

FRANCES BAARD DISTRICT MUNICIPALITY



Section 71 Report

30 November 2019

TABLE OF CONTENTS

Page

- 1. Executive summary2-10

- 2. In-Year Budget Statement Tables (Annexure A)11-15

- 3. Supporting documents16-27

- 4. Municipal Manager’s quality certification28

1. EXECUTIVE SUMMARY

All variances are calculated against the approved budget figures.

1.1 Statement of Financial Performance

Consolidated performance against annual budget (Projected Operating Results) – Statement of Financial Performance – (Annexure A - Table C4)

Revenue by source

Year-to-date actual revenue is R55, 524 million as compared to the year-to-date budget projections of R56,769 million. The variance is due to the first trench of the equitable shares which was transferred in July 2019

Operating expenditure by type

To date, R39, 116 million has been spent as compared to the operational year-to-date budget projections of R62, 197 million. The variance is mainly due to the following:

- Vacant positions of the CFO, Director Planning & Development and Director Infrastructure;
- Capital and Operational allocations to local municipality which has not been claimed; and
- Special projects which are still at a planning stage of the SCM process.

The summary statement of financial performance in Annexure A, Table C4 is prepared on a similar basis to the prescribed budget format, detailing revenue by source type and expenditure by input type.

Capital Expenditure

Year-to-date expenditure on capital amounts to R0, 123 million as compared to the operational year-to-date budget projections of R1, 469 million. Capital expenditure will improve as the financial year progress as projects are currently in the planning phase of the procurement process.

Please refer to Annexure A, Table C5 for further details.

Cash Flows

The municipality started the year with a total cash and cash equivalents of R78, 267 million. The year-to date cash and cash equivalents amounted to R88, 099 million. The net increase in cash and cash equivalents for the year to date is R9, 831 million. The increase is as a result of the equitable share that was received in July 2019.

Consolidated performance of year-to-date expenditure against year-to-date budget (per municipal vote)

The municipal vote reflects the organisational structure of the municipality which is made up of the following directorates: Council & Executive, Budget & Treasury, Administration, Planning & Development and Project Management & Advisory Services.

The following table depict the financial performance as per municipal vote according to the approved organogram of the municipality:

| Council & Executive | | | | | | |
|--------------------------------------------|-------------------|-------------------|-----------------|------------------|------------------|-------------------|
| R thousand | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget |
| 01.1 - Council & Executive Administration | 10,115,074 | 11,574,120 | - | 793,693 | 3,440,111 | 4,822,545 |
| 02.1 - Office Of The Municipal Manager | 2,209,966 | 2,509,730 | - | 162,197 | 738,012 | 1,045,720 |
| 02.2 - Committee & Administration Services | 962,088 | 1,312,270 | - | 45,529 | 218,114 | 546,780 |
| 02.3 - Internal Audit | 2,441,526 | 3,299,340 | - | 212,692 | 1,139,830 | 1,374,730 |
| 02.4 - Communications | 1,964,530 | 2,458,210 | - | 152,225 | 782,595 | 1,024,260 |
| 02.5 - Legal And Compliance | 1,281,194 | 1,403,948 | - | 118,028 | 556,466 | 584,990 |
| 02.6 - Political Office Administration | 3,473,258 | 3,821,750 | - | 246,899 | 1,713,305 | 1,592,395 |
| 02.7 - Youth Unit | 2,157,854 | 1,998,740 | - | 203,217 | 840,805 | 832,805 |
| 02.8 - Risk Unit | 877,772 | 1,006,030 | - | 87,468 | 432,823 | 419,195 |
| Total | 25,483,262 | 29,384,138 | - | 2,021,948 | 9,862,061 | 12,243,420 |

Actual operating expenditure of Council & Executive is R9, 862 million as compared to the year-to-date budget R12, 243 million. Special projects in the respective departments are still at a planning stage, project activities are expected to be implemented as indicated in the operational plans. Expenditure is expected to gain momentum as the year progress with the implementation of set budgets by the departments. One vacancy exists within the department, namely the PMS Intern.

| Budger & Treasury Office | | | | | | |
|-----------------------------------|-------------------|-------------------|-----------------|------------------|------------------|------------------|
| R thousand | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget |
| Budger & treasury | | | | | | |
| 03.1 - Finance Directorate | 4,148,200 | 7,907,990 | - | 453,500 | 1,081,598 | 3,295,010 |
| 03.2 - Revenue & Expenditure | 3,175,059 | 3,760,282 | - | 241,370 | 1,268,188 | 1,566,785 |
| 03.3 - Budget And Treasury Office | 7,035,582 | 7,039,030 | - | 656,132 | 1,922,709 | 2,932,925 |
| 03.4 - Supply Chain Management | 3,195,551 | 3,192,660 | - | 275,117 | 1,353,065 | 1,330,280 |
| 03.5 - Council Motor Vehicle Pool | 1,935,333 | 1,905,760 | - | 41,861 | 238,463 | 794,070 |
| Total | 19,489,726 | 23,805,722 | - | 1,667,979 | 5,864,022 | 9,919,070 |

The actual operating expenditure of Budget & Treasury office at the end of the month amounts to R5, 864 million as compared to the year-to-date projected budget of R9, 919 million. Due to the vacant CFO position and finance intern, spending on the planned budget is below expected projection. Depreciation also contributes to the low spending as the actual expenditure is not yet accounted for in the current financial year, as the municipality is waiting for the finalisation of the audit to ensure the correct opening balances are recorded.

| Corporate Services | | | | | | |
|--------------------------------------------|-------------------|-------------------|-----------------|------------------|-------------------|-------------------|
| R thousand | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget |
| 04.1 - Administration Directorate | 1,662,653 | 1,918,050 | - | 138,108 | 690,083 | 799,205 |
| 04.2 - Information Systems | 3,578,972 | 4,140,130 | - | 218,307 | 1,165,512 | 1,725,075 |
| 04.3 - Human Resource Management | 4,352,678 | 7,335,010 | - | 347,589 | 1,750,734 | 3,056,260 |
| 04.4 - Office Support Services | 10,303,286 | 11,345,160 | - | 721,434 | 5,342,344 | 4,727,165 |
| 04.5 - Environmental Protection | 3,912,678 | 7,539,150 | - | 364,286 | 1,973,969 | 3,141,325 |
| 04.6 - Fire Fighting & Disaster Management | 5,531,376 | 10,244,950 | - | 605,646 | 2,579,542 | 4,268,715 |
| Total | 29,341,642 | 42,522,450 | - | 2,395,370 | 13,502,184 | 17,717,745 |

Actual operating expenditure of Corporate Services at the end of the month is R13, 502 million as compared to the year-to-date projected budget of R17, 718 million. Expenditure is expected to gain momentum as the year progress with the implementation of set budgets by the departments, taking into consideration the cost containment policy to eliminate non-priority spending on service delivery items. Vacancies within the department also has an impact on the underspending of the projected budget, namely, Environmental Practitioner, Senior Fire Fighter, Chief Clerk Archive and Disaster Management Co-ordinator.

| Planning & Development | | | | | | |
|-------------------------------------------|-------------------|-------------------|-----------------|------------------|------------------|------------------|
| R thousand | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget |
| 05.1 - Planning & Development Directorate | 976,649 | 1,835,190 | - | 22,475 | 479,628 | 764,670 |
| 05.3 - Local Economic Development | 5,018,657 | 8,310,100 | - | 1,068,455 | 2,148,215 | 3,462,560 |
| 05.4 - Planning Unit - Gis | 1,627,268 | 2,100,110 | - | 87,269 | 450,128 | 875,055 |
| 05.5 - Planning Unit - Spacial Planning | 1,534,595 | 3,551,380 | - | 110,413 | 401,857 | 1,479,745 |
| 05.6 - Tourism | 3,241,809 | 3,697,410 | - | 338,893 | 1,154,065 | 1,540,605 |
| 05.7 - Planning Unit - ldp | 1,389,378 | 1,664,460 | - | 115,909 | 556,284 | 693,530 |
| Total | 13,788,356 | 21,158,650 | - | 1,743,412 | 5,190,176 | 8,816,165 |

Actual operating expenditure of Planning & Development at the end of the month amounts to R5, 190 million as compared to the year-to-date projected budget of R8, 816 million. Due to the vacant director position, spending on the planned budget is below expected projection. However, the budget is expected to gain momentum when the financial year progresses, taking into consideration the cost containment policy to eliminate non-priority spending on service delivery items. Vacancies within the department also has an impact on the underspending of the projected budget, namely, GIS Officer and LED Officer.

| Infrastructure | | | | | | |
|----------------------------------------------|-------------------|-------------------|-----------------|------------------|------------------|-------------------|
| R thousand | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget |
| 06.1 - Infrastructure Service Directorate | 4,371,638 | 1,969,620 | - | 39,956 | 197,863 | 820,695 |
| 06.2 - Project Management & Advisory Service | 12,318,762 | 25,415,450 | - | 1,044,290 | 3,074,143 | 10,589,780 |
| 06.3 - Infrastructure Service - Roads Maint | 777,179 | 964,600 | - | 82,328 | 259,147 | 401,915 |
| 06.4 - Housing Administration | 2,660,945 | 4,050,490 | - | 239,849 | 1,166,421 | 1,687,710 |
| Total | 20,128,525 | 32,400,160 | - | 1,406,423 | 4,697,574 | 13,500,100 |

Actual operating expenditure of Project Management & Advisory Services at the end of the month amounts to R4, 698 million as compared to the year-to-date projected budget of R13, 500 million. Due to the vacant director position and the capital and operational allocations for local municipality which has not being claimed. The spending on the planned budget is expected to gain momentum once the local municipalities start submitting claims for their projects. Vacancies within the department also has an impact on the underspending of the projected budget, namely, Manager Infrastructure and Building Technician.

Consolidated performance of year-to-date expenditure on special projects against full year budget

| Project Description | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|---------------------------------------------------------------------|-------------------|------------|-------------|-------------------|-----------|---------------------------------------------------------------------------------------------------------------------------|
| MUNICIPAL MANAGERS OFFICE | | | | | | |
| COMMUNICATIONS | | | | | | |
| Public Participation Programme | 30,200 | - | - | 30,200 | 0% | The executive mayor and municipal manager to decide on how the program will be implemented |
| Total Communications Projects | 30,200 | - | - | 30,200 | 0% | |
| FINANCE DIRECTORATE | | | | | | |
| Support to 3 local municipalities (Phokwane, Magareng & Dikgatlong) | 150,000.00 | - | - | 150,000.00 | 0% | To be utilised during the course of the financial year, upon formal request for assistance from the local municipalities. |
| Total Finance Directorate Projects | 150,000.00 | - | - | 150,000.00 | 0% | |
| BUDGET AND TREASURY OFFICE | | | | | | |
| Revaluation of Buildings | 150,000.00 | - | - | 150,000.00 | 0% | To be utilised in the fourth quarter, during the completion of the 2019/20 AFS. |
| Total BTO Projects | 150,000.00 | - | - | 150,000.00 | 0% | |

| Project | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|-----------------------------------------|---------------------|------------|------------------|-------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLANNING AND DEVELOPMENT | | | | | | |
| PLANNING UNIT - GIS | | | | | | |
| Land Use Survey (Dikgatlong) | 390,000.00 | - | - | 390,000.00 | 0% | Project is in the planning phase, awaiting the implementation of the specification committee before advertising the tender. |
| Total GIS Projects | 390,000.00 | - | - | 390,000.00 | 0% | |
| PLANNING UNIT - SPATIAL PLANNING | | | | | | |
| Municipal Tribunal | 70,000.00 | - | 4,584.00 | 65,416.00 | 7% | The DMPT is scheduled to take place on the 17 December 2019. The DMPT is operating effectively. |
| FBDM SDF Framework | 800,000.00 | - | - | 800,000.00 | 0% | The tender advertisement closed on the 21 November 2019. Currently finalising the appointment of the service provider. Behind schedule by a month. |
| Phokwane Infill Development | 140,000.00 | - | 31,456.01 | 108,543.99 | 22% | The project is on track. The final Environmental Impact Assessment has been submitted to the Department of Environment and Nature Conservation for review and approval. The thirde draft layout plan has been completed. |
| Total Spatial Planning Projects | 1,010,000.00 | - | 36,040.01 | 973,959.99 | 4% | |

| Project Description | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|----------------------------------------------------------------------------|---------------------|-------------------|-------------------|-------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COUNCIL AND EXECUTIVE ADMINISTRATION | | | | | | |
| COUNCIL | | | | | | |
| South African Municipal Sports and Recreational Association Games (SAMSRA) | 500,000.00 | - | - | 500,000.00 | 0% | Budget was not utilised due to the latest cost containment regulation released on 31 July 2019, after the adoption of the municipal budget. Budget to be revised during the adjustment budget process. |
| Total Council Projects | 500,000.00 | - | - | 500,000.00 | 0% | |
| POLITICAL OFFICE ADMINISTRATION | | | | | | |
| Commemorative Days | 220,000.00 | - | 220,000.00 | - | 100% | Project completed, additional funds to be requested during the adjustment budget process. |
| Disability Programme | 70,000.00 | - | 57,999.50 | 12,000.50 | 83% | Spending is due to the two (2) days Young Women workshop that took place in August at Phokwane Local Municipality. |
| Child Programme | 50,000.00 | - | 47,000.00 | 3,000.00 | 94% | During the month of September a Heritage program occurred for two days. |
| Gender Programme | 70,000.00 | - | 60,828.98 | 24,000.00 | 87% | Older Person's program was held to honour the elders, the two days program held during the month of October. |
| MRM Programme | 5,000.00 | - | - | 5,000.00 | 0% | Budget to be utilised during the course of the financial year. |
| Old Age Programme | 35,000.00 | - | 26,950.00 | 8,050.00 | 77% | Budget to be utilised during the course of the financial year. |
| Total Political Office Projects | 1,450,000.00 | - | 412,778.48 | 52,050.50 | 28% | |
| YOUTH UNIT | | | | | | |
| Youth Career | 25,000.00 | - | 7,412.39 | 17,587.61 | 30% | Youth Career event occurred on the 23rd of September 2019. Remaining budget to be utilised during the course of the financial year. |
| Sopa Programme | 17,000.00 | - | 7,000.00 | 10,000.00 | 41% | SOPA to take place on 23 March 2020, as per the operational plan. |
| June 16 Programme | 45,000.00 | - | 37,000.00 | 8,000.00 | 82% | June 16 programme will take place during the fourth quarter, for the June 16 celebrations. The expenditure of R37 000 is due to the hosting of youth dialogue on the recent attacks on xenophobia and women & child abuse hosted on the 13th of September 2019. |
| Youth Skills Programme | 253,600.00 | 171,960.00 | 33,108.70 | 220,491.30 | 13% | Youth Skills programme will take place during the 1st week of December 2019, from the 03-05 of December 2019. |
| Total Youth Projects | 340,600.00 | 171,960.00 | 84,521.09 | 256,078.91 | 25% | |

| Project Description | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|------------------------------------------------|---------------------|------------------|-------------------|---------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| CORPORATE SERVICES | | | | | | |
| HUMAN RESOURCE MANAGEMENT | | | | | | |
| Employee Wellness Assistance Programme | 80,000.00 | - | 92.00 | 79,908.00 | 0% | Will occur as and when needed by the employees. |
| Team Building | 50,000.00 | - | - | 50,000.00 | 0% | The budget will be reviewed during the adjustment budget process, to align the budget to the cost containment regulations. |
| Total HR Projects | 130,000.00 | - | 92.00 | 129,908.00 | 0% | |
| ENVIRONMENTAL PROTECTION | | | | | | |
| Air Quality | 14,000.00 | - | 5,936.27 | 8,063.73 | 42% | Campaigns were conducted during the first quarter on the 1st and 16th of August 2019. |
| Commemorative Days | 85,000.00 | 2,030.91 | 2,413.45 | 82,586.55 | 3% | Programme is in the implementation stage, campaigns were conducted. |
| Awareness Sanitation Programme | 56,600.00 | 1,211.38 | 15,658.38 | 40,941.62 | 28% | World Environmental Health Day was commemorated. |
| Environmental Health Framework | 200,000.00 | - | 196,280.00 | 3,720.00 | 98% | Project is complete waiting for the council to adopt the document. |
| Water Analysis | 338,500.00 | 24,110.47 | 79,579.88 | 258,920.12 | 24% | Water analysis was done in July 2019. Budget to be utilised during the course of the financial year as per operational plan. |
| Sample Analysis | 9,600.00 | 9,600.00 | - | 9,600.00 | 0% | Project is in the implementation phase. |
| Environmental World day Awareness | 200,000.00 | - | 1,113.04 | 198,886.96 | 1% | The Environmental world day Awareness occurred on the 26 to the 27th of September 2019. |
| South African Standards for Drinking Water | 90,000.00 | - | - | 90,000.00 | 0% | Budget to be utilised during the course of the financial year as no samples were collected. |
| Total Environmental Health Projects | 993,700.00 | 36,952.76 | 300,981.02 | 692,718.98 | 30% | |
| FIRE FIGHTING & DISASTER MANAGEMENT | | | | | | |
| Volunteer Training | 107,400.00 | - | 65,000.00 | 42,400.00 | 61% | To be utilised as and when training is required, training expected to occur during the 11th and 12th of December 2019. |
| Disaster Management Forum | 10,800.00 | - | - | 10,800.00 | 0% | Hosting of disaster management forum, to be used during the financial year. |
| Awareness Programme | 7,000.00 | - | - | 7,000.00 | 0% | Budget to be utilised during the course of the financial year, as per deployment during the 3rd to the 4th quarter. |
| Disaster Plan Strategy | 800,000.00 | - | - | 800,000.00 | 0% | Project to be implemented during the course of the financial year. |
| Contingency Fund | 320,000.00 | 95,460.00 | 110,698.00 | 209,302.00 | 35% | To be utilised as and when the need arise in emergency situations, during July expenditure was incurred for assistance to community members. |
| Total Disaster Management Projects | 1,245,200.00 | 95,460.00 | 175,698.00 | 1,069,502.00 | 14% | |

| Project Description | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|---------------------------------------|---------------------|-------------------|---------------------|---------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLANNING AND DEVELOPMENT | | | | | | |
| LOCAL ECONOMIC DEVELOPMENT | | | | | | |
| Led Small, Medium & Micro Entreprises | 795,600.00 | - | - | 795,600.00 | 0% | Project is in the implementation phase, awaiting appointment of specifications committee to be finalised during December 2019. |
| Machinery and equipment SMME | 850,000.00 | - | - | 850,000.00 | 0% | Advertisement for the application has been placed, submission closed at the end of August 2019. TOR to be finalised end of December 2019. |
| Led Expo | 920,000.00 | 273,893.84 | 642,410.85 | 277,589.15 | 70% | Project is in the implementation phase. Remaining budget to be utilised during the course of the financial year. |
| Youth Entrepreneur | 160,000.00 | - | - | 160,000.00 | 0% | Project is in the implementation phase, awaiting appointment of specifications committee. |
| Exhibition Installers | 380,000.00 | - | 113,400.00 | 266,600.00 | 30% | Budget to be utilised during the course of the financial year. |
| Led Trade & Investment Promotion | 35,000.00 | - | - | 35,000.00 | 0% | Project is in the planning phase, in the process of developing brochures to be completed during the 3rd to the 4th quarter. |
| Investment Desk | 50,000.00 | - | - | 50,000.00 | 0% | Project is in the planning phase, research in progress. To take place during 2nd quarter |
| Agriculture Emerging Farmers | 200,000.00 | - | - | 200,000.00 | 0% | Project is in the implementation phase, awaiting appointment of specifications committee. |
| Advertising and Promotion | 208,810.00 | - | 32,406.60 | 176,403.40 | 16% | Project is in the implementation phase, budget to be fully utilised by the end of the financial year. |
| Women Empowerment | 50,000.00 | - | - | 50,000.00 | 0% | Budget to be utilised during the course of the financial year. Memorandum of Understanding to be signed by the Municipal Manager. |
| Hartswater Stalls | 600,000.00 | - | 526,739.13 | 73,260.87 | 88% | Project is in the implementation phase, awaiting appointment of evaluation committee. |
| Total LED Projects | 4,249,410.00 | 273,893.84 | 1,314,956.58 | 2,934,453.42 | 2.03 | |
| TOURISM | | | | | | |
| Ganspan | 270,000.00 | - | 96,042.00 | 173,958.00 | 36% | Project in the environmental impact review phase. |
| Indaba Expo | 327,370.00 | - | 108,980.10 | 218,389.90 | 33% | Budget will be utilised during the fourth quarter, May 2020. |
| Diamond and Dorings Festival | 480,000.00 | - | - | 480,000.00 | 0% | Budget to be utilised during March/April 2020. |
| Tourism Business Competition | 501,300.00 | 268,290.00 | 72,800.35 | 428,499.65 | 15% | The spending of R72 800.35 was for the Presentation sessions ,transport and venue. Hand over of equipment ceremony, procurement of paper for ceremony. The awards ceremony took place on the 28 November 2019 in Kimberley. |
| Tourism Association | 75,000.00 | - | - | 75,000.00 | 0% | Tourism association meetings to take place during the course of the financial year. |
| Northern Cape Tourism Authority | 135,000.00 | - | 13,900.00 | 121,100.00 | 10% | No transfer to be done to the Northern Cape Tourism Authority as decision was made that Frances Baard District Municipality can do the marketing in-house. Budget to be moved to the Tourism Awareness Campaign during the adjustment budget process. Spending of R13 900.00 will be moved to the Community Awareness Campaign during adjustment budget process. |
| Tourism Awareness Campaign | 120,000.00 | - | 108,307.65 | 11,692.35 | 90% | The event occurred on the 20th of September 2019. |
| Printing of Travel Guide | 150,000.00 | - | - | 150,000.00 | 0% | Budget to be utilised during the course of the financial year. |
| Tourism Advertisement | 175,000.00 | - | 23,305.00 | 151,695.00 | 13% | In progress still to take place during the course of the financial year. |
| N12 Promotion | 60,000.00 | 44,450.00 | - | 60,000.00 | 0% | Budget to be utilised during the course of the financial year. |
| Total Tourism Projects | 2,293,670.00 | 312,740.00 | 423,335.10 | 1,870,334.90 | 18% | |

| Project Description | Budget | Commitment | Total Spent | Remaining Budget | % Spent | Comment |
|--------------------------------------------------|-----------------------------|--------------------------|----------------------------|-----------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| INFRASTRUCTURE | | | | | | |
| PROJECT MANAGEMENT & ADVISORY SERVICE | | | | | | |
| Magareng O&M | 2,500,000.00 | - | 399,920.72 | 2,100,079.28 | 16% | Spending dependent on claims received from the local municipality, the remaining budget of R2 100,079.28 will be used as the financial year progresses. |
| Dikgatlong O&M | 2,500,000.00 | - | 167,200.00 | 2,332,800.00 | 7% | Spending dependent on claims received from the local municipality, the remaining budget of R2 332,800.28 will be used during the financial year. |
| Phokwane O&M | 2,500,000.00 | - | - | 2,500,000.00 | 0% | Spending dependent on claims received from the local municipality, |
| Sol Plaatje O&M | 2,500,000.00 | - | 14,300.00 | 2,485,700.00 | 1% | Spending dependent on claims received from the local municipality. |
| Magareng Capital Projects | 2,000,000.00 | - | - | 2,000,000.00 | 0% | Spending dependent on claims received from the local municipality. |
| Dikgatlong Capital Projects | 2,400,000.00 | - | 523,328.02 | 1,876,671.98 | 22% | Spending dependent on claims received from the local municipality. The remaining budget of R1 876,671.98 will be used during the financial year. |
| Phokwane Capital Projects | 2,000,000.00 | - | - | 2,000,000.00 | 0% | Spending dependent on claims received from the local municipality. |
| Sol Plaatje Capital projects | 2,000,000.00 | - | - | 2,000,000.00 | 0% | Spending dependent on claims received from the local municipality. |
| Total Infrastructure Projects | <u>18,400,000.00</u> | <u>-</u> | <u>1,104,748.74</u> | <u>17,295,251.26</u> | <u>0.45</u> | |
| HOUSING ADMINISTRATION | | | | | | |
| Housing Project | 860,000.00 | - | - | 860,000.00 | 0% | Budget to be utilised during the course of the financial year. |
| Total Housing Projects | <u>860,000.00</u> | <u>-</u> | <u>-</u> | <u>860,000.00</u> | <u>0%</u> | |
| Total Special Projects | <u>32,192,780.00</u> | <u>891,006.60</u> | <u>3,853,151.02</u> | <u>27,339,628.98</u> | <u>12%</u> | |

The actual spending on special projects for the municipality at the end of the month amounts to R3 853 151.02, with a commitment of R891 006.06. The municipality has spent 12% of its budgeted special projects.

2. IN-YEAR BUDGET STATEMENT TABLES (ANNEXURE: A)**Table C1: Monthly Budget Statement Summary**

| DC9 Frances Baard - Table C1 Monthly Budget Statement Summary - M05 November | | | | | | | | | |
|------------------------------------------------------------------------------|------------------|---------------------|-------------------|--------------------|--------------------|--------------------|---------------------|-----------------|--------------------|
| Description | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | Full Year Forecast |
| R thousands | | | | | | | | | |
| Financial Performance | | | | | | | | | |
| Property rates | - | - | - | - | - | - | - | - | - |
| Service charges | - | - | - | - | - | - | - | - | - |
| Investment revenue | 6,729 | 5,350 | - | 541 | 3,802 | 2,229 | 1,573 | 71% | 5,350 |
| Transfers and subsidies | 123,192 | 128,942 | - | 359 | 51,378 | 53,726 | (2,347) | -4% | 128,942 |
| Other own revenue | 932 | 1,953 | - | 277 | 344 | 814 | (470) | -58% | 1,953 |
| Total Revenue (excluding capital transfers and contributions) | 130,853 | 136,245 | - | 1,177 | 55,524 | 56,769 | (1,245) | -2% | 136,245 |
| Employee costs | 61,650 | 76,174 | - | 5,173 | 25,204 | 31,740 | (6,536) | -21% | 76,174 |
| Remuneration of Councillors | 6,700 | 7,311 | - | 532 | 2,645 | 3,046 | (401) | -13% | 7,311 |
| Depreciation & asset impairment | 3,003 | 3,629 | - | - | - | 1,512 | (1,512) | -100% | 3,629 |
| Finance charges | 204 | - | - | - | - | - | - | - | - |
| Materials and bulk purchases | 1,246 | 1,671 | - | 51 | 438 | 696 | (259) | -37% | 1,671 |
| Transfers and subsidies | 7,306 | 20,411 | - | 758 | 1,245 | 8,504 | (7,259) | -85% | 20,411 |
| Other expenditure | 28,547 | 40,074 | - | 2,722 | 9,584 | 16,698 | (7,113) | -43% | 40,074 |
| Total Expenditure | 108,655 | 149,271 | - | 9,235 | 39,116 | 62,197 | (23,080) | -37% | 149,271 |
| Surplus/(Deficit) | 22,198 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | -402% | (13,026) |
| Transfers and subsidies - capital (monetary allocations) (National / | 2,521 | - | - | - | - | - | - | - | - |
| Contributions & Contributed assets | - | - | - | - | - | - | - | - | - |
| Surplus/(Deficit) after capital transfers & contributions | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | -402% | (13,026) |
| Share of surplus/ (deficit) of associate | - | - | - | - | - | - | - | - | - |
| Surplus/ (Deficit) for the year | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | -402% | (13,026) |
| Capital expenditure & funds sources | | | | | | | | | |
| Capital expenditure | 9,195 | 3,525 | - | 79 | 123 | 1,469 | (1,346) | -92% | 3,525 |
| Capital transfers recognised | - | 70 | - | - | - | 29 | (29) | -100% | 70 |
| Borrowing | - | - | - | - | - | - | - | - | - |
| Internally generated funds | 9,192 | 3,455 | - | 79 | 123 | 1,439 | (1,317) | -91% | 3,455 |
| Total sources of capital funds | 9,192 | 3,525 | - | 79 | 123 | 1,469 | (1,346) | -92% | 3,525 |
| Financial position | | | | | | | | | |
| Total current assets | 95,294 | 53,959 | - | - | 106,096 | - | - | - | 53,959 |
| Total non current assets | 64,319 | 64,934 | - | - | 64,441 | - | - | - | 64,934 |
| Total current liabilities | 28,104 | 15,141 | - | - | 22,697 | - | - | - | 15,141 |
| Total non current liabilities | 31,004 | 35,000 | - | - | 30,927 | - | - | - | 35,000 |
| Community wealth/Equity | 104,330 | 68,753 | - | - | 116,913 | - | - | - | 68,753 |
| Cash flows | | | | | | | | | |
| Net cash from (used) operating | 32,761 | (3,085) | - | (11,778) | 11,561 | (1,028) | (12,589) | 1224% | (3,085) |
| Net cash from (used) investing | (9,811) | (3,525) | - | (79) | (1,730) | (1,175) | 555 | -47% | (3,525) |
| Net cash from (used) financing | (2,455) | - | - | - | - | - | - | - | - |
| Cash/cash equivalents at the month/year end | 71,567 | 48,779 | - | - | 88,099 | 53,185 | (34,914) | -66% | 48,779 |
| Debtors & creditors analysis | 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 |
| Debtors Age Analysis | | | | | | | | | |
| Total By Income Source | 171 | 222 | 18 | 25 | 14 | 283 | 181 | 948 | 1,862 |
| Creditors Age Analysis | | | | | | | | | |
| Total Creditors | 92 | - | - | 24 | - | - | - | - | 116 |

Table C2 Monthly Budget Statement - Financial Performance (standard classification)

| DC9 Frances Baard - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M05 November | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|---------------|--------------|--------------|--------------------|
| Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance | Full Year Forecast |
| R thousands | 1 | | | | | | | | % | |
| Revenue - Functional | | | | | | | | | | |
| Governance and administration | | 124,655 | 130,209 | - | 658 | 54,348 | 54,254 | 95 | 0% | 130,209 |
| Executive and council | | 478 | 250 | - | - | - | 104 | (104) | -100% | 250 |
| Finance and administration | | 124,177 | 129,959 | - | 658 | 54,348 | 54,149 | 199 | 0% | 129,959 |
| Community and public safety | | 389 | 246 | - | - | - | 103 | (103) | -100% | 246 |
| Public safety | | 389 | - | - | - | - | - | - | - | - |
| Economic and environmental services | | 8,331 | 5,790 | - | 519 | 1,176 | 2,413 | (1,237) | -51% | 5,790 |
| Planning and development | | 8,331 | 5,790 | - | 519 | 1,176 | 2,413 | (1,237) | -51% | 5,790 |
| Trading services | | - | - | - | - | - | - | - | - | - |
| Other | 4 | - | - | - | - | - | - | - | - | - |
| Total Revenue - Functional | 2 | 133,374 | 136,245 | - | 1,177 | 55,524 | 56,769 | (1,245) | -2% | 136,245 |
| Expenditure - Functional | | | | | | | | | | |
| Governance and administration | | 64,873 | 77,928 | - | 5,115 | 24,675 | 32,470 | (7,795) | -24% | 77,928 |
| Executive and council | | 18,920 | 21,217 | - | 1,452 | 6,950 | 8,840 | (1,890) | -21% | 21,217 |
| Finance and administration | | 43,511 | 53,412 | - | 3,451 | 16,585 | 22,255 | (5,671) | -25% | 53,412 |
| Internal audit | | 2,442 | 3,299 | - | 213 | 1,140 | 1,375 | (235) | -17% | 3,299 |
| Community and public safety | | 8,614 | 14,295 | - | 845 | 3,746 | 5,956 | (2,210) | -37% | 14,295 |
| Public safety | | 422 | - | - | - | - | - | - | - | - |
| Housing | | 2,661 | 4,050 | - | 240 | 1,166 | 1,688 | (521) | -31% | 4,050 |
| Economic and environmental services | | 31,927 | 53,350 | - | 2,935 | 9,541 | 22,229 | (12,688) | -57% | 53,350 |
| Planning and development | | 28,014 | 45,811 | - | 2,571 | 7,567 | 19,088 | (11,521) | -60% | 45,811 |
| Environmental protection | | 3,913 | 7,539 | - | 364 | 1,974 | 3,141 | (1,167) | -37% | 7,539 |
| Trading services | | - | - | - | - | - | - | - | - | - |
| Other | | 3,242 | 3,697 | - | 339 | 1,154 | 1,541 | (387) | -25% | 3,697 |
| Total Expenditure - Functional | 3 | 108,655 | 149,271 | - | 9,235 | 39,116 | 62,197 | (23,080) | -37% | 149,271 |
| Surplus/ (Deficit) for the year | | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | -402% | (13,026) |

Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by Municipal vote)

| DC9 Frances Baard - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M05 November | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|----------------|-----------------|----------------|--------------------|
| Vote Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | Full Year Forecast |
| R thousands | | | | | | | | | | |
| Revenue by Vote | 1 | | | | | | | | | |
| Vote 01 - Executive & Council | | 478 | 250 | - | - | - | 104 | (104) | -100.0% | 250 |
| Vote 02 - Office Of The Municipal Manager | | - | - | - | - | - | - | - | - | - |
| Vote 03 - Budget & Treasury Office | | 124,177 | 129,959 | - | 658 | 54,348 | 54,149 | 199 | 0.4% | 129,959 |
| Vote 04 - Administration | | 389 | 246 | - | - | - | 103 | (103) | -100.0% | 246 |
| Vote 05 - Planning & Development | | - | 800 | - | - | - | 333 | (333) | -100.0% | 800 |
| Vote 06 - Infrastructure Services | | 8,331 | 4,990 | - | 519 | 1,176 | 2,079 | (904) | -43.5% | 4,990 |
| Total Revenue by Vote | 2 | 133,374 | 136,245 | - | 1,177 | 55,524 | 56,769 | (1,245) | -2.2% | 136,245 |
| Expenditure by Vote | 1 | | | | | | | | | |
| Vote 01 - Executive & Council | | 10,115 | 11,574 | - | 794 | 3,440 | 4,823 | (1,382) | -28.7% | 11,574 |
| Vote 02 - Office Of The Municipal Manager | | 15,370 | 17,810 | - | 1,228 | 6,422 | 7,421 | (999) | -13.5% | 17,810 |
| Vote 03 - Budget & Treasury Office | | 19,490 | 23,806 | - | 1,668 | 5,864 | 9,919 | (4,055) | -40.9% | 23,806 |
| Vote 04 - Administration | | 29,763 | 42,522 | - | 2,395 | 13,502 | 17,718 | (4,216) | -23.8% | 42,522 |
| Vote 05 - Planning & Development | | 13,788 | 21,159 | - | 1,743 | 5,190 | 8,816 | (3,626) | -41.1% | 21,159 |
| Vote 06 - Infrastructure Services | | 20,129 | 32,400 | - | 1,406 | 4,698 | 13,500 | (8,803) | -65.2% | 32,400 |
| Total Expenditure by Vote | 2 | 108,655 | 149,271 | - | 9,235 | 39,116 | 62,197 | (23,080) | -37.1% | 149,271 |
| Surplus/ (Deficit) for the year | 2 | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | -402.3% | (13,026) |

Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure)

| DC9 Frances Baard - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M05 November | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|----------------|-----------------|--------------|--------------------|
| Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance | Full Year Forecast |
| R thousands | | | | | | | | | % | |
| Revenue By Source | | | | | | | | | | |
| Rental of facilities and equipment | | 858 | 1,153 | - | 251 | 289 | 480 | (191) | -40% | 1,153 |
| Interest earned - external investments | | 6,729 | 5,350 | - | 541 | 3,802 | 2,229 | 1,573 | 71% | 5,350 |
| Transfers and subsidies | | 123,192 | 128,942 | - | 359 | 51,378 | 53,726 | (2,347) | -4% | 128,942 |
| Other revenue | | 75 | 800 | - | 26 | 55 | 333 | (279) | -84% | 800 |
| Gains on disposal of PPE | | - | - | - | - | - | - | - | | - |
| Total Revenue (excluding capital transfers and contributions) | | 130,853 | 136,245 | - | 1,177 | 55,524 | 56,769 | (1,245) | -2% | 136,245 |
| Expenditure By Type | | | | | | | | | | |
| Employee related costs | | 61,650 | 76,174 | - | 5,173 | 25,204 | 31,740 | (6,536) | -21% | 76,174 |
| Remuneration of councillors | | 6,700 | 7,311 | - | 532 | 2,645 | 3,046 | (401) | -13% | 7,311 |
| Debt impairment | | - | 3 | - | - | - | 1 | (1) | -100% | 3 |
| Depreciation & asset impairment | | 3,003 | 3,629 | - | - | - | 1,512 | (1,512) | -100% | 3,629 |
| Finance charges | | 204 | - | - | - | - | - | - | | - |
| Bulk purchases | | - | - | - | - | - | - | - | | - |
| Other materials | | 1,246 | 1,671 | - | 51 | 438 | 696 | (259) | -37% | 1,671 |
| Contracted services | | 18,158 | 24,092 | - | 2,050 | 5,456 | 10,038 | (4,583) | -46% | 24,092 |
| Transfers and subsidies | | 7,306 | 20,411 | - | 758 | 1,245 | 8,504 | (7,259) | -85% | 20,411 |
| Other expenditure | | 10,322 | 15,679 | - | 672 | 4,129 | 6,533 | (2,404) | -37% | 15,679 |
| Loss on disposal of PPE | | 67 | 300 | - | - | - | 125 | (125) | -100% | 300 |
| Total Expenditure | | 108,655 | 149,271 | - | 9,235 | 39,116 | 62,197 | (23,080) | -37% | 149,271 |
| Surplus/(Deficit) | | 22,198 | (13,026) | - | (8,058) | 16,408 | (5,428) | 21,836 | (0) | (13,026) |
| Transfers and subsidies - capital (monetary allocations) (National / Provincial and District) | | 2,521 | - | - | - | - | - | - | | - |
| Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) | | | | | | | | - | | |
| Transfers and subsidies - capital (in-kind - all) | | | | | | | | - | | |
| Surplus/(Deficit) after capital transfers & contributions | | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | | | (13,026) |
| Taxation | | | | | | | | - | | |
| Surplus/(Deficit) after taxation | | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | | | (13,026) |
| Attributable to minorities | | | | | | | | | | |
| Surplus/(Deficit) attributable to municipality | | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | | | (13,026) |
| Share of surplus/ (deficit) of associate | | | | | | | | | | |
| Surplus/ (Deficit) for the year | | 24,719 | (13,026) | - | (8,058) | 16,408 | (5,428) | | | (13,026) |

Revenue

Year-to-date actual revenue is R55, 524 million as compared to the year-to-date budget projections of R56, 769 million. The variance is mainly due to the first trench of the equitable shares which was transferred in July 2019.

Expenditure

To date, R39, 116 million has been spent as compared to the operational year-to-date budget projections of R62,197 million. The variance is mainly due to the following:

- Vacant positions of the CFO, Director Planning & Development and Director Infrastructure;
- Capital and Operational allocations to local municipality which has not been claimed; and
- Special projects which are still at a planning stage of the SCM process.

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

| DC9 Frances Baard - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M05 November | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|---------------|--------------|----------------|--------------------|
| Vote Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | Full Year Forecast |
| Capital expenditure - Municipal Vote | | | | | | | | | | |
| Expenditure of single-year capital appropriation | 1 | | | | | | | | | |
| Vote 01 - Executive & Council | | 19 | - | - | - | - | - | - | - | - |
| Vote 02 - Office Of The Municipal Manager | | 9 | 8 | - | 5 | 7 | 3 | 3 | 98% | 8 |
| 02.4 - Internal Audit | | 4 | - | - | - | - | - | - | - | - |
| 02.5 - Communications | | 5 | 8 | - | 5 | 7 | 3 | 3 | 98% | 8 |
| Vote 03 - Budget & Treasury Office | | 15 | 4 | - | - | - | 2 | (2) | -100% | 4 |
| 03.3 - Budget And Treasury Office | | 4 | - | - | - | - | - | - | - | - |
| 03.4 - Supply Chain Management | | - | - | - | - | - | - | - | - | - |
| 03.5 - Supply Chain Management | | 11 | - | - | - | - | - | - | - | - |
| 03.6 - Council Motor Vehicle Pool | | - | - | - | - | - | - | - | - | - |
| Vote 04 - Administration | | 3,283 | 3,408 | - | 74 | 98 | 1,420 | (1,322) | -93% | 3,408 |
| 04.1 - Administration Directorate | | - | - | - | - | - | - | - | - | - |
| 04.2 - Information Systems | | 790 | 1,120 | - | 74 | 92 | 467 | (374) | -80% | 1,120 |
| 04.3 - Human Resource Management | | - | 55 | - | - | - | 23 | (23) | -100% | 55 |
| 04.4 - Office Support Services | | 551 | 169 | - | 0 | 5 | 70 | (65) | -92% | 169 |
| 04.5 - Environmental Protection | | 45 | 49 | - | - | - | 20 | (20) | -100% | 49 |
| 04.6 - Fire Fighting & Disaster Management | | 1,897 | 2,016 | - | - | - | 840 | (840) | -100% | 2,016 |
| Vote 05 - Planning & Development | | 17 | 14 | - | - | - | 6 | (6) | -100% | 14 |
| 05.1 - Planning & Development Directorate | | 1 | - | - | - | - | - | - | - | - |
| 05.6 - Tourism | | 16 | - | - | - | - | - | - | - | - |
| 05.7 - Planning Unit - Idp | | - | - | - | - | - | - | - | - | - |
| Vote 06 - Infrastructure Services | | 5,852 | 91 | - | 0 | 18 | 38 | (19) | -51% | 91 |
| 06.1 - Infrastructure Service Directorate | | 5,852 | - | - | - | - | - | - | - | - |
| 06.2 - Project Management & Advisory Service | | - | 70 | - | - | - | 29 | (29) | -100% | 70 |
| 06.3 - Infrastructure Service - Roads Maint | | - | 21 | - | 0 | 18 | 9 | 10 | 111% | 21 |
| 06.4 - Housing Administration | | - | - | - | - | - | - | - | - | - |
| Total single-year capital expenditure | | 9,195 | 3,525 | - | 79 | 123 | 1,469 | (1,346) | (0) | 3,525 |
| Total Capital Expenditure | | 9,195 | 3,525 | - | 79 | 123 | 1,469 | (1,346) | (0) | 3,525 |

3. SUPPORTING DOCUMENTATION**Monthly Budget Statement - aged debtors**

| DC9 Frances Baard - Supporting Table SC3 Monthly Budget Statement - aged debtors - M05 November | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------|-------------|---------------------|------------|------------|-------------|-------------|-------------|--------------|------------|--------------|--------------------|----------------------------------------------|---------------------------------------------|
| Description | NT Code | Budget Year 2019/20 | | | | | | | | | | Actual Bad Debts Written Off against Debtors | Impairment - 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 | Total over 90 days | | |
| R thousands | | | | | | | | | | | | | |
| Debtors Age Analysis By Income Source | | | | | | | | | | | | | |
| Other | 1900 | 171 | 222 | 18 | 25 | 14 | 283 | 181 | 948 | 1,862 | 1,451 | | |
| Total By Income Source | 2000 | 171 | 222 | 18 | 25 | 14 | 283 | 181 | 948 | 1,862 | 1,451 | - | - |
| 2018/19 - totals only | | | | | | | | | | | | | |
| Debtors Age Analysis By Customer Group | | | | | | | | | | | | | |
| Organs of State | 2200 | 155 | 213 | 11 | 1,324 | - | - | - | - | 1,703 | 1,324 | | |
| Other | 2500 | 16 | 9 | 7 | (1,299) | 14 | 283 | 181 | 948 | 159 | 127 | | |
| Total By Customer Group | 2600 | 171 | 222 | 18 | 25 | 14 | 283 | 181 | 948 | 1,862 | 1,451 | - | - |

Municipal debtors consist of three main groups, namely:

- Provincial or Local government bodies for services rendered to or on behalf of these bodies,
- Ex-employees entitled to post-service benefits, and
- Other entities by way of service delivery for which costs are to be recovered.

Matters reported below are in respect of debts outstanding to the municipality as at 30 November 2019.

| FRANCES BAARD DISTRICT MUNICIPALITY | | | | | | | | | |
|-------------------------------------|--------------------------------|--------------|---------------------------------------------------|---------------------|------------------------|-----------------------|-------------------|---------------------|------------------------------------------------------------------------------------------------------|
| DEBTORS OUTSTANDING BALANCES | | | | | | | | | |
| 30 NOVEMBER 2019 | | | | | | | | | |
| ACCOUNT NR | DEBTOR | INVOICE DATE | DESCRIPTION | INITIAL DEBT | AMOUNT PAID PREVIOUSLY | INVOICED NOVEMBER '19 | PAID NOVEMBER '19 | BALANCE | PROGRESS |
| 101418 | Moloi M.M. | 4/17/2014 | Irregular expenditure - Motor Vehicle & Modules | 188,636.80 | 132,584.20 | 0.00 | 0.00 | 56,052.60 | Handed over state accountant - Summons issued 01/08/2019. |
| 101417 | Kgantsi N.G. | 8/18/2015 | Medical aid | 26,740.00 | 10,138.85 | 0.00 | 0.00 | 16,601.15 | Handed over state accountant. |
| 101429 | Johnson W. | 6/30/2016 | Modules failed & Salary overpayment | 36,089.94 | 23,134.43 | 0.00 | 0.00 | 12,955.51 | Handed over state accountant - Summons issued 08 Aug 2019. |
| 101430 | Molefi P.R. | 6/30/2016 | Modules failed & Salary overpayment | 31,543.50 | 24,668.09 | 0.00 | 0.00 | 6,875.41 | Handed over state accountant. |
| 101415 | Maribe B.M. | 9/22/2016 | Salary overpayment | 16,546.73 | 13,081.48 | 0.00 | 0.00 | 3,465.25 | No payment received at 30 Nov 2019 - To be handed over the state accountant. |
| 101432 | Nicholas T. | 9/22/2016 | Modules failed & Salary overpayment | 25,582.71 | 16,810.95 | 0.00 | 0.00 | 8,771.76 | Handed over state accountant. |
| 101454 | Modise M. | 6/28/2018 | Bursary repayment | 18,000.00 | 17,000.00 | 0.00 | 1,000.00 | 0.00 | |
| 100087 | Department of Safety & Liasion | 7/1/2018 | Rental Clinic Building - Jan Kempdorp | 164,831.45 | 65,429.72 | 4,402.48 | 4,402.48 | 99,401.73 | Handed over to legal department for further action. |
| 101399 | Department of Transport | 7/1/2018 | Post Service medical aid - Municipal Contribution | 1,252,321.73 | 1,118,986.30 | 63,240.10 | 63,288.40 | 133,287.13 | Received monthly payments. |
| 101400 | Department of Transport | 7/1/2018 | Sundry - Municipal accounts workshops | 2,148,936.05 | 766,092.34 | 87,004.43 | 0.00 | 1,469,848.14 | Handed over to legal department for further action. |
| 100098 | MTN | 7/1/2018 | Tower - Rental & fixed rate electricity | 91,331.95 | 79,343.85 | 15,989.60 | 2,736.00 | 25,241.70 | Current balance - new contract 01 Oct 2019. |
| 101408 | Greenan S. | 7/1/2018 | Post Service medical aid - Member Contribution | 11,355.00 | 9,084.00 | 0.00 | 0.00 | 2,271.00 | Awaiting feedback from member for re-payment. |
| 100054 | Maritz A.J. | 7/1/2018 | Post Service medical aid - Member Contribution | 4,732.38 | 4,384.00 | 0.00 | 350.00 | -1.62 | |
| 100044 | Neethling W.J. (Estate Late) | 7/1/2018 | Post Service medical aid - Member Contribution | 9,153.04 | 6,488.00 | 0.00 | 0.00 | 2,665.04 | Account handed in for payment from late member's estate. |
| 101448 | Moruri K.K. | 10/30/2018 | Missing laptop - IT | 3,712.50 | 1,237.48 | 0.00 | 309.37 | 2,165.65 | Monthly salary deduction. |
| 101457 | Mokgoro D.K. | 12/19/2018 | Medical aid overcharged | 5,978.61 | 0.00 | 0.00 | 0.00 | 5,978.61 | Debtor refuses to pay at this stage, request more info - reported to Miss Moseki for further action. |
| 101459 | Siwisa A.M. | 7/30/2019 | Salary overpayment | 9,653.29 | 0.00 | 0.00 | 0.00 | 9,653.29 | Clr did not receive formal letter - reported to CFO Moseki for further action. |
| 101460 | Mosala D.M. | 9/30/2019 | Missing laptop - Clr Bishop | 3,648.00 | 729.60 | 0.00 | 364.80 | 2,553.60 | Monthly salary deduction. |
| 101461 | Pienaar R. | 9/30/2019 | Excess fee - Vehicle repairs | 5,000.00 | 0.00 | 0.00 | 1,000.00 | 4,000.00 | Monthly salary deduction. |
| | | | | 4,053,793.68 | 2,289,193.29 | 170,636.61 | 73,451.05 | 1,861,785.95 | |

DC9 Frances Baard - Supporting Table SC4 Monthly Budget Statement - aged creditors - M05 November

| Description | NT Code | | | | | | | | | | Prior year totals for chart (same period) |
|------------------------------------------------|-------------|-------------|--------------|--------------|---------------|----------------|----------------|-------------------|-------------|------------|-------------------------------------------|
| | | 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 | |
| R thousands | | | | | | | | | | | |
| Creditors Age Analysis By Customer Type | | | | | | | | | | | |
| Bulk Electricity | 0100 | | | | | | | | | | - |
| Bulk Water | 0200 | | | | | | | | | | - |
| PAYE deductions | 0300 | | | | | | | | | | - |
| VAT (output less input) | 0400 | | | | | | | | | | - |
| Pensions / Retirement deductions | 0500 | | | | | | | | | | - |
| Loan repayments | 0600 | | | | | | | | | | - |
| Trade Creditors | 0700 | | | | | | | | | | - |
| Auditor General | 0800 | | | | | | | | | | - |
| Other | 0900 | 92 | - | - | 24 | - | - | - | - | 116 | - |
| Total By Customer Type | 1000 | 92 | - | - | 24 | - | - | - | - | 116 | - |

The expenditure section continues to administer, manage, assess and improve creditors, salaries and sundry payments subject to internal recommendations.

Trade Creditors:

Council purchases and payments to creditors are under adequate control. Expenditure statistics for the month ended on the 30 November 2019 is listed below:

| FRANCES BAARD DISTRICT MUNICIPALITY | | | |
|--------------------------------------------|-----|-----------|---------------------|
| EXPENDITURE STATISTICS | | | Nov-19 |
| PAYMENTS | | | |
| Total value of all payments | | | R 12,706,708 |
| Electronic transfers | | | 185 |
| Cheques issued | | | 4 |
| SALARIES | | | |
| Number of salary beneficiaries | | | 155 |
| Councillors | | | 22 |
| Total Councillors | | 27 | |
| * Councillors Position - Vacant | | 1 | |
| * Councillors with Remuneration | | 22 | |
| * Councillors without Remuneration | | 4 | |
| Employees | | | 133 |
| * Remunerated Employee's | 128 | | |
| * Remunerated Terminated Employees | 3 | | |
| Pensioners | 2 | | |
| Total remuneration paid | | | 7,495,489 |
| Councillors | | | 362,990 |
| Employees | | | 2,203,667 |
| Pensioners | | | 2,841 |

Internal controls in the expenditure unit are continuously being assessed and tightened up to allow closer monitoring of daily purchases.

SUPPLY CHAIN MANAGEMENT:

Council adopted a new procurement policy effective from 20 September 2017.

Council is empowered by the MFMA and its regulation to exercise oversight over the implementation of the Supply Chain Management Policy. The following is hereby reported as stipulated in the SCM Policy.

Implementation of the approved Supply Chain Management Policy:

The approved Supply Chain Management Policy of 20 September 2017 is implemented and maintained by all relevant role players.

Implementation of the Supply Chain Management Process:

- **Training of Supply Chain Management Officials**

There was no training during the month of November 2019.

- **Demand Management**

Bids and quotations were invited in accordance with the Supply Chain Management Policy. Bid documents used were customised, standard bid documents prescribe by National Treasury. All preconditions were enforced during the opening of bids including the verification on Tax Clearance Certificates issued by SARS. The procurement plan for 2019-20 was approved by the Accounting Officer.

- **Acquisition Management**

For the period of November 2019, one contract (R200 000 +) was awarded by the Municipal Manager and five written quotations (R30 000-R200 000) were awarded by the Municipal Manager.

- The appointment of an event facility/infrastructure owner to host the Awards Ceremony (Business Plan Competition), SILOGRAM GROUP for R268 290.00.

Written Quotations

- Demonstrating knowledge of gender equality & diversity issuers in development project from Rantsane Mario General Trading for R171 960.00 (Training SAQA ID 242894).
- Printing of Re Bua Mmogo-external newsletters by Red Apple Media (PTY) LTD for R54 990.00.
- Supply and Installations of Council Chambers projectors by Interconnect Services (PTY) LTD.
- Supply and Delivery of Six laptops by IT BY (PTY) LTD for R73 996.13.
- And Printing of IDP Booklets by Siyo Designs for R42 280.00.

Total orders issued total R964 885.17

Orders per department:

| | | |
|------------------------|---|------------|
| Council & Executive | R | 58 953.02 |
| Municipal Manager | R | 297 082.83 |
| Finance | R | 95 249.93 |
| Administration | R | 402 361.60 |
| Planning & Development | R | 108 215.18 |
| Technical Service | R | 3 022.61 |

a. Disposal Management

No disposals for the month of November 2019.

b. Deviations

During November 2019, three deviations were approved by the Municipal Manager.

- World Environmental Health Day Commemoration held from 26-27 September 2019 for Marketing Materials from Kenosi Solutions worth R79 580.00
- World Environmental Health Day Commemoration held from the 26-27 September 2019 for Renting a Venue at Platfontein Lodge worth R35 000.00
- And World Environmental Health Day Commemoration held from the 26-27 September 2019 for Rental of Full Bend performance from Big-O Trading-R46000.00

c. Issues from Stores

Total orders issued total R71 256.07

Issues per department

| | |
|------------------------|------------|
| Council & Executive | R 0.00 |
| Municipal Manager | R 2 722.92 |
| Finance | R 1 725.43 |
| Administration | R17 691.93 |
| Planning & Development | R 1 438.16 |
| Technical service | R47 677.63 |

d. List of accredited Service Providers

The supplier's database is updated daily, and the database is amended to make provision for the MBD 4 and MBD 9 forms as required by the AG report.

e. Support to Local Municipalities

No official request was received from the local municipalities for the month of November 2019.

Monthly Budget Statement - investment portfolio

| DC9 Frances Baard - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M05 November | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------------|-----------------------------------|---------------------------------------|---------------|----------------------------|-------------------------|------------------------------|--------------------|----------------------------|------------------------------------------|----------------------|--------------------|
| Investments by maturity Name of institution & investment ID | Ref | Period of Investment | Type of Investment | Capital Guarantee (Yes/ No) | Variable or Fixed interest rate | Interest Rate | Commission Paid (Rands) | Commission Recipient | Expiry date of investment | Opening balance | Interest to be realised | Partial / Premature Withdrawal (4) | Investment Top Up | Closing Balance |
| R thousands | | Yrs/Months | | | | | | | | | | | | |
| Municipality | | | | | | | | | | | | | | |
| NEDCOR | | 1 | notice | Yes | Fixed | 0.0823 | 0 | 0 | 6/24/2020 | 6,700 | - | - | | 6,700 |
| NEDCOR | | 1 | call | Yes | Fixed | 0.0635 | 0 | 0 | 11/30/2019 | 15,000 | 78 | (78) | | 15,000 |
| NEDCOR | | 4 | notice | Yes | Fixed | 0.0755 | 0 | 0 | 3/13/2020 | 10,000 | 29 | (29) | | 10,000 |
| STANDARD BANK | | 1 | call | Yes | Fixed | 0.065 | 0 | 0 | 11/30/2019 | 14,000 | 75 | (75) | | 14,000 |
| STANDARD BANK | | 4 | notice | Yes | Fixed | 0.07579 | 0 | 0 | 3/13/2020 | 10,000 | 29 | (29) | | 10,000 |
| ABSA | | 1 | call | Yes | Fixed | 0.064 | 0 | 0 | 11/30/2019 | 11,001 | 58 | (4,058) | | 7,001 |
| Municipality sub-total | | | | | | | | | | 70,701 | | - | - | 66,701 |
| TOTAL INVESTMENTS AND INTEREST | 2 | | | | | | | | | - | - | - | - | - |

Surplus cash is invested at approved banking institutions in accordance with current cash and investment policy.

Investment amounts to R 66,701 million as at 30 November 2019.

Monthly Budget Statement - transfers and grant receipts

| DC9 Frances Baard - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M05 November | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|---------------|--------------|----------------|--------------------|
| Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | Full Year Forecast |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | |
| R thousands | | | | | | | | | | |
| RECEIPTS: | 1,2 | | | | | | | | | |
| Operating Transfers and Grants | | | | | | | | | | |
| National Government: | | 118,209 | 128,062 | - | 383 | 51,650 | 53,359 | (1,710) | -3.2% | 128,062 |
| Equitable Share | | 116,209 | 120,606 | - | - | 50,253 | 50,253 | 1 | 0.0% | 120,606 |
| Expanded Public Works Programme Integrated Grant | | - | 2,540 | - | 60 | 337 | 1,058 | (721) | -68.1% | 2,540 |
| Municipal Disaster Recovery Grant | | - | 246 | - | - | - | 103 | (103) | -100.0% | 246 |
| Expanded Public Works Programme | | 1,113 | - | - | - | - | - | - | | - |
| Health | 4 | 478 | - | - | - | - | - | - | | - |
| District Municipality: | | - | - | - | - | - | - | - | | - |
| <i>[insert description]</i> | | | | | | | | | | |
| Education Training and Development Practices SETA | | - | 100 | - | 40 | 40 | 42 | (1) | -3.6% | 100 |
| Production | | - | - | - | - | - | - | - | | - |
| Services Sector SETA | | 74 | - | - | - | - | - | - | | - |
| Unspecified | | - | 2,000 | - | - | - | 833 | (833) | -100.0% | 2,000 |
| Provincial Government: | | - | - | - | - | - | - | - | | - |
| Housing Projects | | - | - | - | - | - | - | - | | - |
| District Municipality: | | - | - | - | - | - | - | - | | - |
| <i>[insert description]</i> | | | | | | | | | | |
| Other grant providers: | | - | - | - | - | - | - | - | | - |
| <i>[insert description]</i> | | | | | | | | | | |
| TOTAL RECEIPTS OF TRANSFERS & GRANTS | 5 | 126,713 | 131,212 | - | 423 | 51,690 | 54,672 | (2,982) | -5.5% | 131,212 |

Monthly Budget Statement - transfers and grant expenditure

| DC9 Frances Baard - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M05 November | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------|-----|-----------------|---------------------|-----------------|----------------|---------------|---------------|--------------|----------------|--------------------|
| Description | Ref | 2018/19 | Budget Year 2019/20 | | | | | | | |
| | | Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | Full Year Forecast |
| R thousands | | | | | | | | | | |
| EXPENDITURE | | | | | | | | | | |
| Operating expenditure of Transfers and Grants | | | | | | | | | | |
| National Government: | | - | - | - | - | - | - | - | | - |
| Provincial Government: | | 103,668 | 142,126 | - | 8,923 | 38,763 | 59,219 | (20,456) | -34.5% | 142,126 |
| Equitable Share | | 93,429 | 134,849 | - | 8,847 | 37,504 | 56,187 | (18,683) | -33.3% | 134,849 |
| Expanded Public Works Programme Integrated Grant | | 1,370 | 1,530 | - | - | - | 638 | (638) | -100.0% | 1,530 |
| Capacity Building | | 3,930 | - | - | - | - | - | - | | - |
| Housing Projects | | - | - | - | - | - | - | - | | - |
| Specify (Add grant description) | | - | 860 | - | - | - | 358 | (358) | -100.0% | 860 |
| District Municipality: | | - | - | - | - | - | - | - | | - |
| Other grant providers: | | 92 | 2,110 | - | - | 19 | 879 | (860) | -97.8% | 2,110 |
| Production | | - | - | - | - | - | - | - | | - |
| Total operating expenditure of Transfers and Grants: | | 103,760 | 144,236 | - | 8,923 | 38,782 | 60,099 | (21,317) | -35.5% | 144,236 |
| Capital expenditure of Transfers and Grants | | | | | | | | | | |
| National Government: | | - | 70 | - | - | - | 29 | (29) | -100.0% | 70 |
| Rural Road Asset Management Systems Grant | | - | 70 | - | - | - | 29 | (29) | -100.0% | 70 |
| Total capital expenditure of Transfers and Grants | | - | 70 | - | - | - | 29 | (29) | -100.0% | 70 |
| TOTAL EXPENDITURE OF TRANSFERS AND GRANTS | | 103,760 | 144,306 | - | 8,923 | 38,782 | 60,128 | (21,346) | -35.5% | 144,306 |
| District Municipality: | | - | - | - | - | - | - | - | | - |
| Other grant providers: | | - | - | - | - | - | - | - | | - |
| Total capital expenditure of Transfers and Grants | | - | 140 | - | - | - | 58 | (58) | -100.0% | 140 |
| TOTAL EXPENDITURE OF TRANSFERS AND GRANTS | | - | 140 | - | - | - | 58 | (58) | -100.0% | 140 |

Monthly Budget Statement - councillor and staff benefits

| DC9 Frances Baard - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M05 November | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|--------------------|--------------------|-------------------|------------------|------------------|----------------|-------------------|-----------------------|
| Summary of Employee and Councillor remuneration | Ref | Budget Year 2019/20 | | | | | | | | |
| | | 2018/19 Audited Outcome | Original Budget | Adjusted Budget | Monthly actual | YearTD actual | YearTD budget | YTD variance | YTD variance % | Full Year Forecast |
| R thousands | | | | | | | | | | |
| | 1 | A | B | C | | | | | D | |
| Councillors (Political Office Bearers plus Other) | | | | | | | | | | |
| Basic Salaries and Wages | | 5,347 | 6,443 | – | 433 | 2,160 | 2,684 | (524) | -20% | 6,443 |
| Pension and UIF Contributions | | | | | | | | – | | |
| Medical Aid Contributions | | | | | | | | – | | |
| Motor Vehicle Allowance | | 869 | 829 | – | 58 | 292 | 346 | (53) | -15% | 829 |
| Cellphone Allowance | | 484 | 40 | – | 41 | 193 | 17 | 176 | 1069% | 40 |
| Housing Allowances | | | | | | | | – | | |
| Other benefits and allowances | | | | | | | | – | | |
| Sub Total - Councillors | | 6,700 | 7,311 | – | 532 | 2,645 | 3,046 | (401) | -13% | 7,311 |
| % increase | 4 | | 9.1% | | | | | | | 9.1% |
| Senior Managers of the Municipality | | | | | | | | | | |
| Basic Salaries and Wages | 3 | 3,459 | 6,667 | – | 214 | 1,849 | 2,778 | (929) | -33% | 6,667 |
| Pension and UIF Contributions | | 5 | 9 | – | 0 | 3 | 4 | (1) | -29% | 9 |
| Medical Aid Contributions | | – | – | – | – | – | – | – | | – |
| Overtime | | – | – | – | – | – | – | – | | – |
| Performance Bonus | | 205 | 440 | – | – | – | 183 | (183) | -100% | 440 |
| Motor Vehicle Allowance | | – | 193 | – | – | – | 80 | (80) | -100% | 193 |
| Cellphone Allowance | | 53 | 96 | – | 4 | 26 | 40 | (14) | -35% | 96 |
| Housing Allowances | | – | – | – | – | – | – | – | | – |
| Other benefits and allowances | | 0 | 1 | – | 0 | 0 | 0 | (0) | -39% | 1 |
| Payments in lieu of leave | | 195 | 112 | – | – | – | 46 | (46) | -100% | 112 |
| Long service awards | | – | – | – | – | – | – | – | | – |
| Post-retirement benefit obligations | 2 | | | | | | | – | | – |
| Sub Total - Senior Managers of Municipality | | 3,917 | 7,517 | – | 218 | 1,877 | 3,132 | (1,255) | -40% | 7,517 |
| % increase | 4 | | 91.9% | | | | | | | 91.9% |
| Other Municipal Staff | | | | | | | | | | |
| Basic Salaries and Wages | | 37,615 | 43,551 | – | 3,297 | 15,914 | 18,146 | (2,232) | -12% | 43,551 |
| Pension and UIF Contributions | | 5,347 | 6,230 | – | 488 | 2,351 | 2,596 | (245) | -9% | 6,230 |
| Medical Aid Contributions | | 2,406 | 2,812 | – | 189 | 937 | 1,172 | (235) | -20% | 2,812 |
| Overtime | | 211 | 627 | – | 11 | 80 | 261 | (182) | -70% | 627 |
| Performance Bonus | | 2,858 | 3,239 | – | 251 | 1,237 | 1,350 | (112) | -8% | 3,239 |
| Motor Vehicle Allowance | | 3,204 | 3,644 | – | 269 | 1,245 | 1,518 | (273) | -18% | 3,644 |
| Cellphone Allowance | | 215 | 216 | – | 17 | 82 | 90 | (8) | -9% | 216 |
| Housing Allowances | | 431 | 423 | – | 39 | 185 | 176 | 9 | 5% | 423 |
| Other benefits and allowances | | 457 | 2,133 | – | 42 | 202 | 889 | (687) | -77% | 2,133 |
| Payments in lieu of leave | | 1,187 | 1,000 | – | 187 | 662 | 417 | 246 | 59% | 1,000 |
| Long service awards | | (16) | 302 | – | – | – | 126 | (126) | -100% | 302 |
| Post-retirement benefit obligations | 2 | 3,818 | 4,482 | – | 164 | 432 | 1,867 | (1,436) | -77% | 4,482 |
| Sub Total - Other Municipal Staff | | 57,733 | 68,658 | – | 4,954 | 23,326 | 28,607 | (5,281) | -18% | 68,658 |
| % increase | 4 | | 18.9% | | | | | | | 18.9% |
| Total Parent Municipality | | 68,350 | 83,486 | – | 5,704 | 27,849 | 34,786 | (6,937) | -20% | 83,486 |
| | | | 22.1% | | | | | | | 22.1% |
| Unpaid salary, allowances & benefits in arrears: | | | | | | | | | | |
| TOTAL SALARY, ALLOWANCES & BENEFITS | | 68,350 | 83,486 | – | 5,704 | 27,849 | 34,786 | (6,937) | -20% | 83,486 |
| % increase | 4 | | 22.1% | | | | | | | 22.1% |
| TOTAL MANAGERS AND STAFF | | 61,650 | 76,174 | – | 5,173 | 25,204 | 31,740 | (6,536) | -21% | 76,174 |

The performance bonus of R204 940 is a provision made for the payout of the 2017/18 financial year which has not taken place. Therefore, a liability was created in the 2018/19 financial year for the performance bonus.

The annual bonus of Senior Managers forms part of their basic salaries.

PERSONNEL ATTENDANCES:

Personnel attendance in the workplace (finance department) for the month of November 2019 averages 70%.

Attendance trends are summarized as follows:

| | Senior Management | Middle Management | Supervisory | Clerical |
|---------------------------------|----------------------|----------------------|-------------|----------|
| Number of Members | 1 | 3 | 7 | 10 |
| Leave | 1 | 4 | 6 | 8 |
| Sick Leave | 0 | 0 | 1 | 0 |
| Courses / Seminar | 0 | 0 | 0 | 0 |
| Meetings | 0 | 0 | 0 | 0 |
| Study leave | 0 | 0 | 0 | 0 |
| Maternity Leave | 0 | 0 | 0 | 0 |
| Family Responsibility | 0 | 0 | 1 | 0 |
| Union Meetings | 0 | 0 | 0 | 0 |
| Absent | 0 | 0 | 0 | 0 |
| Special Leave | 0 | 0 | 0 | 0 |
| Over time | 0 | 0 | 0 | 0 |
| No. of Workdays Attended | 0 | 38 | 139 | 119 |
| Total Workdays | 0 | 42 | 147 | 127 |
| Percentage Attendance per Group | 0 | 90% | 95% | 94% |
| Average | 70% | | | |

Personnel Development:

- For the period of November 2019, no trainings took place.

INTERNSHIP PROGRAMME

As per National Treasury regulations, there are five finance internship posts. The aim of the programme is to capacitate finance graduates to eventually build their capacity to take up any senior position in the municipality if possible and elsewhere in other municipalities. Their appointment is for a period of 24 to 36 months depending on completion of the Municipal Finance Management Programme (MFMP).

One (1) intern was appointed in October 2018 and two (2) were appointed in July 2019, the other one (1) intern resumed duty on the First (1st) of October 2019 and the other intern post is to be advertised during the second quarter, appointment process will be finalized in the third quarter.

SUPPORT OF LOCAL MUNICIPALITIES

- No support was given to the local municipalities during November 2019.

ASSET AND RISK MANAGEMENT**Insurance:**

All Municipal assets are adequately insured with Lateral Unison. The contract runs from 01 January 2019 for a period of three (3) years, which ends on 31 December 2021.

Asset Management:

The asset register is updated on annual basis; this is done to keep up with any changes that might have occurred. The last asset count was done during the month of July 2019 for the 2018/19 financial year.

Information Backup:

All shared data stored on file server (*O & P drives only*) is backed up on backup tapes which are extended automatically on a daily, weekly, monthly and annually basis. System users are responsible for ensuring that data backup and maintenance is carried out regarding their specific usage. General ledger and associated financial system data is backed up on the network server tape system, daily, weekly, tapes are stored on premises, monthly and annually are stored off site. The "e-Venus" financial system was implemented on 1 September 2009. A daily backup is done as well as a day end procedure to integrate daily transactions. On the last working day of each month (a few days after month end to accommodate financial transactions pertaining to the month closed) a monthly calendar, financial backup and integration including closing of votes and opening thereof in the new month is done.

Repairs and Maintenance Cost:

The actual operating costs of the municipal repairs and maintenance that were incurred for the year to date as required in terms of the repairs and maintenance policy are set out below:

| <i>OPERATING RESULTS ANALYSIS</i> | | Nov-19 | | | |
|-------------------------------------|--------------------------|---------------------|---------------------|-----------|------------|
| <i>COMPARISON: ACTUAL TO BUDGET</i> | FULL YEAR BUDGET 2019/20 | YTD ACTUAL | VARIANCES | VARIANCES | % |
| Municipal Offices | 617,510.00 | 200,641.56 | 416,868.44 | | 32% |
| Computer Software and Applications | 2,442,320.00 | 741,804.89 | 1,700,515.11 | | 30% |
| Computer Equipment | 694,560.00 | 217,322.63 | 477,237.37 | | 31% |
| Furniture and Office Equipment | 56,500.00 | 16,634.95 | 39,865.05 | | 29% |
| Machinery and Equipment | 487,280.00 | 147,819.72 | 339,460.28 | | 30% |
| Transport Assets | 344,530.00 | 74,469.80 | 270,060.20 | | 22% |
| Totals | 4,642,700.00 | 1,398,693.55 | 3,244,006.45 | | 30% |

Year to date expenditure on repairs and maintenance amounts to R 1, 399 million of the R 4, 643 million that was budgeted. The spending is expected to gain momentum as the year progress.

Motor Vehicles - Utilization Statistics:

The municipality operates a pool of 28 vehicles as part of its routine activities. Statistical information regarding the year-to-date utility for November 2019 is as follows:

Disposal of Vehicles:

| FRANCES BAARD DISTRICT MUNICIPALITY | | | | | | | POOL VEHICLE CONTROL NOVEMBER 2019 | | | |
|-----------------------------------------|--------------------------|-------------------------|--------------|------------|---------|------------|------------------------------------|--------------------|---------|---------------|
| Vehicle | Vehicle | Year | Registration | Service | License | Opening KM | Previous Month | Current month | Nov '19 | |
| Description | Allocation | Model | Number | | Expires | 1-Jul-19 | Closing Km Reading | Closing KM Reading | Utility | |
| 1 | Chevrolet Captiva | Pool | 2011 | CDM 296 NC | 120,000 | 2020/09/30 | 106,434 | 110,174 | 110,342 | 168 |
| 2 | Isuzu KB 2.5 CrewCab | Environmental Health | 2016 | CMV 311 NC | 75,000 | 2020/01/31 | 60,361 | 67,616 | 68,788 | 1,172 |
| 3 | Chevrolet Cruze 1,6North | Pool | 2016 | CMV 321 NC | 105,000 | 2020/01/31 | 82,567 | 90,402 | 92,221 | 1,819 |
| 4 | Toyota Hilux 2.5D | Project Management | 2016 | CMT 747 NC | 60,000 | 2020/01/31 | 43,677 | 44,683 | 45,826 | 1,143 |
| 5 | Chevrolet Cruze 1,6North | Pool | 2016 | CVM 314 NC | 90,000 | 2020/01/31 | 79,873 | 87,005 | 88,622 | 1,617 |
| 6 | Isuzu KB CrewCab | Housing | 2016 | CMV 319 NC | 60,000 | 2020/01/31 | 50,506 | 59,173 | 59,160 | 1,987 |
| 7 | Chevrolet Trailblazer | Pool | 2013 | CGR 575 NC | 90,000 | 2019/12/31 | 77,137 | 77,423 | 77,772 | 349 |
| 8 | Isuzu KB 250 | Housing | 2013 | CGR 572 NC | 105,000 | 2019/12/31 | 98,096 | 101,043 | 101,603 | 560 |
| 9 | Isuzu KB 250 | Housing | 2013 | CGR 576 NC | 90,000 | 2019/12/31 | 73,642 | 76,506 | 77,489 | 983 |
| 10 | Hyundai HI | Tourism Centre | 2013 | CGY 587 NC | 75,000 | 2020/03/31 | 68,508 | 69,863 | 70,833 | 970 |
| 11 | Isuzu KB 200 | Disaster Management | 2010 | CBY 895 NC | 90,000 | 2020/09/30 | 78,584 | 82,247 | 83,424 | 1,177 |
| 12 | Isuzu KB 200 | Disaster Management | 2010 | CBY 898 NC | 105,000 | 2020/09/30 | 90,724 | 94,995 | 95,599 | 604 |
| 13 | Toyota Landcruiser | Disaster Management | 2014 | CJL 363 NC | 35,000 | 2020/03/31 | 33,118 | 33,776 | 33,799 | 23 |
| 14 | Toyota Landcruiser | Disaster Management | 2014 | CKW 835 NC | 30,000 | 2020/03/31 | 27,657 | 28,762 | 28,762 | - |
| 15 | Isuzu Kb 250 D-Teq | Youth Unit | 2014 | CKR 822 NC | 75,000 | 2020/10/31 | 68,359 | 71,160 | 71,661 | 501 |
| 16 | Isuzu Fire Engine | Disaster Management | 2013 | CHM 958 NC | 15,000 | 2020/06/30 | 2,050 | 2,050 | 2,050 | - |
| 17 | Toyota Etios | Pool | 2014 | CJG 979 NC | 75,000 | 2019/12/31 | 65,665 | 68,004 | 68,745 | 741 |
| 18 | Nissan NP 200 | Environmental Health | 2014 | CJH 262 NC | 75,000 | 2019/12/31 | 65,093 | 70,068 | 71,753 | 1,685 |
| 19 | Nissan Hardbody | Environmental Health | 2014 | CJH 263 NC | 45,000 | 2019/12/31 | 39,068 | 42,850 | 43,053 | 203 |
| 20 | Nissan NP 200 | Environmental Health | 2014 | CJH 258 NC | 60,000 | 2019/12/31 | 46,052 | 48,323 | 49,439 | 1,116 |
| 21 | Chevrolet Park Van | Supply Chain Management | 2015 | CLF791 NC | 15,000 | 2020/01/31 | 11,875 | 12,858 | 13,013 | 155 |
| 22 | Nissan Almera 1.5 Acenta | Pool | 2016 | CMT 438 NC | 45,000 | 2020/01/31 | 37,582 | 40,497 | 40,893 | 396 |
| 23 | Audi Q7 3.0TDI Quattro | Council | 2017 | FBDM 1 NC | 60,000 | 2020/04/31 | 39,754 | 46,137 | 46,432 | 295 |
| 24 | Nissan NP 300 D/Cab | Housing | 2017 | CPS 005 NC | 30,000 | 2020/04/31 | 15,843 | 21,629 | 22,769 | 1,140 |
| 25 | Nissan NP 300 D/Cab | Environmental Health | 2017 | CPS 010 NC | 30,000 | 2020/04/31 | 17,159 | 21,223 | 22,969 | 1,746 |
| 26 | Nissan NP 300 S/Cab | Roads Maintenance | 2017 | CPS 006 NC | 30,000 | 2020/04/31 | 12,358 | 14,714 | 15,148 | 434 |
| 27 | Nissan NP 300 S/Cab | Pool | 2017 | CPS 008 NC | 30,000 | 2020/04/31 | 16,451 | 21,144 | 21,742 | 598 |
| 28 | Scania P310 Water Tanker | Disaster Management | 2018 | CVG023 NC | 15,000 | 2020/07/31 | 1,785 | 1,785 | 1,785 | - |
| FULL FLEET UTILITY NOVEMBER 2019 | | | | | | | | | | 21,582 |

Repairs and Maintenance Report:

- During the month of November 2019 on the 11th, only one vehicle Chevrolet Trailblazer model of 2013 with a registration (CGR 575 NC) was reported. The car windscreen cracked, that is the stone hit car's windscreen on N12

4. Quality Certificate

I, ZM Bogatsu, the Municipal Manager of Frances Baard District Municipality, hereby certify that—

- The monthly budget statement
- Quarterly report on the implementation of the budget and financial state affairs of the municipality
- Mid-year budget and performance assessment

The report for the month of November 2019 has been prepared in accordance with the Municipal Finance Management Act and regulations made under that Act.

Ms. ZM Bogatsu
Municipal Manager

Signature



Date

12 December 2019