Budget Year 2015/16				
	Approved Rollover 2014/15	Monthly actual	YearTD actual	YTD variance	YTD variance %
<b>R thousands</b>					
<b><u>EXPENDITURE</u></b>					
<b><u>Operating expenditure of Approved Roll-overs</u></b>					
<b>National Government:</b>	<b>590</b>	<b>-</b>	<b>590</b>	<b>-</b>	
Local Government Equitable Share				-	
Finance Management	590		590	-	
Municipal Systems Improvement				-	
EPWP Incentive				-	
Other transfers and grants [insert description]				-	
<b>Provincial Government:</b>	<b>213</b>	<b>-</b>	<b>213</b>	<b>-</b>	
Housing				-	
Disaster recovery and greenest municipality grant				-	
Community Development Worker Grant				-	
Main Road Subsidy				-	
Financial Management Support Grant	213		213	-	
<b>District Municipality:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other grant providers:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total operating expenditure of Approved Roll-overs</b>	<b>802</b>	<b>-</b>	<b>802</b>	<b>-</b>	
<b><u>Capital expenditure of Approved Roll-overs</u></b>					
<b>National Government:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Municipal Infrastructure Grant (MIG)				-	
				-	
				-	
Other capital transfers [insert description]				-	
<b>Provincial Government:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
				-	
				-	
<b>District Municipality:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other grant providers:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total capital expenditure of Approved Roll-overs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURE OF APPROVED ROLL-OVERS</b>	<b>802</b>	<b>-</b>	<b>802</b>	<b>-</b>	

The roll over FMSG & FMG funds from Provincial Treasury & National Treasury were spent in the fourth quarter.

# Expenditure on councillor allowances and employee benefits

## Supporting Table SC8

### WC032 Overstrand - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Councillors (Political Office Bearers plus Other)</b>									
Basic Salaries and Wages	7 533	8 037	8 037	649	7 957	8 037	(80)	-1%	8 037
Pension and UIF Contributions							-		
Medical Aid Contributions							-		
Motor Vehicle Allowance							-		
Cellphone Allowance	570	638	638	49	605	638	(33)	-5%	638
Housing Allowances							-		
Other benefits and allowances							-		
<b>Sub Total - Councillors</b>	<b>8 104</b>	<b>8 674</b>	<b>8 674</b>	<b>698</b>	<b>8 562</b>	<b>8 674</b>	<b>(112)</b>	<b>-1%</b>	<b>8 674</b>
<b>Senior Managers of the Municipality</b>									
Basic Salaries and Wages	9 190	9 735	9 735	795	9 543	9 735	(192)	-2%	9 735
Pension and UIF Contributions							-		
Medical Aid Contributions							-		
Overtime							-		
Performance Bonus							-		
Motor Vehicle Allowance							-		
Cellphone Allowance	147	154	154	13	154	154	-		154
Housing Allowances							-		
Other benefits and allowances							-		
Payments in lieu of leave							-		
Long service awards							-		
Post-retirement benefit obligations							-		
<b>Sub Total - Senior Managers of Municipality</b>	<b>9 337</b>	<b>9 889</b>	<b>9 889</b>	<b>808</b>	<b>9 697</b>	<b>9 889</b>	<b>(192)</b>	<b>-2%</b>	<b>9 889</b>
<b>Other Municipal Staff</b>									
Basic Salaries and Wages	165 741	189 457	183 993	13 535	174 068	183 993	(9 925)	-5%	183 993
Pension and UIF Contributions	31 953	31 735	30 693	2 370	28 744	30 693	(1 949)	-6%	30 693
Medical Aid Contributions	9 363	11 618	11 038	841	9 829	11 038	(1 209)	-11%	11 038
Overtime	14 765	15 046	13 405	1 118	14 495	13 405	1 090	8%	13 405
Performance Bonus			-	-	-	-	-		-
Motor Vehicle Allowance	9 634	11 314	10 389	804	9 209	10 389	(1 181)	-11%	10 389
Cellphone Allowance		1 348	1 326	103	1 255	1 326	(71)	-5%	1 326
Housing Allowances	944	1 002	1 759	220	2 452	1 759	693	39%	1 759
Other benefits and allowances	12 978	10 621	10 108	903	10 941	10 108	832	8%	10 108
Provision for Accrued Leave	996	729	729	61	729	729	0	0%	729
Provision for Long service awards	1 161	1 802	3 042	255	2 881	3 042	(160)	-5%	3 042
Provision for Bonus	655	455	455	58	571	455			455
Post-retirement benefit obligations	9 493	6 578	16 001	1 333	16 001	16 001	0	0%	16 001
<b>Sub Total - Other Municipal Staff</b>	<b>257 682</b>	<b>281 705</b>	<b>282 938</b>	<b>21 600</b>	<b>271 176</b>	<b>282 938</b>	<b>(11 763)</b>	<b>-4%</b>	<b>282 938</b>
<b>Total Parent Municipality</b>	<b>275 123</b>	<b>300 268</b>	<b>301 502</b>	<b>23 106</b>	<b>289 435</b>	<b>301 502</b>	<b>(12 066)</b>	<b>-4%</b>	<b>301 502</b>
<b>TOTAL SALARY, ALLOWANCES &amp; BENEFITS</b>	<b>275 123</b>	<b>300 268</b>	<b>301 502</b>	<b>23 106</b>	<b>289 435</b>	<b>301 502</b>	<b>(12 066)</b>	<b>-4%</b>	<b>301 502</b>
<b>TOTAL MANAGERS AND STAFF</b>	<b>267 019</b>	<b>291 593</b>	<b>292 827</b>	<b>22 408</b>	<b>280 873</b>	<b>292 827</b>	<b>(11 954)</b>	<b>-4%</b>	<b>292 827</b>



## **SDBIP**

The results of the SDBIP for the fourth quarter ended 30 June 2016 will be included in a separate comprehensive report to be tabled in Council.

# Financial Performance

## Supporting Table SC2

### WC032 Overstrand - Supporting Table SC2 Monthly Budget Statement - performance indicators - M12 June

Description of financial indicator	Basis of calculation	2014/15	Budget Year 2015/16			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
<b><u>Borrowing Management</u></b>						
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure	2.5%	16.4%	16.0%	4.6%	5.6%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants	36.0%	31.1%	32.3%	29.5%	32.3%
<b><u>Safety of Capital</u></b>						
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves	18.0%	18.9%	19.0%	18.1%	19.0%
Gearing	Long Term Borrowing/ Funds & Reserves	15906.6%	15774.5%	15774.5%	18962.0%	15774.5%
<b><u>Liquidity</u></b>						
Current Ratio	Current assets/current liabilities	144.7%	119.2%	120.6%	180.0%	120.6%
Liquidity Ratio	Monetary Assets/Current Liabilities	67.7%	55.9%	58.6%	103.8%	58.6%
<b><u>Revenue Management</u></b>						
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing					
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	13.6%	10.7%	10.1%	12.6%	10.1%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%
<b><u>Creditors Management</u></b>						
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	98.0%	98.0%	98.0%		98.0%
<b><u>Funding of Provisions</u></b>						
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions					
<b><u>Other Indicators</u></b>						
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	5.8%	6.0%	6.0%	6.2%	6.0%
Water Distribution Losses	% Volume (units purchased and own source less units sold)/Total units purchased and own source	19.3%	20.2%	20.2%	20.9%	20.2%
Employee costs	Employee costs/Total Revenue - capital revenue	33.2%	32.6%	32.1%	30.1%	32.1%
Repairs & Maintenance	R&M/Total Revenue - capital revenue	0.0%	0.0%	0.0%	0.0%	0.0%
Interest & Depreciation	I&D/Total Revenue - capital revenue	18.6%	17.7%	17.3%	4.7%	6.1%
<b><u>IDP regulation financial viability indicators</u></b>						
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	17.1	22.4	22.4	20.2	22.4
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	10.4%	12.3%	12.3%	10.3%	12.3%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	3.7	1.5	1.5	6.5	1.5

# Capital programme performance

## Supporting Table SC12

### WC032 Overstrand - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M12 June

Month	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
<b>R thousands</b>									
<b>Monthly expenditure performance trend</b>									
July	-	100	100	227	227	100	(127)	-127.0%	0%
August	2 668	719	719	9 788	10 015	819	(9 196)	-1122.4%	10%
September	5 907	2 454	2 454	14 612	24 627	3 273	(21 354)	-652.4%	24%
October	5 597	9 714	9 714	3 390	28 017	12 987	(15 030)	-115.7%	27%
November	8 111	9 931	9 931	6 454	34 471	22 918	(11 552)	-50.4%	33%
December	15 052	8 931	8 931	12 084	46 555	31 850	(14 705)	-46.2%	45%
January	671	1 005	1 805	1 797	48 352	33 655	(14 697)	-43.7%	47%
February	9 297	7 151	7 151	1 460	49 812	40 806	(9 006)	-22.1%	48%
March	15 164	9 671	8 756	7 039	56 851	49 561	(7 290)	-14.7%	55%
April	12 162	9 285	8 585	3 125	59 977	58 147	(1 830)	-3.1%	58%
May	7 988	11 048	11 048	7 824	67 800	69 195	1 395	2.0%	65%
June	25 873	33 904	34 192	24 351	92 151	103 386	11 235	10.9%	89%
<b>Total Capital expenditure</b>	<b>108 490</b>	<b>103 914</b>	<b>103 386</b>	<b>92 151</b>					

## Supporting Table SC13a

### WC032 Overstrand - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Capital expenditure on new assets by Asset Class/Sub-class</b>									
<b>Infrastructure</b>	<b>32 922</b>	<b>44 873</b>	<b>47 388</b>	<b>13 479</b>	<b>42 488</b>	<b>47 388</b>	<b>4 900</b>	<b>10.3%</b>	<b>47 388</b>
Infrastructure - Road transport	1 320	14 979	16 331	2 517	16 316	16 331	15	0.1%	16 331
<i>Roads, Pavements &amp; Bridges</i>		12 103	13 204	2 178	13 189	13 204	15	0.1%	13 204
<i>Storm water</i>	1 320	2 877	3 127	339	3 126	3 127	0	0.0%	3 127
Infrastructure - Electricity	13 041	21 726	22 891	4 570	18 500	22 891	4 391	19.2%	22 891
<i>Generation</i>							-		
<i>Transmission &amp; Reticulation</i>	13 041	21 726	22 891	4 570	18 500	22 891	4 391	19.2%	22 891
<i>Street Lighting</i>							-		
Infrastructure - Water	470	4 737	4 737	3 291	3 772	4 737	965	20.4%	4 737
<i>Dams &amp; Reservoirs</i>							-		
<i>Water purification</i>							-		
<i>Reticulation</i>	470	4 737	4 737	3 291	3 772	4 737	965	20.4%	4 737
Infrastructure - Sanitation	8 892	3 420	3 413	3 088	3 887	3 413	(474)	-13.9%	3 413
<i>Reticulation</i>							-		
<i>Sewerage purification</i>	8 892	3 420	3 413	3 088	3 887	3 413	(474)	-13.9%	3 413
Infrastructure - Other	9 198	10	15	13	13	15	2	12.3%	15
<i>Waste Management</i>	9 198	10	15	13	13	15	2	12.3%	15
<b>Community</b>	<b>32 281</b>	<b>35 611</b>	<b>31 768</b>	<b>3 582</b>	<b>30 006</b>	<b>31 768</b>	<b>1 762</b>	<b>5.5%</b>	<b>31 768</b>
Parks & gardens							-		
Sportsfields & stadia	127	1 823	2 173	255	554	2 173	1 619	74.5%	2 173
Libraries	1 961	3 080	3 080	304	3 031	3 080	49	1.6%	3 080
Recreational facilities							-		
Fire, safety & emergency		295	295	61	295	295	(0)	-0.1%	295
Social rental housing	26 895	29 973	26 080	2 876	25 974	26 080	106	0.4%	26 080
Other	3 297	440	140	85	152	140	(12)	-8.6%	140
<b>Heritage assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment properties</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other assets</b>	<b>10 561</b>	<b>2 673</b>	<b>4 738</b>	<b>2 730</b>	<b>4 035</b>	<b>4 738</b>	<b>703</b>	<b>14.8%</b>	<b>4 738</b>
General vehicles	3 904	120	-				-		-
Plant & equipment			720			720	720	100.0%	720
Computers - hardware/equipment	2 433	2 528	3 828	2 726	3 853	3 828	(25)	-0.7%	3 828
Furniture and other office equipment	1 716						-		
Other	2 507	25	190	4	182	190	8	4.4%	190
<b>Intangibles</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Computers - software & programming							-		
Other							-		
<b>Total Capital Expenditure on new assets</b>	<b>75 763</b>	<b>83 156</b>	<b>83 894</b>	<b>19 790</b>	<b>76 529</b>	<b>83 894</b>	<b>7 365</b>	<b>8.8%</b>	<b>83 894</b>

## Supporting Table SC13b

### WC032 Overstrand - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Capital expenditure on renewal of existing assets by Asset Class/Sub-class</b>									
<b>Infrastructure</b>	<b>28 384</b>	<b>16 600</b>	<b>16 600</b>	<b>2 101</b>	<b>12 726</b>	<b>16 600</b>	<b>3 874</b>	<b>23.3%</b>	<b>16 600</b>
Infrastructure - Road transport	6 300	-	-	-	-	-	-	-	-
<i>Roads, Pavements &amp; Bridges</i>	6 300	-	-	-	-	-	-	-	-
<i>Storm water</i>	-	-	-	-	-	-	-	-	-
Infrastructure - Electricity	3 100	-	-	-	-	-	-	-	-
<i>Generation</i>	-	-	-	-	-	-	-	-	-
<i>Transmission &amp; Reticulation</i>	3 100	-	-	-	-	-	-	-	-
<i>Street Lighting</i>	-	-	-	-	-	-	-	-	-
Infrastructure - Water	15 805	11 653	11 653	756	10 279	11 653	1 374	11.8%	11 653
<i>Dams &amp; Reservoirs</i>	-	-	-	-	-	-	-	-	-
<i>Water purification</i>	-	-	-	-	-	-	-	-	-
<i>Reticulation</i>	15 805	11 653	11 653	756	10 279	11 653	1 374	11.8%	11 653
Infrastructure - Sanitation	3 179	4 947	4 947	1 345	2 447	4 947	2 500	50.5%	4 947
<i>Reticulation</i>	-	-	-	-	-	-	-	-	-
<i>Sewerage purification</i>	3 179	4 947	4 947	1 345	2 447	4 947	2 500	50.5%	4 947
Infrastructure - Other	-	-	-	-	-	-	-	-	-
<i>Waste Management</i>	-	-	-	-	-	-	-	-	-
<b>Community</b>	<b>4 343</b>	<b>4 158</b>	<b>2 893</b>	<b>2 460</b>	<b>2 896</b>	<b>2 893</b>	<b>(4)</b>	<b>-0.1%</b>	<b>2 893</b>
Parks & gardens	-	-	-	-	-	-	-	-	-
Sportsfields & stadia	1 454	4 158	2 893	2 460	2 896	2 893	(4)	-0.1%	2 893
Swimming pools	-	-	-	-	-	-	-	-	-
Community halls	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Recreational facilities	-	-	-	-	-	-	-	-	-
Fire, safety & emergency	-	-	-	-	-	-	-	-	-
Security and policing	-	-	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-	-	-
Social rental housing	2 889	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Heritage assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment properties</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Housing development	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Other assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
General vehicles	-	-	-	-	-	-	-	-	-
Specialised vehicles	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure on renewal of</b>	<b>32 727</b>	<b>20 758</b>	<b>19 493</b>	<b>4 561</b>	<b>15 623</b>	<b>19 493</b>	<b>3 870</b>	<b>19.9%</b>	<b>19 493</b>

## Supporting Table SC13c

### WC032 Overstrand - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Repairs and maintenance expenditure by Asset Class/Sub-class</b>									
<b>Infrastructure</b>	<b>136 009</b>	<b>111 449</b>	<b>111 449</b>	<b>12 245</b>	<b>99 836</b>	<b>111 449</b>	11 613	10.4%	<b>111 449</b>
Infrastructure - Road transport	65 726	57 090	57 090	6 862	50 781	57 090	6 309	11.1%	57 090
<i>Roads, Pavements &amp; Bridges</i>	60 328	51 401	51 401	5 862	45 521	51 401	5 880	11.4%	51 401
<i>Storm water</i>	5 398	5 689	5 689	1 000	5 260	5 689	429	7.5%	5 689
Infrastructure - Electricity	26 276	16 835	16 835	2 690	16 972	16 835	(137)	-0.8%	16 835
<i>Generation</i>							-		
<i>Transmission &amp; Reticulation</i>	26 276	16 835	16 835	2 690	16 972	16 835	(137)	-0.8%	16 835
<i>Street Lighting</i>							-		
Infrastructure - Water	25 811	22 874	22 874	1 714	18 056	22 874	4 818	21.1%	22 874
<i>Dams &amp; Reservoirs</i>							-		
<i>Water purification</i>							-		
<i>Reticulation</i>	25 811	22 874	22 874	1 714	18 056	22 874	4 818	21.1%	22 874
Infrastructure - Sanitation	16 060	12 159	12 159	936	11 512	12 159	647	5.3%	12 159
<i>Reticulation</i>							-		
<i>Sewerage purification</i>	16 060	12 159	12 159	936	11 512	12 159	647	5.3%	12 159
Infrastructure - Other	2 136	2 492	2 492	44	2 516	2 492	(24)	-1.0%	2 492
<i>Waste Management</i>	2 136	2 492	2 492	44	2 516	2 492	(24)	-1.0%	2 492
<b>Community</b>	<b>8 469</b>	<b>4 546</b>	<b>4 546</b>	<b>532</b>	<b>4 531</b>	<b>4 546</b>	<b>15</b>	<b>0.3%</b>	<b>4 546</b>
Parks & gardens	2 759	2 084	2 084	217	2 070	2 084	14	0.7%	2 084
Sportsfields & stadia	737	588	588	251	588	588	(0)	0.0%	588
Swimming pools	314	483	483	15	461	483	22	4.5%	483
Community halls	1 166	564	564	27	564	564	(1)	-0.1%	564
Libraries	107	99	99	11	99	99	0	0.2%	99
Recreational facilities							-		
Fire, safety & emergency	1 352						-		
Security and policing	829						-		
Cemeteries	74	27	27	1	29	27	(2)	-8.6%	27
Social rental housing	177						-		
Other	954	701	701	9	719	701	(18)	-2.6%	701
<b>Heritage assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment properties</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Housing development							-		
<b>Other assets</b>	<b>13 548</b>	<b>5 081</b>	<b>5 081</b>	<b>598</b>	<b>5 010</b>	<b>5 081</b>	<b>72</b>	<b>1.4%</b>	<b>5 081</b>
General vehicles							-		
Specialised vehicles	-	-	-	-	-	-	-		-
Plant & equipment							-		
Computers - hardware/equipment	4 392						-		
Other Buildings	801	661	661	111	452	661	209	31.7%	661
Other	8 355	4 420	4 420	486	4 558	4 420	(138)	-3.1%	4 420
<b>Agricultural assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Biological assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Intangibles</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Repairs and Maintenance Expendit</b>	<b>158 026</b>	<b>121 077</b>	<b>121 077</b>	<b>13 375</b>	<b>109 377</b>	<b>121 077</b>	<b>11 700</b>	<b>9.7%</b>	<b>121 077</b>

## Supporting Table SC13d

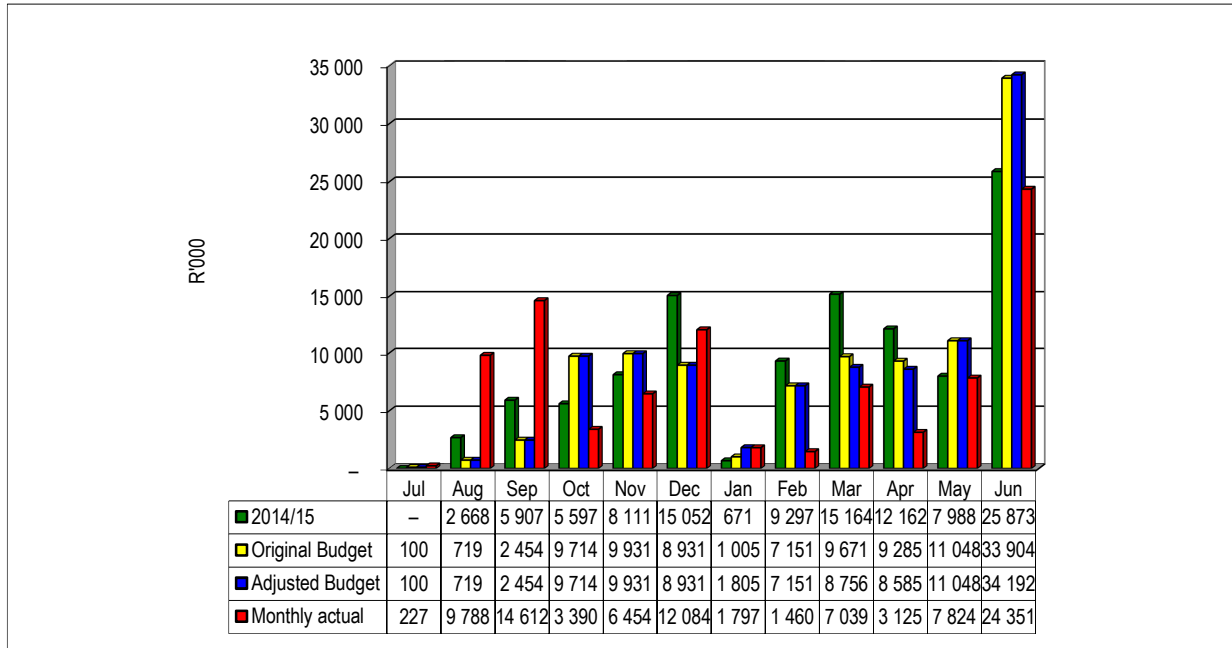
### WC032 Overstrand - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M12 June

Description	2014/15	Budget Year 2015/16							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
<b>R thousands</b>									
<b>Depreciation by Asset Class/Sub-class</b>									
<b>Infrastructure</b>	<b>88 951</b>	<b>94 154</b>	<b>94 154</b>	<b>7 846</b>	<b>94 154</b>	<b>94 154</b>	-		<b>94 154</b>
Infrastructure - Road transport	30 974	32 235	32 235	2 686	32 235	32 235	-		32 235
<i>Roads, Pavements &amp; Bridges</i>	28 576	29 645	29 645	2 470	29 645	29 645	-		29 645
<i>Storm water</i>	2 398	2 590	2 590	216	2 590	2 590	-		2 590
Infrastructure - Electricity	19 587	20 158	20 158	1 680	20 158	20 158	-		20 158
<i>Generation</i>							-		
<i>Transmission &amp; Reticulation</i>	19 587	20 158	20 158	1 680	20 158	20 158	-		20 158
<i>Street Lighting</i>							-		
Infrastructure - Water	18 915	19 981	19 981	1 665	19 981	19 981	-		19 981
<i>Dams &amp; Reservoirs</i>							-		
<i>Water purification</i>							-		
<i>Reticulation</i>	18 915	19 981	19 981	1 665	19 981	19 981	-		19 981
Infrastructure - Sanitation	15 435	17 034	17 034	1 420	17 034	17 034	-		17 034
<i>Reticulation</i>	15 435	17 034	17 034	1 420	17 034	17 034	-		17 034
<i>Sewerage purification</i>							-		
Infrastructure - Other	4 041	4 746	4 746	395	4 746	4 746	-		4 746
<i>Waste Management</i>	3 456	3 930	3 930	327	3 930	3 930	-		3 930
<i>Other</i>	585	816	816	68	816	816	-		816
<b>Community</b>	<b>2 983</b>	<b>3 601</b>	<b>3 601</b>	<b>300</b>	<b>3 601</b>	<b>3 601</b>	-		<b>3 601</b>
Recreational facilities	2 983	3 601	3 601	300	3 601	3 601	-		3 601
<b>Heritage assets</b>	-	-	-	-	-	-	-		-
<b>Investment properties</b>	-	-	-	-	-	-	-		-
<b>Other assets</b>	<b>10 823</b>	<b>12 481</b>	<b>12 481</b>	<b>1 040</b>	<b>12 481</b>	<b>12 481</b>	-		<b>12 481</b>
General vehicles							-		
Specialised vehicles	-	-	-	-	-	-	-		-
Plant & equipment							-		
Computers - hardware/equipment							-		
Furniture and other office equipment							-		
Civic Land and Buildings	5 653	5 685	5 685	474	5 685	5 685	-		5 685
Other Buildings							-		
Other Land							-		
Surplus Assets - (Investment or Inventory)							-		
Other	5 170	6 796	6 796	566	6 796	6 796	-		6 796
<b>Agricultural assets</b>	-	-	-	-	-	-	-		-
<b>Biological assets</b>	-	-	-	-	-	-	-		-
<b>Intangibles</b>	<b>612</b>	<b>1 126</b>	<b>1 126</b>	<b>94</b>	<b>1 126</b>	<b>1 126</b>	-		<b>1 126</b>
Computers - software & programming				-			-		
Other	612	1 126	1 126	94	1 126	1 126	-		1 126
<b>Total Depreciation</b>	<b>103 368</b>	<b>111 362</b>	<b>111 362</b>	<b>9 280</b>	<b>111 362</b>	<b>111 362</b>	-		<b>111 362</b>

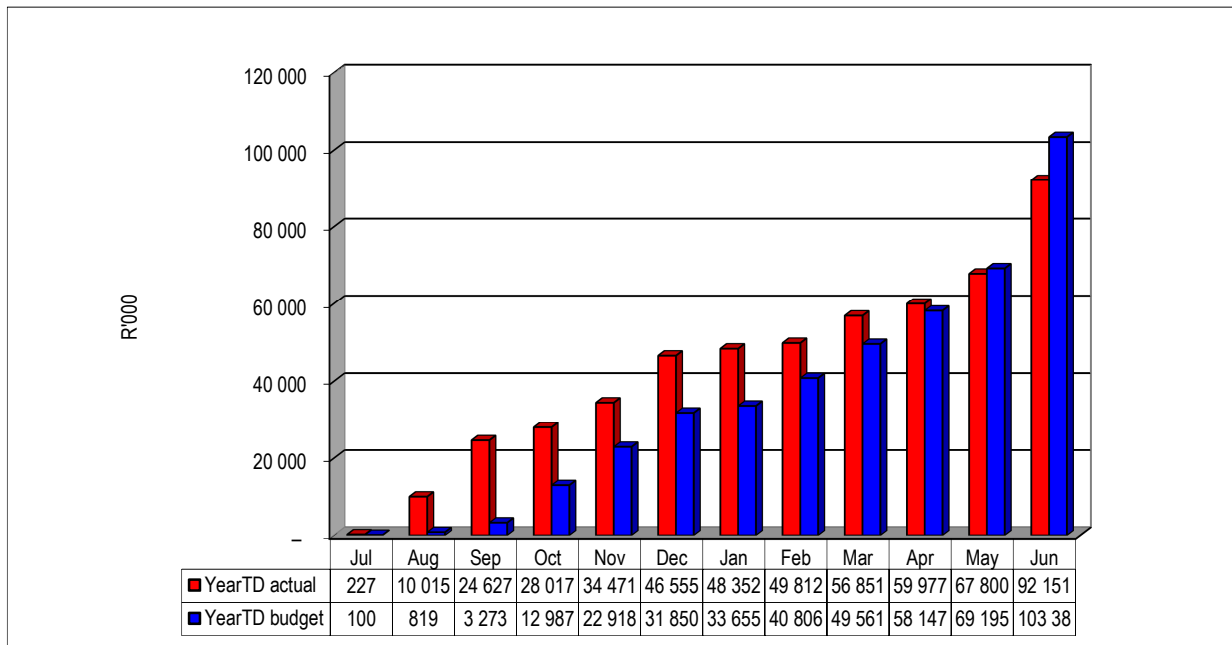
## Other supporting documentation

### Section 71 charts

#### Capital expenditure monthly trend - actual vs target

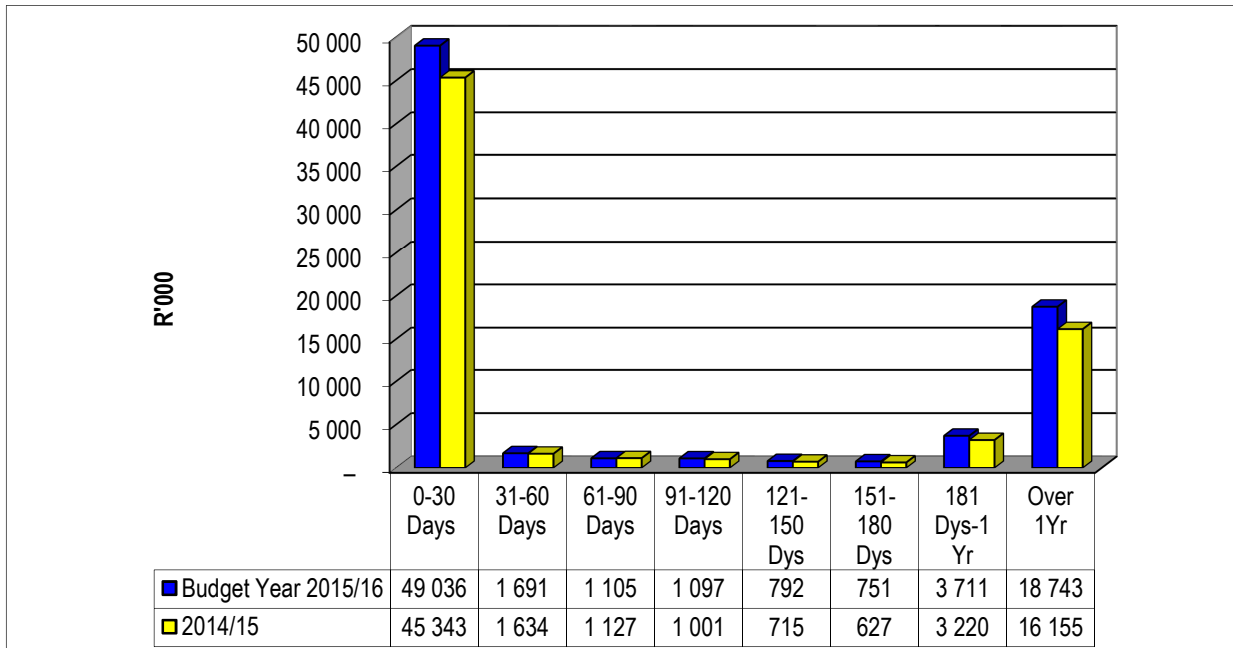


#### Capital expenditure – YTD actual vs YTD trend

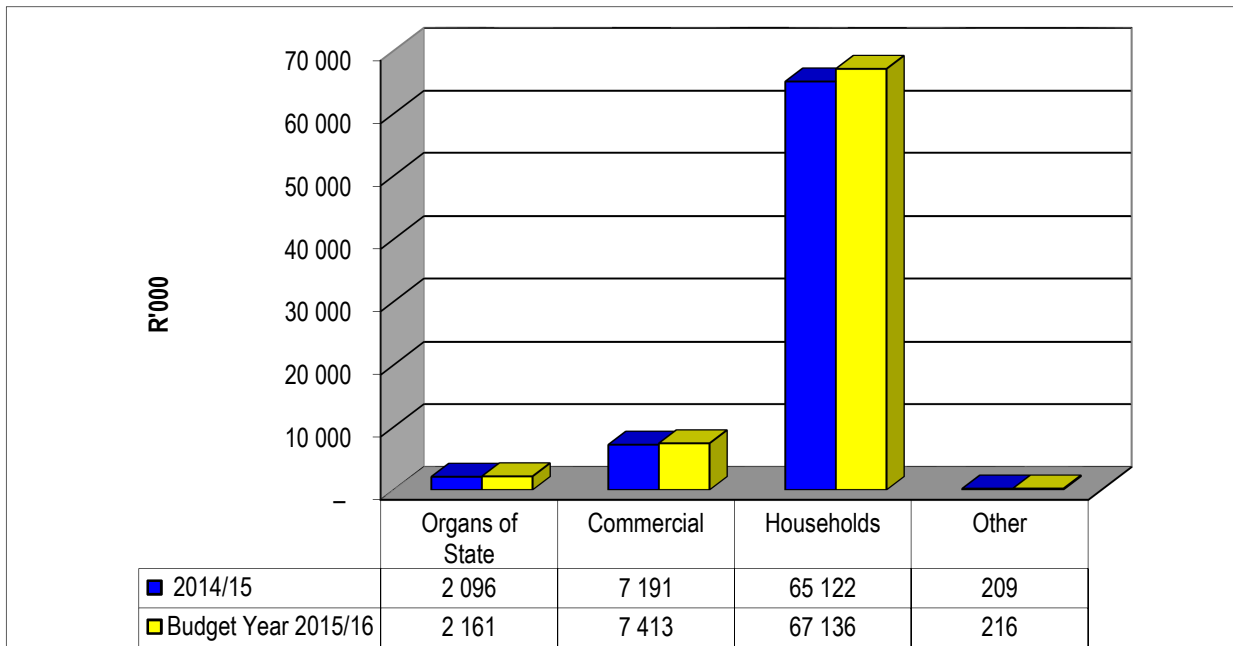




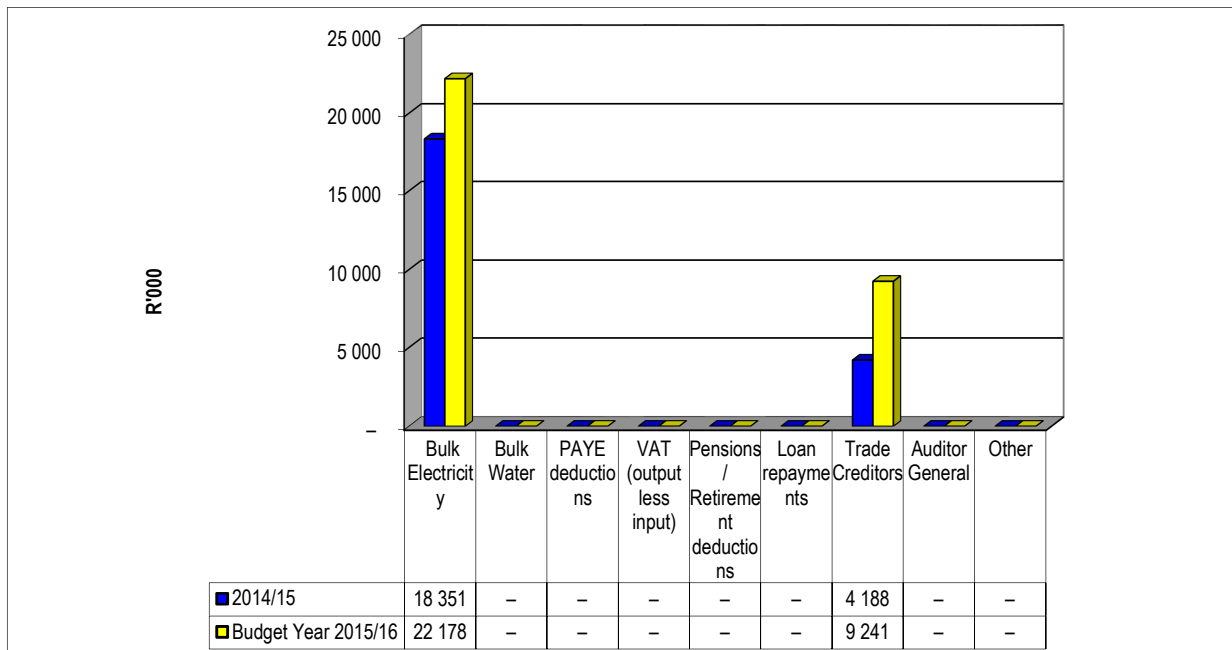
### Debtors Age Analysis



### Debtors by Type



## Creditor Payments



## Municipal manager's quality certification

I, S Madikane, the Acting Municipal Manager of Overstrand Municipality, hereby certify that the –

▣ **Quarterly Budget Report**

for the period ending **June 2016** has been prepared in accordance with the Municipal Finance Management Act and regulations made under that Act.

Print name: **S Madikane**

Acting Municipal Manager of **Overstrand Municipality (WC032)**

Signature:

  
\_\_\_\_\_

Date:

15.07.2016

**OVERSTRAND MUNICIPALITY – COMMENTS:**

**NATIONAL TREASURY MFMA Circular No. 82 Municipal Finance Management Act No. 56 of 2003  
Cost Containment Measures (30 March 2016)**

**JUNE 2016**

**This document presents to council the status regarding cost containment measures in terms of MFMA Circular No. 82 Cost Containment Measures.**

**Purpose**

Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilized to ensure value for money is achieved.

The purpose of this Circular is to guide municipalities and municipal entities on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others.

**Background**

The national government has been aware of the need to contain costs and Cabinet resolved that all spheres of government, including municipalities and municipal entities must implement measures to contain operational costs and eliminate all non-essential expenditure.

In the 2016 State of the Nation Address, cost containment measures were re-emphasised. It was highlighted that excessive and wasteful expenditure has to be reduced, and that increased action be taken to manage unnecessary expenditure. The following measures were among those announced:

- **Curtailement of overseas trips;**
- The submission of strong motivation to MM's, Mayors and, where necessary, oversight mechanisms at local, provincial and national spheres of Government by those requesting **permission to travel either locally or abroad:** i.e. their detailed report including research which argues the necessity of the trip and the benefit the country will achieve in undertaking the journey;
- The institutionalization of **further restrictions on conferences, catering, entertainment and social functions.**

In reinforcing the above, the Minister of Finance also announced further cost containment measures in his budget speech on 24 February 2016, and urged Mayors of municipalities to exercise and oversee the elimination of wasteful expenditure in government. SALGA supported the call for cost containment measures to be implemented in municipalities as per the Budget Forum engagements and commitments.

Municipalities must make clear and quantified commitments in this regard when tabling their upcoming budgets, and to reference these commitments when submitting budget documentation to the National and Provincial Treasuries, as required by the MFMA.

**Annexure A of this circular presents cost containment measures that accounting officers and chief finance officers must consider**, in order to contain operational costs and eliminate non-essential expenditure. In addition, **municipalities are advised to refer to MFMA Budget Circular No. 70 and other relevant Circulars on the elimination of non-priority spending.** (<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx> ).

**Enforcement of cost containment measures**

SALGA recently expressed concern over the lack of enforcement of such measures and municipal councils are herewith reminded of Section 171(1) of the MFMA whereby the accounting officer of a municipality commits an act of financial misconduct if that accounting officer deliberately or negligently contravenes a provision of the Act, or fails to comply with a duty imposed by the Act on the accounting officer of the municipality.

Failure to fulfill the duty outlined in section 62(1) (a) of the MFMA may result in the accounting officer committing an act of financial misconduct and that disciplinary or criminal proceedings are instituted against any official who has allegedly committed an act of financial misconduct or an offence in terms of chapter 15. The accounting officer also has a duty to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented.

Reference in Circular 82	Overstrand Mun Response
<p>In addition, section 167 of the MFMA provides that a municipality may only remunerate its office bearers within the parameters set out in that section. In particular, sub-section 167(2) provides that any benefit paid that is outside the parameters set out in subsection (1) is irregular expenditure and must be recovered from the political office-bearer concerned.</p> <p>Details of precisely what a municipality may pay or remunerate its political office bearers are set out in the Notices issued in terms of the Political Office Bearers Act by the Minister of Cooperative Governance and Traditional Affairs.</p>	<p>Comply.</p> <p>The cost associated with the remuneration of councillors is determined by the Minister of Co-operative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998).</p>

Municipalities are reminded that the National Treasury will soon be conducting municipal budget benchmark engagements with non-delegated municipalities during which **all municipal budgets will be assessed against the cost containment measures outlined in this Circular. Provincial Treasuries will be conducting similar engagements and budget assessments with delegated municipalities.**

Consideration has been given to the lack of enforcement measures and therefore it is envisaged that regulations will be issued to align these measures with financial misconduct regulations. Disclosure of cost containment measures applied by the municipality and entity must be included in the Municipal Budget and Annual Report. Measures implemented and regular reports must be submitted to the Municipal Public Accounts Committee for review and recommendations to Council on additional measures to be taken.

The contents of this Circular has been shared with the office of the Auditor-General for their application, scrutiny and assessment.

### Conclusion

It is important that the accounting officer ensures that the content of this Circular is brought to the attention of the Municipal Council and all other relevant officials within municipalities and municipal entities. It is recommended that:

Reference in Circular 82	Overstrand Mun Comments
<ul style="list-style-type: none"> <li>Municipalities adopt this Circular together with their annual budgets;</li> </ul>	<ul style="list-style-type: none"> <li>The Circular was included in the budget documentation to Council end of May 2016</li> </ul>
<ul style="list-style-type: none"> <li>Municipalities are advised to review other finance related policies to ensure consistency with this Circular;</li> </ul>	<ul style="list-style-type: none"> <li>The Circular was included in the final 2016/2017 Budget documentation that served before Council on 25 May 2016</li> </ul>
<ul style="list-style-type: none"> <li>Municipalities implement the circular by creating the appropriate oversight mechanisms to monitor cost containment measures;</li> <li>Implementation of such measures will assist in ensuring that the provisions of sections 62 and 167 of the MFMA are complied with to ensure that reasonable steps are taken for public resources to be used effectively, efficiently, economically and in the best interests of the local community.</li> </ul>	<ul style="list-style-type: none"> <li>This document to be included in the quarterly budget report to Council.</li> </ul>

Any queries relating to municipalities preparation of municipal budgets in line with the cost containment measures should be directed to the respective National or Provincial Treasury official responsible for monitoring the municipality's budget. The names of these officials can be obtained from MFMA Circular 79 and / or other related MFMA Circulars. This Circular must be tabled before the municipal council for adoption together with the 2016/17 MTREF budget.

### Issued on behalf of:

Malijeng Ngqaleni Kenneth Brown Jayce Nair

Intergovernmental Relations Chief Procurement Officer Acting Accountant-General

TV PILLAY

CHIEF DIRECTOR: MFMA IMPLEMENTATION

30 MARCH 2016

## Annexure A – Cost Containment Measures (Overstrand Municipality comments noted in the second column):

Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritize spending and ensure savings on the following focus areas among others;

engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.

**It is prudent that Municipalities consider consultation with its -**

<ul style="list-style-type: none"> <li>• employees and</li> <li>• through public participation to obtain input and consideration from affected stakeholders such as communities, ratepayers, businesses, and so on which may prove to be beneficial when facilitating the implementation of cost containment policies and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• The Circular was included in the budget documentation to Council end of May 2016;</li> <li>• The cost containment measures referred to in Circular 70 of 4 December 2013 was addressed and included as Annexure H (Budget Circulars), in the Draft Budget as tabled and made available for public participation and comments.</li> </ul>
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**Municipalities are advised to ensure appropriate monitoring and reporting on such cost saving measures is instituted for ease of reporting to**

- management and council on progress on a regular basis.
- The internal audit unit of municipalities must be copied with such reports.

### 1. Engagement of Consultants

<ul style="list-style-type: none"> <li>• Accounting Officers must only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.</li> <li>• Evidence of acute planning of the project must be visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality.</li> <li>• Consultants, including construction and infrastructure related services, must only be remunerated at the rates equal to or below those:             <ul style="list-style-type: none"> <li>○ determined in the “Guidelines on fees for audits done on behalf of the Auditor-General South Africa”, issued by the South African Institute of Chartered Accountants (SAICA);</li> </ul> </li> </ul>	<p>Contents of the circular are noted; Appointment of consultants in terms of services required and listed.</p>
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<ul style="list-style-type: none"> <li>○ set out in the “Guide on Hourly Fee Rates for Consultants”, by the Department of Public Service and Administration (DPSA); or</li> <li>○ Prescribed by the body regulating the profession of the consultant.</li> <li>● Ensure an exacting “specification” of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored.</li> <li>● Ensure that contracts for consultants include retention and penalty clauses for poor performance and in this regard against the above specification, accounting officers must invoke such clauses, where deemed necessary.</li> <li>● It is mandatory that accounting officers of municipalities and municipal entities conclude on the best “value for money”, i.e. matching fees against quality and against benchmarked practices.</li> <li>● Accounting officers of municipalities and municipal entities must appoint consultants on a time and cost basis with specific start and end dates.</li> <li>● Travel and subsistence costs for the appointment of consultants must be in accordance with the travel policy of government and the contract price specifies all travel &amp; subsistence costs.</li> <li>● If travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions: <ul style="list-style-type: none"> <li>a) Hotel accommodation may not exceed the amount mentioned in this Circular;</li> <li>b) Only economy class air tickets may be purchased for flights;</li> <li>c) Only group B vehicles or lower may be hired for engagements, as mentioned in this Circular;</li> <li>d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time.</li> </ul> </li> <li>● Municipalities are urged to develop consultancy reduction plans.</li> <li>● Undertake all engagements of consultants in accordance with the SCM Regulations and the municipality’s SCM policy.</li> </ul>	
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## **2. Travel and subsistence**

<p>The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.</p> <p><u>Net and Non-Commissionable Rates</u></p> <p>All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed &amp; Breakfast establishments.</p> <p><u>Rebates, Overrides, Volume based income</u></p>	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"> <li>● South African Revenue Services (SARS)</li> <li>● Municipal Finance Management Act, 2003 (Act No. 56 of 2003)</li> <li>● South African Local Government Association (SALGA)</li> <li>● Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)</li> <li>● Income Tax Act, 1962 (Act No. 58 of 1962).</li> </ul>
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In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016 these payments and the practice of overrides is to discontinue for Government business.

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

## **2.1 National Travel Policy**

The Treasury will implement a Government Travel Policy as of 1 April 2016. This will be available on the OCPO's website:

([http://ocpo.treasury.gov.za/Buyers\\_Area/Legislation/Pages/default.aspx](http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/default.aspx))

## **2.2 Air Travel**

- Treasury has negotiated with the two "Full Service Carriers", i.e. SAA and BA for discounted rates for government officials for domestic air travel. (These rates are not applicable for International Air Travel.)
- For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.
- For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.
- Treasury will be entering into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016 in the interim, where after the agreements will be reviewed with a view of longer term applicability.
- The premise of Best Fare on the Day will be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Other Low Cost Carriers may also be requested for quotations. Please note that all discounted rates are subject to class availability.
- Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full service carrier representative, they are to inform National Treasury with the agents name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.

The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:

- South African Revenue Services (SARS)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- South African Local Government Association (SALGA)
- Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- Income Tax Act, 1962 (Act No. 58 of 1962).

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a

- Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.
- Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.

full understanding of this Policy and which are not dealt with adequately herein.

### 2.3 Domestic Hotel Accommodation

National Treasury has negotiated maximum allowable rates with four hotel groups. A non-exclusive MOU is being entered into with the hotels over a period of six months from 1 April to 30 September 2016 while National Treasury prepares for an open bid process. The hotels are as follows, Premier Group, Protea Hotels, City Lodge and Tsogo Sun. The instruction to travel agents must be to obtain quotes from each of the four hotels; however it is not necessarily limited to them as accommodation depends on availability, locality and rates, which could be lower. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

Accommodation Grid			
Voucher Includes	BAND 1	BAND 2	BAND 3
Room Only Tourism Levy VAT		Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drink at Dinner
Graded Hotel	BAND 1	BAND 2	BAND 3
1 Star property	R580.00	R710.00	R865.00
2 Star property	R900.00	R1 030.00	R1 230.00
3 Star property	R1,100.00	R1,200.00	R1,400.00
4 Star property	R1,250.00	R1,350.00	R1,550.00
5 Star property	R2,100.00	R2,200.00	R2,500.00
Bed & Breakfast or Guest house	BAND 1	BAND 2	BAND 3
1 Star property	-	R180.00	R270.00
2 Star property	-	R250.00	R350.00
3 Star property	-	R400.00	R520.00
4 Star property	-	R600.00	R750.00
5 Star property	-	R800.00	R975.00
S&T Allowance	BAND 1	BAND 2	BAND 3
Breakfast	R120.00	-	-
Lunch	R120.00	R120.00	-
Dinner	R150.00	R150.00	-
Total as per TP	R390.00	R270.00	-
S&T Claims accepted based on Travel Policy, detail include Parking, Laundry and Wi Fi			
Important Note: All other costs incurred are for the individuals account.			
Note: Consideration should be given to include such a table in policies.			

- Accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled by road by the employee exceeds 500 kilometres to and from the destination (return journey).

The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:

- South African Revenue Services (SARS)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- South African Local Government Association (SALGA)
- Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- Income Tax Act, 1962 (Act No. 58 of 1962).

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

## 2.4 Vehicle Hire

<ul style="list-style-type: none"><li>• Municipalities are encouraged to continue considering their own fleet first, where viable, prior to hiring of vehicles;</li><li>• Notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle.</li><li>• Accounting officers must also consider making use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services.</li><li>• Ensure the hiring of vehicles from a category below Group B or an equivalent class. Accounting officers may permit employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B.</li><li>• Vehicle travel claims by employees of municipalities and municipal entities must be restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme.</li></ul>	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"><li>• South African Revenue Services (SARS)</li><li>• Municipal Finance Management Act, 2003 (Act No. 56 of 2003)</li><li>• South African Local Government Association (SALGA)</li><li>• Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)</li><li>• Income Tax Act, 1962 (Act No. 58 of 1962).</li></ul> <p>This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.</p>
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## 3 Credit Cards

The use of credit and debit cards was addressed in an earlier MFMA Circular.

<p>A bank, or any other institution, may not issue credit cards or debit cards linked to a bank account of a municipality or a municipal entity to any councillors, entity board members, municipal or entity officials or any other person. The issuing and use of such cards be it for official purposes:</p> <ul style="list-style-type: none"><li>• contravenes section 11 and 85 of the MFMA as there is no way of ensuring that all purchases made on the card are in accordance with the items listed in the sections or as prescribed;</li><li>• contravenes section 167 of the MFMA which provides that any bursary, loan, advance or other benefit paid to a municipal councillor otherwise than in accordance with the provisions of the Remuneration of Public Office Bearers Act constitutes irregular expenditure;</li><li>• contravening section 15 of the MFMA by incurring expenditure not authorised in an approved budget;</li><li>• non-compliance with section 164 of the MFMA which provides that no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity or members of the public;</li><li>• non-compliance with the supply chain management regulations; and</li><li>• undermines efforts to safeguard municipal funds, combat fraud and corruption, as well as other irregular practices.</li></ul>	<ul style="list-style-type: none"><li>• Overstrand Municipality does not allow the use of credit and debit cards.</li></ul>
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<p>While the use of petrol cards or garage cards for municipal vehicles is permitted, it must be utilised in accordance with an appropriate policy and related procedures to avoid misuse thereof. Cost containment measures should be applied in managing and planning trips.</p>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>
<p>Where officials or councillors incur expenses in relation to official municipal activities, they should use their personal credit cards or cash, and request reimbursement from the municipality in accordance with the relevant municipal policy and processes. Alternatively, the municipality should make arrangements with the service provider that the expenditure be settled directly by the municipality.</p>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>

#### **4 Catering costs**

<ul style="list-style-type: none"> <li>• Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more: <ul style="list-style-type: none"> <li>a) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings;</li> <li>b) Meetings related to commissions or committees of inquiry; or</li> <li>c) Meetings hosted by the board of directors of municipal entities, including governance committee meetings.</li> </ul> </li> <li>• Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National Treasury may periodically review this amount.</li> <li>• Do not incur expenses on alcoholic beverages.</li> <li>• Ensure that team building and social functions, including year-end functions, are not financed from the municipal budgets or by any suppliers or sponsors.</li> <li>• Notwithstanding the above, accounting officers may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either: <ul style="list-style-type: none"> <li>(a) proceeding on retirement due to ill health; or</li> <li>(b) proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the public service.</li> </ul> </li> <li>• Accounting officers and accounting authorities may not host farewell functions for employees who have: <ul style="list-style-type: none"> <li>(a) been dismissed;</li> <li>(b) elected to resign or leave by accepting severance packages; or</li> <li>(c) Approached the end of their contractual term.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.</li> </ul>
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## **5 Events, advertising and sponsorships**

<ul style="list-style-type: none"><li>• Eliminate wasteful expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as websites to market the institution or properly publicise the matters or events under consideration.</li><li>• Memorabilia, gifts and other novelties should be of token value only and should only be offered by municipalities and municipal entities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community.</li><li>• Limit or stop all unnecessary expenditure on matters such as printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.</li></ul>	<ul style="list-style-type: none"><li>• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.</li></ul>
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## **6 Conferences, meetings, study tours, etc.**

<ul style="list-style-type: none"><li>• Employees of municipalities and municipal entities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day. The number of municipal officials attending such conferences and workshops must be limited, see below. The National Treasury may periodically review this amount.</li><li>• Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.</li><li>• Conferences abroad must be limited to its ultimate minimum or none at all.</li><li>• Utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction.</li><li>• Limit or stop overseas trips and the delegations going on such trips unless a tangible and clear benefit to the local community and performance of essential service provision can be established beforehand.</li><li>• The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.</li><li>• Similar to the above, the number of employees travelling by air to other centres to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.</li></ul>	<p>Noted. Expenditure in this regard only approved after consideration being given to cost containment measures</p>
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## **7 Office furnishing**

<ul style="list-style-type: none"><li>• Municipalities should exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed. Use of existing facilities and equipment is encouraged.</li><li>• Office furnishing, when required, should be contained to minimal costs, avoiding elaborate and expensive furniture or equipment.</li></ul>	<ul style="list-style-type: none"><li>• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.</li></ul>
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## **8 Staff study, perks and suspension costs**

<ul style="list-style-type: none"><li>• Training attended by employees and councillors of municipalities and municipal entities may only be attended at pre-approved service providers to ensure sufficient quality of training and obtain value for money.</li><li>• Expenditure associated with overseas study tours by councillors or officials must be reduced and preferably stopped.</li><li>• Encourage staff to take time off to make up for overtime worked.</li><li>• Planned overtime must be submitted to management for consideration on a monthly basis.</li><li>• Unplanned overtime worked must be motivated and approved by management.</li><li>• Costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated.</li><li>• Constant management of staff, improvements in productivity levels and feedback must be provided to all staff.</li></ul>	<ul style="list-style-type: none"><li>• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.</li></ul>
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## **9 Cost containment on other related expenditure items**

<ul style="list-style-type: none"><li>• Accounting officers of municipalities and municipal entities are advised to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated.</li></ul>	<ul style="list-style-type: none"><li>• Consideration as part of strategic sourcing.</li></ul>
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<ul style="list-style-type: none"> <li>• Periodic or quarterly threat assessments against councillors and key officials should be undertaken by the appropriate authority (SAPS) and reported to the Speakers Office. Approval for security measures must be informed by such reports, if paid for from municipal funds. The use of metropolitan traffic officers for such purposes should be avoided.</li> <li>• Municipal funds may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies.</li> <li>• Printing of documents should carefully considered be back-to-back and use of colour printing for graphs only, while use of electronic means should be preferred.</li> <li>• Review and introduce limits on municipal staff telephones and limiting private call to a reasonable amount.</li> <li>• Every effort must be made to recover debt from consumers before write-off. Municipalities to avoid the excessive usage of debt collectors and improve its internal capacity for debt collection.</li> <li>• Ensure synergy between municipal divisions or departments to avoid duplication of processes and efforts.</li> <li>• Where possible the warranties on vehicle and computer equipment should be extended instead of procuring new ones.</li> <li>• Labour saving devices should be shared to optimize the capacity utilization of each device.</li> <li>• Purchasing of newspapers and other publications for municipal employees to limited and stopped.</li> <li>• Municipalities should ensure that awareness is raised with municipal staff so that a high degree of energy saving measures can be introduced, e.g. air-conditioning and lights in buildings are switched off at night and when offices are not in use.</li> <li>• All other cost containment measures introduced by council are also encouraged and supported.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and in compliance, with constant consideration of opportunities to ensure cost containment.</li> </ul>
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