ANNEXURE A1

PERFORMANCE PLAN

CHIEF FINANCIAL OFFICER
(DEPUTY MUNICIPAL MANAGER FINANCIAL SERVICES)

UMHLATHUZE MUNICIPALITY

This plan defines the Council's expectations of the Chief Financial Officer (CFO) in accordance with the Chief Financial Officer's performance agreement to which this document is attached. Section 57 (5) of the Municipal Systems Act and the Performance Regulations gazetted in Notice No 805, published on 1 August 2006, which provides that performance objectives and targets must be based on the key performance indicators set out from time to time in the Municipality's Integrated Development Plan and determined in agreement with the Municipal Manager (MM) (as representative of Council).

There are 6 parts to this plan:

1. A statement about the purpose of the position.
2. Performance review procedure
3. Functional alignment of the individual performance scorecard to the Integrated Development Plan of the organisation
4. Score card detailing key performance areas (KPA's) and their related performance indicators, weightings and target dates.
5. Competency Requirements
6. Consolidated score (Performance Assessment Calculator)

The period of this plan is from 1 July 2021 to 30 June 2022. [redacted]

Signed and accepted by the **Chief Financial Officer (CFO)**:[redacted]........................ Date: 30/07/21

[redacted]

Signed by the Municipal Manager (MM) on behalf of Council: [redacted].................... Date: 30/07/2021

[redacted]

1. POSITION PURPOSE

To perform all the duties and functions of the Chief Financial Officer (CFO) as required by the relevant legislation or reasonably stipulated by the MM, to be accountable for the execution of all the directions and resolutions of the Municipality, the co-ordination of all the activities of the Municipality, to be accountable for the general supervision, control and efficiency of the Department of the Chief Financial Officer and to ensure compliance with all of the key performance areas as set out in the contract of employment between the Council and the Chief Financial Officer.

2. PERFORMANCE REVIEW PROCEDURE

1. A performance review will be held on a quarterly basis with a formal performance review bi-annually in December/January and in June/July after the end of the financial year with the understanding that review in the first and third quarter may be verbal if performance is satisfactory.
2. The MM may request input from agendas, minutes and "customers" on the CFO's performance throughout the review period. This may be done through discussion or by asking "customers" to complete a rating form to submit to the evaluation panel for consideration. Customers are people who are able to comment on the CFO's performance since they have worked closely with him on some or all aspects of his job.
3. The CFO to prepare for quarterly performance evaluation by providing a brief description of achievements, including reference to evidence, supporting documentation (documents, reports and/or resolutions with dates of submission) in the relevant column in section 4 (KPA scorecard below). Achievements to be reported on cumulatively.
4. **The CFO to provide a self-rating for him/her for the mid-year assessment and the final assessment against the agreed objectives in the column provided in the KPA scorecard**.
5. The CFO and Evaluation panel to meet to conduct formal performance rating and agree final scores. It may be necessary to have two meetings i.e. give the CFO scores and allow him time to consider them before final agreement. In the event of a disagreement, the evaluation panel has the final say with regard to the final score that is given.
6. The Evaluation panel to provide ratings of the CFO's performance against agreed objectives as a result of portfolio of evidence and/or comments and "customer" input.
7. Initially the scoring should be recorded on the scorecard then transferred onto the consolidated score sheet.
8. Any reasons for non-compliance should be recorded during the review session by keeping of minutes of the review session.
9. The assessment of the performance of the CFO will be based on the following rating scale for KPA's:

Terminology	Description	Rating Level
Outstanding Performance	Performance far exceeds the standard expected of the CFO at this level. The appraisal indicates that the CFO has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.	5
Performance significantly above expectation	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the CFO has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	4
Fully Effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the CFO has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.	3
Performance not fully Effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the CFO has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.	2
Unacceptable Performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the CFO has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The CFO has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	1

10. Only those items relevant for the review period in question should be scored.
11. The assessment of the performance of the CFO on all Competencies will be based on the rating scale as reflected in section 4 of the performance plan.
12. The MM and the CFO to prepare and agree on a personal development plan (PDP) for addressing developmental gaps.
13. The MM and CFO to set new objectives, targets, performance indicators, weightings and dates etc. for the following financial year.
14. Poor work performance will be dealt with in terms of regulation 32 (3) of the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.

3. FUNCTIONAL ALIGNMENT OF THE INDIVIDUAL PERFORMANCE SCORECARD TO THE INTEGRATED DEVELOPMENT PLAN (IDP) OF THE ORGANISATION

The Integrated Development Plan (IDP) 2017/2022 of the uMhlathuze Local Municipality is aligned to the prescribed National Key Performance Areas:

1. Good Governance and Public Participation
2. Basic Service Delivery
3. Local Economic Development
4. Institutional Development and Transformation
5. Financial Viability and Management
6. Cross Cutting

All departments within the organisation are accountable for the successful fulfilment of IDP specific programmes listed under each of the above National Key Performance Areas.

The Chief Financial Officer is directly accountable for the following IDP Programmes directly linked to the IDP Framework as indicated in the IDP column of the scorecard:

KPA 1 : GOOD GOVERNANCE AND PUBLIC PARTICIPATION		
GOALS	**OBJECTIVES**	**STRATEGIES**
1.1 Democratic, Responsible, Transparent, Objective and Equitable Municipal Governance	1.1.1 To ensure effective and efficient administration complying with its Legal Mandates	1.1.1.4 Development and review of policies that will lead to improved service delivery and legislative compliance
		1.1.1.5 Compliance with the Occupational Health and Safety Act and Compensation for occupational injuries and diseases
	1.1.2 To maintain an organizational performance management system as a tool to monitor progress on service delivery	1.1.2.1 Monitor evaluate measure and review the performance of the municipality against indicators and targets set in the IDP
	1.1.6 To bring the organisation to an enabled risk maturity level	1.1.6.1 Implement and maintenance of a sound enterprise risk management
		1.1.6.2 Implement and maintenance of a sound fraud risk management system
		1.1.6.3 Implement and maintenance of business continuity management
	1.1.7 Ensure reliability and maintain independence of internal audit activity	1.1.7.2 Effective and value adding internal audit activity

KPA 4 : MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION		
GOALS	**OBJECTIVES**	**STRATEGIES**
4.1 A Municipality that is Resourced and Committed to attaining the vision and mission of the organisation	4.1.1 To create an appropriate organisational climate that will attract and ensure retention of staff	4.1.1.2 Compliancy with Employment Equity Act
		4.1.1.3 Implement EAP programs that promote and support health and well-being of employees
		4.1.1.4 Improve Citizens Skills levels and education
		4.1.1.5 Create and maintain sound relationship between management and labour

KPA 5 : MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT		
GOALS	**OBJECTIVES**	**STRATEGIES**
5.1 Sound Financial- and Supply Chain Management	5.1.1 Compliance with financial legislation and policies	5.1.1.1 GRAP compliance
		5.1.1.2 mSCOA compliant
		5.1.1.3 Review of all financial related policies
		5.1.1.4 Compliance with all MFMA and related local government financial legislation
	5.2.1 Sustainable Financial and supply chain Management	5.2.1.1 Provide continuous Internal Communication on Budget and Financial Management matters
		5.2.1.2 Asset Accounting Management
		5.2.1.3 Accurate and timeous billing and receipting of revenue
		5.2.1.4 Apply Adequate Internal controls
		5.2.1.5 Demand and acquisition management
		5.2.1.6 Contracts and Logistics management
		5.2.1.7 Apply adequate financial management methodologies

4. FUNCTIONAL KEY PERFORMANCE AREA SCORECARD

Refer to a separate document reflecting the Key Performance Area Scorecard, **Appendix A1 on DMS 1476736**.

The ratings attached to this section will impact on the final performance score in terms of the outputs/outcomes (performance indicators) identified in the KPA scorecard linked to each of the relevant KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to.

5. COMPETENCY REQUIREMENTS FOR THE CHIEF FINANCIAL OFFICER

Refer to separate document reflecting Competency requirements in terms of the Local Government: Performance Regulations gazetted in Notice No 805, published on 1 August 2006, **Appendix A2 on DMS 1467590**.

The ratings attached to this section will impact on the final performance score and will constitute 20% of the overall assessment result and will assist in identifying areas of development for inclusion in a personal development plan (PDP) for addressing developmental gaps.

6. CONSOLIDATED SCORE (Refer to Performance Assessment Rating Calculator)

The consolidated performance Evaluation Results will be attached separately to this Performance Plan

PERFORMANCE SCORECARD 2021/2022
CHIEF FINANCIAL OFFICER
(DEPUTY MUNICIPAL MANAGER FINANCIAL SERVICES)

PERFORMANCE SCORECARD 2021/2022
CHIEF FINANCIAL OFFICER

No	STRATEGIC OBJECTIVE	IDP	PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	QUARTER 1 ENDING 30 SEPT	QUARTER 2 ENDING 31 DEC	QUARTER 3 ENDING 31 MARCH	QUARTER 4 ENDING 30 JUNE
							TARGET	TARGET	TARGET	TARGET
KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										
1,1	Ensure reliability and maintain independence of internal audit activity	1.1.7	Manage and coordinate implementation of Internal Audit action plans to ensure an unqualified audit report(excluding activities requiring budget)	100% Resolution of Internal Audit findings due within the quarter up to 30 Jun 2022	3	a) Quarterly Register of Findings from Internal Audit with status of progress on implementation plans(Quarterly follow-up reports)	100% Resolution of Internal Audit findings for Quarter 4 2020/2021	100% Resolution of Internal Audit findings for Quarter 1 2021/2022	100% Resolution of Internal Audit findings for Quarter 2 2021/2022	100% Resolution of Internal Audit findings for Quarter 3 2021/2022
1,2		1,1,7	Coordinate resolutions of Auditor General (AG) findings to assist management in obtaining an unqualified audit report	100% resolution of Auditor General (AG) findings contained on the 2019/2020 AG action plan and 100% resolution for the 2020/2021 AG Action Plan (excluding activities requiring additional budget and accepted Risk) relevant to the CFO department by 30 Jun 2022	3	a) AG findings contained on the AG action plan b) Quarterly % resolution of Auditor General (AG) findings contained on the AG action plan	100% resolution of Auditor General (AG) findings contained on the 2019/2020 AG action plan Submission of Annual Financial Statements for 2019/2020	Clean Audit for 2019/2020	Develop Audit Implementation Plan 50% resolution of Auditor General (AG) findings contained on the 2020/2021 AG action plan relating to Budget and treasury office.	100% resolution of Auditor General (AG) findings contained on the 2020/2021 AG action plan relating to Budget and treasury office
1,3	To promote a municipal governance system that enhances and embraces the system of participatory Governance	1.1.4	Processing of issues emanating from Operation Sukuma Sakhe structures affecting the Financial Services Department	100% processing of issues emanating from Operation Sukuma Sakhe structures affecting the Financial Services Department up to 30 Jun 2022	2	a) List of all issues raised b) DMM responses	100% processing of issues	100% processing of issues	100% processing of issues	100% processing of issues
1,4	Ensure institutionalisation of Batho Pele Culture	1.1.3	Implementation of Batho Pele Programme of action for the Infrastructure Services Department	100% Implementation of Batho Pele programme of action for Community Services Department by 30 Jun 2022	2	a) Copy of finalized Batho Pele programme of action rollout plan for FS b) Quarterly progress on 2021/2022 implementation	Finalize Batho Pele programme of action rollout plan for Infrastructure Services .	40% Implementation	60% Implementation	100% Implementation
1,5	To bring the organisation to an enabled risk maturity level	1.1.6	Ensure completion of Action Plans for each quarter as documented in the strategic risk register	100% completion of Action Plans per quarter up to 30 Jun 2022	4	a.) Updated risk register b.) Sign-off document as proof of endorsement by DMM c.) Executive summary report on achievements by CRO	100% completion of Further Action Plans per quarter	100% completion of Further Action Plans per quarter	100% completion of Further Action Plans per quarter	100% completion of Further Action Plans per quarter
Total Weighting					14					
KPA: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION										
2,1	To create an appropriate organisational climate that will attract and ensure retention of staff	4.1.1	Implementation of Performance appraisal system	HOS's Performance Plans signed and in place by 31 August 2021, and , and 3 Quarterly reviews of Managers performance up to 30 Jun 2022	4	a.) Copies of 5 performance plans b.) Minutes of quarterly review of updated plans	Performance Plans of HOS and Managers reporting direct to DMM in place and signed by 31 August 2021	First quarter performance review of Managers by 31 December 2021	Second quarter performance review of Managers by 31 March 2022	Third quarter performance review of Managers by 30 June 2022
Total Weighting					4					

DMS 1476736

PERFORMANCE SCORECARD 2021/2022
CHIEF FINANCIAL OFFICER
(DEPUTY MUNICIPAL MANAGER FINANCIAL SERVICES)

No	STRATEGIC OBJECTIVE	IDP	PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	QUARTER 1 ENDING 30 SEPT	QUARTER 2 ENDING 31 DEC	QUARTER 3 ENDING 31 MARCH	QUARTER 4 ENDING 30 JUNE
							TARGET	TARGET	TARGET	TARGET
KPA: SOUND FINANCIAL VIABILITY AND MANAGEMENT										
			Expenditure: Budgeting and Reporting							
3,1	Compliance with financial legislation and policies	5,1	Approval of the 2022/2023 budget by Council in terms of Sec.24 (1) of the MFMA	Prepare and submit final 2022/2023 budget to Council for approval by 31 May 2022 in terms of Sec.24 (1) of the MFMA	11	a) Copy of item to EXCO b) Copy of EXCO resolution noting or adopting budget time schedule	Key deadlines schedule to EXCO before 31 August 2021	No target	Draft budget to Council for approval by 22 March 2022	Final budget to Council for approval by 30 May 2022
3,2		5,1	Mid-Year Financial Review or the 2021/2022 budget in terms of S.72 of the MFMA	Prepare and submit the Mid-Year Financial Review or the 2021/2022 budget in terms of S.72 of the MFMA and the adjustments budget if required, by 25 Jan 2022	5	a) Copy of 2021/2022 mid-year financial review or adjustments budget & item to Council in terms of the MFMA b) Copy of Council resolution approving the financial review and/or the adjustments budget	No target	No target	Mid-Year Financial Review by 25 January 2022	
3,3		5,1	Submission of monthly financial reports to the Mayor within 10 working days after month end in terms of S.71 of the MFMA.	Prepare and submit monthly financial reports to the Mayor within 10 working days after month end in terms of S.71 of the MFMA, thereafter via the Finance Portfolio Committee within 30 days after month end.	5	a) Copies of monthly financial reports and item to Council and EXCO in terms of the MFMA b) Copy of the resolutions taken by EXCO in respect of the reports submitted.	Copy of 3 monthly reports to Council	Copy of 3 monthly reports to Council	Copy of 3 monthly reports to Council	Copy of 3 monthly reports to Council
3,4	Compliance with financial legislation and policies	5,1	Submission of 2020/2021 financial statements to Auditor General by 31 August 2021 and submission of the Audit Report on 2020/2021 financial year to Council via the Audit Committee not later than 30 days after receipt from the Auditor General.	Submit completed 2020/2021 financial statements to Auditor General by 31 August 2021 in line with legislation and submit the Audit Report on 2020/2021 financial year to Council via the Audit Committee not later than 30 days after receipt from the Auditor General	4	a) Copy of item together with financial statements to Council/Audit committee b) Copy of C/Res in respect of the financial statements c) Evidence of submission of AFS to the AG. d) Copy of item together with financial audit report on 2019/2020 financial year to Council e) Copy of Council Res.	2020/2021 (AFS) Financial statements	2020/2021 AG Audit report submitted within 30 days of receipt from AG		
3,5		5,1	Contribution to the Annual Report by providing Departmental Annual report performance and Financial Statements for submission to the AG.	Contribute to the Annual Report by providing Departmental Annual report performance and Financial Statements for submission to the AG by 31 August 2021	3	a) Copy of AFS b) Copy of the financial component included in the Annual report	Submit AFS to the AG by 31 Aug 2021			
3,6		5,1	Submission of the draft SDBIP for 2022/2023 to the Mayor in terms of Section 69 (3) of the MFMA	Prepare and submit the draft SDBIP for 2022/2023 to the Mayor within 14 days after approval of budget by Council.	4	a) Copy of item together with SDBIP to Council and resolution b) Copy of C/Res adopting the Budget c) Copy of receipt of draft SDBIP by the Mayor.			Ensure draft SDBIP prepared together with the draft 2022/2023 budget and submitted to Exco by 30 April 2022	Ensure submission of final SDBIP 2022/2023 to Exco by 30 June 2022 and submission to National Treasury and Provincial treasury as legislated
3,7		5,1	Quarterly SDBIP reports to the EXCO within 30 days of the last day of each quarter.	Submit quarterly progress report on SDBIP to the EXCO within 30 days of the last day of each quarter	4	a) Copy of item together with quarterly financial report to Exco/Council b) Copy of SAP accounting system figures to support quarterly SDBIP figures	Quarterly report	Quarterly report	Quarterly report	Quarterly report
3,8		5.1.1.3	Submission of monthly cash flow statement via the Finance Portfolio Committee to EXCO and Council together with creditors' age analysis.	Monitor the payment of creditors and salaries by submitting monthly cash flow statement via the Finance Portfolio Committee to EXCO and Council together with creditors' age analysis.	2	a) Copy of monthly cash flow statement b) Copy of creditors age analysis c) Item to Finance Portfolio committee d) Copy of Item to EXCO/Council e) Copy of Council resolution	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages <7 days after month end	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages <7 days after month end	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages <7 days after month end	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages <7 days after month end
3,9		5.1.1.4	Ensure cash coverage of two times normal creditors.	Maintain the cash coverage of two times normal creditors in terms of the policy of the municipality up to 30 Jun 2022	2	a) Copy of item to the Finance Portfolio committee, EXCO and Council b) Copy of resolutions	2 Quarterly report	2 Quarterly report	2 Quarterly report	2 Quarterly report
3.10		5.1.1.4	Ensure that the Gearing Ratio is within the norm of 45%	Maintain Gear Ration of 45% by 30 June 2022	3	a) Copy of item to Portfolio or Exco and Council b) Copy of resolution	45% gearing ratio	45% gearing ratio	45% gearing ratio	45% gearing ratio

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							TARGET	TARGET	TARGET	TARGET
3.11	Sustainable Financial and Supply Chain Management	5.2.1.2	Asset Management from Financial component	Review of Asset Policy and verification of Assets from Financial component by 30 Jun 2022	2	a. Copy of item to the Finance Portfolio committee, EXCO and Council b. Copy of resolutions	Review of Asset Policy by the AFS Section	Quarterly report	75% assets verified	100% assets verified
3.12			Ensure that the remunaration as % of OPEX is within the norm of 25% - 40%	Maintain the remunaration norm of 25% - 40% by 30 June 2022	3	a) Copy of calculation of the % of remunaration of OPEX	25% - 40%	25% -40%	25% - 40%	25% - 40%
Total Weighting					**48**					
			Revenue							
3.13	Compliance with financial legislation and policies	5.1.1.3	Review revenue enhancement policies annually, i.e. Budget related Policies including (Rates and Tariffs, Bylaws, Credit control and Debt control Policies) and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2022	Review revenue enhancement policies annually, i.e. Budget related Policies including (Rates and Tariffs, Bylaws, Credit control and Debt control Policies) and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 Jun 2022	4	a) Copy of the revised tariff and rates policies b) Copy of items with revised policies to the Finance Portfolio committee, EXCO and Council c) Copy of resolutions			Draft 2022/2023 Budget reflecting Tariffs changes	Submit Policies for approval to Council
3.14		5.1.1.4	Submission of monthly outstanding debtors' to the Mayor within 10 working days after month end in terms of S.71 of the MFMA	Submit monthly outstanding debtors' to the Mayor within 10 working days after month end in terms of S.71 of the MFMA, thereafter via the Finance Portfolio Committee within 30 days after month end up to 30 Jun 2022	4	a) Copy of debtors' age analysis reflecting outstanding debtors. b) Item with supporting docs to the Council c) Copy of resolution	3 monthly outstanding debtors' report	3 monthly outstanding debtors' report	3 monthly outstanding debtors' report	3 monthly outstanding debtors' report
3,15	Sustainable Financial and Supply Chain Management	5.2.1.7	Revenue collected as a percentage of billed amount. (Collection Rate)	90% Revenue collection rate as a percentage of billed amount up to 30 Jun 2022	4	a) Copies of monthly financial reports reflecting the percentage revenue collection rate and item to Council and EXCO in terms of the MFMA b) Copy of resolution	90% collection rate	90% collection rate	90% collection rate	90% collection rate
Total Weighting					**12**					
			Supply Chain Management							
3,16	Sustainable Financial and Supply Chain Management	5.2.1.5	Quarterly SCM reports to the Council within 30 days of end of each quarter in terms of Council policy.	Submit quarterly SCM reports to the Council within 30 days of end of each quarter in terms of Council policy up to 30 Jun 2022	4	a) Copy of the quarterly SCM report b) Copy of item to Finance Portfolio Com with recommendations in terms of adherence to SCM policy c) Copy of Council resolution	Quarterly SCM reports	Quarterly SCM reports	Quarterly SCM reports	Quarterly SCM reports
3,17		5.2.1.5	Annual stock count for 2020/2021 financial year by 30 August 2021, and quarterly report on stock counts for the 2021	Annual stock count for 2020/2021 financial year by 30 August 2021, and submit quarterly report on stock counts for the 2020/2021 to Council up to 30 Jun 2022	5	a) Copy of annual stock count report of 2019/2020 b) Copy of items to Council c) Copy of Council resolutions	Annual stock count report for 2020/2021 by 30 August 2021	Quarter 1 report on stock count for 2021/2022	Quarter 2 report on stock count for 2021/2022	Quarter 3 report on stock count for 2021/2022
3,18		5.2.1.5	Improved average turnaround of tender procurement processes in accordance with the procurement plan.	Ensure Improved average turnaround of tender procurement processes in accordance with the procurement plan with maxi turn-around time of 16 weeks up to 30 Jun 2022	2	a) Tenders approved by the Bid Adjudication Committee.	16 weeks average	16 weeks	16 weeks	16 weeks
Total Weighting					**11**					

PERFORMANCE SCORECARD 2021/2022
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No	STRATEGIC OBJECTIVE	IDP	PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	QUARTER 1 ENDING 30 SEPT	QUARTER 2 ENDING 31 DEC	QUARTER 3 ENDING 31 MARCH	QUARTER 4 ENDING 30 JUNE
							TARGET	TARGET	TARGET	TARGET
			Financial Management							
3,19	Compliance with financial legislation and policies	5.1.1.3	Annual revision of expenditure management policies, i.e. the Investment and Cash Management Policy, Credit and Debt Control Policy and the Indigent Policy	Review expenditure management policies, i.e. the Investment and Cash Management Policy, Credit and Debt Control Policy and the Indigent Policy annually and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 Jun 2022	2	a) Copy of the revised Investment and Cash policy b) Copy of item with revised policy c) Copy of Council resolution	Report on the policies reviewed in June 2021.	Report progress on number of policies reviewed	Report progress on number of policies reviewed	Review policies in June for the next financial year
3,20	Sustainable Financial and Supply Chain Management	5.2.1.2	Maintaining of Asset Register in line with the prevailing accounting standards and report in the Annual Financial Statements	Maintain Asset Register in line with the prevailing accounting standards and include the figures in the Annual Financial Statements. (2020/2021 financial year) and submit to the Auditor General by 31 August 2021	2	a) Copy of asset register b) Copy of AFS c) Copy of submission to the Auditor General d) Reconciliation of GL to FAR as at 30 June 2021	Asset register figures to AG Signed Asset register to Portfolio Committee	Signed Asset register to Portfolio Committee	Signed Asset register to Portfolio Committee Asset register figures in Interim AFS to Audit Committee	Reconciled Asset register figures to Audit Committee
3,21	Compliance with financial legislation and policies	5.1.1.1	Monthly Grant reports on all DORA reportable grants received to the Municipal Manager within 10 days after receipt of payment from National Treasury	Submit monthly Grant reports on all DORA reportable grants received to the Municipal Manager within 10 days after receipt of payment from National Treasury up to 30 Jun 2022	2	a) Copy of monthly grant reports on all DORA reportable grants	3 monthly Grant reports included in Section 71 report	3 monthly Grant reports included in Section 71 report	3 monthly Grant reports included in Section 71 report	3 monthly Grant reports included in Section 71 report
3.22		5.1.1.1	Report on the investment register with details of investment, period, interest rate and term	Submit quarterly reports of the investment register with details of investment, period, interest rate and term as part of the quarterly financial report via the Finance Portfolio Committee within 30 days after month end up to 30 Jun 2022	2	a) Copy of register and investments in quarterly financial report to Finance Portfolio Com b) Copy of Promis accounting system figures to support quarterly investment figures c) Copy of item to the Council	Quarterly report on the investment register with details of investment	Quarterly report on the investment register with details of investment	Quarterly report on the investment register with details of investment	Quarterly report on the investment register with details of investment
3.23		5.1.1.1	Report all loans as part of the quarterly financial reports.	Quarterly report of details of all loans as part of the quarterly financial via the Finance Portfolio Committee within 30 days after month end up to 30 Jun 2022	2	a) Copy of report with details of all loans as part of the item included in quarterly report to Finance Portfolio Com b) Copy of Promis figures aligned to the loans register to support loan figures in the report c) Copy of item to the Council	Quarterly report of details of all loans	Quarterly report of details of all loans	Quarterly report of details of all loans	Quarterly report of details of all loans
3.24	Sustainable Financial and Supply Chain Management	5.2.1.6	Percentage of Capital Budget on Finance departments' projects.	Ensure 100% expenditure of Capital Budget on Finance departments' projects (R248000 as per SDBIP component5) by 30 Jun 2022	1	a) Copy of SDBIP report with details of all Finance projects as submitted to Exco.	20,2% capital budget spend R (50000 / 248000) Evidence of expenditure	44% capital budget spend R (109000 / 248000) Evidence of expenditure	62,1% capital budget spend R (159000 / 248000) Evidence of expenditure	100% capital budget spend R 248 000 spend
Total Weighting				[redacted]	11					
Total KPA Weighting					100					

Sign off by CFO: [redacted]

Date: 3/37/21

Signed by the MUNICIPAL MANAGER: [redacted]

Date:

[redacted]