









## DRAFT Service Delivery and Budget Implementation Plan (SDBIP) 2014/15

### **CITY OF MATLOSANA**





### **Contents**



1 Introduction	3
2 The Components of a SDBIP	3
3 The SDBIP Concept	3
4 MFMA requirement	4
5 The SDBIP process in Matlosana	6
6 Service Delivery Targets and Performance Indicators	6

### **Annexures**

Annexure A:	7
Monthly projections of revenue to be collected for each source	
Annexure B:	9
Monthly projections of expenditure (operating and capital) and revenue for each vote	
Annexure C:	12
Quarterly projections of service delivery targets and performance indicators for each v	ote
Annexure D:	13
IDP Projects 2014/15	
Annexure E:	14
MIG Implementation Plan 2014/15	
Annexure F	15
MIG Project List 2014/15 to 2016/17	



### 1. Introduction

This report is a Service Delivery and Budget Implementation Plan (SDBIP) for the City of Matlosana for 2014/15 financial year. This plan is informed by Matlosana's Integrated Development Plan (IDP) and the Medium Term Revenue and Expenditure Framework (MTREF) budget. Both the IDP and 2014/15 MTREF budget have been tabled to the Council and adopted on the 30 July 2013 (CC 97/2013) respectively.



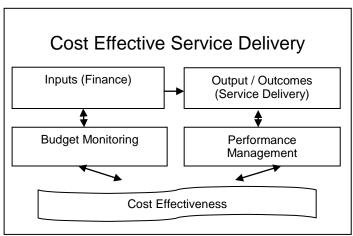
A Service Delivery and Budget Implementation Plan is defined in the Act as a detailed plan approved by the Executive Mayor for implementing the municipality's delivery of municipal services and its annual budget.

### 2. The Components of a SDBIP

The five necessary components of a SDBIP are:-

- Monthly projections of revenue to be collected for each source:
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Capital works plans.

The SDBIP is the formal link between organisational performance and the budget. It also provides a means to measure cost effective service delivery by linking the inputs – the budget – to the service outputs and outcomes. Budgetary control and performance monitoring combine to measure the cost effectiveness of service delivery.



### 3. The SDBIP Concept

National Treasury, in MFMA circular 13, outlined the concept of the SDBIP. It is seen as a contract between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration over the next twelve months.

It is a management, implementation and monitoring tool that will assist the Executive Mayor, councillors, Municipal Manager, senior managers and community. It is also a performance monitoring tool that enables the Municipal Manager to monitor the performance of senior managers. The MFMA requires that the performance agreements of senior managers be linked to the measurable performance objectives in the SDBIP.

As a vital monitoring tool, the SDBIP should help enable the Executive Mayor and Municipal Manager to be pro-active and take remedial steps in the event of poor performance.

### 4. MFMA requirement

### Chapter 1 - Definitions

SDBIP means a detailed plan approved by the mayor of a municipality in terms of section 53 (1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) projections for each month of:revenue to be collected, by source; and operational and capital expenditure by vote
- **(b)** service delivery targets and performance indicators for each quarter and
- (c) any other matters that may be prescribed and includes any revisions of such plan by the mayor in terms of section 54 (1)(c)



### Chapter 8 – Responsibilities of Municipal Officials Section 69 Budget Implementation

Section 69 (3) The Accounting Officer must no later than 14 days after the approval of the budget submit to the mayor

- (a) A draft service delivery and budget implementation plan for the budget year; and
- (b) Drafts of the annual performance agreements as required in terms of section 57 (1)(b) of the Municipal Systems Act for the municipal manager and all senior Managers

### Chapter 7 - Responsibilities of Mayors

### Section 53 - Budget Processes and related matters

Section 53 (1)(c) The mayor of a municipality must take all reasonable steps to ensure-

- (ii) That the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget; and
- (iii) That the annual performance agreements as required in terms of section 57 (1)(b) of the Municipal Systems Act for the Municipal Manager and all senior managers-
- (bb) are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan. Section 53 (3)
- (a) The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.

### Section 54 - Budgetary control and early identification of financial problems

On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72 the mayor must-

- (1) (b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that all revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of council following the approval of an adjustments budget
- (d) issue any appropriate instructions to the accounting officer to ensure-
- (i) that the budget is implemented in accordance with the service delivery and budget implementation plan
- (3) The mayor must ensure that any revisions of the service delivery and budget implementation plan are made public promptly.

The following diagram illustrates the MFMA requirements regarding the implementation and monitoring process:-

The SDBIP Feedback Mechanism



### 5. The SDBIP process in Matlosana

The production of the SDBIP has been drafted by the Directorate: Strategic Planning, Monitoring and Control and all directorates have been involved with its development. The detailed budget monthly estimates and the detailed quarterly performance indicators are contained in the SDBIP.

### 6. Service Delivery Targets and Performance Indicators

The 2014/15 SDBIP facilitates the monitoring and evaluation process of the municipality in that service delivery targets and performance areas are broken down into specific and measurable monthly, quarterly and mid-term deliverables. It is a municipal-wide plan that seeks to give the entire Matlosana community an outline of what we will be doing, where and utilising which resources. It strikes a balancing chord between addressing infrastructure backlogs, maintenance of current infrastructure and the expansion of services to new growth areas.



Each Directorate has to provide quarterly targets SO that performance can be monitored throughout the year. The Municipal Manager's and Director's performance contracts contain these targets. The targets cannot be changed during the year Council approves unless changes.

The performance targets for 2014/15 are contained in the report.

A number of meetings were held with directorates and the performance indicators and targets developed. These targets have been included in the 2014/15 SDBIP.

The targets and indicators attempt to measure a range of activities in the municipality. It will be the responsibility of directorates to provide information on progress towards achieving these targets on a quarterly basis. Any revision to the SDBIP resulting from a change in Performance Indicators will be reported to Council for approval in terms of Section 54 (c) of the MFMA.

**ANNEXURE "A"** 

# MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED FOR EACH SOURCE

NW 403 City Of Matlosana - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS						Budget Ye	ar 2014/15						Medium Term Revenue and Expenditure Framework			
D the constant	lulu I		Sept.	October	November	D	January	February	March	April			Budget Year	Budget Year	Budget Year	
R thousand	July	August	Sept.			December					May	June	2014/15	+1 2015/16	+2 2016/17	
Cash Receipts By Source	J								I		I		1			
Property rates	19,150	19,100	19,150	19,400	18,350	18,100	18,300	19,200	18,350	17,420	17,100	17,205	220,825	230,500	250,068	
Property rates - penalties & collection charges					}				ı		l	-	-	_	-	
Service charges - electricity revenue	40,377	40,501	40,452	30,108	39,311	38,600	37,555	35,450	38,720	38,900	39,123	41,338	460,435	500,600	600,133	
Service charges - water revenue	19,300	19,600	20,000	24,720	26,360	26,500	25,185	25,832	25,465	23,483	21,343	20,974	278,762	279,006	304,895	
Service charges - sanitation revenue	3,520	3,360	3,299	3,230	3,237	3,931	3,480	3,500	3,100	3,574	3,200	3,493	40,924	45,516	47,074	
Service charges - refuse revenue	5,700	5,800	5,900	5,900	5,900	5,700	5,800	5,800	5,900	5,850	5,900	5,850	70,000	75,542	76,531	
Service charges - other	9,600	9,320	10,523	7,950	8,750	8,355	9,500	10,745	9,321	10,535	10,325	13,926	118,850	130,288	158,484	
Rental of facilities and equipment	534	535	540	523	550	529	545	580	525	521	532	511	6,425	6,804	7,178	
Interest earned - external investments	370	529	390	398	208	220	529	389	449	515	454	897	5,348	5,663	5,975	
Interest earned - outstanding debtors												_	-	_	_	
Dividends received					Ì	j						_	_	_	_	
Fines	563	575	581	535	567	544	573	582	599	572	625	684	7,000	8,000	9,500	
Licences and permits	559	563	571	445	533	547	459	552	680	554	660	677	6,800	9,653	10,183	
Agency services	990	900	1,200	1,000	990	850	890	900	1,100	1,200	1,500	980	12,500	15,238	15,966	
Transfer receipts - operational	140,505				111,406				95,272			_	347,183			
Other revenue	9,000	9,100	8,000	9,000	8,380	9,700	8,000	8,450	7,120	8,800	9,150	9,297	103,997	187,598	192,956	
Cash Receipts by Source	250,168	109,883	110,606	103,209	224,542	113,576	110,816	111,980	206,601	111,924	109,912	115,830	1,679,048	1,841,747	2,019,907	
Other Cash Flows by Source	İ		i		}	! !		ı	I		I		į	ı		
Transfer receipts - capital	7,571				67,953				39,332			_	114,856	105,348	116,019	
Contributions recognised - capital & Contributed a	_										l	-	_ !	_	_	
Proceeds on disposal of PPE			l					422	ı		ı	(0)	422	_	-	
Short term loans	l l				}				•							
Borrowing long term/refinancing												-				
Increase (decrease) in consumer deposits												-				
Decrease (Increase) in non-current debtors  Decrease (increase) other non-current receivables					(							-				
Decrease (increase) in non-current investments	<b>o</b>											_				
Total Cash Receipts by Source	257,739	109,883	110,606	103,209	292,495	113,576	110,816	112,402	245,933	111,924	109,912	115,830	1,794,326	1,947,095	2,135,926	

**ANNEXURE "B"** 

# MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) AND REVENUE FOR EACH VOTE

NW 403 City Of Matlosana - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description F	Ref	Budget Year 2014/15												Medium Tern	Medium Term Revenue and Expenditure Framework			
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	· ·	Budget Year +1 2015/16			
Revenue By Source		Į.	)		l						ļ				l	l		
Property rates		19,207	19,207	19,207	19,207	19,207	19,207	19,207	19,207	19,207	19,207	19,207	19,207	230,478	244,077	257,501		
Property rates - penalties & collection charges		1	)										_	-		ı -		
Service charges - electricity revenue		70,500	67,000	60,000	55,000	31,500	32,000	33,140	32,500	33,500	47,500	57,500	64,142	584,282	618,755	652,786		
Service charges - water revenue		19,500	16,000	16,000	19,400	27,500		45,000	49,000	33,500	33,000	29,500		388,195	411,098	433,709		
Service charges - sanitation revenue		9,000	3,410	3,410	3,410	3,410	3,410	3,410	3,410	3,410	3,410	3,410	3,408	46,508	49,251	51,960		
Service charges - refuse revenue		4,100	6,250	5,912	5,930	5,991	6,100	6,112	6,110	5,900	5,900	6,075	6,183	70,563	74,726	78,836		
Service charges - other		5,500	19,500	15,100	14,000	7,500	8,300	15,000	23,000	8,500	11,866	19,690	10,521	158,477	174,423	196,757		
Rental of facilities and equipment		550	535	535	535	535	534	534	534	534	534	534	531	6,425	6,804	7,178		
Interest earned - external investments		350	500	300	200	250	500	200	200	500	300	400	1,648	5,348	5,663	5,975		
Interest earned - outstanding debtors		3,500	3,400	3,316	3,316	3,316	3,316	3,400	3,400	3,316	3,316	3,316	1,739	38,650	40,930	48,922		
Dividends received		-	-	-	-	-	-	_	-	-	-	-	_	-	_	ļ _		
Fines		950	566	570	605	605	650	645	625	575	573	568	568	7,500	7,943	13,379		
Licences and permits		610	580	560	575	610	625	590	550	579	579	550	592	7,000	7,413	9,821		
Agency services		1,198	1,198	1,198	1,198	1,199	1,199	1,198	1,198	1,198	1,198	1,198	1,199	14,378	15,227	16,064		
Transfers recognised - operational		140,505	j			111,406				95,272	i		_	347,183	347,341	340,964		
Other revenue		9,000	9,500	8,000	10,000	9,500	7,500	8,750	9,200	8,250	9,500	9,800	10,696	109,696	115,897	122,850		
Gains on disposal of PPE		_	_	_		_	_	422	_	_	_	_	_	422		-		
Total Revenue (excluding capital transfers and c	cont	284,470	147,646	134,107	133,375	222,529	123,339	137,607	148,934	214,240	136,882	151,747	180,229	2,015,105		2,236,702		
Expenditure By Type		ı	)		ļ			ļ			Ì				l	l		
Employ ee related costs		33,830	33,600	35,200	35,000	49,000	42,000	38,400	42,447	40,700	43,000	33,600	42,045	468,822	496,483	523,789		
Remuneration of councillors		1,667	1,667	1,675	1,668	1,667	1,670	1,885	1,885	1,884	1,880	1,880	1,886	21,314	22,572	23,813		
Debt impairment		25,511	25,511	25,511	25,511	25,511	25,511	25,511	25,511	25,511	25,511	25,511	25,511	306,135	236,870	167,873		
Depreciation & asset impairment		36,601	36,601	36,601	36,601	36,601	36,601	36,601	36,601	36,601	36,601	36,601	36,600	439,207	465,120	490,701		
Finance charges				3,500			3,500			2,500			3,034	12,534	11,102	9,214		
Bulk purchases		79,000	46,000	43,000	48,500	76,000	46,000	44,500	45,000	59,000	48,000	47,000	23,600	605,600	641,331	676,604		
Other materials		7,493	7,493	7,493	7,493	7,493	7,493	7,493	7,493	7,493	7,493	7,493	16,496	98,919	104,755	110,517		
Contracted services		7,317	7,317	7,317	7,317	7,317	7,317	7,317	7,317	7,317	7,317	7,317	7,316	87,798		-		
Transfers and grants		404	404	404	404	404	404	404	404	404	404	404	404	4,847	-	-		
Other expenditure		13,050	22,589	22,589	22,589	22,589	22,589	22,589	22,589	22,589	22,589	22,589	18,774	257,715	•			
Loss on disposal of PPE		,	,	,		,	,		,	==,000	,	,	_					
Total Expenditure	•	204,872	181,181	183,289	185,082	226,581	193,084	184,699	189,246	203,998	192,794	182,394	175,667	2,302,890	2,336,748	2,381,251		
Surplus/(Deficit)	- †	79,597	(33,536)	(49,182)	(51,707)	(4,053)	(69,745)	(47,092)	(40,313)	10,242	(55,912)	(30,647)	4,562	(287,785)	(217,199)	(144,549)		
Transfers recognised - capital													114,856	114,856				
Contributions recognised - capital													_	_		l -		
Contributed assets			ſ										_	_	l –	l –		
Surplus/(Deficit) after capital transfers &	- †	h																
1		79,597	(33,536)	(49,182)	(51,707)	(4,053)	(69,745)	(47,092)	(40,313)	10,242	(55,912)	(30,647)	119,418	(172,929)	(111,851)	(28,530)		
contributions Tax ation													_	_	_	_		
Attributable to minorities			(										_	_	_	_		
Share of surplus/ (deficit) of associate																		
l — — — -' — ` — ' — — — — — — <del> </del> —	-, +	70 507	(22.52.0)	(40.400)	(F4 70=)	(4.050)	((0.745)	(47.000)	(40.040)	10.046	(F.F. 04.0)	(20 (4-)		(170.000)	(111 051)	(00.500)		
Surplus/(Deficit)	1	79,597	(33,536)	(49,182)	(51,707)	(4,053)	(69,745)	(47,092)	(40,313)	10,242	(55,912)	(30,647)	119,418	(172,929)	(111,851)	(28,530)		

<u>References</u>

<sup>1.</sup> Surplus (Deficit) must reconcile with Budgeted Financial Performance

NW 403 City Of Matlosana - Supporting Table SA27 Budgeted monthly revenue and expenditure (standard classification)

Description	Ref	Budget Year 2014/15													Medium Term Revenue and Expenditure Framework				
R thousand	}	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2014/15	Budget Year +1 2015/16	Budget Year +2 2016/17			
Revenue - Standard			I			l				1	j				ı	i			
Governance and administration	i I	30,878	30,878	30,768	31,188	31,188	31,388	31,018	31,488	30,668	30,618	30,952	(16,630)	324,401	343,540	362,435			
Executive and council	}	790	790	680	1,100	1,100	1,300	930	1,400	580	530	864	(1,262)	8,802	9,321	9,834			
Budget and treasury office	)	29,862	29,862	29,862	29,862	29,862	29,862	29,862	29,862	29,862	29,862	29,862	(15,595)	312,887	331,348	349,572			
Corporate services	) [	226	226	226	226	226	226	226	226	226	226	226	226	2,711		3,029			
Community and public safety	) [	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	52,520	93,281	98,785	104,218			
Community and social services	}	419	419	419	419	419	419	419	419	419	419	419	779	5,389	5,707	6,020			
Sport and recreation	1	45	45	45	45	45	45	45	45	45	45	45	44	535	566	597			
Public safety	{	3,021	3,021	3,021	3,021	3,021	3,021	3,021	3,021	3,021	3,021	3,021	51,477	84,709	89,706	94,640			
Housing	( I	215	215	215	215	215	215	215	215	215	215	215	215	2,585	2,737	2,888			
Health	į l	5	5	5	5	5	5	5	5	5	5	5	5	65	69	73			
Economic and environmental services	(	629	629	629	629	629	-	_	629	629	629	629	634	7,550	7.996	8,435			
Planning and development	1 1	027	027	027	027	027	027	027	027	027	027	027	5	7,550	L	6,433			
Road transport	}	629	629	629	629	629	629	629	629	629	629	629	629	7,545		8,430			
Environmental protection	) [	029	029	029	029	029	029	029	029	029	029	029	029	7,343	7,990	0,430			
· ·	1	131,930	136,178	129,273	128,273	138,274	133,274	123,274	123,274	118,274	123,274	120 274	194,909	1,608,478	1 702 270	1,797,064			
Trading services	)	-		75,097						55,097	60,097	128,274				868,195			
Electricity	) I	85,097	85,097		65,097	65,097 54,882	50,097 64,882	45,097	50,097			65,097	76,018	777,085	F .	F .			
Water	\	28,538	32,786	35,882	44,882			59,882	54,882	44,882	44,882	44,882	100,586	611,847	F	683,583			
Waste water management	{	7,023	7,023	7,023	7,023	7,023	7,023	7,023	7,023	7,023	7,023	7,023	7,023	84,278		94,160			
Waste management	Į Į	11,271	11,271	11,271	11,271	11,271	11,271	11,271	11,271	11,271	11,271	11,271	11,283	135,267		151,126			
Other	į l		L			L			L				19,589	19,589	20,744	21,885			
Total Revenue - Standard	(	167,142	171,390	164,376	163,796	173,796	168,996	158,626	159,096	153,276	158,226	163,560	251,021	2,053,299	2,174,443	2,294,038			
Expenditure - Standard	(	ı				l			1		j				1	ı			
Governance and administration	(	25,148	25,148	25,148	25,148	l 25,148	25,148	25,148	25,148	25,148	25,148	25,148	347,938	624,562	662,360	698,789			
Executive and council	(	10,526	10,526	10,526	10,526	10,526	10,526	10,526	10,526	10,526	10,526	10,526	(85)	115,705	122,532	129,271			
Budget and treasury office	i I	10,668	10,668	10,668	10,668	10,668	10,668	10,668	10,668	10,668	10,668	10,668	344,966	462,315		516,519			
Corporate services	1 1	3,953	3,953	3,953	3,953	3,953	3,953	3,953	3,953	3,953	3,953	3,953	3,058	46,542					
Community and public safety	1 1	14,914	14,914	14,914	14,914	14,914	14,914	14,914	14,914	14,914	14,914	14,914	175,699	339,754	F .	379,588			
Community and social services	1 1	7,386	7,386	7,386	7,386	7,386	7,386	7,386	7,386	7,386	7,386	7,386	8,850	90,100		The state of the s			
Sport and recreation	)	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,225	5,764	63,240	r .	70,655			
Public safety	) [	891	891	891	891	891	891	891	891	891	891	891	160,046	169,848		189,761			
Housing	) [	891	891	891	891	891	891	891	891	891	891	891	633	10,435		11,659			
Health	1	521	521	521	521	521	521	521	521	521	521	521	405	6,131	6,492	6,850			
Economic and environmental services	1	18,231	18,231	18,231	18,231	18,231		18,231	18,231	18,231	18,231	18,231	16,445	216,984	229,786	242,425			
Planning and development	( I	827	827	827	827	827	827	827	827	827	827	827	807	9,909	10,494	11,071			
Road transport	( I	17,403	17,403	17,403	17,403	17,403	17,403	17,403	17,403	17,403	17,403	17,403	15,638	207,075	219,293	231,354			
Environmental protection	( I	- 17,403	17,403	17,403	17,403	-	17,403	17,405	17,403	17,403	17,405	17,405	13,030	207,073	1 217,273	231,334			
Trading services	i l	101,476	101,476	91,476	96,476	90,476	88,476	93,476	85,476	81,476	76,476	90,476	102,584	1,099,820	1,164,709	1,228,768			
Electricity	1 1	66,810	66,810	56,810	46,810	40,810	28,810	28,810	30,810	36,810	36,810	55,810	74,682	570,596		637,496			
Water	1 1	20,481	20,481	20,481	35,481	35,481	45,481	50,481	40,481	30,481	25,481	20,481	16,163	361,458		403,837			
Waste water management	1 1	8,914	8,914	8,914	8,914	8,914	8,914	8,914	8,914	8,914	8,914	8,914	7,407	105,462		117,827			
Waste management	}	5,270	5,270	5,270	5,270	5,270	5,270	5,270	5,270	5,270	5,270	5,270	4,333	62,304					
Other	)	3,270	3,270	3,270	5,270	3,270	5,270	3,270	5,270	3,270	3,270	3,270	4,333 <b>21,771</b>			24,323			
	)	150.7/0	150.7/2	140.7/0	154.7/0	140.7(0	14/ 7/0	151.700	142.7(0	120.7/2	124.7(0	140.7(0.)		21,771					
Total Expenditure - Standard	)	159,768	159,768	149,768	154,768	148,768	146,768	151,768	143,768	139,768	134,768	148,768	664,437	2,302,890	2,439,709	2,573,893			
Surplus/(Deficit) before assoc.	7 -	7,373	11,621	14,607	9,027	25,027	22,227	6,857	15,327	13,507	23,457	14,791	(413,416)	(249,592)	(265,265)	(279,855)			
Share of surplus/ (deficit) of associate															!				
Surplus/(Deficit)	$\lceil 1 \rceil$	7,373	11,621	14,607	9,027	25,027	22,227	6,857	15,327	13,507	23,457	14,791	(413,416)	(249,592)	(265,265)	(279,855)			

References

<sup>1.</sup> Surplus (Deficit) must reconcile with Budeted Financial Performance

**ANNEXURE "C"** 

# QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

**ANNEXURE "D"** 

## **IDP PROJECTS 2014/15**

**ANNEXURE "E"** 

### MIG IMPLEMENTATION PLAN 2014/15

**ANNEXURE "F"** 

### MIG PROJECT LIST 2014/15 to 2016/17